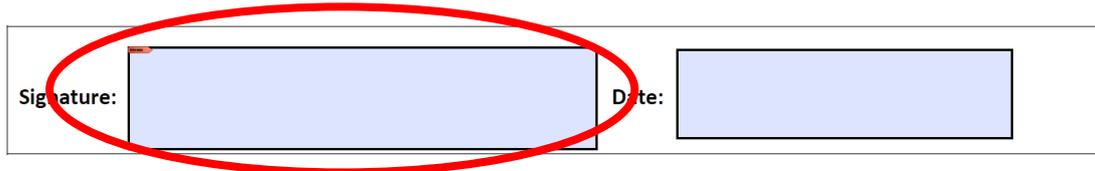# How to create a digital signature for signing adobe acrobat forms
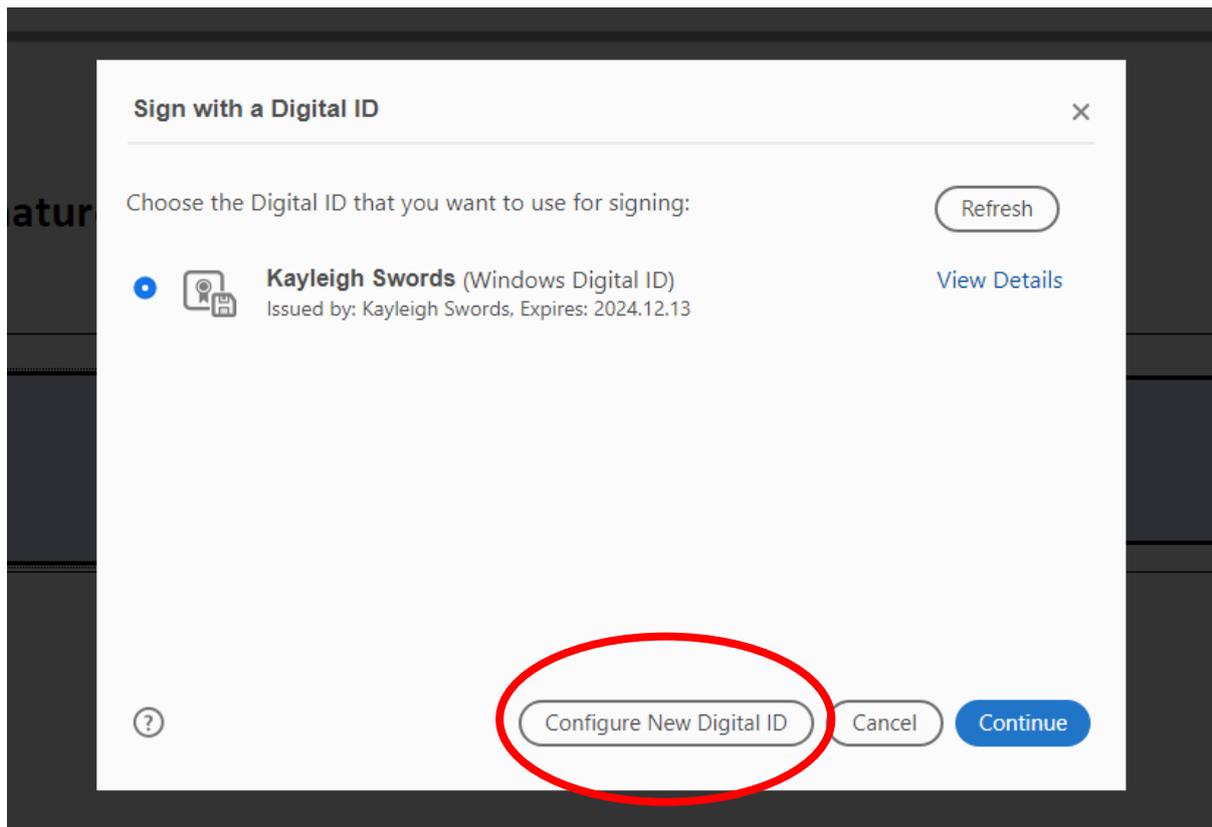
Step 1. Click on the signature field

