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

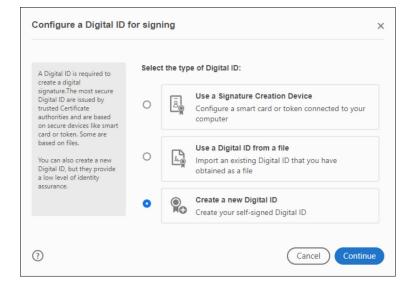
STEP 2

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.

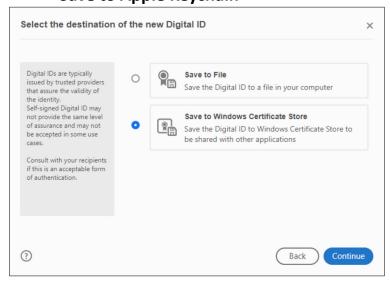
STEP 3

Click in applicable Signature field

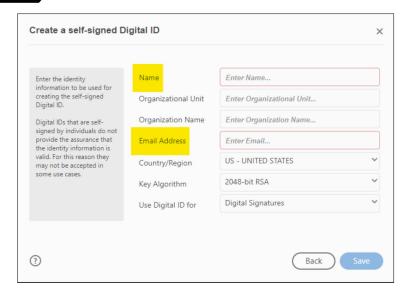
STEP 4 Select "Create a new Digital ID"



STEP 5 Select "Save to Windows Certificate Store" or "Save to Apple Keychain"



STEP 6 Enter your name and UA email address and save



STEP 7

Save and return form as an email attachment



Office of the Dean

Buchtel College of Arts and Sciences CAS 118

Akron, OH 44325-1901

Phone: (330) 972-7880 FAX: (330) 972-7222

ADD CERTIFICATE OFFERED BY BUCHTEL COLLEGE OF ARTS AND SCIENCES

DIRECTIONS: To enter a certificate offered in the College of Arts and Sciences to a student's record, please provide the following information. <u>Submit the completed form to the Office of the Dean for updating a student's record</u>. Additional programs need to be added to a student's record before s/he applies for graduation.

Student's Name:		
ID Number:	Email:	·
Ph	none No.:	<u>.</u>
1st Major		
College of 1st Major		
CAS Certificate Program to be ADDED: _ CAS Certificate Program to be DELETED	Academic Plan Number	Academic Plan Name
	Academic Plan Number	Academic Plan Name
**Anticipated date of graduation		
1		
Student Signature		Date
2		
Certificate Program Director Signature		Date
3A&S College Advisor Signature		Date
**DEAN'S OFFICE USE ONLY		
UPDATED BY:		
OPDATED BY:		Term Change