

# Adobe Electronic Signature Set-up

## Create New Adobe Digital Signature

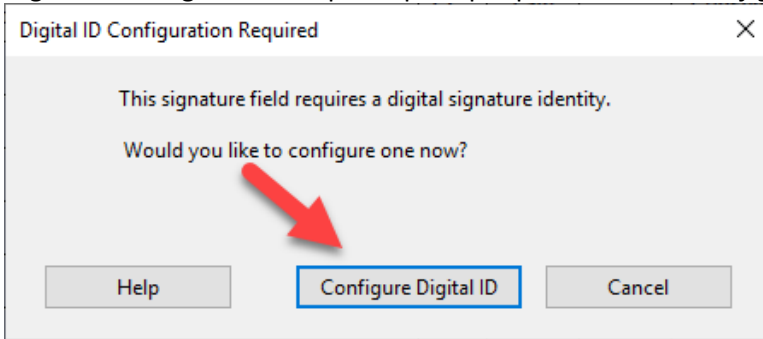
1. Open form you would like to sign digitally (only works on forms that are set-up for digital signatures)
2. Click on the signature line

Student Signature: \_\_\_\_\_ Date: \_\_\_\_\_

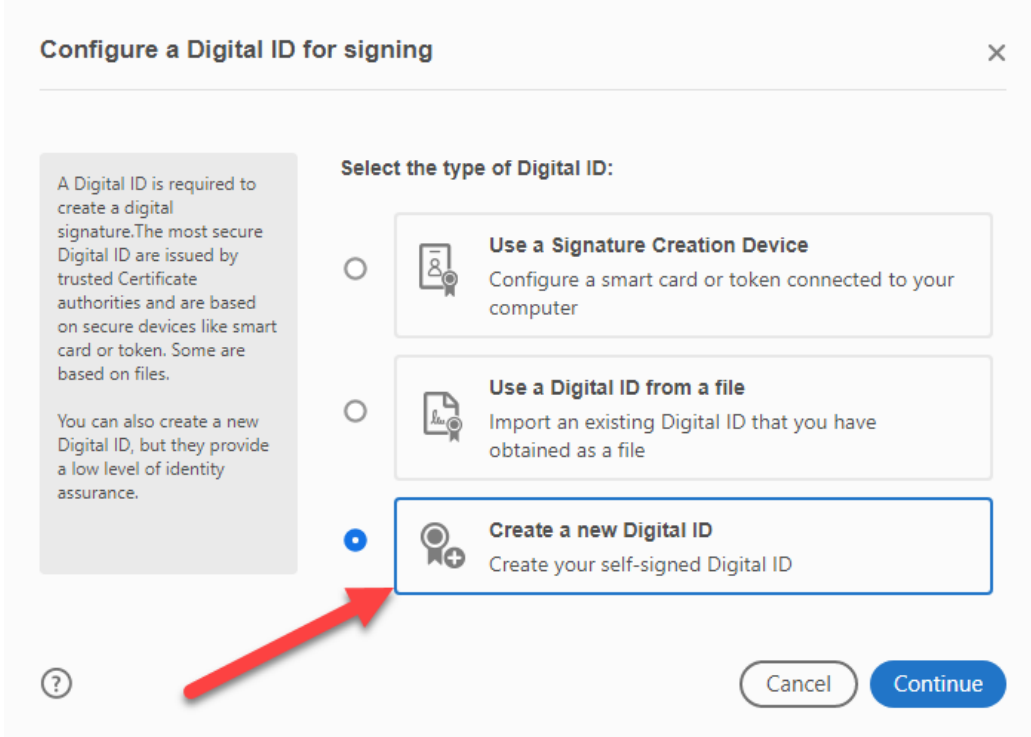
Advisor Signature: \_\_\_\_\_ Date: \_\_\_\_\_

Required if your academic unit requires advising, on all audit, consent, or closed class requests, and after the first week of the term.

3. Digital ID Configuration Required prompt opens – click on *Configure Digital ID*



4. Configure a Digital ID for signing prompt opens - click on *Create a new Digital ID*, and continue



5. Select the destination of the new Digital ID prompt - choose *Save to File*, and continue

### Select the destination of the new Digital ID ✕

Digital IDs are typically issued by trusted providers that assure the validity of the identity. Self-signed Digital ID may not provide the same level of assurance and may not be accepted in some use cases.

Consult with your recipients if this is an acceptable form of authentication.

**Save to File**  
Save the Digital ID to a file in your computer

**Save to Windows Certificate Store**  
Save the Digital ID to Windows Certificate Store to be shared with other applications

