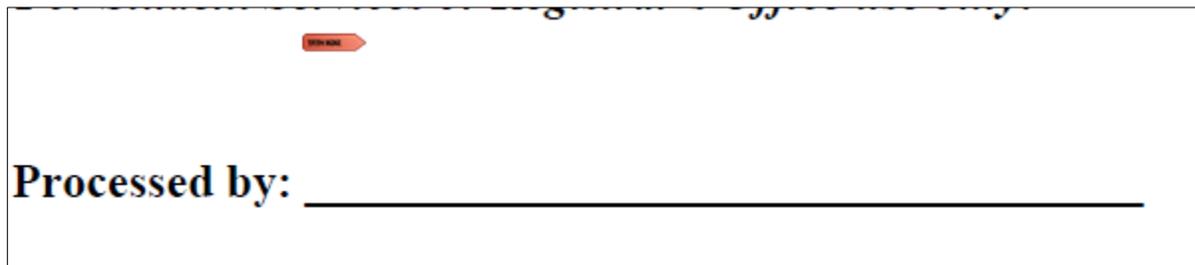


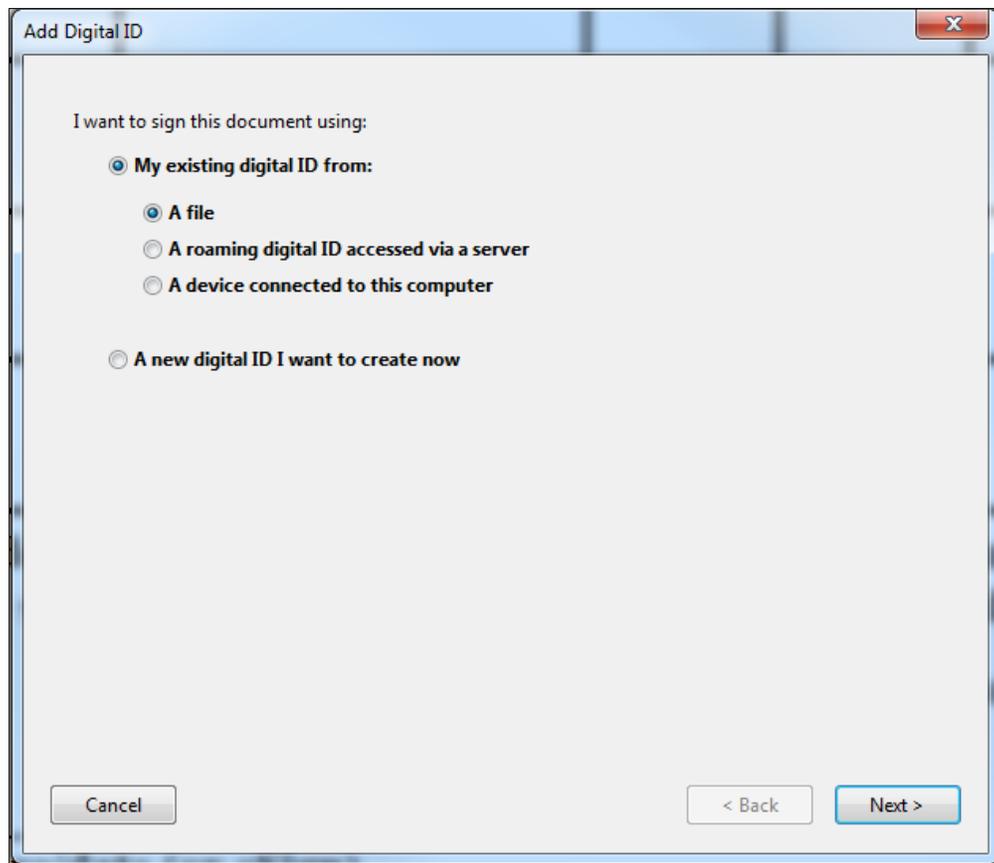
How to create a Digital Signature in Adobe Acrobat Reader

To create a digital signature that can be applied to PDF forms, please follow the instructions below:

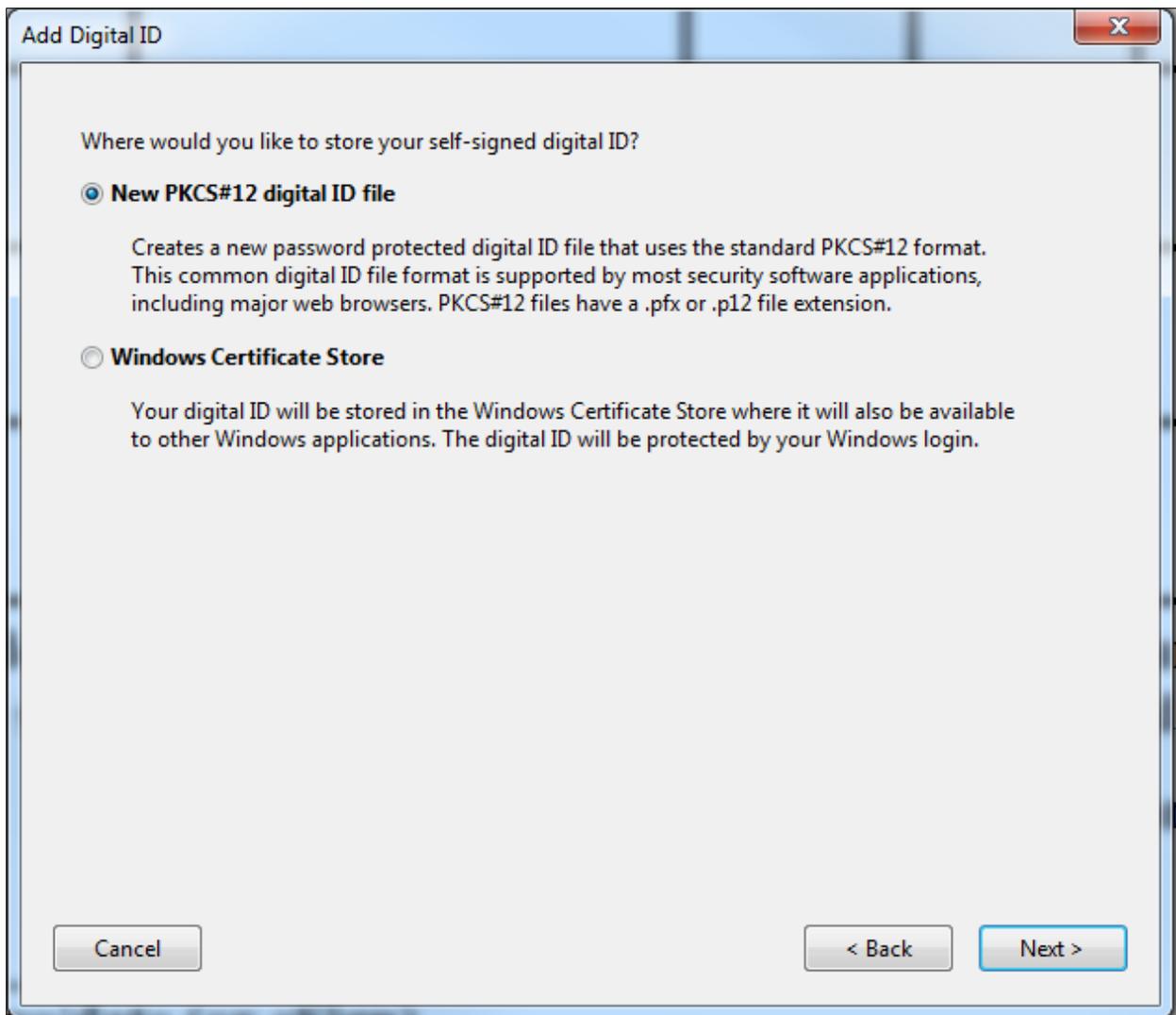
1. Open a PDF Form that requires a signature. This is denoted on a PDF form by a red tag that looks like this:



2. Click on the signature field.
3. You will be presented with a window labeled Add Digital ID.



4. Select "A new digital ID I want to create now" and then select "Next >".
5. Select "New PKCS#12 digital ID file" and then select "Next >"



6. Fill out the provided fields with your information and select “Next >”.

Add Digital ID

Enter your identity information to be used when generating the self-signed certificate.

