

# 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 is titled "Configure a Digital ID for signing". 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." On the right, 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 sign icon), which is currently 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 is titled "Select the destination of the new Digital ID". 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 certificate icon), which is currently selected. At the bottom, there are "Back" and "Continue" buttons.

**STEP 6** Enter your name and UA email address and save

The dialog box is titled "Create a self-signed Digital ID". 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" (highlighted in yellow), "Organizational Unit", "Organization Name", "Email Address" (highlighted in yellow), "Country/Region" (with a dropdown menu showing "US - UNITED STATES"), "Key Algorithm" (with a dropdown menu showing "2048-bit RSA"), and "Use Digital ID for" (with a 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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**REQUIREMENT TERM CHANGE REQUEST (FORWARD ONLY)**  
**BUCHTEL COLLEGE OF ARTS AND SCIENCES**

Student's Name: \_\_\_\_\_

ID Number: \_\_\_\_\_ Email: \_\_\_\_\_

Phone No.: \_\_\_\_\_

**\*\*PLEASE NOTE THAT THIS FORM IS VALID ONLY FOR CHANGES FOR STUDENTS CURRENTLY ADMITTED INTO THE COLLEGE OF ARTS AND SCIENCES.**

Degree/2<sup>nd</sup> Major/Minor: \_\_\_\_\_  
**(Please circle) Academic Plan Number Academic Plan Name**

**Old Requirement Term:** \_\_\_\_\_ **New Requirement Term:** \_\_\_\_\_

**\*\*Anticipated date of graduation** \_\_\_\_\_

I have reviewed the effects of this requirement term change on my degree requirements with my advisor. I understand and agree to the new requirements for my graduation as a result of the requested change. I understand I cannot move my term back once it is changed.

1. \_\_\_\_\_  
Student Signature Date

2. \_\_\_\_\_  
A&S College Advisor Signature Date

**DEAN'S OFFICE USE:**

UPDATED BY: