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:
 Advisor Signature:
 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

Configure a Digital ID for signing			×	
A Digital ID is required to create a digital signature.The most secure Digital ID are issued by trusted Certificate authorities and are based on secure devices like smart card or token. Some are based on files. You can also create a new Digital ID, but they provide a low level of identity assurance.	Select the type of Digital ID:			
	0		Use a Signature Creation Device Configure a smart card or token connected to your computer	
	0	L.	Use a Digital ID from a file Import an existing Digital ID that you have obtained as a file	
	•		Create a new Digital ID Create your self-signed Digital ID	
0			Cancel Continu	ie

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

elect the destination of the new Digital ID			×	
Digital IDs are typically issued by trusted providers that assure the validity of the identity.	۲		Save to File Save the Digital ID to a file in your computer	
Self-signed Digital ID may not provide the same level of assurance and may not be accepted in some use cases.	\bigcirc	P	Save to Windows Certificate Store Save the Digital ID to Windows Certificate Store to be shared with other applications	
Consult with your recipients if this is an acceptable form of authentication.				
2			Back	ue

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

Create a self-signed Di	gital 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	Enter Name	
	Organizational Unit	Enter Organizational Unit	
	Organization Name	Enter Organization Name	
	Email Address	Enter Email	
	Country/Region	US - UNITED STATES	~
	Key Algorithm	2048-bit RSA	~
	Use Digital ID for	Digital Signatures	~
?		Back	Continue

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

Save the self-signed D	igital ID to a file ×
Add a password to protect the private key of the Digital ID. You will need this password again to use the Digital ID for signing. Save the Digital ID file in a known location so that you can copy or backup it.	Your Digital ID will be saved at the following location : Browse Apply a password to protect the Digital ID: Confirm the password:
0	Back Save

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

Choose the Digital ID that you want to use for signing: • • Amy Cole (Digital ID file) Issued by: Amy Cole, Expires: 2025.09.02 View Details	×
Amy Cole (Digital ID file) View Details Issued by: Amy Cole, Expires: 2025.09.02)
	ils
k	
(?) Configure New Digital ID Cancel Continue	nue

9. Sign as prompt, enter your password, and 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

		rotar orcan riours.	
Student Signature: _	Amy Cole	Digitally signed by Amy Cole Date: 2020.09.02 10:09:47 -05'00'	D۵
	UR KA		
Advisor Signature: _			D۵
Required if your academic	unit requires advising, on all audit, conser	nt, or closed class requests, and after the first	weel