

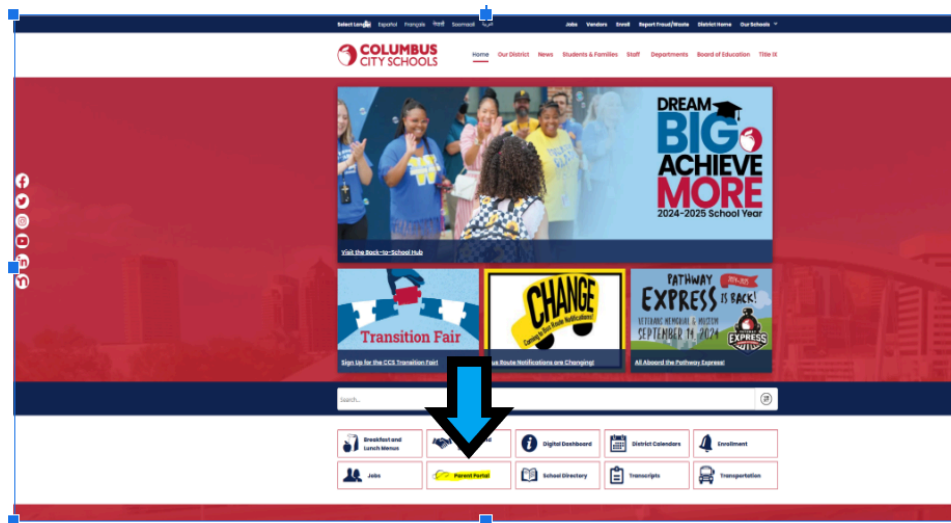
VCAP Parent E-Signature Instructions

This process must be completed by a parent/guardian via their Campus Parent Portal account. The E Sign link can only be accessed through the Parent Portal and will not appear in the Student Portal. This process must be completed in a Browser.

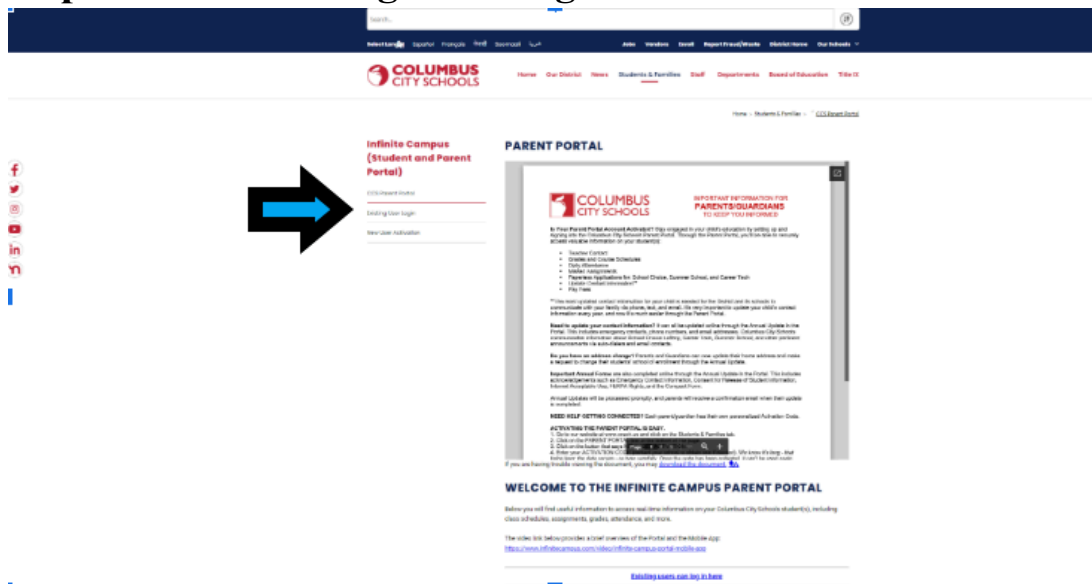
Step 1: Sign into your Infinite Campus Parent Portal

Log into the portal using the **Parent Portal** box on the front page of the CCS website:

www.ccssoh.us.



