

# 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". It contains a text box on the left explaining that a Digital ID is required for a digital signature and that the most secure ones are issued by trusted authorities. Below this, there are three radio button options under the heading "Select the type of Digital ID":

- Use a Signature Creation Device**: Configure a smart card or token connected to your computer.
- 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. This option is selected with a blue dot.

At the bottom right, 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". It contains a text box on the left explaining that Digital IDs are typically issued by trusted providers and that self-provided IDs may not provide the same level of assurance. Below this, there are two radio button options:

- Save to File**: Save the Digital ID to a file in your computer.
- Save to Windows Certificate Store**: Save the Digital ID to Windows Certificate Store to be shared with other applications. This option is selected with a blue dot.

At the bottom right, 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". It contains a text box on the left explaining that self-signed IDs do not provide the same assurance as those from trusted providers. Below this, there are several input fields:

- Name**: Enter Name...
- Organizational Unit**: Enter Organizational Unit...
- Organization Name**: Enter Organization Name...
- Email Address**: Enter Email...
- Country/Region**: US - UNITED STATES (dropdown menu)
- Key Algorithm**: 2048-bit RSA (dropdown menu)
- Use Digital ID for**: Digital Signatures (dropdown menu)

At the bottom right, 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:** \_\_\_\_\_