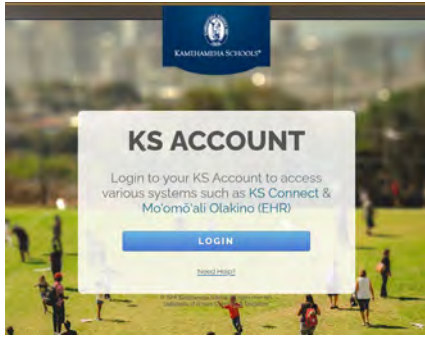
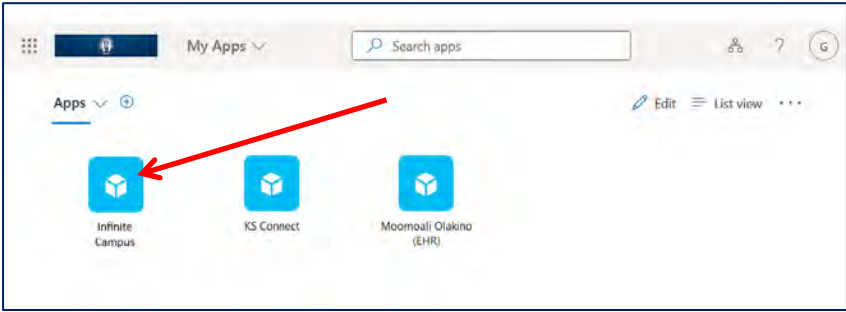
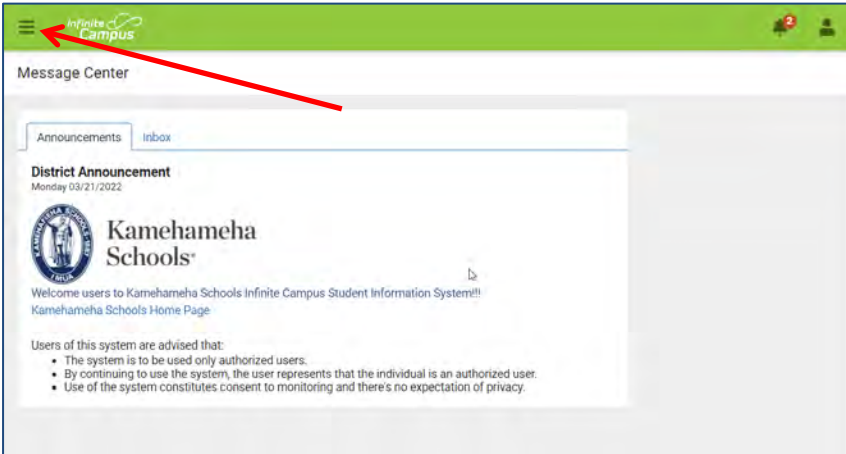
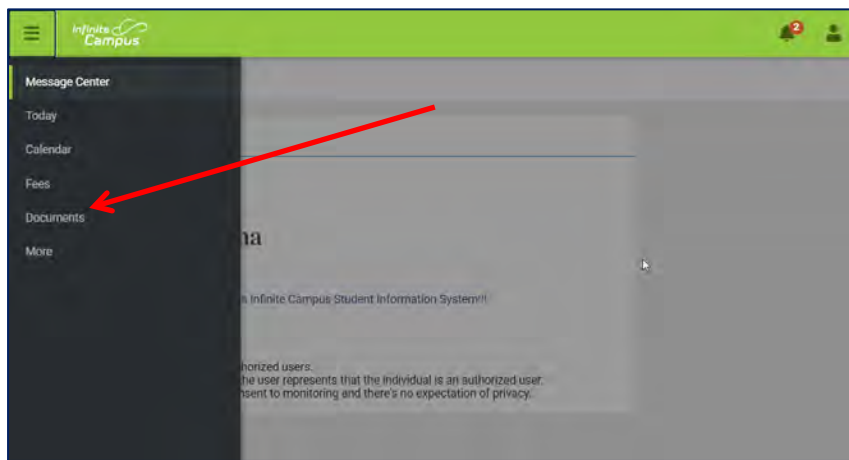


KAMEHAMEHA SCHOOLS



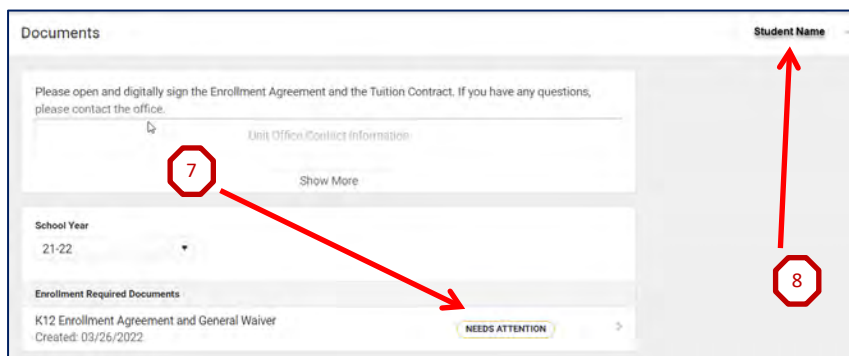
How do I eSign Documents?