Name (e.g. John Smith): Maxim Knaus

Organizational Unit: HelpDesk

Organization Name: Alliant International University

Email Address: mknaus@alliant.edu

Country/Region: US - UNITED STATES

Key Algorithm: 1024-bit RSA

Use digital ID for: Digital Signatures and Data Encryption

Cancel < Back Next >

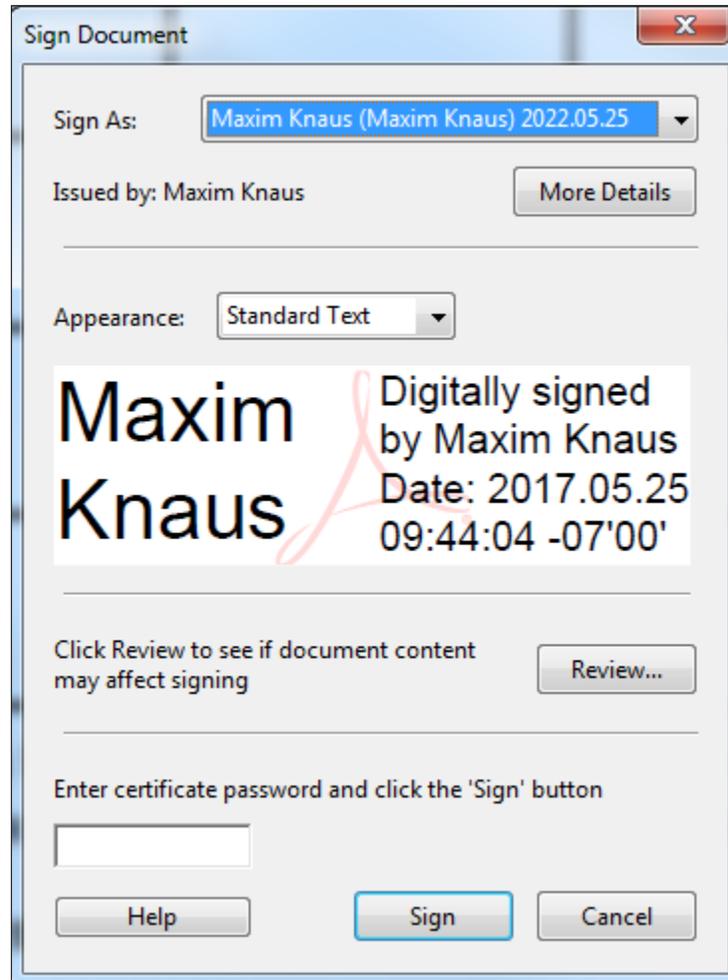
7. Leave the File Name value as it is, enter a Password for your Digital ID and then select “Finish”.

IMPORTANT: There is NO way to recover this password. Make sure it is one you will not forget. If you cannot remember your password you must create a new digital ID.

The screenshot shows a Windows dialog box titled "Add Digital ID". The dialog box contains the following elements:

- Instructions:** "Enter a file location and password for your new digital ID file. You will need the password when you use the digital ID to sign or decrypt documents. You should make a note of the file location so that you can copy this file for backup or other purposes. You can later change options for this file using the Security Settings dialog."
- File Name:** A text input field containing "C:\Users\sdhelp2\Desktop\MaximKnaus.pfx" and a "Browse..." button to the right.
- Password:** A text input field containing "*****". Below it is a strength indicator consisting of four colored boxes (three green, one grey) and the word "Strong".
- Confirm Password:** A text input field containing "*****".
- Buttons:** "Cancel", "< Back", and "Finish" buttons are located at the bottom of the dialog box.

