Skyward Process for Endorsement

1. Follow the links and log into Skyward.

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2. Find Endorsements on the left had side and click.

| Calendar Gradebook Attendance Student Info Schedule Activities Endorsements Portfolio Login History | Home | ndorsements | | |
|---|---------------|-------------|---------------------|--------|
| Gradebook Attendance Student Info Schedule Activities Portfolio Login History | Calendar | Declared | | Ortion |
| Attendance Student Info Schedule Activities Endorsements Portfolio Login History | Gradebook | Endorsement | Declare an Endorsem | ent |
| Student Info Schedule Activities Endorsements Portfolio Login History | Attendance | | | |
| Schedule Activities Endorsements Portfolio Login History | Student Info | | 1 | |
| Activities Endorsements Portfolio Login History | Schedule | | | |
| Endorsements Portfolio Login History | Activities | | | |
| Portfolio Login History | Endorsements | | | |
| Login History | Portfolio | | | |
| | Login History | | | |
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3. Click on Declare an endorsement. The endorsement window will pop up.

| * Declared Endorsement: Declared Option: | | × × | | |
|---|--|--|---|--|
| ignature Required | | | | |
| Under the Federal Electronic S Endorsement, you must be pro following and thereafter not will By clicking 'I Agree' and submi * I have read and understood t * I understand and agree that r as such in connection with any Agreement. | ignatures in Global and Na vided with certain of the fo hdraw your agreement. ting this agreement via the ne foregoing Electronic Sig ny electronic signature is th and all agreements I may | ational Commerce Act, before you may el llowing information and you must affirmat e internet, I acknowledge that: anature Agreement and that I intend to be he equivalent of a manual signature and enter into, including but not limited to this | ectronically sign this ively agree to the bound thereby. hat others may rely on it Electronic Signature | |
| | | I Agree | | |
| Signed By: | | Date Signed: | | |
|) Indicates a required field. | | | | |
| | | | | |

4. Click on Declared endorsement line and choose from the drop down menu.

| * Declared D | Endorsement: | | | × × | | | |
|---|--|--|---|---|--|--|--------|
| ignature Requ | red | | | | | | |
| Under the Fed Endorsement, following and the By clicking 'I A * I have read a * I understand as such in com Agreement. | eral Electronic Sig you must be provi hereafter not withour gree' and submitti and understood the and agree that my hection with any a | natures in Global and ded with certain of th raw your agreement. ng this agreement via foregoing Electronic electronic signature nd all agreements I m | I National Comme e following informa the internet, I ack Signature Agreen is the equivalent o nay enter into, incl | rce Act, before you ation and you mus mowledge that: nent and that I inte of a manual signatu uding but not limite | u may electronical affirmatively agree nd to be bound the are and that others d to this Electronic | y sign this e to the rreby. may rely on it e Signature | < ~ |
| | | | I Agree | | | | |
| | | | | | | | |
| Signed By: | | | | Date Signed: | | | |

- 5. Choose the endorsement you used in Naviance from your list of careers.
 - a. Business and Industry
 - b. Arts and Humanities
 - c. Public Service
 - d. STEM
 - e. Multidisciplinary
- 6. Choose the Declared Option: It usually will be the CTE option.

| * Declared Endorsement V Declared Option: |
|--|
| Signature Required |
| 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. |
| I Agree |
| Signed By: Date Signed: |
| (*) Indicates a required field. |
| Save |

 Click the Agree box and the signed by and date will appear. Save when you are completed.

| * Declared Endorsement: Declared Option: | `` |
|--|--|
| ature Required | |
| nder the Federal Electronic Signatures in Glot ndorsement, you must be provided with certai llowing and thereafter not withdraw your agree y clicking 'I Agree' and submitting this agreem I have read and understood the foregoing Elec I understand and agree that my electronic sign s such in connection with any and all agreeme greement. | bal and National Commerce Act, before ou may electronically sign this n of the following information and your cust affirmatively agree to the ement. enert via the internet, I acknowledge that: ctronic Signature Agreement and that I intend to be bound thereby. nature is the equivalent in a manual signature and that others may rely on it ents I may enter into a cluding but not limited to this Electronic Signature |
| | I Agree |
| Signed By: | Date Signed: |
| | |

8. It should look like this: (I hid the name)

| lare Endorsement | | | | |
|---|---|--|--|----------|
| *Declared Endorsement: P Declared Option: O | blic Services tion A: CTE | ~ | | |
| Signature Required | | | | |
| Under the Federal Electronic Sign Endorsement, you must be provid following and thereafter not withdr By clicking 'I Agree' and submittin * I have read and understood the * I understand and agree that my an Agreement. | tures in Global and National Comme d with certain of the following inform w your agreement. this agreement via the internet, I ac regoing Electronic Signature Agreen ectronic signature is the equivalent all agreements I may enter into, inc | erce Act, before y ation and you m knowledge that: nent and that I ir of a manual sign luding but not lin | you may electronically sign this ust affirmatively agree to the ntend to be bound thereby. ature and that others may rely on it nited to this Electronic Signature | ^ |
| | ✓ I Agree | | | |
| Signed By: | | Date Signed: | 05/13/2015 9:08 AM | |
| *) Indicates a required field. | | | | |
| | | | | |

- When the parent signs in, they must choose the student for which they are looking at.
- 10. They click on endorsements.
- 11. Choose "Sign"
- 12. Click on "Sign"
- 13. Click on the agree button.
- 14. The parent's agreement will appear.
- 15. Save the results.