



Collaboration Portal

Recipient User Guide

Updated 09/26/2023



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Recipient User Guide

Overview

The Collaboration Portal allows you to sign and submit documents virtually.

This guide is interactive. Any link indicated by green underlined text can be selected to jump to a specific area.

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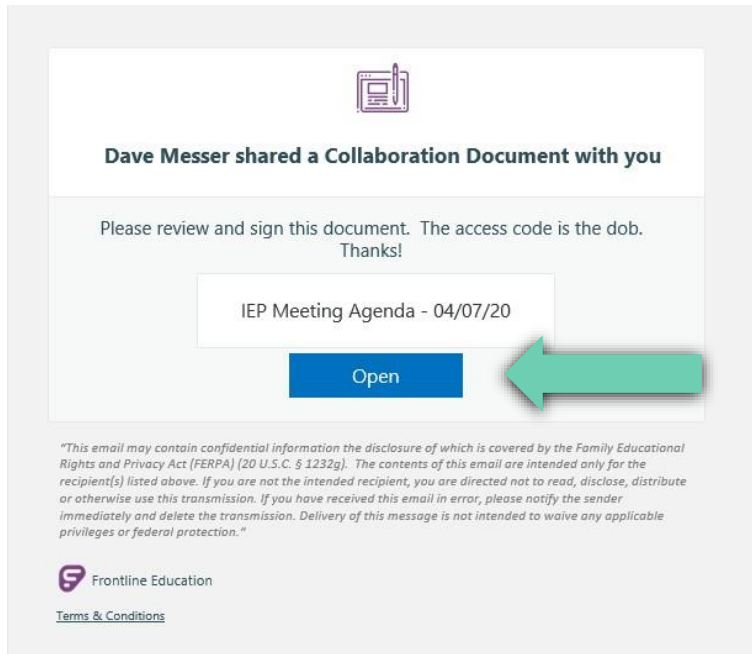


Two-Minute Overview Video

[Overview Video](#)

Opening the Document

When a document is ready for you to sign, you will receive a notification email. The email will come from a no-reply@frontline email address. The subject line and document will indicate who created it and who it came from. **Please note that this is a secure link.**



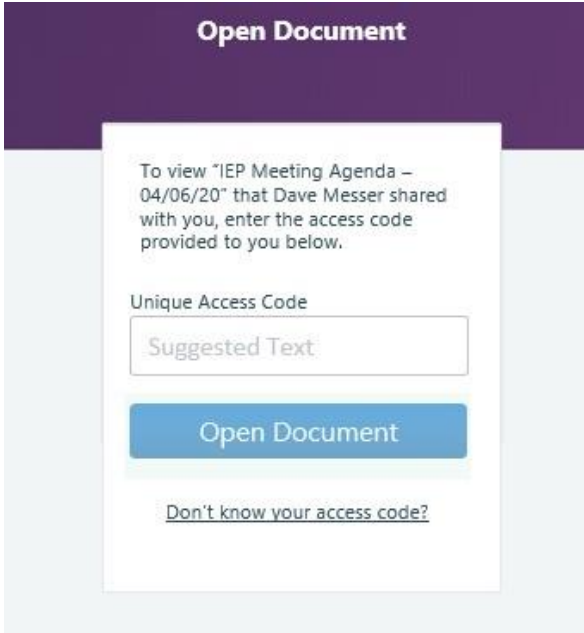
Click the blue **Open** button in the email to move to the next step in the process.



Entering the Access Code

The access code is a mechanism to ensure the security of the document. This security can be maintained by ensuring that only those who should open the document open it. The code is defined and shared by the person who published the document. Once you open the document, you are prompted to enter the document access code provided to you.

Enter the code and then click **Open Document**.



Open Document

To view "IEP Meeting Agenda – 04/06/20" that Dave Messer shared with you, enter the access code provided to you below.

Unique Access Code

If you are unsure of the access code, contact the person who shared the document with you.

Note that the "Unique Access Code" is case sensitive.