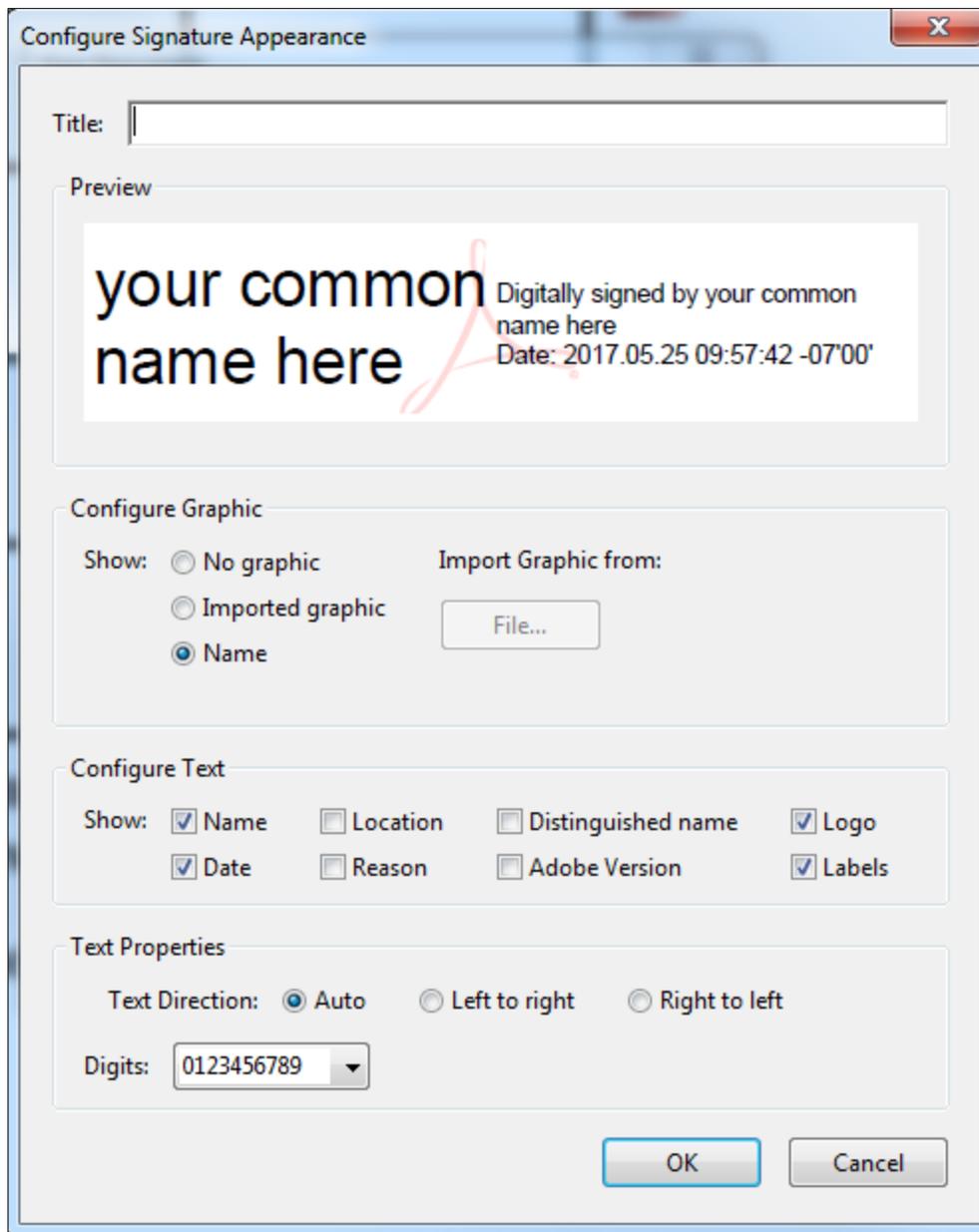
8. You will then be presented with this screen where you will need to enter the password you specified in step 7.



