Welcome View – My Competency Menu
Electronic Signature

This reference guide provides an overview of the process for **Applying Electronic Signature** within StaffReady. The following process steps and instructional information are provided within this document:

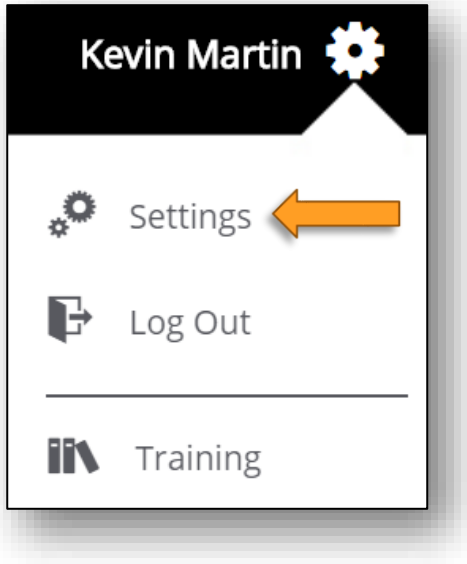
- **Setup Electronic Signature**
- **Apply Electronic Signature**

1 | Setup Electronic Signature

Setup Electronic Signature

1. Click **Your Name** (upper right-hand corner of application).

2. Click **Settings**.



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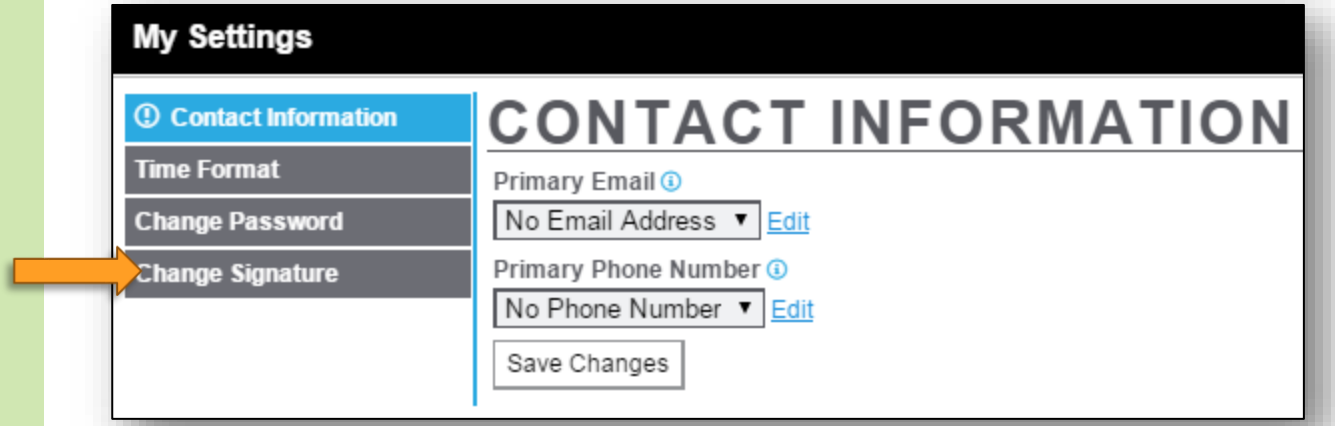
3. Click **Change Signature**.