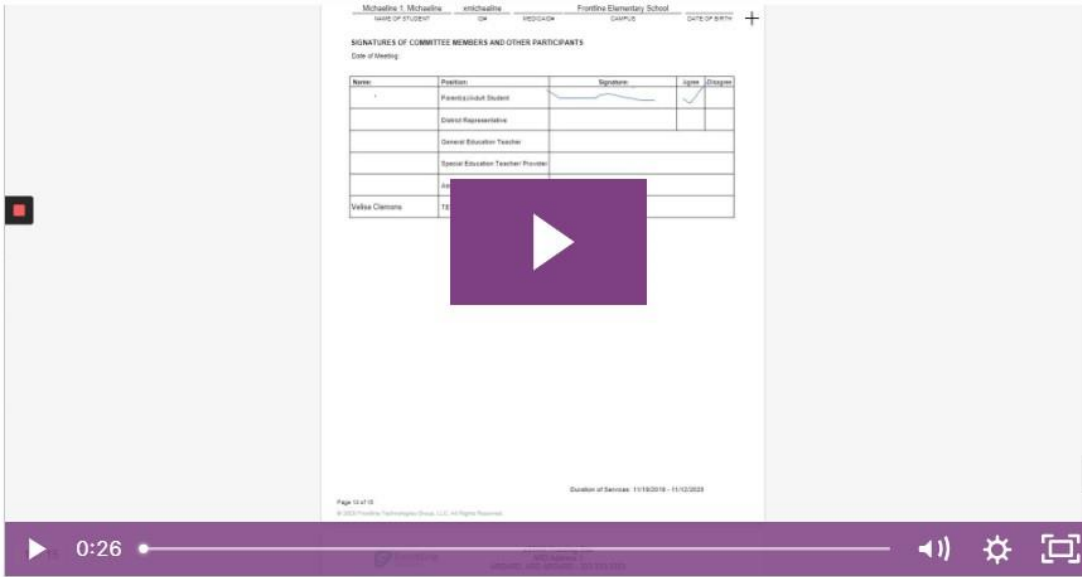
<p>The screenshot shows a white card on a dark purple background. At the top is the Frontline Education logo and the text 'Open Document'. Below is an icon of a document with a pencil. The main text reads: 'To view Tom's Assessment that Tom shared with you, enter the access code provided to you below.' Below that is a text input field containing 'Wrong!'. A message below the field says: 'You have many tries, please try again later.' At the bottom is a blue 'Open Document' button and a small link: 'Don't know your access code?'.</p>	<p>There is a limit of 5 attempts to enter the access code correctly. Once that limit is exceeded, an error message will prompt you to try again later. Wait 5 or more minutes and then try. 5 minutes is sufficient time.</p>
<p>The screenshot shows a white card on a dark purple background. At the top is the Frontline Education logo and the text 'Link Expired'. Below is a warning icon (a triangle with an exclamation mark). The main text reads: 'The link you used had expired. A new link has been generated and sent to your email inbox.'</p>	<p>The secure document link is valid for 48 hours. If it is entered past that time, you will receive an expired link message. The link will automatically be sent to your email.</p>
<p>The screenshot shows a white card on a dark purple background. At the top is the text 'Document Not Available'. Below is an icon of a person with a lightbulb above their head. The main text reads: 'The link you used is no longer available. Please contact the person who shared the document with you (Dave Messer).'</p>	<p>There are times when the district deletes a document previously sent to you. If the document you are trying to access is removed, you will receive a message letting you know the link is no longer available. In this situation, you may contact the district for more information.</p>



Accepting The Agreement

Upon successful entry of the access code, you are taken to the agreement page. You may watch the short introduction video that guides you through the signing process. Then select the appropriate agreement button. To continue in the process, **I Agree** must be clicked.

Getting Started




Michaeline T. Michaeline emichaeline Frontline Elementary School

NAME OF STUDENT GRADE GRADE GRADE DATE OF BIRTH

SIGNATURES OF COMMITTEE MEMBERS AND OTHER PARTICIPANTS

Date of Meeting:

Name	Position	Signature	Sign	Design
1	Parent/Child Student		<input checked="" type="checkbox"/>	
	District Representative			
	General Education Teacher			
	Special Education Teacher/Provider			
	Asst.			
	Volunteer			

Page 12 of 12 Duration of Service: 11/18/2018 - 11/12/2020

0:26

I do not agree **I agree**



Signing the Document

Click the **Start Signing** button.

Collaboration Document

Tory Blathras – IEP (Final)

Created 04/03/2020

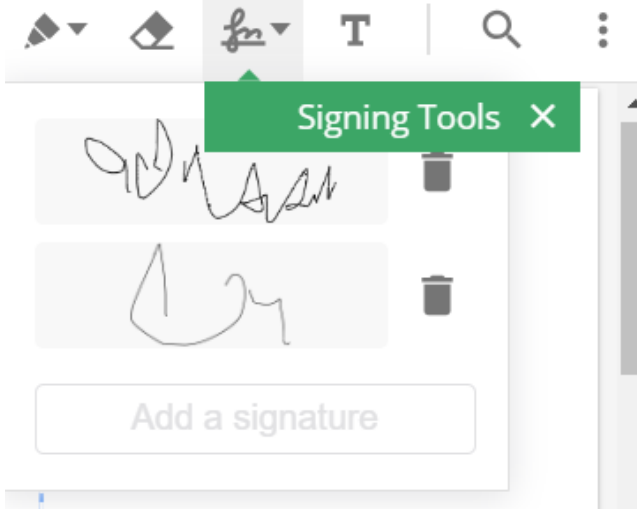
● Not Submitted

Start Signing



Once the document is open, utilize the annotation buttons at the top of the screen to sign.

Click Signature Icon



If your recipient will be signing multiple documents, we recommend they utilize the signature icon and then draw, type or upload their signature. Using this feature and saving the signature allows easy click and drag/drop of that saved signature the next time the recipient accesses it.