 The image shows the KS ACCOUNT login page. It features the Kamehameha Schools logo at the top. Below it, a white box contains the text 'KS ACCOUNT' and 'Login to your KS Account to access various systems such as KS Connect & Mo'omali Olakino (EHR)'. There is a blue 'LOGIN' button and a link for 'Forgot Password?'.	1. Go to the KS account page and log in. https://ohana.ksbe.edu
 The image shows the 'My Apps' dashboard. At the top, there's a search bar and a 'My Apps' dropdown. Below, there's a section titled 'Apps' with three icons: 'Infinite Campus', 'KS Connect', and 'Mo'omali Olakino (EHR)'. A red arrow points to the 'Infinite Campus' icon.	2. Click on the Infinite Campus icon.
 The image shows the Infinite Campus Portal. At the top, there's a green header with the 'Infinite Campus' logo and a 'menu' icon (three horizontal lines). Below the header, there's a 'Message Center' section with tabs for 'Announcements' and 'Inbox'. A red arrow points to the 'menu' icon in the top-left corner.	3. Welcome to the Infinite Campus Portal. The look and feel for Parents and Students is the same – just the modules and information displayed is different. 4. Click on the “menu” icon in the top-left to access the portal options.



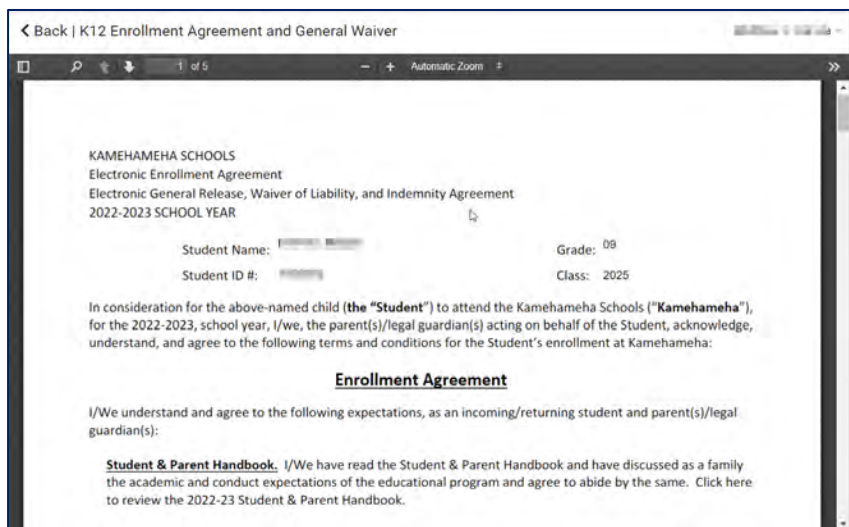
5. The portal menu will open up.

6. Click on the “Documents” link to access forms and documents.

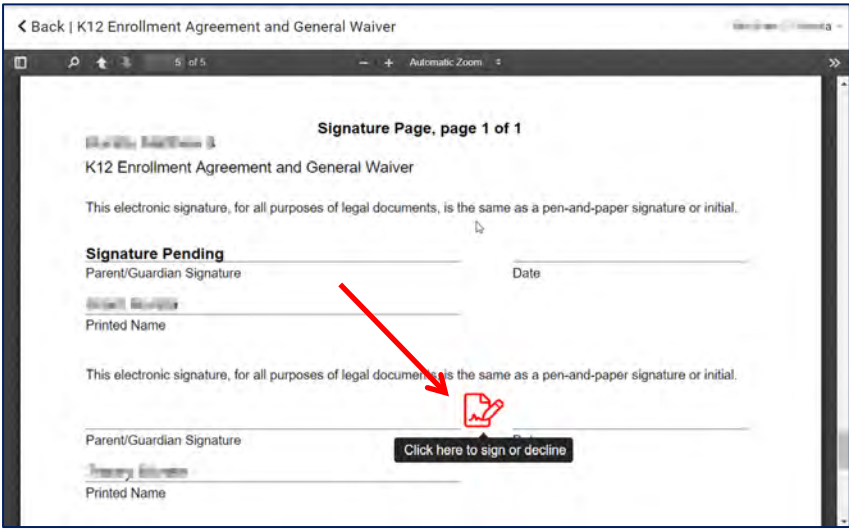
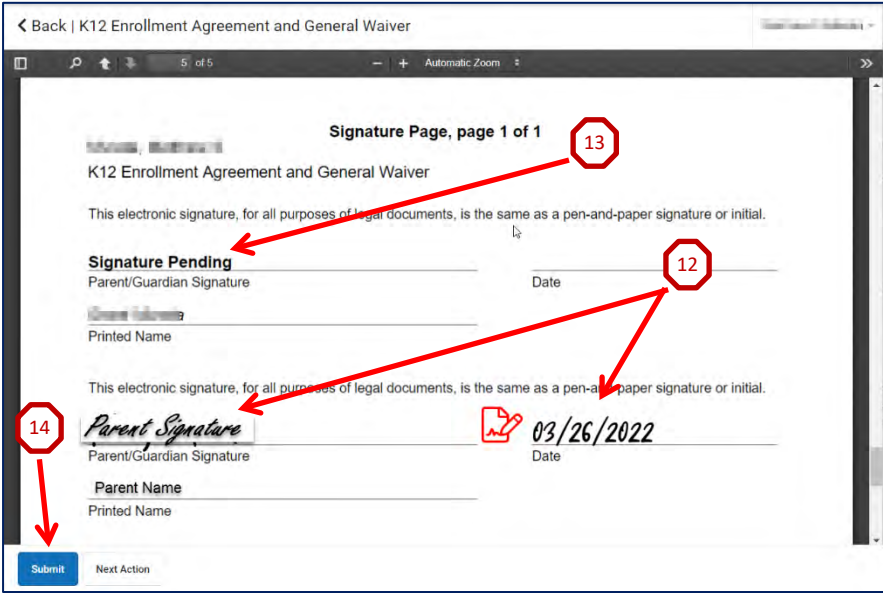


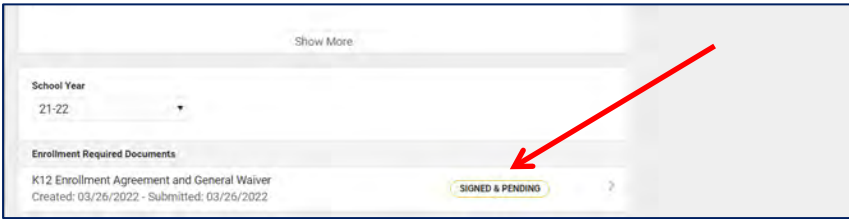
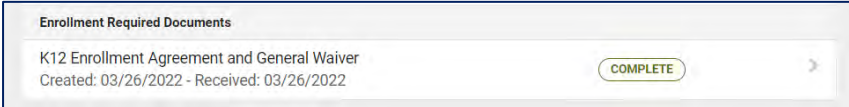
7. Click on the Form that “Needs your Attention”.

8. Parents/Custodians, if you have more than one student enrolled at Kamehameha Schools, you can use the drop-down menu at the top-right to select different students.



9. The document will open up. Read and scroll down to the bottom

	10. Click on the red icon to sign the form/document.
	11. Click on "Sign" to electronically sign the document. <i>IF you click on "Decline" it will prevent anyone else from signing the form (some forms have multiple persons including parents, custodians, and student signatures required) and will delay any further processing.</i>
	12. Your electronic signature and date will appear 13. If another signature is required and has not been signed, it will show as "Signature Pending." 14. You must click on the "Submit" button at the bottom of the page to complete the eSignature process.

	15. The status of the document shows that you have signed it and it is pending (other signatures and/or for Kamehameha Schools to finish processing the form/document).
	16. After all signatures have been received and KS has finished processing, the status shows "Complete." The form has been e-signed and is closed.

Frequently Asked Questions:

Q1: What if I accidentally log off?

A1: Our Infinite Campus system utilizes Kamehameha Schools Single-Sign On (SSO) technology. If you accidentally sign off, just click on the "SSO" button near the top left of the screen to sign back in.

Q2: What if I accidentally decline the form?

A2: Please contact the unit office as this will prevent any further progress and will delay processing.

Q3: What if I "Save" the form and don't "Submit" it?

A3: You can return to the form and submit it at a later time. However, the form cannot be processed until it is submitted.