

Electronic Signature Instructions

The University of Texas at Dallas The Office of the Registrar 800 West Campbell Road Mail Station ROC 13 Phone 972.883.2342 • Fax 972.883.6335

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Digital/Electronic Signatures

The Registrar's Office can accept a digital signature, as long as the signature is authenticated through the UTD issued email address.

Here is an example of what is considered verifiable:

Samples of Digital Signatures: Not acceptable/ not verifiable:



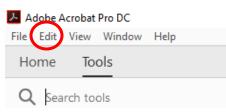
Signature fields that can be digitally signed are denoted by a red ribbon. (See image below).



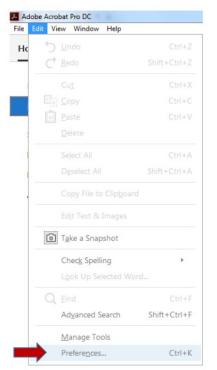
Note: This example is Adobe Acrobat Pro DC. If you find these instructions do not work for your version of Adobe, please contact OIT support person.

Scenario 1: "I Don't Have a Form to Sign but I Want to Set Up My Digital Signature"

1. Open Adobe Acrobat and navigate to "Edit" in the Tool bar, as show below.



2. Once you click edit, navigate to Preference.



- 3. Under the "Categories" menu, choose "Signatures.
- 4. Then, next to "Identities & Trusted Certificates," click "More". (See image below.)

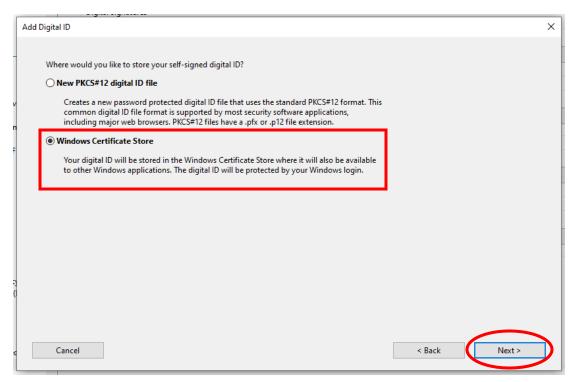
Preferences		×
Categories:		
	Digital Signatures	
	Creation & Appearance	
3D & Multimedia	creation of Appearance	
Accessibility	Control options for signature creation	More
Action Wizard Adobe Online Services	 Set the appearance of signatures within a document 	More
Catalog		
Color Management	Verification	
Content Editing		
Convert From PDF	 Control how and when signatures are verified 	More
Convert To PDF		
Email Accounts		
Sen Forms	Identities & Trusted Certificates	
Identity	Create and manage identities for signing	
Internet	Manage credentials used to trust documents	More
JavaScript		
Language Measuring (2D)		
Measuring (2D)	Document Timestamping	
Measuring (Geo)	Configure timestamp server settings	More
Ure Multimedia (legacy)		More
Multimedia Trust (legacy		
Reading		
Reviewing		
Search		
Security		
Security (Enhanced)		
Signatures Spelling		
Tracker		
Trust Manager		
Units & Guides	•	
	Ť	
		OK Cancel

5. Click the "Add ID" button (photo ID with a plus sign) then select "A new digital ID I want to create now,"

references							
Categories:		-					
Full Screen	Digital Signature	es					
General	🔒 Digital ID and Trusted Certifi	cate				>	×
Page Display	🗸 Digital IDs	1 / - 1	🝸 🏳 Export	C Refresh	Remove ID		e
3D & Multimedia	Roaming ID Accourt	Name	Issuer		Storage Mechanis	m	Ð
Accessibility Add	I Digital ID					×	20
Action Wizar	3						20
Adobe Online Catalog							20
Color Manag	Add or create a digital ID to sign a						e
Content Editi	digital ID is sent to others so that	they can verify your signat	ure. Add or create a digita	ID using:			
Convert From	O My existing digital ID from the second	m:					
Convert To P	A file						
Email Accour							> e
Forms	A roaming digital ID	accessed via a server					
Identity Internet	A device connected	to this computer					^
JavaScript							\sim
Language	A new digital ID I want to	o create now					lore
Measuring (2	3						lore
Measuring (3							
Measuring (G							
Multimedia (
Multimedia T Reading							
Reviewing							
Search							
Security							
Security (Enh							
Signatures							
Spelling							
_							Cancel
	Cancel				< Back	Next >	Cancel

6. Click "Next."

7. Select "Windows Certificate Store" and then click "Next".



- 8. Key in your information as below and then click "Finish".
- Name: Your UTD preferred name
- Organization Unit: For students: Leave this field blank.
- For Faculty/Staff, enter in your department
- Organization Name: The University of Texas at Dallas
- Email Address: Your UTD email address

Leave the "Country/Region", "Key Algorithm" and "Use Digital ID for" fields as is.

9. Click "Finish".

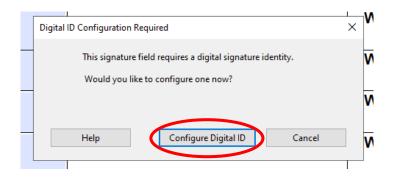
	Digital Digitata	103					
	Add Digital ID					×	;
	Enter your identity inform	ation to be used when generating the self-signed certificate.					
	Na <u>m</u> e (e.g. John Smith):	1					
v	Organizational <u>U</u> nit:						ł
n	Organization Name:						
F	<u>E</u> mail Address:						
	<u>C</u> ountry/Region:	US - UNITED STATES	~				
	Key Algorithm:	2048-bit RSA	~				
	Use digital ID <u>f</u> or:	Digital Signatures and Data Encryption	~				ł
Ó							
:c	Cancel			< Back	Fir	hish	

Congratulations, you have now created your digital signature!

Scenario 2: "I Have a Form to Sign, But I Have Not Set Up a Digital Signature Yet"

1. Click on the signature field (pictured below) to bring up the "Configure Digital ID" dialog box. Select "Configure Digital ID".

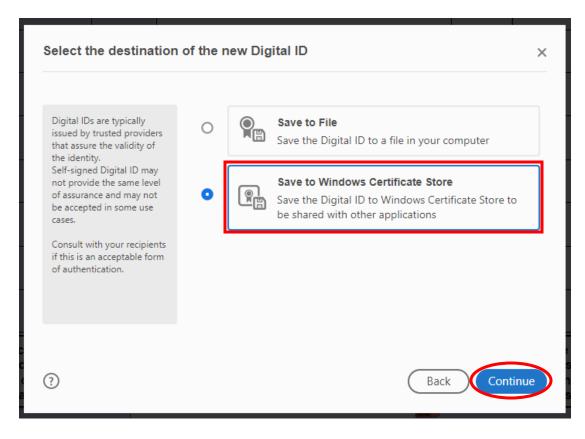
Student:	



2. Select "Create a new Digital ID" and then click "Continue".

Configure a Digital ID 1	for sigr	ning		×
A Digital ID is required to create a digital	Selec	t the typ	e of Digital ID:	
signature. The most secure Digital ID are issued by trusted Certificate authorities and are based on secure devices like smart	0	ā,	Use a Signature Creation Device Configure a smart card or token connected to your computer	
card or token. Some are based on files. You can also create a new Digital ID, but they provide a low level of identity	0	L	Use a Digital ID from a file Import an existing Digital ID that you have obtained as a file	
assurance.	•		Create a new Digital ID Create your self-signed Digital ID	
?			Cancel	

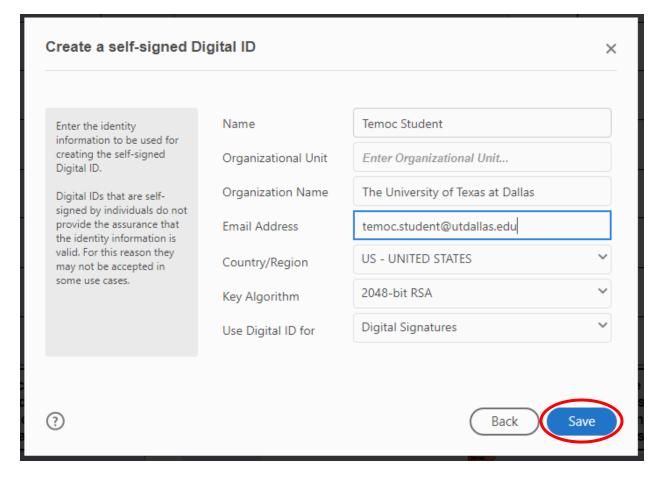
3. Select "Save to Windows Certificate Store" and click "Continue".



- 4. Key in your information as seen below.
- Name: Your UTD preferred name
 Organization Unit: For students: Leave this field blank. For Faculty/Staff, enter in your department
 Organization Name: The University of Texas at Dallas
- Email Address: Your UTD email address

Leave the "Country/Region", "Key Algorithm" and "Use Digital ID for" fields as is.

5. Click "Save".



Congratulations, you have now created your digital signature.

Scenario 3: "I Have a Digital Signature, How Do I Use it to Sign a Form?"

