

Verification Packet How-To Instructions

1. Click on Verification Packet Link on Shaw Website
 - a. The electronic document platform will open in a new window
2. On the top right of the screen click on the button that says **Fill a Copy**
3. Click on **Sign in with Google**
 - a. Use your students Muscogee County Email Address which is their GTID#@mcsdgas.com
4. Click on the **Fill a Copy** button at the top right of the screen again
5. Make a Copy box will open
6. Be sure that the circle is filled in that says **Fill a copy**
 - a. **DO NOT SELECT DUPLICATE TEMPLATE!!!**
7. Scroll down to the bottom of the Make a Copy white box
8. Click on the Blue **Fill Copy** button at the bottom center of the screen
9. Click the checkbox that says **INSERT CHECKBOX** I agree to use electronic records and signatures
10. The green **Let's do this!** Button will shake and you must click it to proceed
11. Click on the grey **Next Field** button at the top right of the screen, or scroll down until you see the first field to be signed on page 2.
12. Once you come to the first **Sign Here/Signature** box, click on it and click on **Sign**
13. Create Signatures box will open
 - a. There are 4 different ways to sign the documents.
 - i. 1. Text a link to your cell phone
 - ii. 2. Draw your signature on your computer with your mouse
 - iii. 3. Upload Image of your electronic signature
 - iv. 4. Type
14. Once you choose how to draw/type/upload your signature click the blue **Save as Default** button at the bottom right of the screen
15. You will be taken back to the documents and your signature is saved so you wont have to re-create it for the rest of the documents



16. For the date fields – just click and the date automatically populates
17. TO CREATE STUDENT SIGNATURE
18. Click **Sign Here**
 - a. However, remember the parent signature is going to populate because it has been saved as our default signature
19. Now in the blue box that says Student Signature that is above the signature, click on **Edit**
20. Click on **Create New Signature** in the bottom right corner of the Apply Signature box
21. Create Signatures box will open again – choose one of the 4 ways to create the student signature (same as above when you created the parent signature)
22. Click on **Next Field** or scroll to the next fillable field
23. Continue reading ALL INFORMATION and filling out the fields that are required
24. Once you have completed everything and you are ready to finalize your documents, there will be a blue **Finalize** button at the top right of the screen
25. The progress meter at the top left might not be completely filled in because some of the forms may not have pertained to your student
26. Click the blue **Finalize** button at the top right
27. The Confirm Finalizing Document box will open
28. Click the green **Finalize Document** button in the middle of the screen
29. You will get a green check mark in the middle of your screen saying **Document finalized! Nice job! You've completed and finalized this form!**
30. Click on the blue **OK** button in the middle of the page
31. You will receive a copy of the final signed documents in the google email that you logged in with and Shaw High School receives a copy as well

