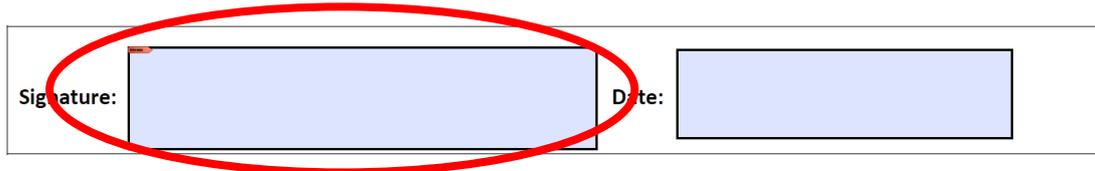


# How to create a digital signature for signing adobe acrobat forms

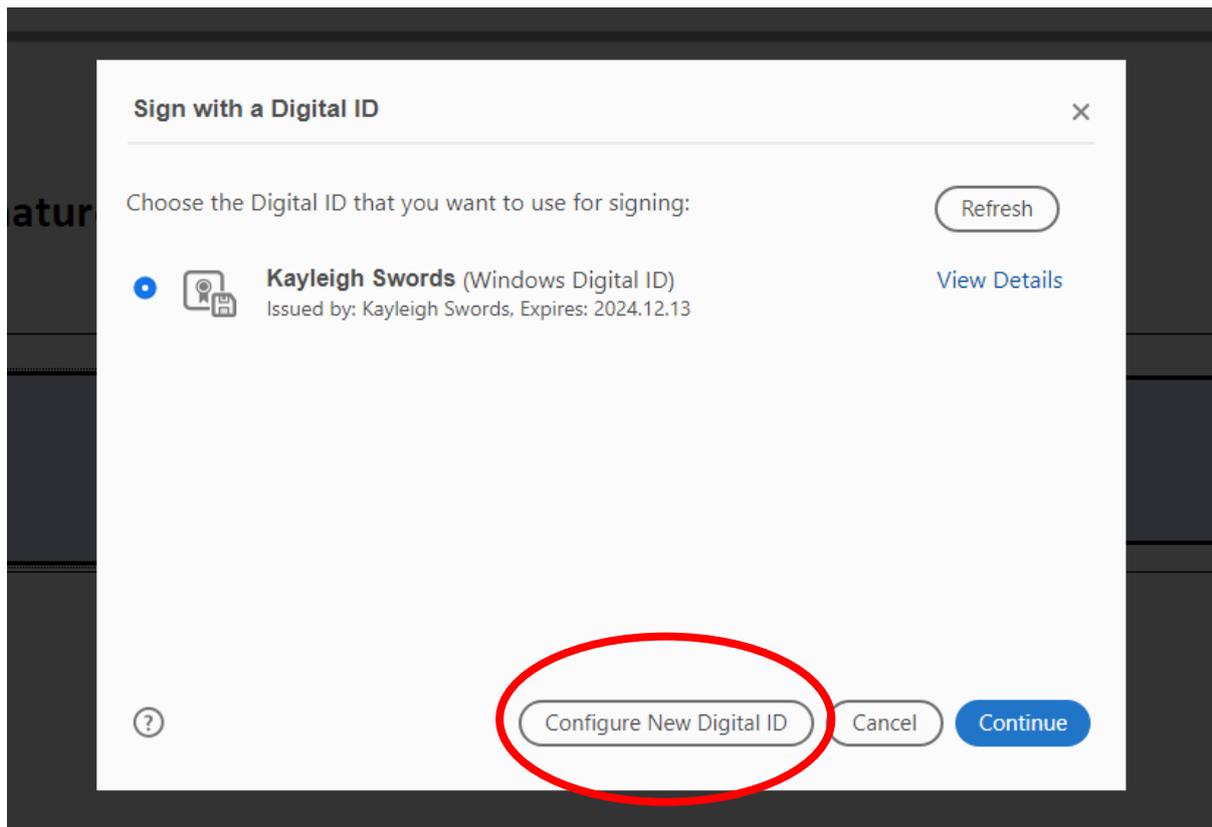
**Step 1.** Click on the signature field

