

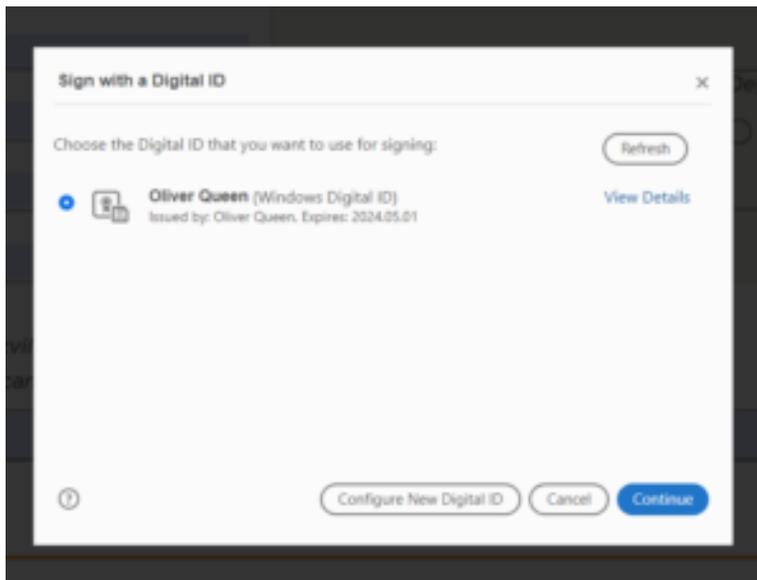
Applying Electronic Signatures

This page describes how to apply electronic signatures to your forms.

Apply Your Signature

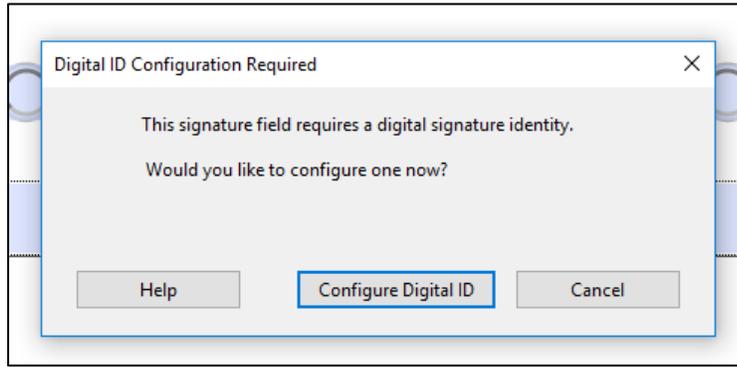
On many forms, you will be asked, as a graduate student, to apply your own signature to the form. To do this, you will need to use Adobe Acrobat or Adobe Acrobat Reader. For the purposes of this document, both will be referred to as “Acrobat.”

- Download the form that you need to sign and open it in Acrobat. You will not be able to complete and sign your form if you have opened it in a browser like Chrome or Edge.
- Fill out your form with all other information, other than the signature.
- Once you have completed all other fields, click into the field for your signature. Acrobat will give you the option to apply an electronic signature, if you already have it.
- If you already have an electronic signature prepared on your computer, you have now applied your signature.

