Collaboration Portal

User Guide

Updated April 2025

Collaboration Portal
User Guide

Overview

The Collaboration Portal allows you to sign and submit documents virtually.
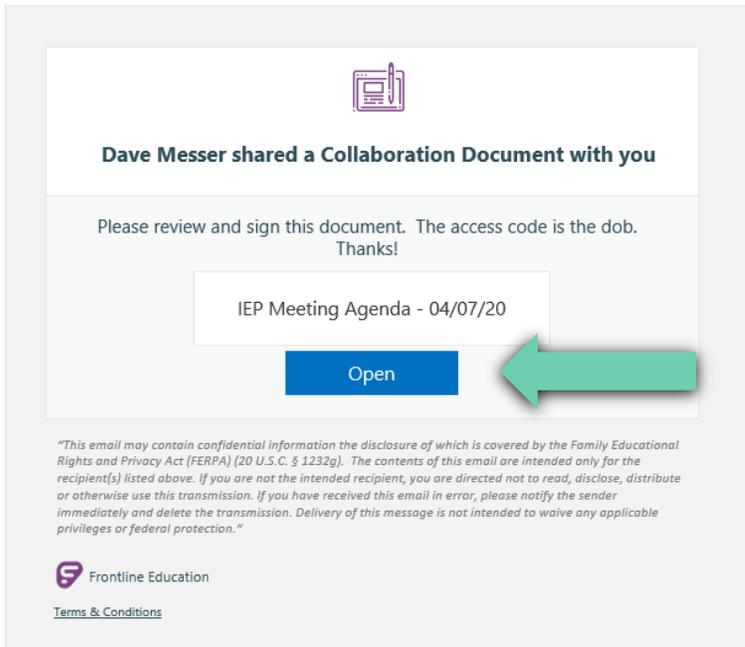
This guide is interactive. Click on any line of the table of contents to jump to that specific area.

Table of Contents

Notification Email

When a document is ready for you to sign, you will receive a notification email.
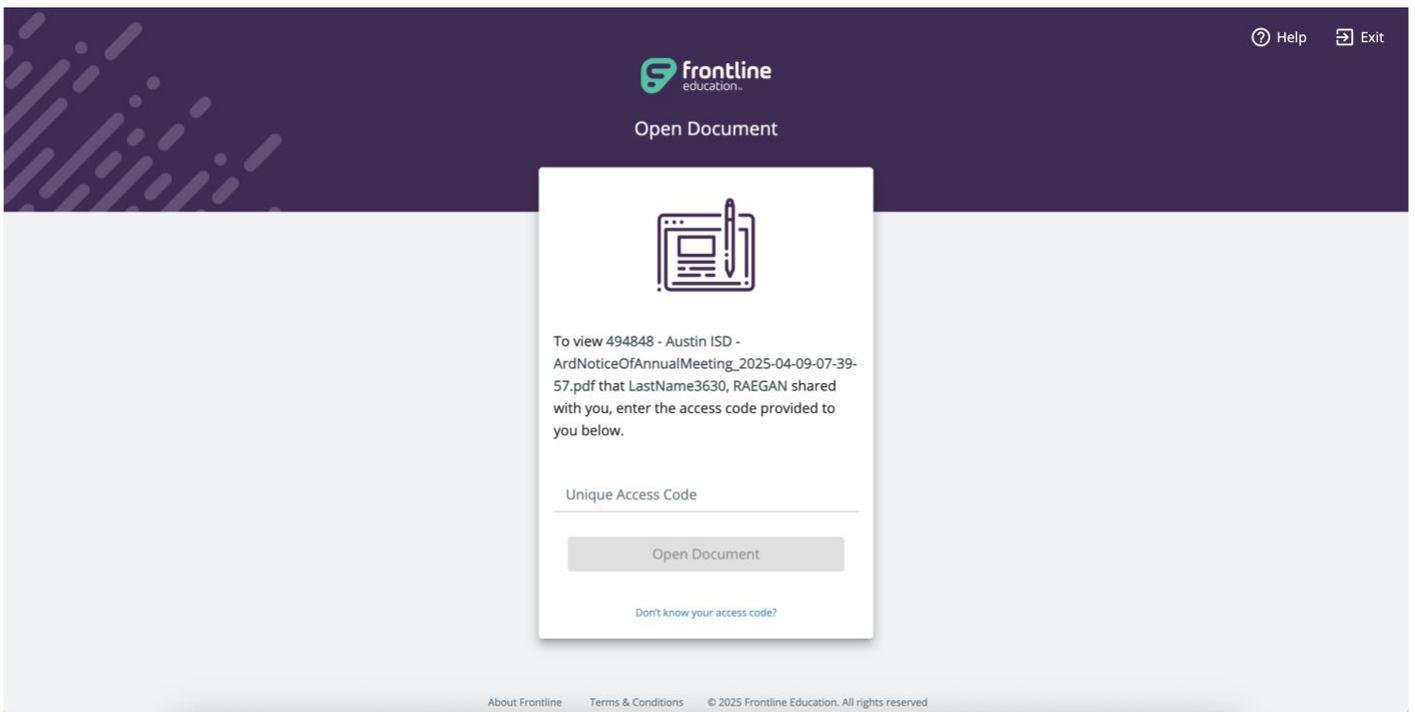

