

**The University of Akron**

Office of the University Registrar

Akron, Ohio 44325-6208

(330) 972-8300 | registrar@uakron.edu

**ALUMNI & FORMER STUDENT  
ADDRESS CHANGE NOTICE**

*If you have an active UANet ID and password, please change your address using the Student Center in My Akron; do not complete this notice. If you are an alumni or former student without an active UANet ID, please legibly complete this notice and submit it to the Office of the University Registrar.*

Name \_\_\_\_\_ Student ID # \_\_\_\_\_

Previous Address \_\_\_\_\_

City \_\_\_\_\_ State \_\_\_\_\_ Zip \_\_\_\_\_

New Address \_\_\_\_\_

City \_\_\_\_\_ State \_\_\_\_\_ Zip \_\_\_\_\_

County (Ohio addresses ONLY) \_\_\_\_\_ Country (Non-U.S. ONLY) \_\_\_\_\_

Phone Number \_\_\_\_\_ E-mail Address \_\_\_\_\_

Signature \_\_\_\_\_ Date \_\_\_\_\_

## Instructions

Electronic forms should be downloaded and saved to your computer, and then opened in Adobe Acrobat or Adobe Reader for completing and signing. Documents can be completed and signed using either an e-signature or the Fill & Sign feature.

Note: Although the use of e-signatures is highly encouraged, during the COVID-19 pandemic, these forms will be accepted without an e-signature provided that they are filled out in full and submitted from the signer's official University of Akron email address. If multiple signatures are required on the form, then multiple confirmation emails are also required.

### **Using E-Signatures:**

Setting up an e-signature within Adobe is a one-time process. Once set up, an e-signature can be used to sign any future forms or documents inside Adobe.

1. Open form in Adobe Acrobat or Adobe Reader (opening in a web browser will not work)
2. Click in signature box.
3. In box that pops up, choose 'Create a new Digital ID', and click 'Continue'
4. On next step:
  - a. If using Windows, select 'Save to Windows Certificate Store', and click 'Continue'
  - b. If using Mac OS X, select 'Save to Apple Keychain', and click 'Continue'
5. Enter Name and Email Address – use @uakron.edu email address – and click 'Save'
6. Clicking in signature windows on e-forms within Adobe will now prompt you to use your e-signature to sign these forms.

### **Using Fill & Sign:**



The Fill & Sign feature is available within Adobe, and will allow someone to sign a document by using their mouse as an electronic pen. Signing with the mouse is necessary every time a signature is required. Please note: if an e-signature is already set up within Adobe, the form will default to using the e-signature when Fill & Sign is selected.