? Back Continue

6. Create a self-signed Digital ID prompt - fill in your name and email address, and continue

### Create a self-signed Digital ID ✕

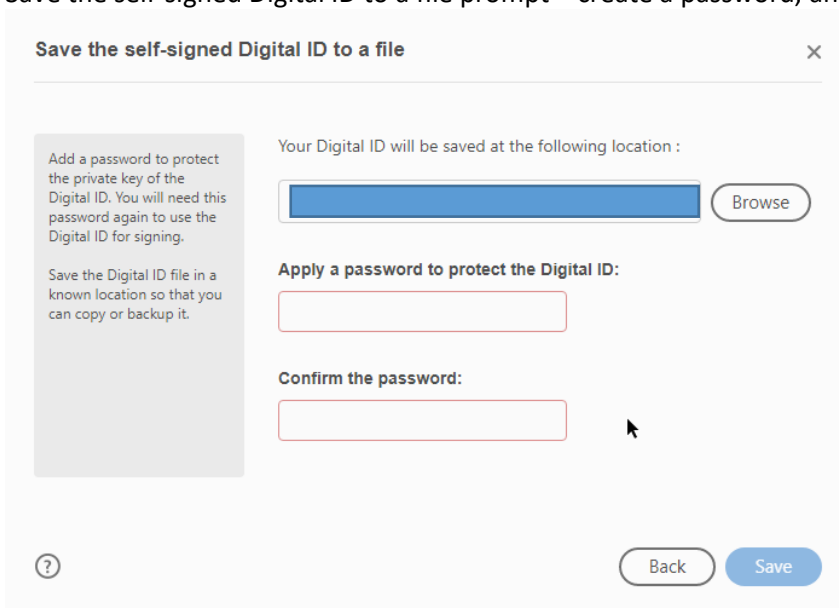
Enter the identity information to be used for creating the self-signed Digital ID.

Digital IDs that are self-signed by individuals do not provide the assurance that the identity information is valid. For this reason they may not be accepted in some use cases.

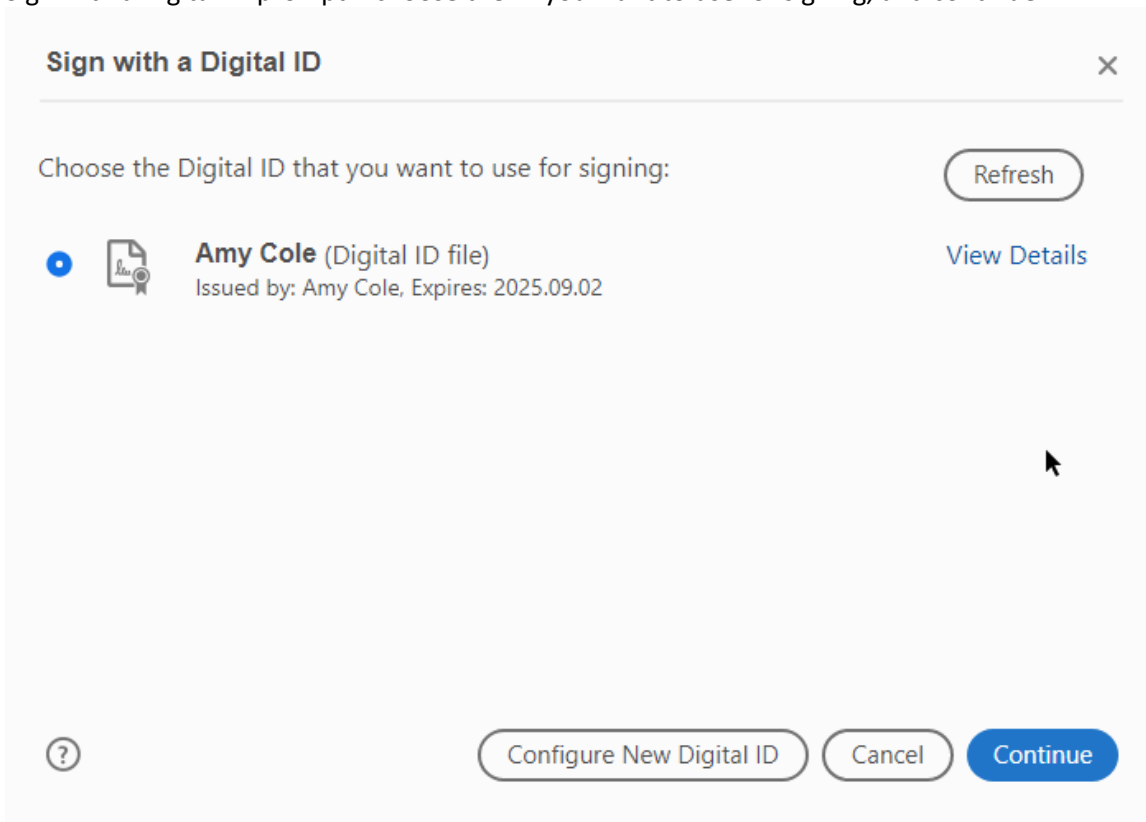
Name	<input type="text" value="Enter Name..."/>
Organizational Unit	<input type="text" value="Enter Organizational Unit..."/>
Organization Name	<input type="text" value="Enter Organization Name..."/>
Email Address	<input type="text" value="Enter Email..."/>
Country/Region	<input type="text" value="US - UNITED STATES"/>
Key Algorithm	<input type="text" value="2048-bit RSA"/>
Use Digital ID for	<input type="text" value="Digital Signatures"/>

? Back Continue

7. Save the self-signed Digital ID to a file prompt – create a password, and save



8. Sign with a Digital ID prompt – choose the ID you want to use for signing, and continue



9. Sign as prompt, enter your password, and sign

Sign as "Amy Cole" ×

Appearance  ▼ Create

**Amy Cole** Digitally signed by Amy Cole  
Date: 2020.09.02 10:07:29 -05'00'

[View Certificate Details](#)

Review document content that may affect signing Review

Back Sign

10. You will now be prompted to save the form in order to add your digital signature

11. Example of digital signature on form

Student Signature: **Amy Cole** Digitally signed by Amy Cole  
Date: 2020.09.02 10:09:47 -05'00'

Advisor Signature:

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