C. Academic Staff Member's Signature

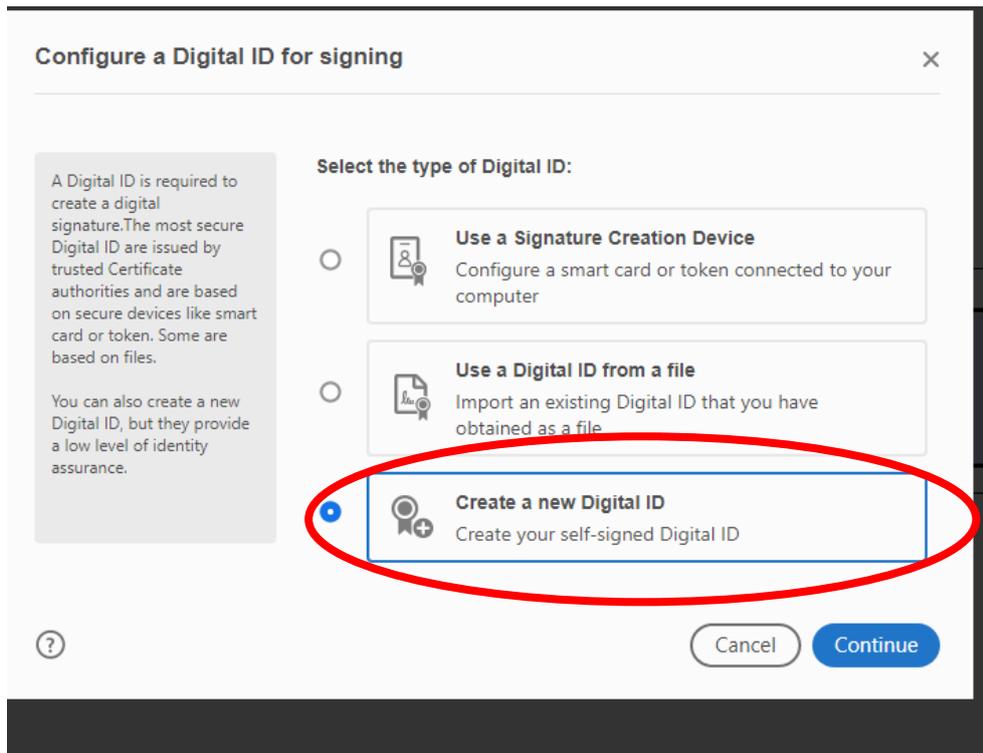


Signature: [ ] Date: [ ]

