

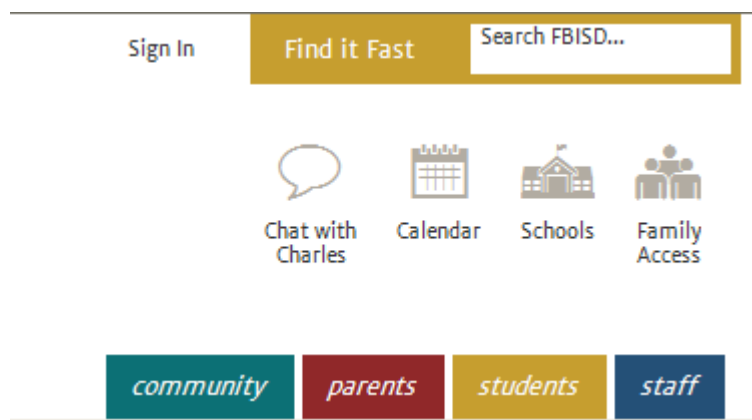
Fort Bend Independent School District Parent Electronic Signature for Endorsements

After **Students** have selected their Endorsements , parents will need to sign the **Endorsement** electronically.

Begin by going to the FBISD **Family Access** website at:

<http://www.fortbendisd.com/family-access>

Scroll down and click on the **Login to Family Access** on the right side of the screen.



When the login screen opens, the parents will type in their login and password, and click on the **Login** button.



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On the Endorsement page under the selected information will be the message **Guardian Signature is Required.**
Parents must sign the **Endorsement** page through **Family Access.**

Home
New Student Online Enrollment
Calendar
Gradebook
Attendance
Student Info
Food Service
Schedule
Endorsements

By clicking on the word **(Sign)**, the parent will be able to add an electronic signature by checking the box **I Agree**. The parent's name and the date signed will display and a **Submit Signature** button will appear.

The screenshot shows a web form titled 'Declare Endorsement'. At the top, there are two columns: 'Declared (Sign)' and 'Achieved'. Under 'Declared', there is a dropdown menu for 'Endorsement' and a button for 'Option'. Under 'Achieved', there is a dropdown menu for 'Endorsement' and a button for 'Option'. The main content area is titled 'Signature Required' and contains a scrollable text box with the following text:

Under the Federal Electronic Signatures in Global and National Commerce Act, before you may electronically sign this Endorsement, you must be provided with certain of the following information and you must affirmatively agree to the following and thereafter not withdraw your agreement.

By clicking 'I Agree' and submitting this agreement via the internet, I acknowledge that:

* I have read and understood the foregoing Electronic Signature Agreement and that I intend to be bound thereby.

* I understand and agree that my electronic signature is the equivalent of a manual signature and that others may rely on it as such in connection with any and all agreements I may enter into, including but not limited to this Electronic Signature Agreement.

Below the text box, there is a 'Signed By' field, a checked 'I Agree' checkbox, and a 'Date Signed' field showing '01/19/2017 2:46 PM'. At the bottom right, there is a 'Save' button. Red arrows in the original image point to the '(Sign)' link, the 'I Agree' checkbox, and the 'Save' button.

After the parent submits the signature, that information will be displayed under the student signature information.

Declared	
Endorsement	Option
Multidisciplinary Studies	
Signed by [redacted] on 01/29/2015 at 9:08 AM.	
Signed by [redacted] on 01/29/2015 at 9:24 AM.	

NOTE: Parents are not able to change the Endorsement after the student has made the selection. Changes must be made through the Counselor.