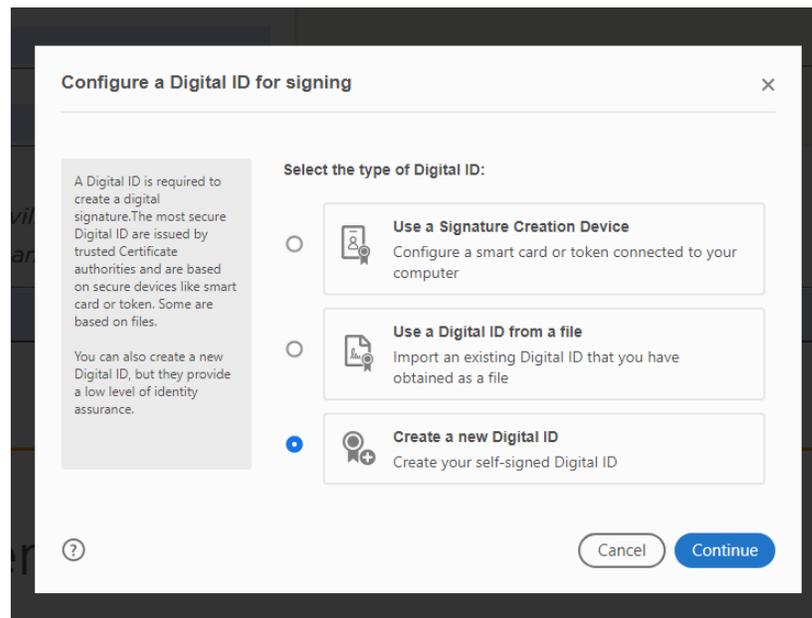


Initial dialog for applying an electronic signature.

- **If you do not already have an electronic signature prepared, you will need to create one.** Follow these steps to create a signature that you can then apply:
 1. Acrobat will prompt you to let you know that a Digital ID Configuration is required. A Digital ID is necessary to use an electronic signature, so select “Configure Digital ID.”



2. The next dialog gives you options for creating a Digital ID. Unless you already have one, you'll want to select “Create a new Digital ID.”



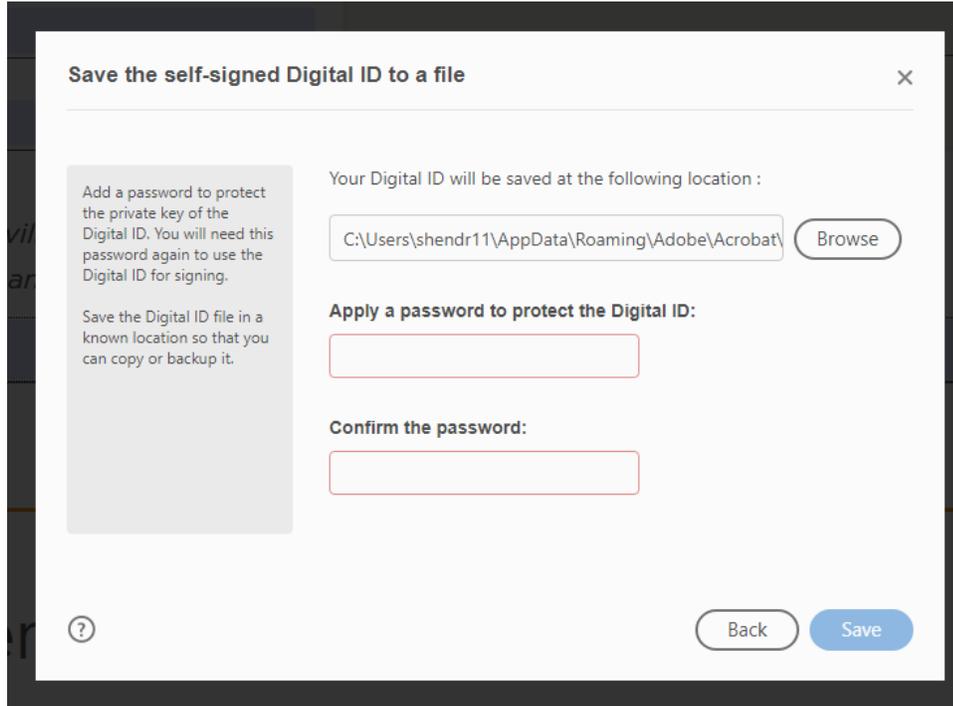
3. It is recommended to just save the Digital ID to a file on your computer.

The dialog box is titled "Select the destination of the new Digital ID" and has a close button (X) in the top right corner. On the left, there is a grey informational box with the following text: "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." Below this box is a question mark icon. On the right, there are two radio button options. The first option, "Save to File", is selected and highlighted with a blue border; it includes a file icon and the text "Save the Digital ID to a file in your computer". The second option, "Save to Windows Certificate Store", includes a certificate icon and the text "Save the Digital ID to Windows Certificate Store to be shared with other applications". At the bottom right, there are "Back" and "Continue" buttons.

