



E-Signature Parent Portal Instructions College Pathways

1. Log into the Parent Portal using your Infinite Campus Portal phone app or on a computer.
(<https://mycampus.asd20.org/campus/portal/parents/academy20.jsp>)

Select the “**Login with Single Sign-On**” (SSO) option (*if you try to fill in the username and password on this page it will NOT log in*). Enter the appropriate login information on the single-sign on page. ([username p@asd20.org](#)).

Academy 20

Login with Single Sign-On (SSO)

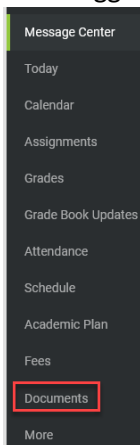
OR

Parent Username

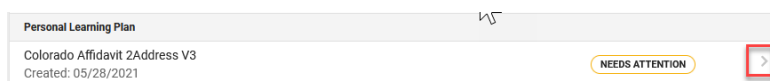
Password

Log In

2. Once logged in, from the left side menu, select **Documents**:



3. Select the **Colorado Affidavit Residency Form**:





4. Fill in all fields including:
 - a. Name of person completing the form (***this name MUST match the portal username used to login. If you logged in as Susie Q, Susie Q should be filling it out. If they do not match when the form is received, the form will have to be re-completed.***)
 - b. Relationship to student.
 - c. Select check box and add an address ONLY if the one already listed is incorrect.
 - d. Check the “I do hereby swear and affirm...” box.

5. Sign the form by clicking on the paper/pencil icon. *The signature must match the portal username and the name of the person completing and signing the affidavit. Any discrepancies will require a new form to be completed.*

Signature Page, page 1 of 1

Colorado Affidavit 2Address V3

This electronic signature, for all purposes of legal documents, is the same as a pen-and-paper signature or initial.

Parent/Guardian Signature _____ Date _____

Printed Name _____

6. Select Sign.

Sign/Decline Dialog

Click Sign to agree or Decline to disagree. You can change your signature choice until you Submit the document.

Sign Decline Clear

7. Select Submit.

Submit Save Progress Next Action

8. The document will be listed as “signed & pending”.

Colorado Affidavit 2Address V3
Created: 05/28/2021 - Submitted: 05/28/2021

SIGNED & PENDING >

That’s it! This form must be completed for each student enrolled in the College Pathways program.