Click the blue **Open** button in the email to move to the next step in the process.

Enter the Access Code

Once you open the document, you will be prompted to enter the access code provided to you by the district.
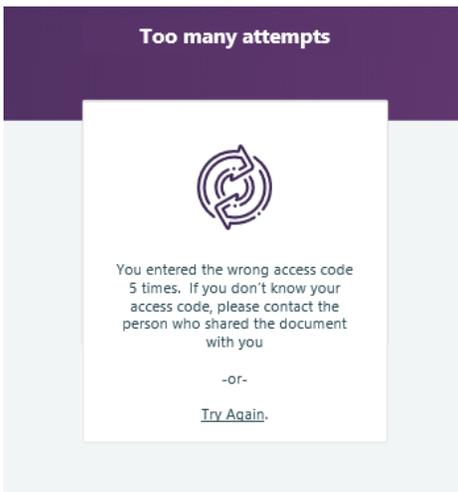
Enter the code and click **Open Document**.

If you don't know the access code, click on **Don't know your access code?** This will redirect to the district who will resend the code to you.
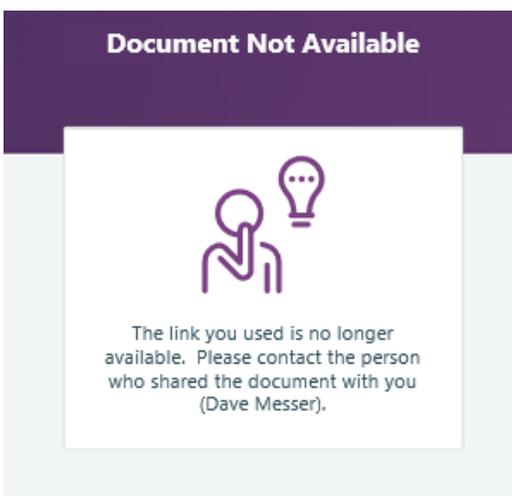
Note that the access code is case-sensitive.

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 or contact the district.

Too many attempts

You entered the wrong access code 5 times. If you don't know your access code, please contact the person who shared the document with you

-or-

Try Again.

Your access code is valid for 48 hours. If it is entered past that time, you will receive an expired code message. You can click **Resend Link** to try again.

Open Document

Your link has expired.

Resend Link
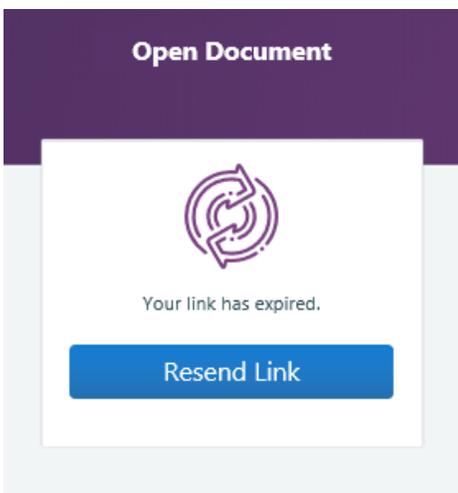
There are times when the district deletes a document previously sent to you. If the document you are trying to access is removed, you will get a message letting you know. In this situation, you may contact the district for more information.

Document Not Available

The link you used is no longer available. Please contact the person who shared the document with you (Dave Messer).