4. Fill out the next dialog with your name, the name of your department, the John Carroll University, and your email address to complete your electronic signature.

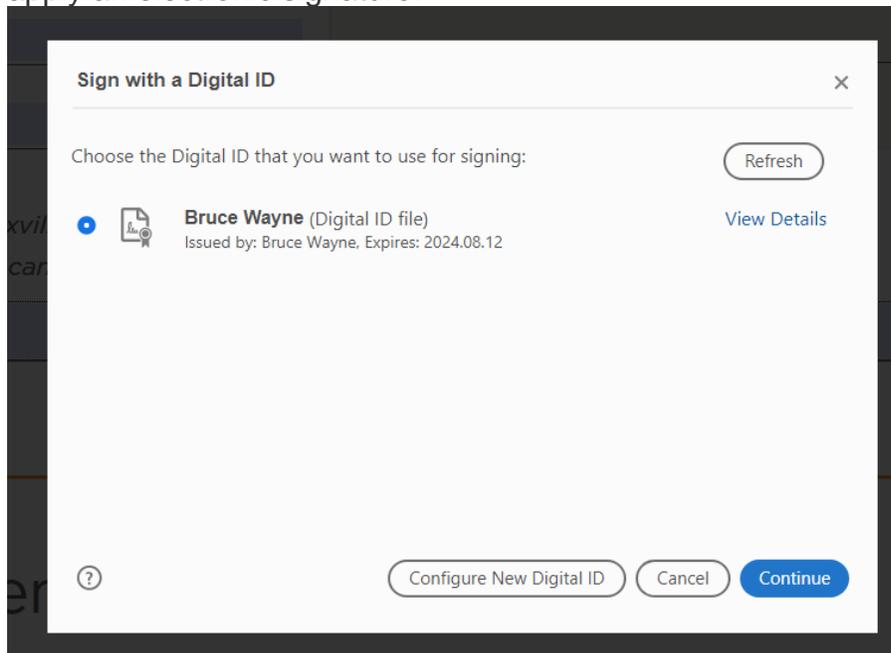
The dialog box is titled "Create a self-signed Digital ID" and has a close button (X) in the top right corner. On the left, there is a grey informational box with the following text: "Enter the identity information to be used for creating the self-signed Digital ID. Digital IDs that are self-signed by individuals do not provide the assurance that the identity information is valid. For this reason they may not be accepted in some use cases." Below this box is a question mark icon. On the right, there are several input fields: "Name" (Bruce Wayne), "Organizational Unit" (Department of Sociology), "Organization Name" (University of Tennessee, Knoxville), "Email Address" (bats@belfry.com), "Country/Region" (US - UNITED STATES), "Key Algorithm" (2048-bit RSA), and "Use Digital ID for" (Digital Signatures). At the bottom right, there are "Back" and "Continue" buttons.

- Next, provide a password to be used when using the Digital ID to ensure that no one else can use it.



The screenshot shows a dialog box titled "Save the self-signed Digital ID to a file". On the left, there is a grey box with instructions: "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." and "Save the Digital ID file in a known location so that you can copy or backup it." On the right, it says "Your Digital ID will be saved at the following location :" followed by a text field containing "C:\Users\shendr11\AppData\Roaming\Adobe\Acrobat\" and a "Browse" button. Below this, there are two sections: "Apply a password to protect the Digital ID:" with an empty text field, and "Confirm the password:" with another empty text field. At the bottom, there are "Back" and "Save" buttons, and a help icon (?) on the left.

- At this point, you will now be given the option to use your new Digital ID to apply an electronic signature.



The screenshot shows a dialog box titled "Sign with a Digital ID". It prompts the user to "Choose the Digital ID that you want to use for signing:" with a "Refresh" button. A single Digital ID is listed: "Bruce Wayne (Digital ID file)" with a "View Details" link. Below the list, it says "Issued by: Bruce Wayne. Expires: 2024.08.12". At the bottom, there are "Configure New Digital ID", "Cancel", and "Continue" buttons, and a help icon (?) on the left.

- Once you've applied your signature, save the form.