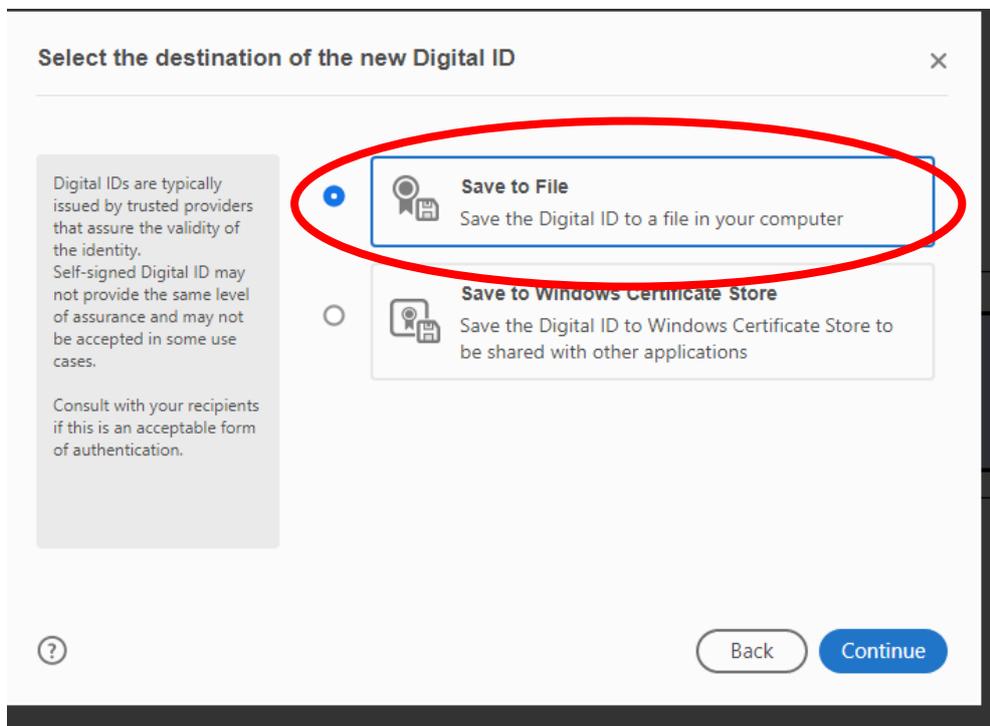
**Step 2.** The screen below will pop up. Click on “*Configure new Digital ID*”



**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*”.

**Create a self-signed Digital ID** [X]

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.

Name	Kayleigh Swords
Organizational Unit	Enter Organizational Unit...
Organization Name	Enter Organization Name...
Email Address	kayleigh.swords@mic.ul.ie
Country/Region	IE - IRELAND
Key Algorithm	2048-bit RSA
Use Digital ID for	Digital Signatures

[?] [Back] [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*”.

**Apply the self-signed Digital ID to a file** [X]

Apply a password to protect 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\Kayleigh.Swords\AppData\Roaming\Adobe\A [Browse]

**Apply a password to protect the Digital ID:**

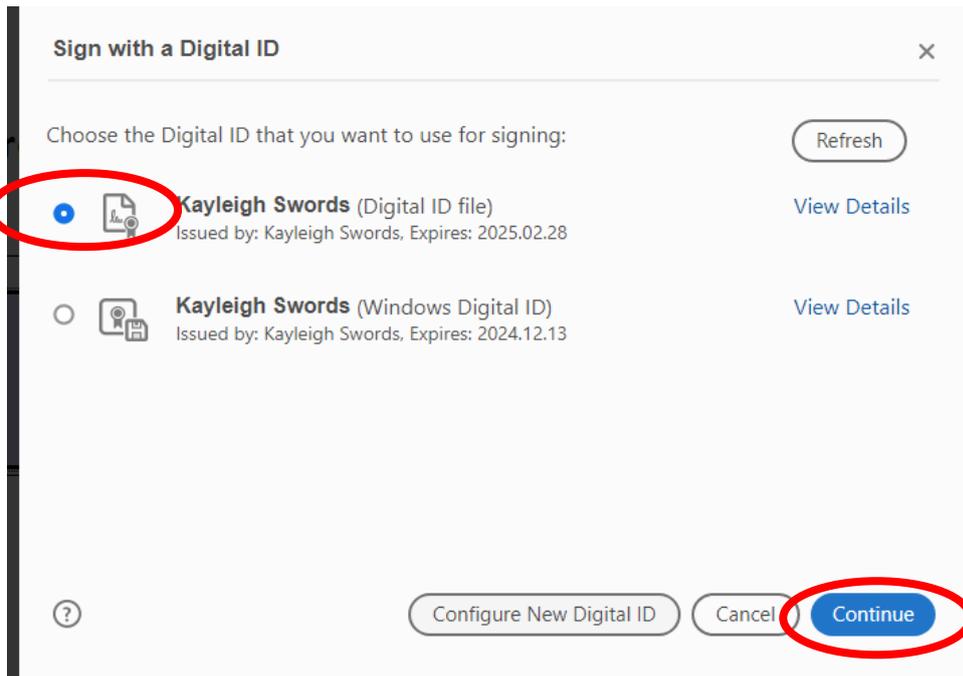
[ ]

