

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 is titled "Configure a Digital ID for signing". It contains a text area on the left explaining that a Digital ID is required for a digital signature and that the most secure ones are issued by trusted authorities. Below this, there are three radio button options under the heading "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.

At the bottom right, there are "Cancel" and "Continue" buttons.

STEP 5 Select “Save to Windows Certificate Store” or “Save to Apple Keychain”

The dialog box is titled "Select the destination of the new Digital ID". It contains a text area on the left explaining that Digital IDs are typically issued by trusted providers and that self-provided Digital IDs may not provide the same level of assurance. Below this, there are two radio button options:

- 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.

At the bottom right, there are "Back" and "Continue" buttons.

STEP 6 Enter your name and UA email address and save

The dialog box is titled "Create a self-signed Digital ID". It contains a text area on the left explaining that self-signed Digital IDs do not provide the same assurance as those issued by trusted providers. Below this, there are several input fields:

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

At the bottom right, there 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. _____ Date
 Student Signature

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

3. _____ Date
 BCAS Academic Adviser Signature

NOTES

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

TRANSFER STUDENTS

| | |
|------------------------------|---|
| PA to Program? | Upper-level Evaluation? |
| <input type="checkbox"/> Yes | <input type="checkbox"/> Yes (attached) |
| <input type="checkbox"/> No | <input type="checkbox"/> No Upper-level |

Requirement Term Change (if needed): _____

UPDATED BY: _____ Date: _____