C. Academic Staff Member's Signature
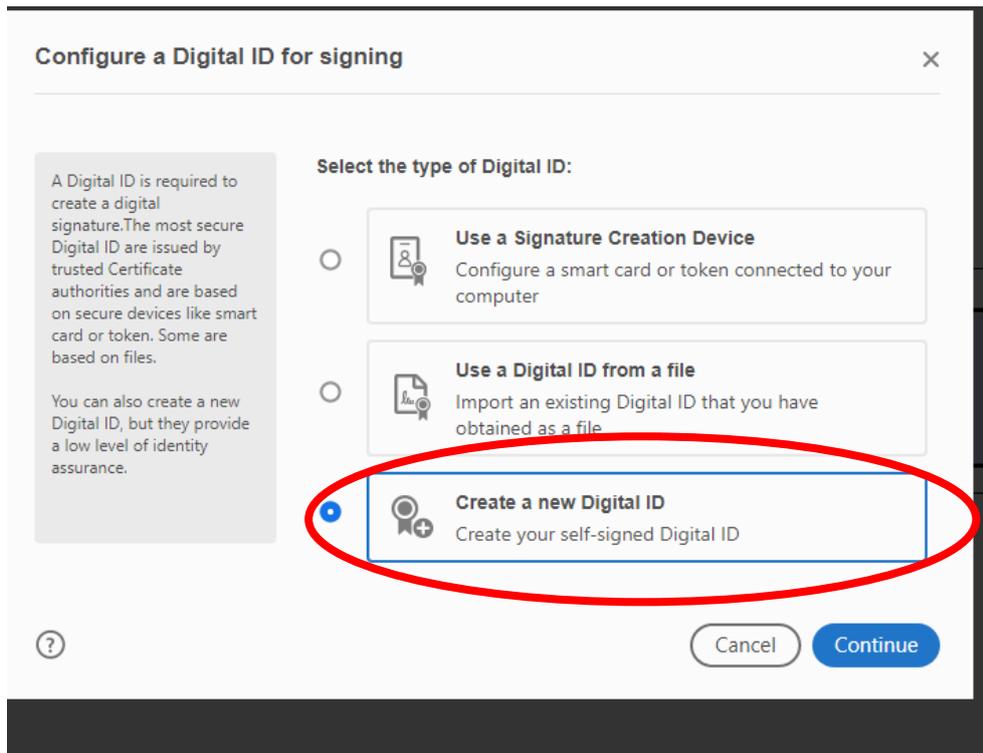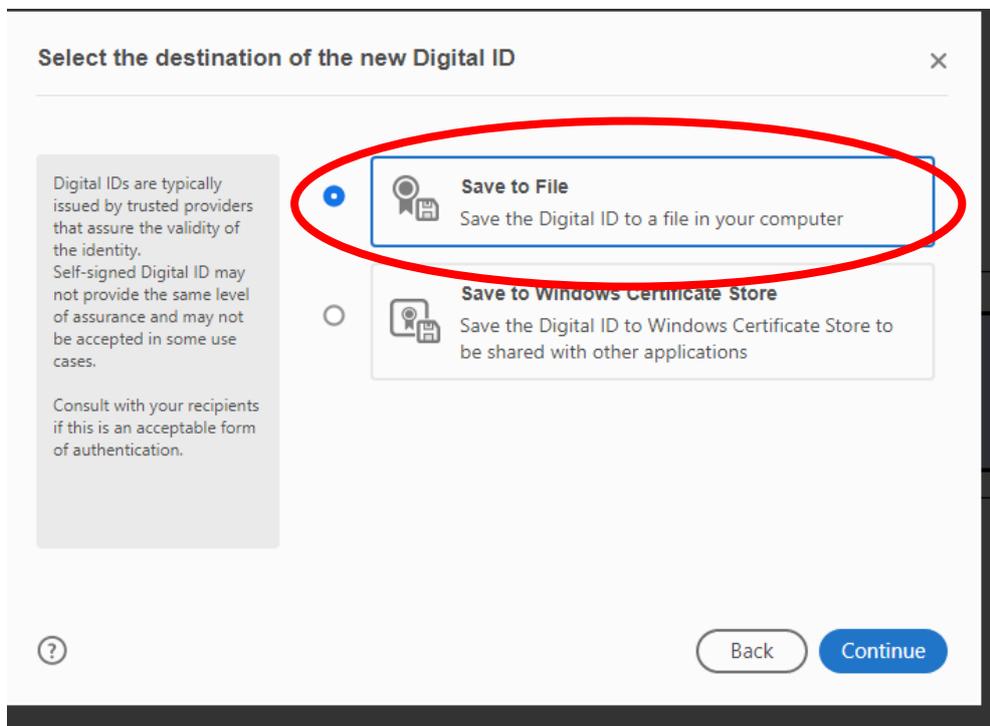
Signature:		Date:

Step 2. The screen below will pop up. Click on "*Configure new Digital ID*"

Step 3. Click on "*Create a new Digital ID*"

Step 4. Click on "*Save to File*".

Step 5. Enter your Name and Email Address. Then click "*Continue*".

Step 6. Select where you want to save the signature file for further use with the "*Browse*" button. Then enter a password. You will need to enter this each time you use the signature. Then click "*Save*".
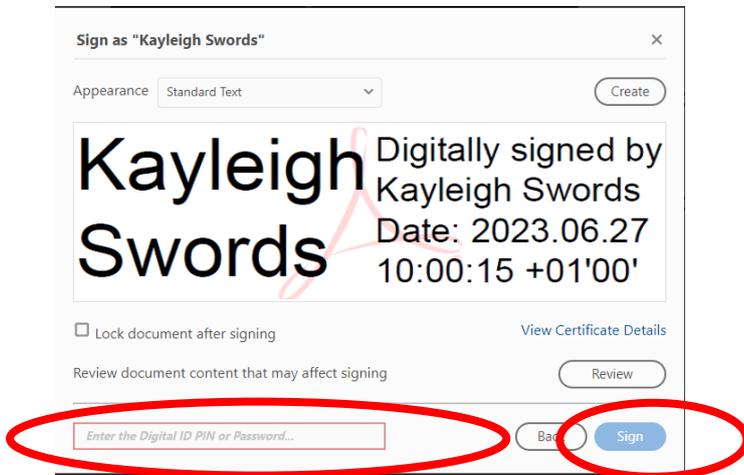
Step 7. You digital signature will now be ready to use. Select it and then click "*Continue*".
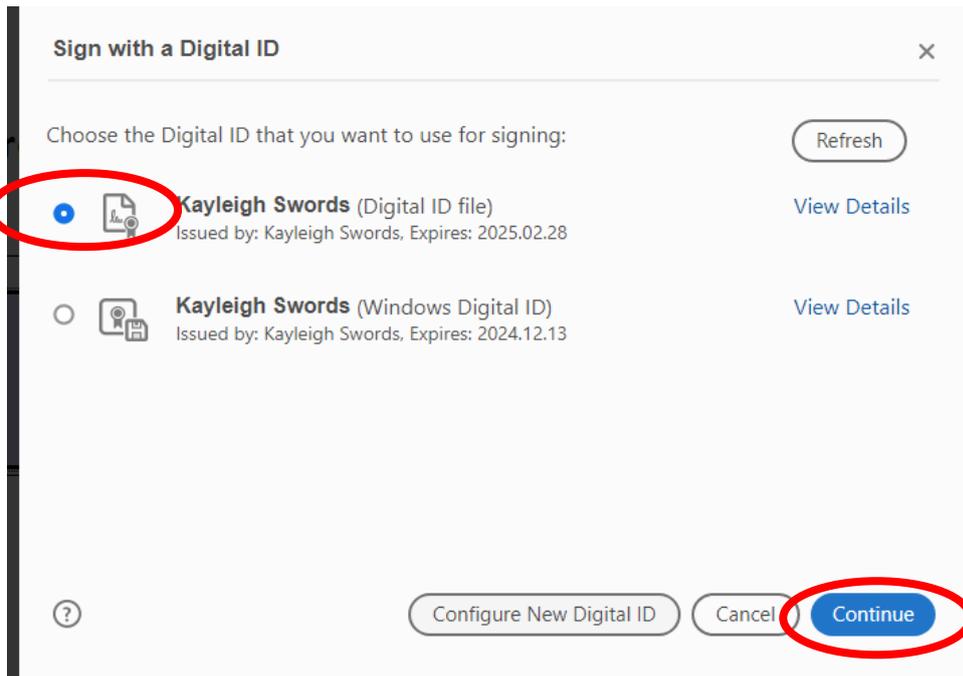