Accept Agreement

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

How to Sign

Click the **Start Signing** button.

Once the document is open, use the annotation tools at the top of the screen to sign. Click the **pen** icon. Then sign in the appropriate spot like you would on a sheet of paper.

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, click the **text** icon. 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 when complete.
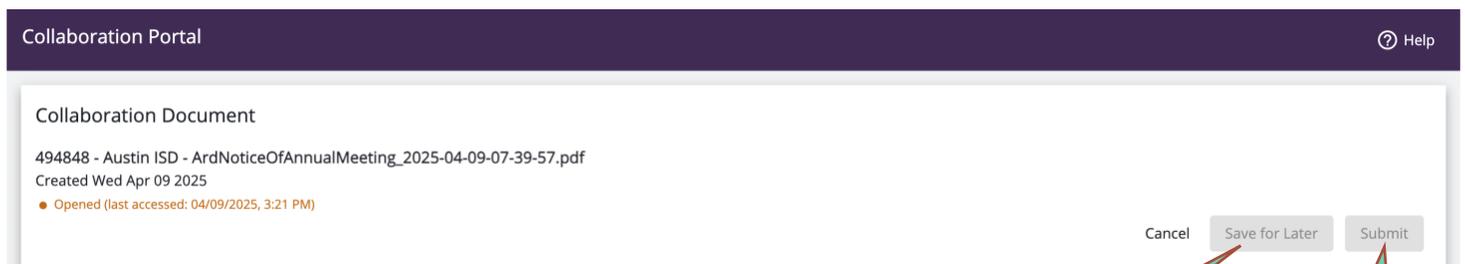
Click the T

Insert Text and Type
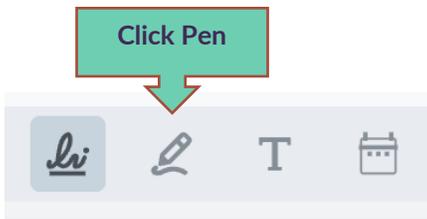
SIGNATURE COMMITTEE MEMBERS AND OTHER PARTICIPANTS

Date of Meeting:
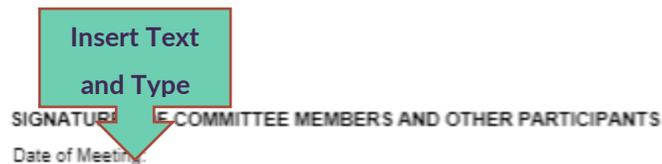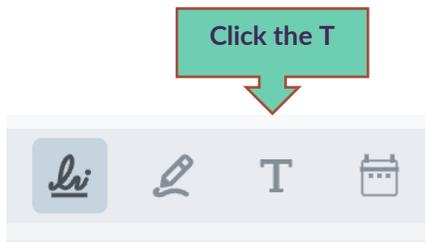
Name:	Position:	Signature:	Agree	Disagree
Jo type	Parent(s)/Adult Student			
	District Representative			
	General Education Teacher			
	Special Education Teacher/ Provider			

Save and Submit

After the document is signed, you may click the **Save for Later** button. This just saves your annotation and shows you the signed document.

To submit the completed document, click the **Submit** button.

Collaboration Portal — ⓘ Help

Collaboration Document

494848 - Austin ISD - ArdNoticeOfAnnualMeeting_2025-04-09-07-39-57.pdf
Created Wed Apr 09 2025
● Opened (last accessed: 04/09/2025, 3:21 PM)

Cancel   Save for Later   Submit

Saves the annotations and allows viewing

Submits completed document

Download a Copy

Congratulations! You successfully signed and submitted your document! You should see a message that shows it was submitted.
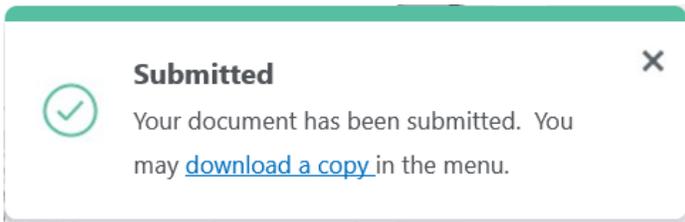
To download a copy of the document, go to the drop-down at the top right corner next to the signing button. Here, you can choose downloading a copy and submitting.