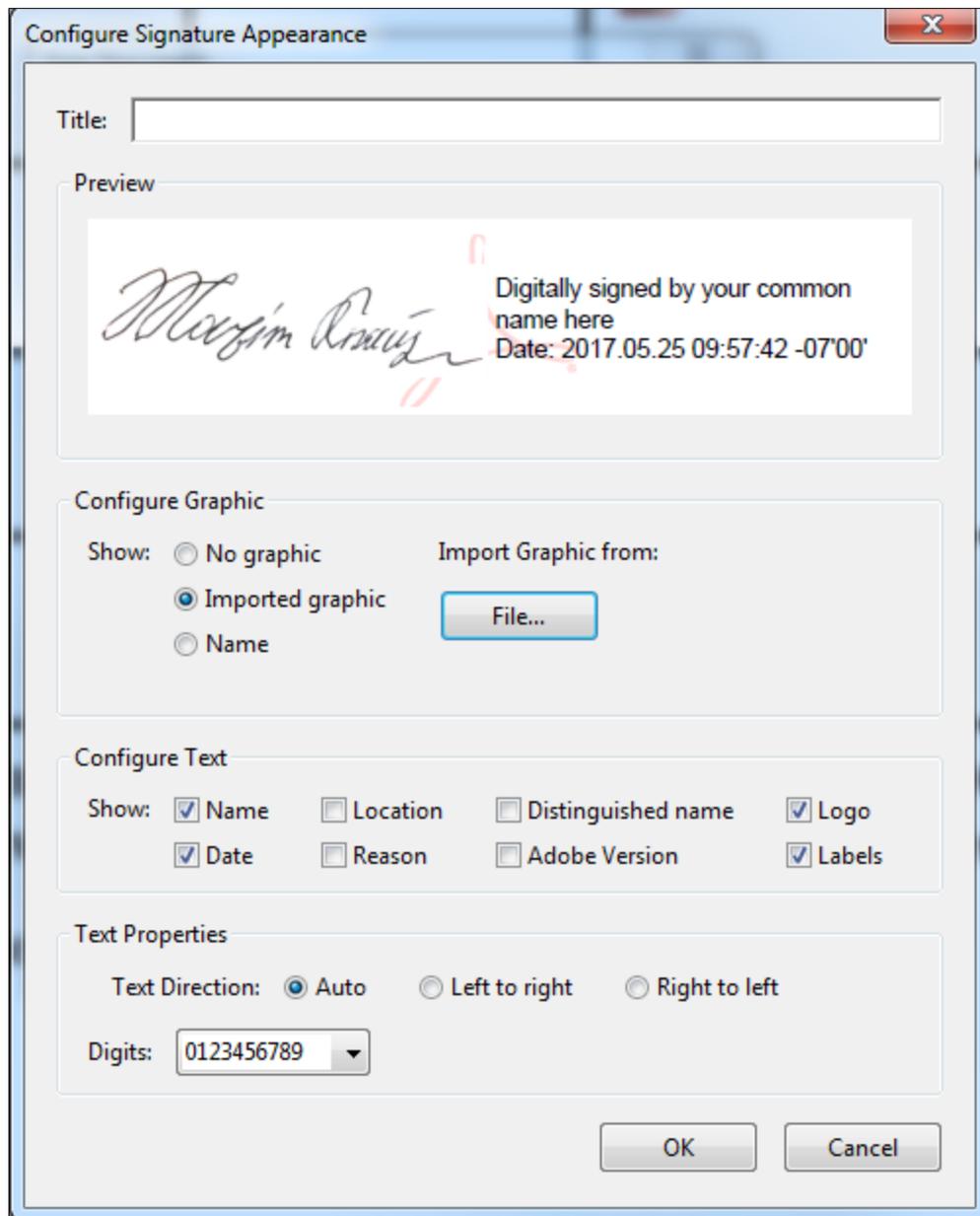
9. After entering your password, select “Sign”.

OPTIONAL: Additional Setup Options - In addition to setting up your digital signature, you can have it display your actual signature instead of just plain text. To do this, please follow these instructions:

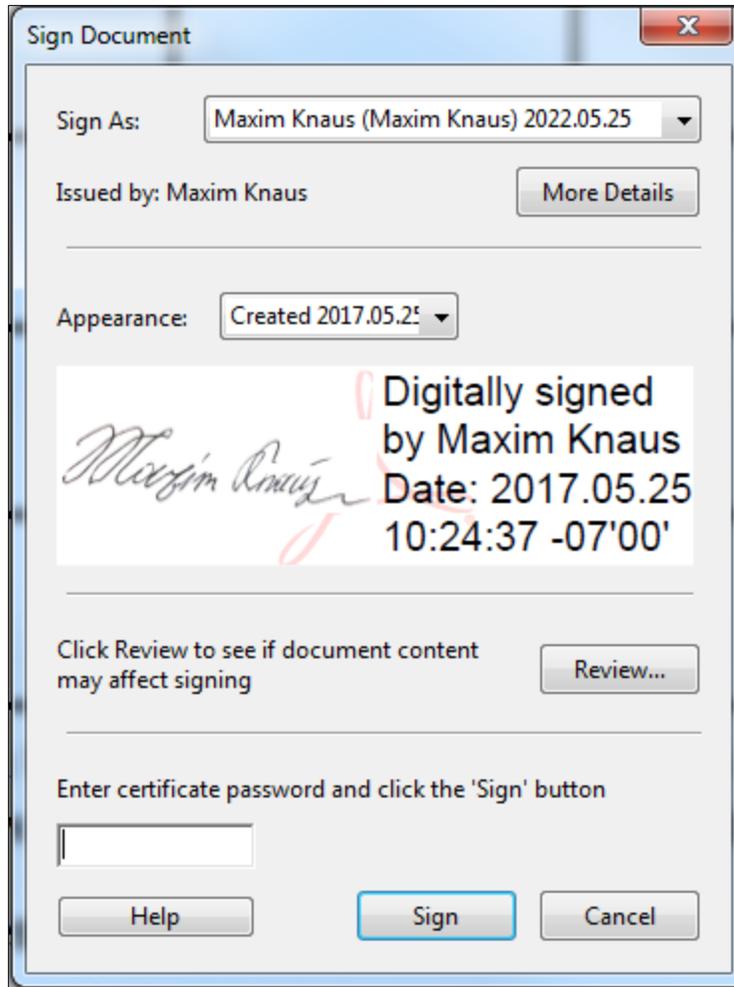
1. You can take a picture with a phone or an iPad and send it to your email address. When you receive the email, save the picture attachment to your desktop.
2. From the Sign Document window in Step 8 of setting up your digital signature, choose the dropdown menu for Appearance and choose “Create New Appearance...”.



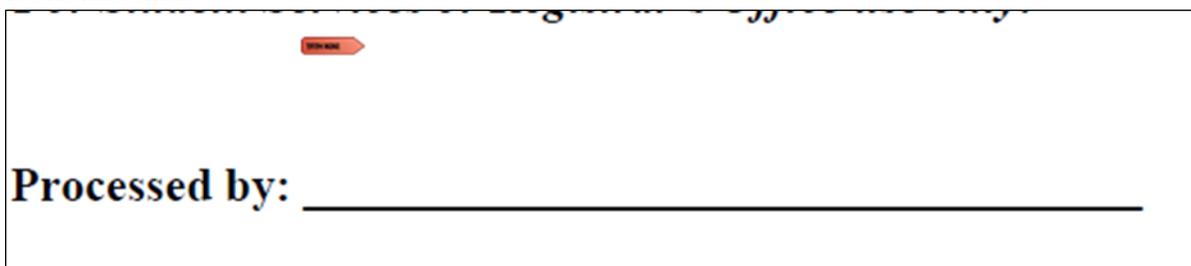
3. In the Configure Graphic section in the middle of the screen, select “Imported graphic”, and then select the “File...” button.
4. On the “Select Picture” window, select the “Browse...” button.
5. Select the signature picture you saved to your desktop in Step 1 and then select the “Open” button.



6. If the signature looks good, select "OK" on the "Select Picture" window. If you do not like the signature, repeat steps 1 & 4 until it is satisfactory.
7. On the Configure Signature Appearance window select the "OK" button.
8. You should now have your handwritten signature included with your digital signature.



1. Open a PDF Form that requires a signature. This is denoted on a PDF form by a red tag that looks like this:



2. Click on the signature field.
3. The “Sign Document” window will be displayed.
4. Type your Digital ID password in the “Password” field and select the “Sign” button.
5. You will then be prompted to Save the signed version of the document to a location of your choosing.

6. After saving the signed version of the document, the signature field should show your signature.

For Student Services or Registrar's Office use only:

Maxim Knaus

Processed by: _____

Digitally signed by Maxim Knaus
Date: 2017.05.25 10:27:38 -07'00'