Step 8. You will now see an image of the digital signature displayed. You will be prompted to enter your password. After you have entered it please click "*Sign*".

N.B. Please **DO NOT** tick the box which says "*Lock document after signing*". This will prevent any further changes, including the addition of other signatures to the document. If this occurs, the process will have to be started from scratch with a new form.

Step 9. You will be prompted to save the document.
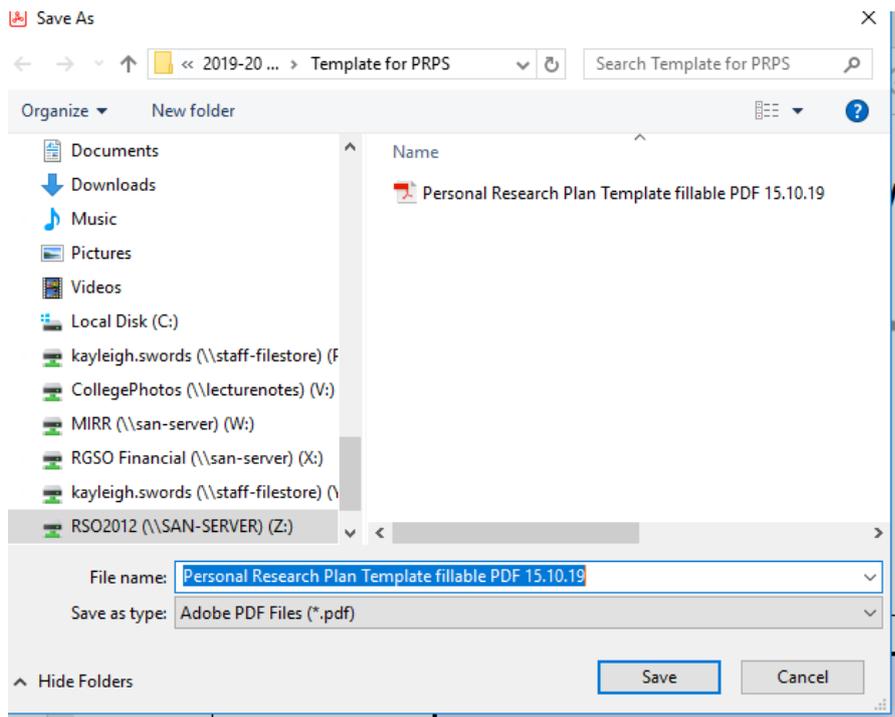
The signing of you document is now complete ☺

| Signature: | Kayleigh Swords | Digitally signed by Kayleigh Swords Date: 2020.02.28 12:11:14 Z | Date: | |