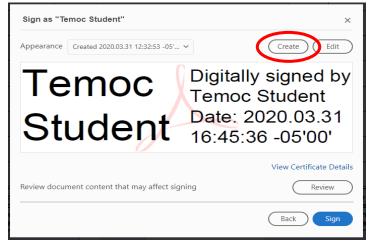
1. Select the signature field (pictured below) that you want to sign.

	Mile and			
Student:				

2. A "Sign with a Digital ID" dialog box should appear. Make sure your signature is selected and then click "Continue".

Sign with	a Digital ID	×
Choose the	Digital ID that you want to use for signing:	Refresh
0 R	Temoc Student (Windows Digital ID) Issued by: Temoc Student, Expires: 2025.03.31	View Details
		\frown
?	Configure New Digital ID	Cancel Continue

3. In the top right corner, select "Create".



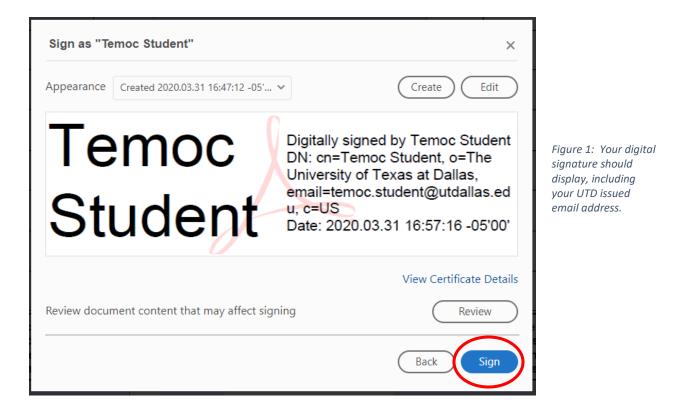
Customizing Your Signature Appearance

- 1. Check the **"Distinguished Name"** box to have the signature display all of the required information.
- 2. Be sure you check the boxes, as seen below.
- 3. Click "Save".

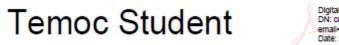
Customize the Signature Appearance	×
Text Draw	Image None
<your common name here></your 	Digitally signed by <your common name here> DN: <your distinguished<br="">name here> Date: 2020.03.31 12:14:21 -05'00'</your></your
Include Text Name Distinguished Name Date Adobe Acrobat Version Logo Location Reason Verset name Preset name Date Date Date Date Date Date Date Dat	Text Direction Auto = = Digits format 0123456789 ~ Cancel Save

Ensuring the Verifiable Signature Appearance

- 1. Click "Sign" and a "Save As" box will appear.
- 2. Select where you would like to save the signed document and select "Save".



3. Your signature should appear in the document as pictured below.



Digitally signed by Temoc Student DN: cn-Temoc Student, o-The University of Texas at Dailas, email-temoc.student@utdailas.edu, c-US Date: 2020.03.31 16:54:23 -05'00'

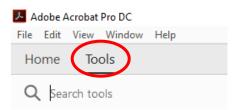
This is the official verifiable, authentic digital signature for the purpose of submitting and approval forms to the Registrar's Office.

Scenario 4: "How Do I Sign a Form That Does Not Have a Signature Field?"

Adobe Acrobat DC has the ability to allow you to draw and create your own signature fields even on forms that do not have signature fields in place.

Enabling the Certificates Icon

1. Click over to the "Tools" section.

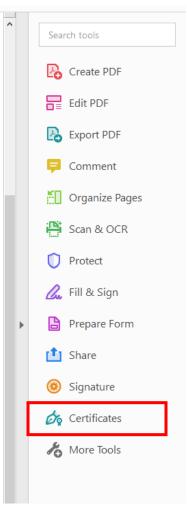


2. Scroll down and find "Certificates" under "Forms and Signatures". Click "Add" to add it to your toolbar on the right.

Forms & Signa	tures	
Cen		E .
Fill & Sign	Prepare Form	Certificates
Open 💌	Open 💌	Add 🔻

3. Open a form that you want to digitally sign.

4. In the toolbar on the right-hand side, click on the newly added "Certificates" icon.



5. At the top of the screen, click "Digitally Sign".



6. A text box will appear, instructing you how to draw your own signature field. Click "OK" and then click and drag to create the signature field wherever you need on the form.



7. Once you have created the signature field, the "Sign with a Digital ID" box should appear.

Sign with	a Digital ID	×
Choose the	Digital ID that you want to use for signing:	Refresh
	Temoc Student (Windows Digital ID) Issued by: Temoc Student, Expires: 2025.04.20	View Details
?	Configure New Digital ID Car	Continue

If you have not already, please follow the instructions in Scenario 3 to learn how to apply your signature to your newly created signature field.