Adobe Acrobat Digital Signatures

To create a digital signature that can be applied to PDF forms, follow these instructions below. **Please note that a PDF digital signature is not the same as an electronic signature.** **We are unable to accept electronic signatures at this time.**

Step 1: Open a PDF form that requires a signature in Adobe Acrobat. If viewing the form online, please be sure to download and save the document to your computer. Once saved to your computer you will be able to open the document with Adobe Acrobat. Then click on the signature block to sign digitally. This is denoted on a document by a red tag that looks like this -

STUDENT SIGNATURE: _____ Signature (Click to sign) _____ Date: _____

Step 2: First time users will be prompted to configure a Digital ID for signing.

Configure a Digital ID for signing   ✕

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.

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

(?)   (Cancel) (Continue)

Step 3: Save your new Digital ID to File.

Select the destination of the new Digital ID ✕

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.

⊙ **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

⑦   Back   Continue

Step 4: Enter your personal information. **This must be set up using your SCSU email address.**

Create a self-signed Digital ID ✕

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.

Name	Enter Name...
Organizational Unit	Enter Organizational Unit...
Organization Name	Enter Organization Name...
Email Address	Enter Email...
Country/Region	US - UNITED STATES ⌄
Key Algorithm	2048-bit RSA ⌄
Use Digital ID for	Digital Signatures ⌄

⑦   Back   Continue

Step 5: Create a password and save. Please remember your password as you will need it each time you wish to digitally sign a document in Acrobat.

Save the self-signed Digital ID to a file   ✕

Add a password to protect the private key of the Digital ID. You will need this password again to use the Digital ID for signing.

Save the Digital ID file in a known location so that you can copy or backup it.

Your Digital ID will be saved at the following location :

C:\Users\lsmithj1\AppData\Roaming\Adobe\Acrobat\D   [Browse]

Apply a password to protect the Digital ID:

•••••••••••

Confirm the password:

•••••••••••

(?)   [Back]   [Save]

Step 6: Select the digital signature you just created.

Sign with a Digital ID   ✕

Choose the Digital ID that you want to use for signing: [Refresh]

⦿   **Jane Smith** (Digital ID file)   View Details
     Issued by: Jane Smith, Expires: 2025.04.01

(?)   [Configure New Digital ID]   [Cancel]   [Continue]

Step 7: Enter the password you just created in step 5 and sign the document.

Sign as "Jane Smith"   ✕

Appearance   Standard Text ⌄   ⬭ Create

Jane Smith   Digitally signed by Jane Smith Date: 2020.04.01 10:09:05 -04'00'

View Certificate Details

Review document content that may affect signing   ⬭ Review

Enter the Digital ID PIN or Password...   ⬭ Back   ⬭ Sign

Step 8: Save the document with your signature.

Save As PDF   ✕

← → ⌄ ↑   📁 « Desktop › Documents   ⌄ ↻   Search Documents 🔍

Organize ▾   New folder   ⊞ ▾   ❓

📁 Attachments
📁 Audit
📁 Documents
📁 Instructions
📁 Reports
📁 Student Docume

🏢 Southern Connect

💻 This PC

Name	Date modified
No items match your search.	

File name: Signed document   ⌄
Save as type: Adobe PDF Files (*.pdf)   ⌄

⌃ Hide Folders   Save   Cancel

Digital signature example:

Student Signature Jane Smith   Digitally signed by Jane Smith Date: 2020.04.01 10:13:00 -04'00'