Be sure to select the **Save signature** check box and then click **Create**. You can now drag the signature box where it is needed. Alternatively, recipients can click on the pen icon, then sign where appropriate just like signing a sheet of paper. The pen icon can also be used to "check off" areas.

SIGNATURES OF COMMITTEE MEMBERS AND OTHER PARTICIPANTS

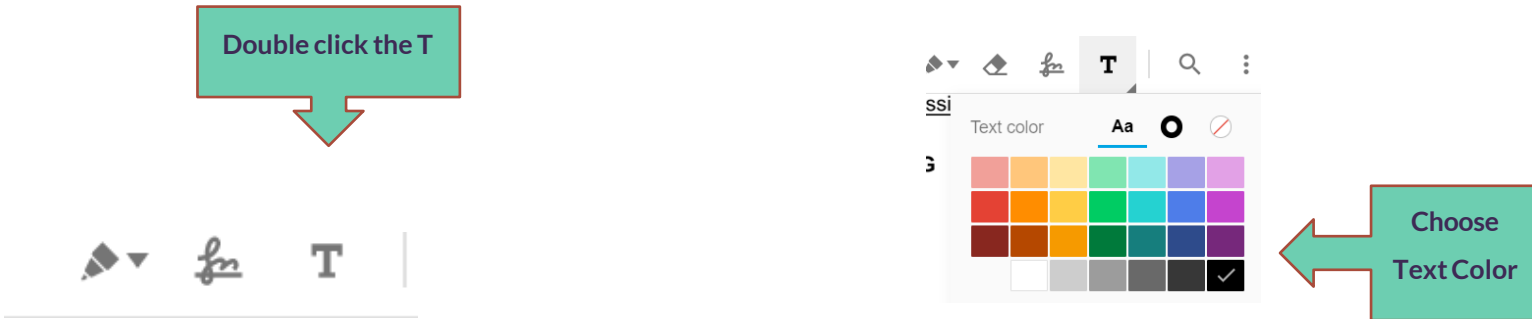
Date of Meeting:

Name:	Position:	Signature:	Agree	Disagree
	Parent(s)/Adult Student			
	District Representative			
	General Education Teacher			
	Special Education Teacher/ Provider			
	Assessment			



Using Type to Text

On the PDF, you can also utilize the type to text feature to type your name where needed. To do so, double click the T icon. Choose your color. Then, click anywhere in the area you wish to type. This creates a text box. Click inside the box to begin typing and click **enter** on your keyboard when complete.



Grover Bull	General Education Teacher	<i>Ka</i>	X
John Wright	Special Education Teacher/ Provider	<i>Clennan</i>	X
Joanne Kolius	Assessment		X
John Wright	District Administrator	Insert text here	X
Axel Adams	Early Childhood: Special Education Teacher		X

A green arrow points from the text 'Insert Text and Type' to the 'Insert text here' text box in the table.



Saving and Submitting

After the document is signed, you may click the **Save** button. Clicking “Save” only registers your annotation and shows you the signed document. To submit the completed/finalized document, click the **Save and Submit** button.

Collaboration Document

Tory Blathras – IEP (Final)
Created 04/03/2020
● Not Submitted



Submitting without Signing

Sometimes you may receive documents that only require you to view and submit without signing. In this case, click the dropdown menu at the top right, and then click **Submit**.

Collaboration Document

eStar Full ARD A - Review of Evaluation: 04/20/2020

Created Mon Apr 20 2020

● Not submitted



The screenshot shows a document header with the following text: "Date of Meeting: 09/29/2017" and "Reason for Meeting: Admission". To the right, there is a blue "Start Signing" button and a grey dropdown menu. A green arrow points down to the dropdown menu, which is open and shows "Download" and "Submit" options. Another green arrow points right to the "Admission" text.

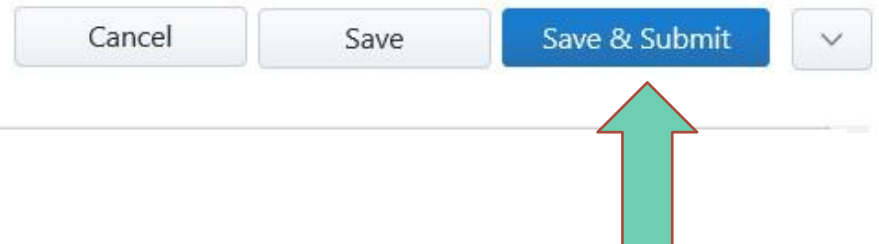
If you erroneously click the **Start Signing** button, you can then click **Save and Submit** without signing.

Collaboration Document

Tory Blathras – IEP (Final)

Created 04/03/2020

● Not Submitted



The screenshot shows a row of action buttons: "Cancel", "Save", "Save & Submit", and a dropdown menu. A green arrow points up to the "Save & Submit" button.



Downloading a Copy

Congratulations! You successfully signed and submitted your document! You can download a copy of the document for your records by clicking the **Download** button.

eStar Full ARD: 04/20/2020

Created Mon Apr 20 2020

● Not submitted

Finish

Download

