

## Collaboration Portal Instructions

- Please find instructions for the collaboration portal below:

**Roslyn Pupil Personnel Services conducts all correspondence through a secured online portal serviced by Frontline Education.** The portal allows you to download, print and sign your child's documents without having to mail them back. Certain documents, such as consent forms, will also be sent via regular mail to ensure you receive them. Below are brief directions on how to utilize the portal for your document needs.

- Each time you have a document that needs viewing, you will receive an email from the following sender with the title in the subject:
  - **"Frontline Education: (Staff Member) has shared a document with you through the Collaboration Portal"**
  - **Please be aware:** These emails tend to end up in your "Bulk/Junk" mailbox, so be sure to accept it into your regular Inbox for the future inbox, so you do not miss any documents that you may need to access.
- The email will explain how to access your document. Click on "Open Document" and enter the access code.
  - **The access code for every document you receive will be your child's first three letters of their last name (CAPITALIZED) and their birthday in the form of MM/DD/YYYY (example: ABC01022020)**
  - There are no log in usernames or passwords to use or remember.
- From there, a short tutorial video will appear for you to watch with instructions for signing. Click "I Agree" and continue.
- **Please be sure documents such as consent forms are signed before you submit them. If the document does NOT require a signature, please just click the "submit" button in order to assure us you have received the document. Also, links expire in 3 DAYS. If you cannot access your link for this reason, please contact us at Lcarlucci@roslynschools.org and I will gladly send it again.**

Thank you for helping us to serve you and your student better!!