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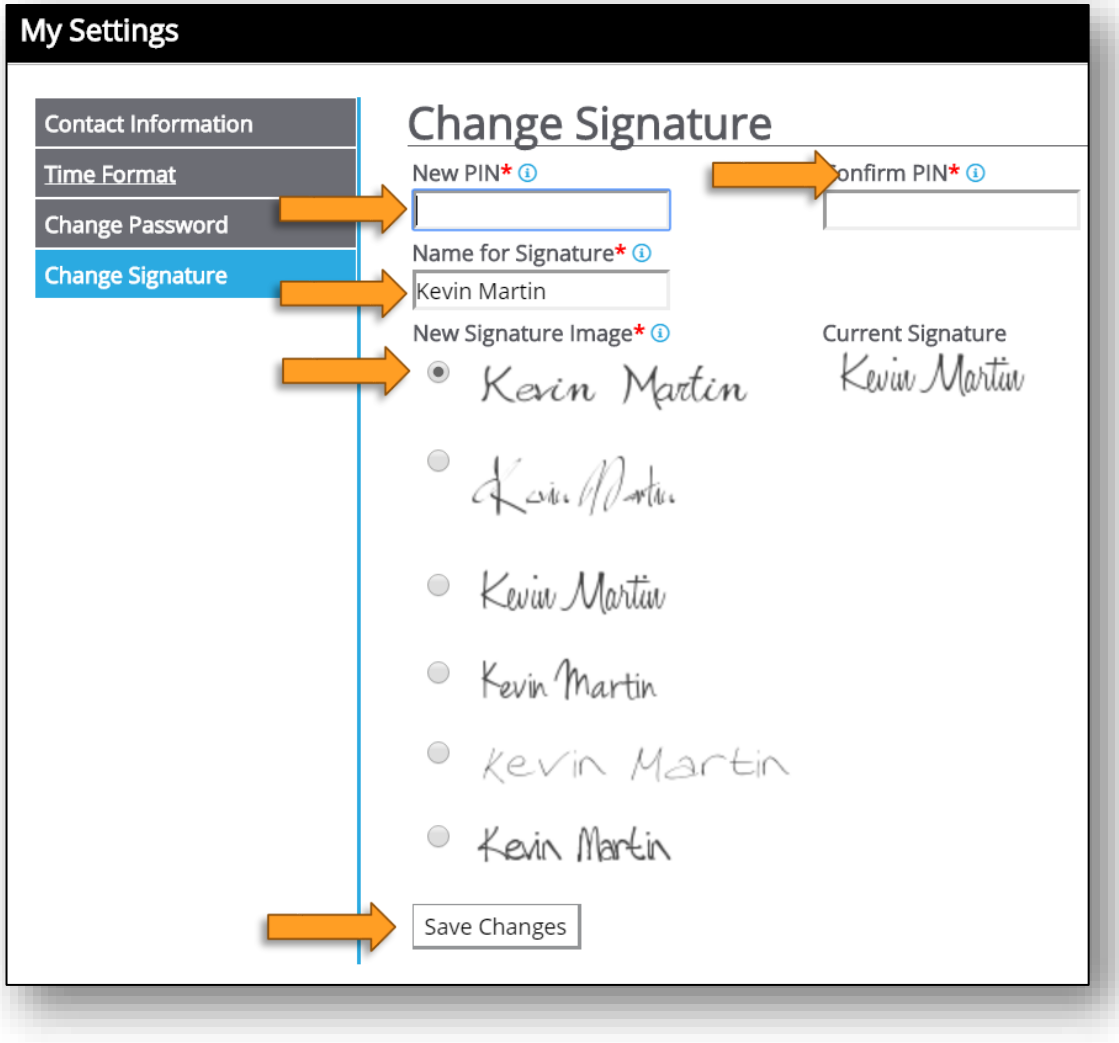
4. Enter **New PIN Number**.
5. Enter **Confirm PIN Number**.
6. Verify **Name for Signature**.
7. Select **New Signature Image**.
8. Click **Save Changes**.



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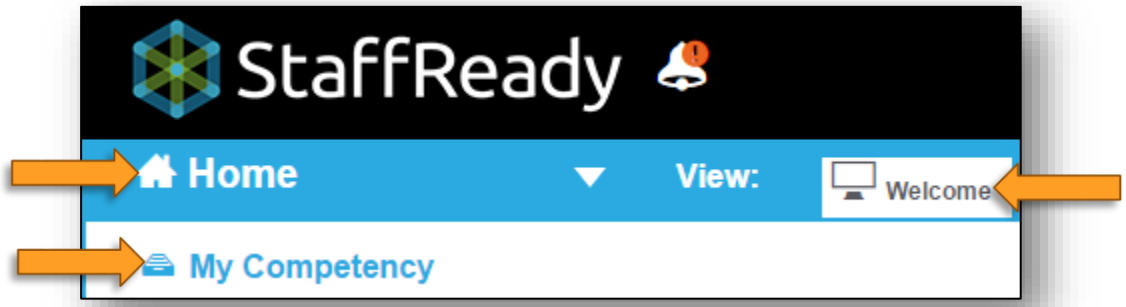
2 | Applying Electronic Signature

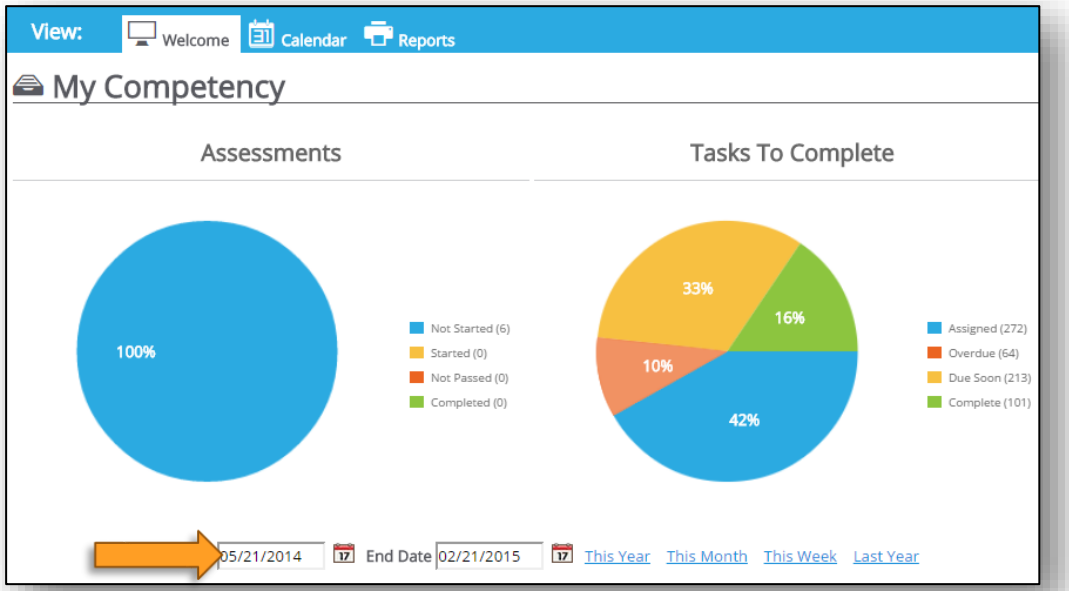
Applying Electronic Signature

1. Select the **Welcome View** within the **Home** option of the **Product** menu.

2. Select **My Competency** submenu.



3. Adjust date values for viewing **Tasks to Complete**.



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4. Click to open the **Tasks to Complete** colorbar.

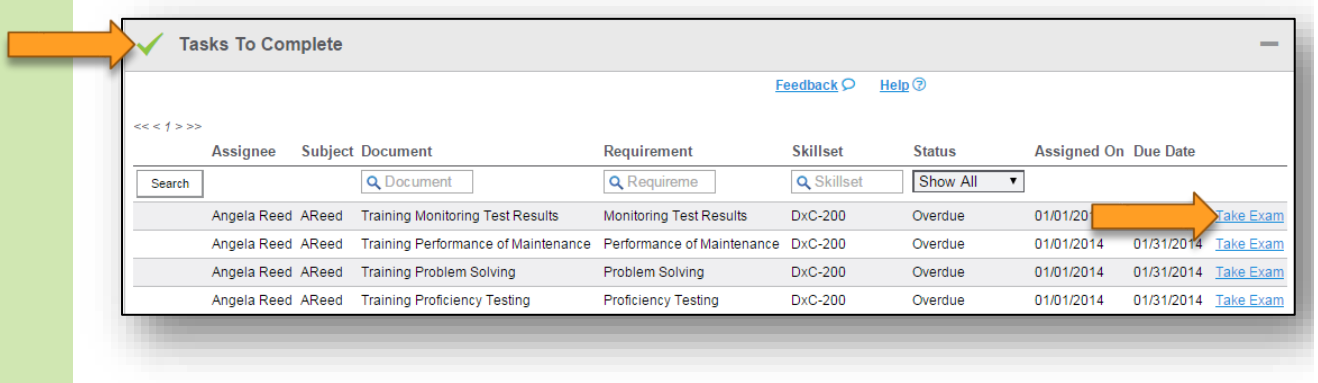
5. Click Take Exam.

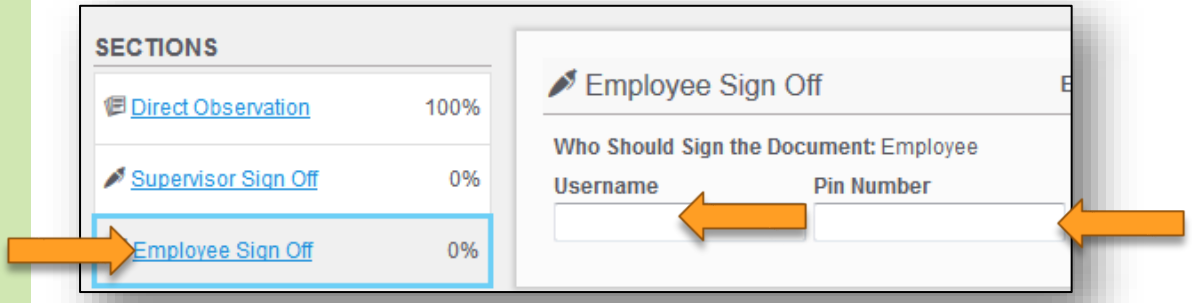
6. Select Electronic Signature section.

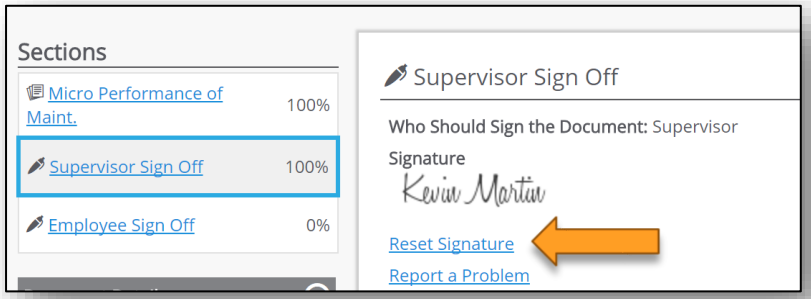
7. Enter **Username**.

8. Enter **PIN Number**.

9. Click Reset Signature if signature applied incorrectly.







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