CREATING AND USING A DIGITAL SIGNATURES

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The following instructions walk you through creating, saving, and using your digital signature in your <u>downloaded</u> PDF. **You must have Adobe Reader DC.**

Option 1:

Creating your signature:

1. In the document you need to sign, click once somewhere in the signature field. The signature field is indicated by a reg flag in the upper-level corner:



2. Choose Configure Digital ID:



3. Choose Create a new Digital ID, then Continue:

0	ā,	Use a Signature Creation Device Configure a smart card or token connected to your computer
•	L.	Use a Digital ID from a file Import an existing Digital ID that you have obtained as a file
	Ro	Create a new Digital ID Create your self-signed Digital ID
	•	

4. Choose Save to File and Continue:



- 5. First enter the required information and then Continue:
 - a. your name [Name] as you want it to appear in the signature field.
 - b. Your KSC email address [Email Address]

Enter the identity	Name	Enter Name	
rformation to be used for reating the self-signed Digital ID.	Organizational Unit	Enter Organizational Unit	
ligital IDs that are self-	Organization Name	Enter Organization Name	
signed by individuals do not provide the assurance that the identity information is valid. For this reason they may not be accepted in	Email Address	Enter Email	
	Country/Region	US - UNITED STATES	Ŷ
ome use cases.	Key Algorithm	2048-bit RSA	~
	Use Digital ID for	Digital Signatures	Ý

Saving your signature:

6. Choose Browse to save your digital signature to your chosen file location. Set your password [Apply a password to protect the Digital ID:] and Confirm the password. Save. **Note**: Be sure to make note of your password – there isn't a password recovery option.

Save the self-signed D	igital 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\dford\AppData\Roaming\Adobe\Acrobat\201 Browse Apply a password to protect the Digital ID: Confirm the password:)
0	Back Save	

Using your signature:

7. Now when you click in the signature field on a pdf, you'll have the option to sign with your digital ID. Make sure your signature is selected and Continue.

Sign with a Digital ID		×
Choose the Digital ID that yo	ou want to use for signing:	Refresh
Deborah Ford Issued by: Deborah	l (Digital ID file) rah Ford, Expires: 2026.01.27	View Details
0	Configure New Digital ID	Cancel Continue

8. Once you choose continue from the previous step, your digital signature will appear in the window. Enter your password and choose Sign.



9. You will be prompted to resave the file. Change the name of the file when appropriate, before saving.

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Save as type:	Adobe PDF F	iles (*.p	odf)	

10. Your digital signature has now been inserted into your document. Note: now that your signature has been created, you'll only need to repeat 7-10 in the future.

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Option 2:

1. In the toolbar of the downloaded PDF, choose the pen option:



2. Choose Add Signature:

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	歲 Sign yourself	=×	Request s
	Add Signature	0	
	Add Initials	0	-
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3. Choose image. Please do not choose to type your signature – it voids the validity of a signature.



4. Choose the image of your signature. Apply. **Note**: You would have already had to sign, scan, and save your signature in a file.

C Signature,png	Type: Photos Dimensions: 294 x 74	Size: 13.2 KB
Search again in:		
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5. Your signature is now available to apply to the document, however you won't be able to apply it to a field in the document. It will need to be saved in the white area next to the signature box.