## How to create a digital signature for signing adobe acrobat forms

**Step 1.** Click on the signature field

C. Academic Staff Member's Signature



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

	Sign with a	Digital ID	×	
atur	Choose the Di	gital ID that you want to use for signing:	Refresh	
		Kayleigh Swords (Windows Digital ID) ssued by: Kayleigh Swords, Expires: 2024.12.13	View Details	
	0	Configure New Digital ID	Cancel Continue	

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



Step 4. Click on "Save to File".



	-		-
Enter the identity	Name	Kayleigh Swords	
creating the self-signed Digital ID.	Organizational Unit	Enter Organizational Unit	
Digital IDs that are self- signed by individuals do not provide the assurance that the identity information is	Organization Name	Enter Organization Name	
	Email Address	kayleigh.swords@mic.ul.ie	
valid. For this reason they may not be accepted in	Country/Region	IE - IRELAND	~
some use cases.	Key Algorithm	2048-bit RSA	~
	Use Digital ID for	Digital Signatures	~

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*".

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I a password to protect private key of the ital ID. You will need this sword again to use the ital ID for signing.	Your Digital ID will be saved at the following location : C:\Users\Kayleigh.Swords\AppData\Roaming\Addbe\A	>
e the Digital ID file in a wn location so that you copy or backup it.	Apply a password to protect the Digital ID: Confirm the password:	
	Back Save	>

Step 7. You digital signature will now be ready to use. Select it and then click "Continue".

	Sign with a Digital ID	×
	Choose the Digital ID that you want to use for signing:	Refresh
¢	• Kayleigh Swords (Digital ID file) Issued by: Kayleigh Swords, Expires: 2025.02.28	View Details
	• <b>Kayleigh Swords</b> (Windows Digital ID) Issued by: Kayleigh Swords, Expires: 2024.12.13	View Details
	(?) Configure New Digital ID Cance	el 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*".

Kayleigh Swords         Swords         Digitally signed by         Kayleigh Swords         Date: 2023.06.27         10:00:15 +01'00'         Lock document after signing         View Certificate Detail         Review document content that may affect signing	Appearance Standard Text	~	Create
Lock document after signing     View Certificate Detail       Review document content that may affect signing     Review	Kaylei Sword	igh <sup>Digital</sup> Kaylei Date: 10:00:	ly signed by gh Swords 2023.06.27 15 +01'00'
Review document content that may affect signing Review	Lock document after signing		View Certificate Detail:
		may affect signing	Review

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*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.

Lock document after signing	View Certificate Details
Review document content that may affect signing	Review
Enter the Digital ID PIN or Password	Back Sign

🛃 Save As	Х	
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🛖 MIRR (\\san-server) (W:)		
🛖 RGSO Financial (\\san-server) (X:)		
🛖 kayleigh.swords (\\staff-filestore) (\		
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Sure is type Adobe For Files ( .pdf)	*	
Hide Folders     Save     Cancel		

Step 9. You will be prompted to save the document.

## The signing of you document is now complete $\textcircled{\odot}$

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