

Using Digital Signatures in Adobe PDF Forms

Creating a digital signature is a one-time process. Once set up, it can be used to sign any forms or documents inside Adobe.

STEP 1 Download form to your computer

STEP 2 Open form in [Adobe Acrobat](#) (currently available for free to UA faculty/staff and students) or [Adobe Reader](#). **Do NOT open this form in a web browser or third-party software**, as this will remove the functionality of some fields.

STEP 3 Click in applicable Signature field

STEP 4 Select “Create a new Digital ID”

The dialog box titled "Configure a Digital ID for signing" has a close button (X) in the top right. On the left, there is explanatory text: "A Digital ID is required to create a digital signature. The most secure Digital IDs 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." In the center, under "Select the type of Digital ID:", there are three radio button options: "Use a Signature Creation Device" (with a smart card icon), "Use a Digital ID from a file" (with a document icon), and "Create a new Digital ID" (with a plus icon and a key icon). The "Create a new Digital ID" option is selected. At the bottom, there are "Cancel" and "Continue" buttons.

STEP 5 Select “Save to Windows Certificate Store” or “Save to Apple Keychain”

The dialog box titled "Select the destination of the new Digital ID" has a close button (X) in the top right. On the left, there is explanatory 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." On the right, there are two radio button options: "Save to File" (with a document icon) and "Save to Windows Certificate Store" (with a key icon). The "Save to Windows Certificate Store" option is selected. At the bottom, there are "Back" and "Continue" buttons.

STEP 6 Enter your name and UA email address and save

The dialog box titled "Create a self-signed Digital ID" has a close button (X) in the top right. On the left, there is explanatory 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." On the right, there are several input fields: "Name" (text box), "Organizational Unit" (text box), "Organization Name" (text box), "Email Address" (text box), "Country/Region" (dropdown menu showing "US - UNITED STATES"), "Key Algorithm" (dropdown menu showing "2048-bit RSA"), and "Use Digital ID for" (dropdown menu showing "Digital Signatures"). At the bottom, there are "Back" and "Save" buttons.

STEP 7 Save and return form as an email attachment



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ADD **CERTIFICATE** OFFERED BY BUCHTEL COLLEGE OF ARTS AND SCIENCES

DIRECTIONS: To enter a certificate offered in the College of Arts and Sciences to a student's record, please provide the following information. Submit the completed form to the Office of the Dean for updating a student's record. Additional programs need to be added to a student's record before s/he applies for graduation.

Student's Name: _____

ID Number: _____ Email: _____

Phone No.: _____

1st Major _____

College of 1st Major _____

CAS **Certificate** Program to be **ADDED**: _____
Academic Plan Number Academic Plan Name

CAS **Certificate** Program to be **DELETED**: _____
Academic Plan Number Academic Plan Name

****Anticipated date of graduation** _____

1. _____
Student Signature Date

2. _____
Certificate Program Director Signature Date

3. _____
A&S College Advisor Signature Date

****DEAN'S OFFICE USE ONLY**

UPDATED BY:

Requirement Term Change

If Needed: _____