**Confirm the password:**

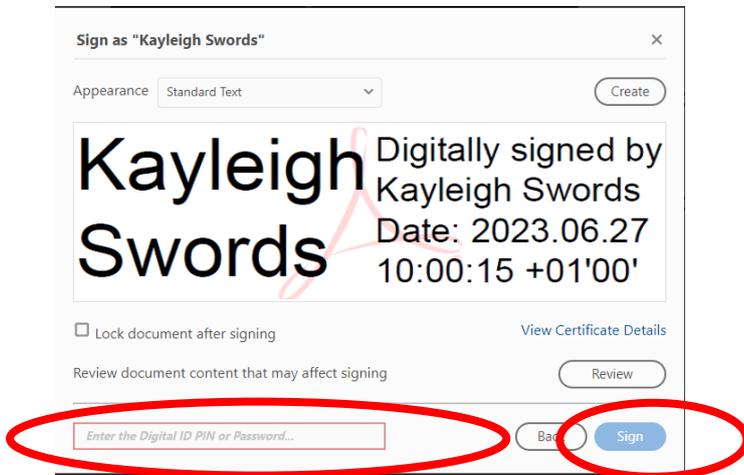
[ ]

[Back] [Save]

**Step 7.** Your digital signature will now be ready to use. Select it and then click “*Continue*”.



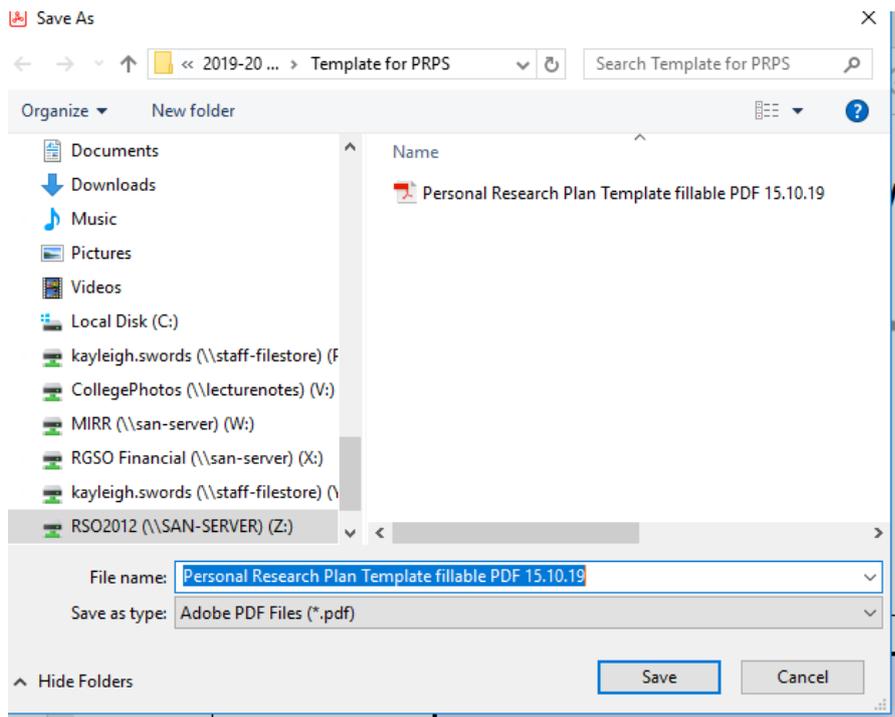
**Step 8.** You will now see an image of the digital signature displayed. You will be prompted to enter your password. After you have entered it please click “*Sign*”.



**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:	<b>Kayleigh Swords</b>		Digitally signed by Kayleigh Swords Date: 2020.02.28 12:11:14 Z	Date:	<input type="text"/>