

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 ID 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 selected). Below the last option is the text "Create your self-signed Digital ID". At the bottom 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 file icon) and "Save to Windows Certificate Store" (with a certificate icon and selected). Below the last option is the text "Save the Digital ID to Windows Certificate Store to be shared with other applications". At the bottom 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 are "Back" and "Save" buttons.

STEP 7 Save and return form as an email attachment



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PROGRAM CHANGE FORM (BCAS PROGRAMS ONLY)

This form is used for changing a major; adding or removing a 2nd major, minor, or certificate; and updating a student from pre-admission to full admission in a declared major. Contact the BCAS Advising Office if you have questions on completing this form.

Name: _____ ID Number: _____ Email: _____@uakron.edu

Current Major: _____ College of Current Major: _____

Program to be Changed (check all that apply):

☐ 1st Major ☐ 2nd Major ☐ Minor ☐ Certificate ☐ Pre-Admission Update

BCAS Program to ADD

Academic Plan Number: _____

Academic Plan Name: _____

BCAS Program to REMOVE

Academic Plan Number: _____

Academic Plan Name: _____

1. _____
Student Signature Date

2. _____
Department Signature of New Program Date
(Not required for Pre-Admission Update)

3. _____
BCAS Academic Adviser Signature Date

NOTES

-----DEAN'S OFFICE USE-----

TRANSFER STUDENTS

PA to Program?

☐ Yes
☐ No

Upper-level Evaluation?

☐ Yes (attached)
☐ No Upper-level

Requirement Term Change (if needed): _____

UPDATED BY: _____ **Date:** _____