Step 2: Click Existing User Login.



Step 3: Click Campus Parent

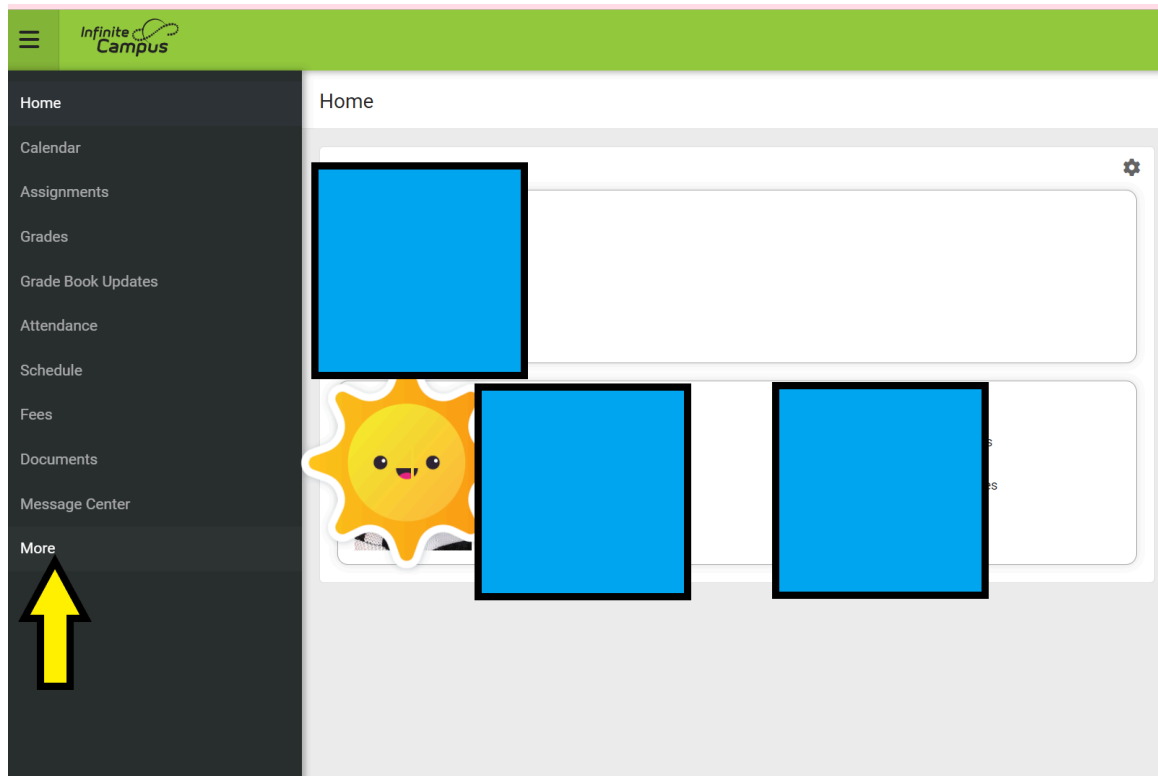


Step 4 : Enter your Username and password.

If you cannot recall your username and/or password, and you entered an email address during setup, you can request the information be emailed via the portal log on screen. If you do not receive an account recovery email, please send a picture of your photo ID and the name and birthdate of your student(s) to parentportalaccess@columbus.k12.oh.us

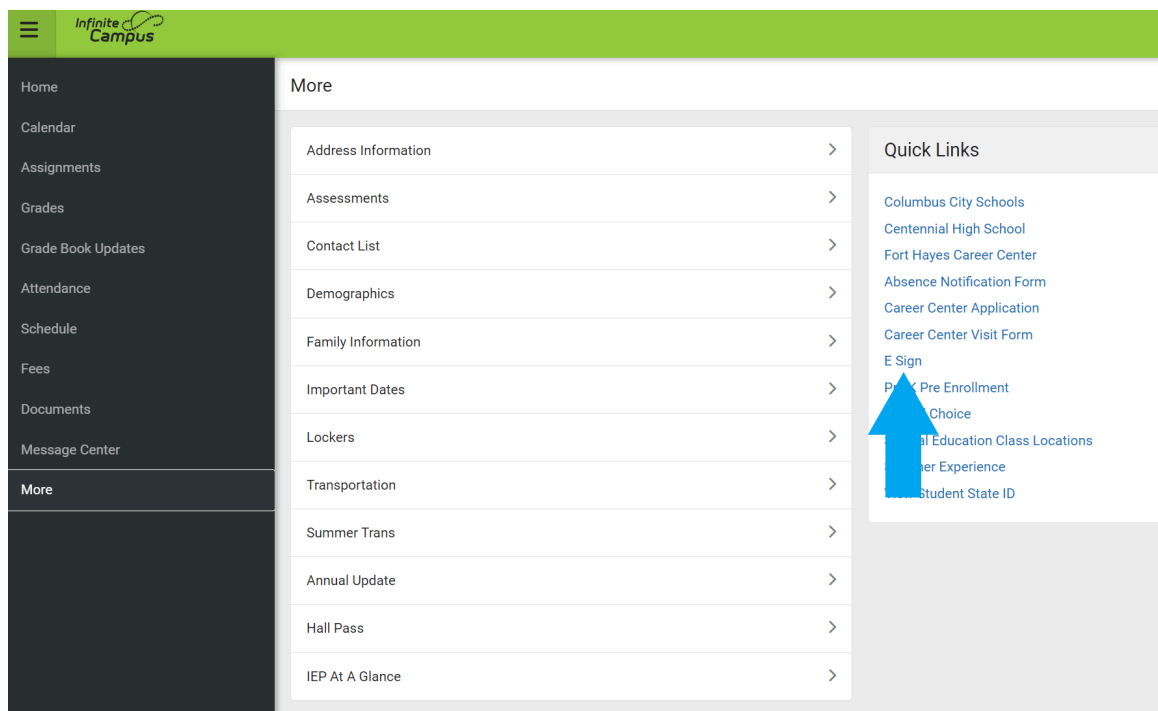
Step 5: Open the More tab

When the portal opens, it will automatically display the “Message Center” page. Click on the “More” tab. If you do not see the list of tabs on the left side of the screen click on the 3 lines at the top next to the Infinite Campus logo to display them.



Step 6: Locate the E Sign Link

Locate the E Sign link in the Quick links box. You may need to scroll down.



Step 7: Review the Document

The document will open on your screen. You can scroll up or down to see the full document. **It is important to carefully read over the document to make sure you agree with all of the terms. Click Next**

Is your contact information below correct?

Username: kyle [REDACTED]

Name: [REDACTED]

Primary Household Address: [REDACTED]

Cell Phone: [REDACTED]

Use this format: (xxx)xxx-xxxx

Email: [REDACTED]

Update your email address above if not correct in order to receive notifications for E-Sign.

If the address on file with Columbus City Schools is incorrect, please complete the Annual Update in your Parent Portal account.

Parent Portal

Message Center

Today

Calendar

Discussions

More

More

Address Information

Health

Learning Tools

Lockers

School Choice

Transportation

Annual Update

Next Logout

Step 8: You will then see that the VCAP Course has been approved with your e-sign and have completed the process.

[← Back to Contact Verification Page](#) [Logout](#)

Columbus City Schools E-Sign Application: [REDACTED]

VCAP Requests

School

Centennial High School

Request Date

August 28, 2024 at 8:24:03 AM EDT

Courses

ADV QUANTITATIVE REASONING (Y)

On August 29, 2024 at 1:35:05 PM EDT, [REDACTED] approved to the Virtual Credit Advancement Program (VCAP) for the 2024-2025 school year.

Thank you!