
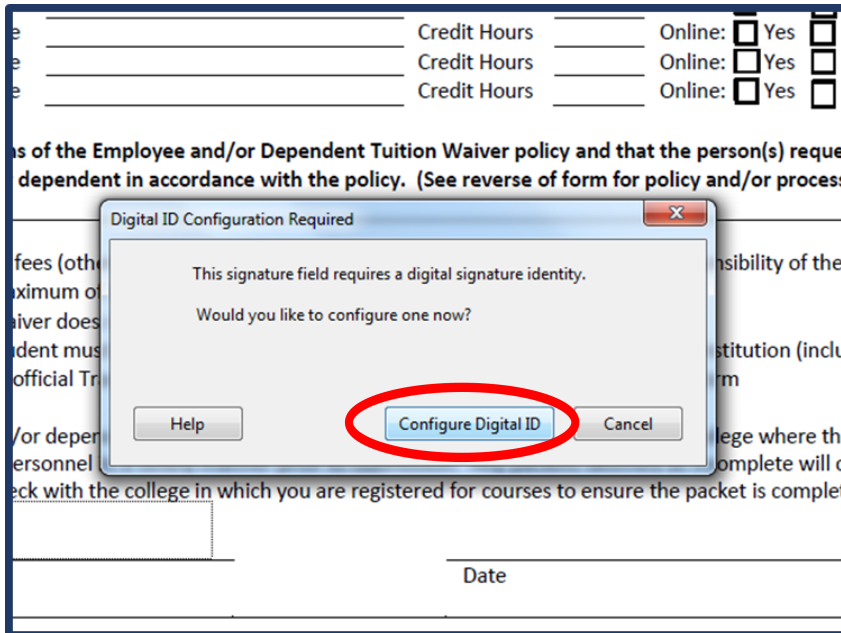


## Directions for adding a digital signature to a PDF file

If the PDF document is setup for digital signatures you will see an icon (  ) in the Signature field. To add your signature, click on the Signature icon and follow the steps outlined below.

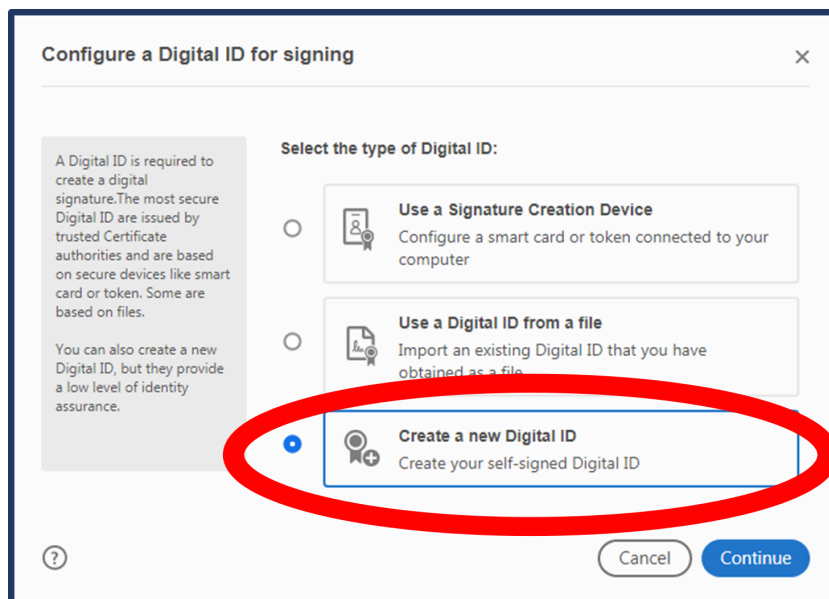
### Step 1:

Select the option to **Configure Digital ID**.



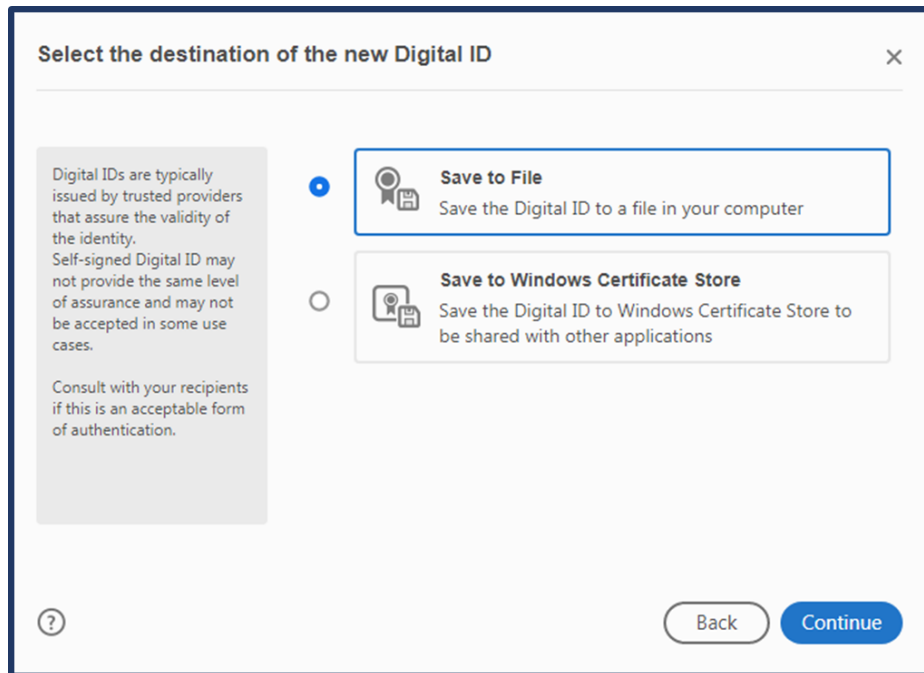
### Step 2:

Select the option to **Create a new Digital ID**



### Step 3:

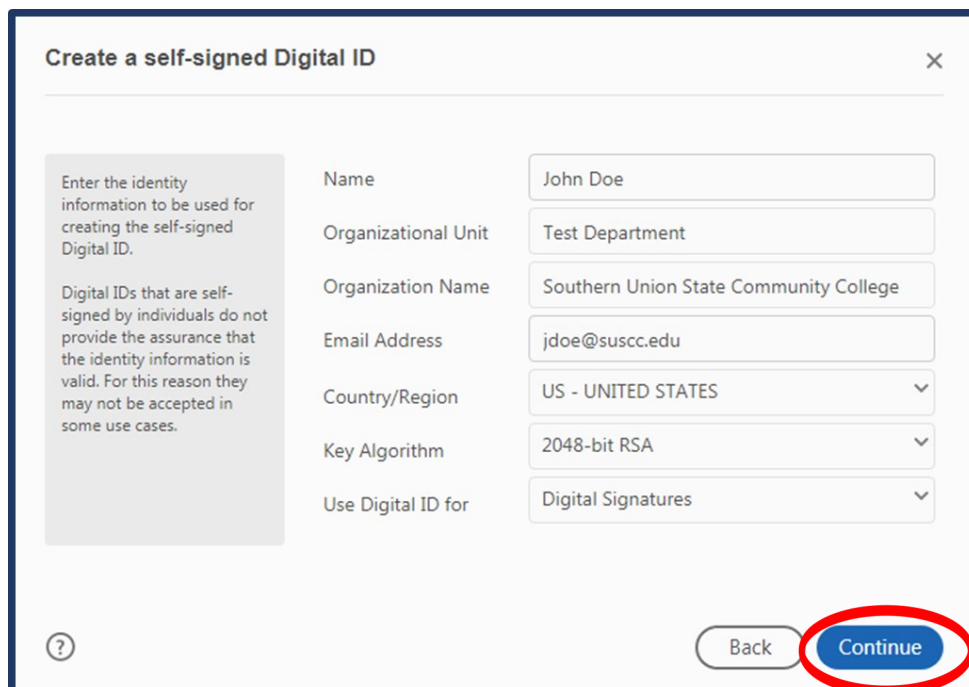
Select the destination of your new Digital ID. Most users select the Save to File option. This will save your signature information on your computer.



The screenshot shows a dialog box titled "Select the destination of the new Digital ID". On the left, there is a grey informational box with the following 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." Below this text is a question mark icon. On the right, there are two radio button options. The first option, "Save to File", is selected and highlighted with a blue border. Its description is "Save the Digital ID to a file in your computer". The second option is "Save to Windows Certificate Store", with the description "Save the Digital ID to Windows Certificate Store to be shared with other applications". At the bottom right, there are two buttons: "Back" and "Continue".

### Step 4:

Enter in your Name, Organizational Unit (Optional), Organization Name (Optional), Email Address, Country/Region, Key Algorithm (leave as 2048-bit RSA), and make sure the Use Digital ID is set to Digital Signatures.



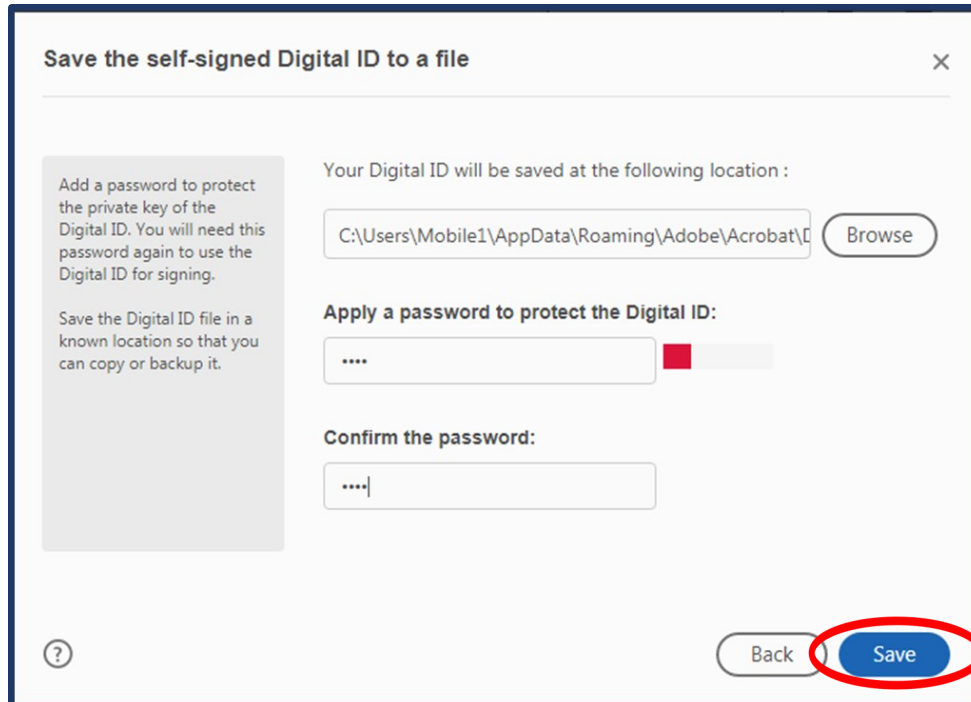
The screenshot shows a form titled "Create a self-signed Digital ID". On the left, there is a grey informational box with the following text: "Enter the identity information to be used for creating the self-signed Digital ID. Digital IDs that are self-signed by individuals do not provide the assurance that the identity information is valid. For this reason they may not be accepted in some use cases." Below this text is a question mark icon. The form contains several input fields and dropdown menus:

Name	John Doe
Organizational Unit	Test Department
Organization Name	Southern Union State Community College
Email Address	jdoe@suscc.edu
Country/Region	US - UNITED STATES
Key Algorithm	2048-bit RSA
Use Digital ID for	Digital Signatures

At the bottom right, there are two buttons: "Back" and "Continue". The "Continue" button is circled in red.

## Step 5:

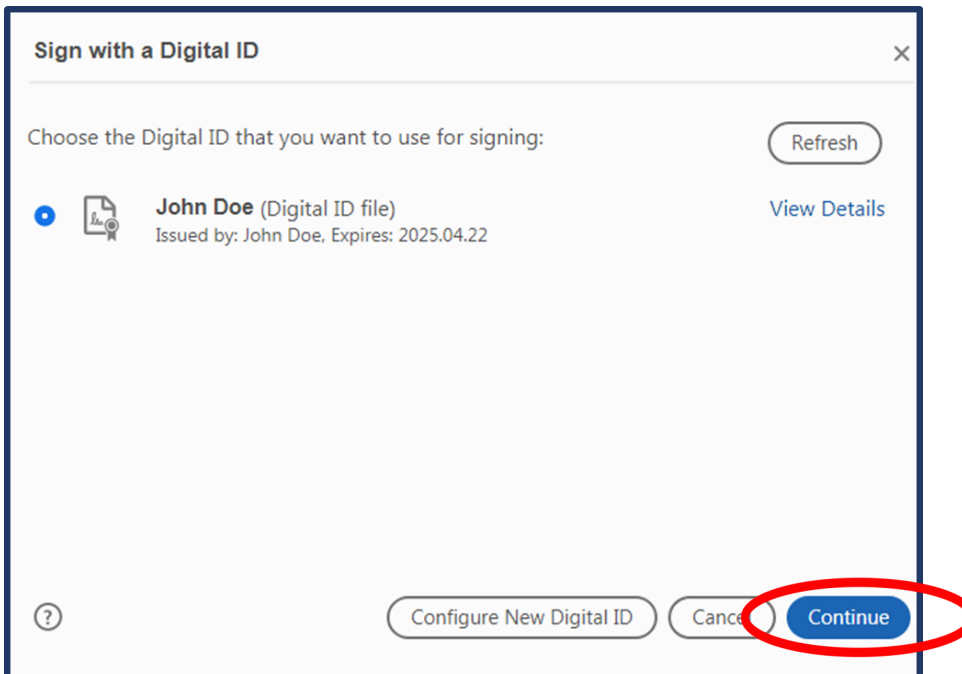
Leave the default path for the location where your Digital ID will be saved. You will need to set a password to securely identify your signature.



The screenshot shows a dialog box titled "Save the self-signed Digital ID to a file". On the left, there is a grey box with instructions: "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." and "Save the Digital ID file in a known location so that you can copy or backup it." The main area contains the text "Your Digital ID will be saved at the following location :" followed by a text field containing the path "C:\Users\Mobile1\AppData\Roaming\Adobe\Acrobat\[" and a "Browse" button. Below this, there are two password fields: "Apply a password to protect the Digital ID:" and "Confirm the password:", both with masked characters (dots). At the bottom right, there are "Back" and "Save" buttons, with the "Save" button circled in red.

## Step 6:

Your name should be displayed in this window. Click on Continue to for additional options.



The screenshot shows a dialog box titled "Sign with a Digital ID". It prompts the user to "Choose the Digital ID that you want to use for signing:" and includes a "Refresh" button. A single Digital ID is listed: "John Doe (Digital ID file)" with a subtext "Issued by: John Doe, Expires: 2025.04.22" and a "View Details" link. At the bottom, there are three buttons: "Configure New Digital ID", "Cancel", and "Continue", with the "Continue" button circled in red.

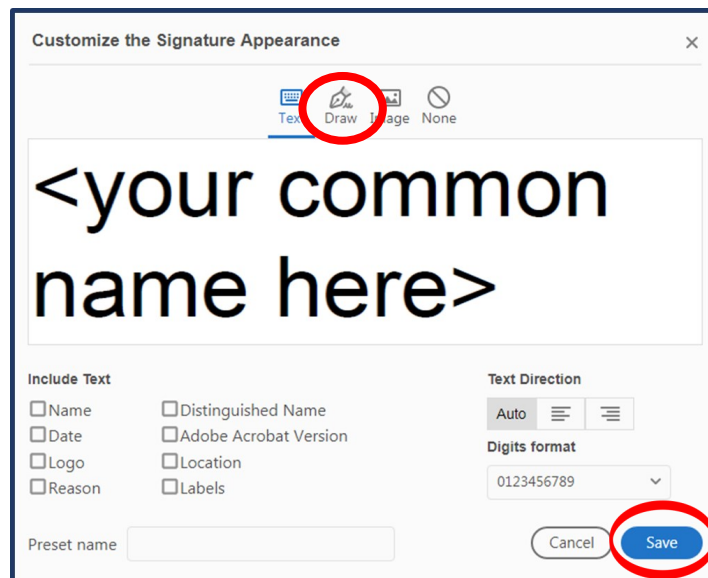
## Step 7:

From this screen you will need to enter the password you setup in step 5 and select the option to Create.



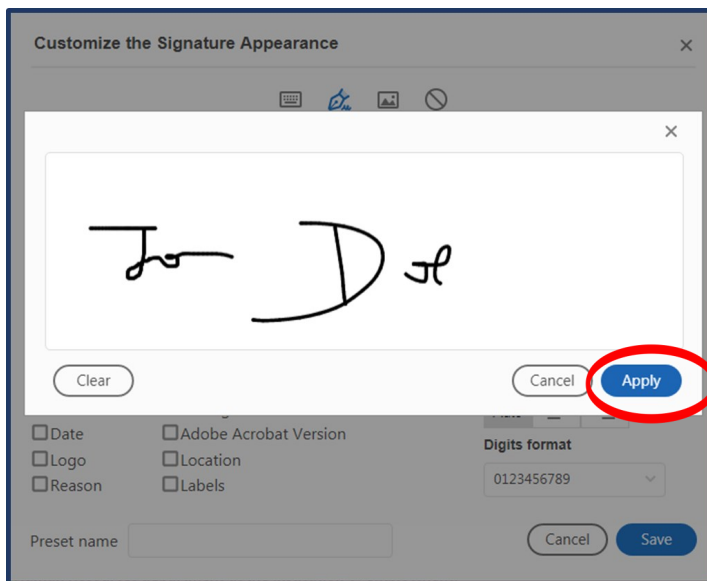
## Step 8:

On this screen you have several options. If you want to use plain Text you can select the Text option at the top. In this example, we will use the Draw option which will enable you to use the mouse to draw a signature. You can select the additional text fields if you want to include these items with your signature. In the example we have deselected all of these fields. Click Save.



### **Step 9:**

If you selected the Draw option you will be able to use your mouse to draw your signature. You can use the Clear option until you are satisfied with your signature. Once your signature is finished click on Apply and Save.



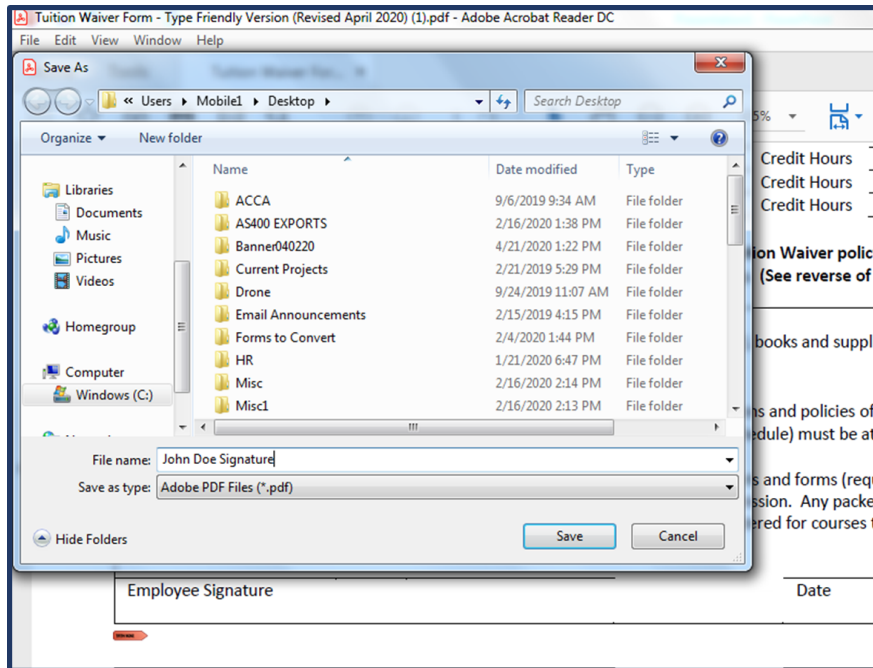
### **Step 10:**

To insert your signature on the document type in the password you set up and click on the Sign option.



## Step 11:

Click on Save to insert the signature you just created in to the document. This will also save your signature file to your computer so you can use this digital signature for other documents.



## Step 12:

Once you click Save you will see your signature appear in the document.

Course # _____	Course Name _____	Credit Hours _____	Online: <input type="checkbox"/> Yes <input type="checkbox"/> No	Audit: <input type="checkbox"/> Yes <input type="checkbox"/> No
Course # _____	Course Name _____	Credit Hours _____	Online: <input type="checkbox"/> Yes <input type="checkbox"/> No	Audit: <input type="checkbox"/> Yes <input type="checkbox"/> No
Course # _____	Course Name _____	Credit Hours _____	Online: <input type="checkbox"/> Yes <input type="checkbox"/> No	Audit: <input type="checkbox"/> Yes <input type="checkbox"/> No

I certify that I am familiar with the provisions of the Employee and/or Dependent Tuition Waiver policy and that the person(s) requesting the tuition waiver benefits qualifies as an eligible employee or dependent in accordance with the policy. (See reverse of form for policy and/or processing steps).

**INITIAL BY EACH ITEM AND SIGN BELOW**

- \_\_\_\_\_ All fees (other than portion of tuition waiver), books and supplies are the responsibility of the student
- \_\_\_\_\_ Maximum of one audit per term
- \_\_\_\_\_ Waiver does not apply to repeated courses
- \_\_\_\_\_ Student must abide by the academic limitations and policies of the attending institution (including any course limitations)
- \_\_\_\_\_ Unofficial Transcripts (and current course schedule) must be attached to this form

It is the responsibility of the employee and/or dependent to ensure that all documents and forms (requested by the college where the student is enrolled) are submitted and signed by the appropriate personnel in a timely manner prior to submission. Any packets deemed as incomplete will cause a delay in the processing of the tuition waiver. Please be sure to check with the college in which you are registered for courses to ensure the packet is complete.

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

Supervisor (if required) \_\_\_\_\_ Date \_\_\_\_\_

*This section to be completed by the Human Resources department at the institution of employment*