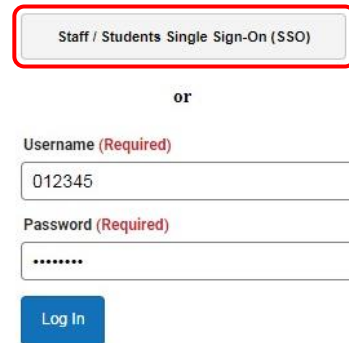# Student Handbook Acknowledgment

Erie's Public Schools – Information Technology

The following step-by-step directions will allow students to access, digitally review and acknowledge a copy of the Erie's Public Schools Student Handbook and Code of Conduct.

Logging into Infinite Campus

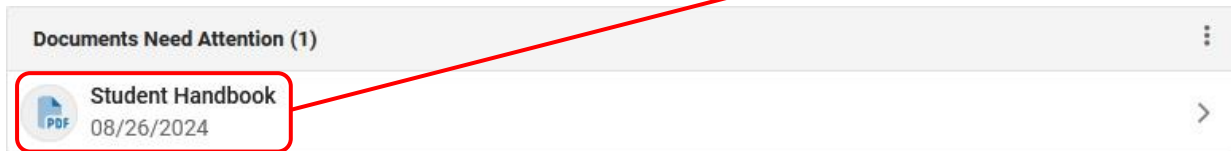|	
All staff and students should log into Infinite Campus using the **Staff / Students Single Sign-On (SSO)** button. The first time the student logs in using the single sign-on, they will be asked to enter the same **Username** and the **Password** that they use to login to their district computer.	

Student Portal

From the **Student Portal** home screen:
Under the **Document Needs Attention** section, click on **Student Handbook**.

From the **Student Handbook** form that appears:
The **Student's Name** and **Date** fields on page 1 of the form will automatically be pre-populated.

Once the student has reviewed all sections of the Erie's Public Schools Student Handbook and Code of Conduct,
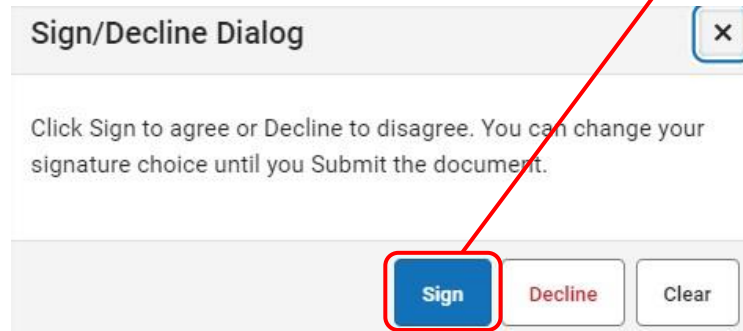1. Click on the **Click here to sign** icon.

2. From the **Sign/Decline Dialog** pop-up window that appears, click **Sign**.

Once the student clicks the **Sign** button, the **Student Signature** and **Date** fields on page 2 of the form will be populated with the student name and current date.

3. Click **Submit** at the bottom of the page to complete the **Student Handbook Acknowledgement**.

After the **Student Handbook Acknowledgement** from has been signed and successfully submitted, the student will be returned to the Student Portal home screen.

IT Support

Student Handbook Acknowledgement:
If a student cannot complete the **Student Handbook Acknowledgement** after completing the steps above, please submit a support request via email to epssupport@eriesd.org.