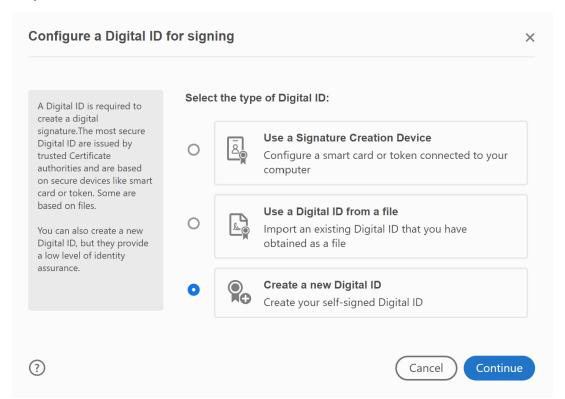
## Adobe Acrobat Digital Signatures

To create a digital signature that can be applied to PDF forms, follow these instructions below. Please note that a PDF digital signature is not the same as an electronic signature. We are unable to accept electronic signatures at this time.

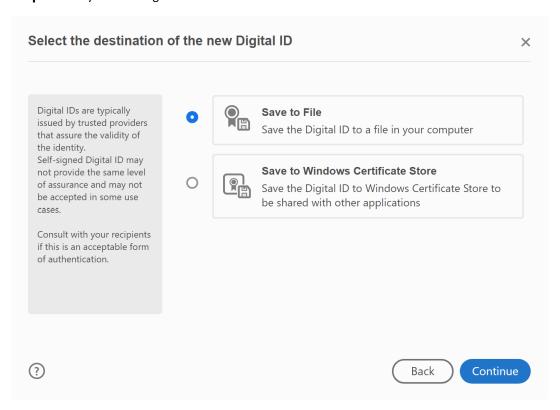
**Step 1:** Open a PDF form that requires a signature in Adobe Acrobat. If viewing the form online, please be sure to download and save the document to your computer. Once saved to your computer you will be able to open the document with Adobe Acrobat. Then click on the signature block to sign digitally. This is denoted on a document by a red tag that looks like this -

STUDENT SIGNATURE:	(10 m)	Signature (Click to sign)	Date:

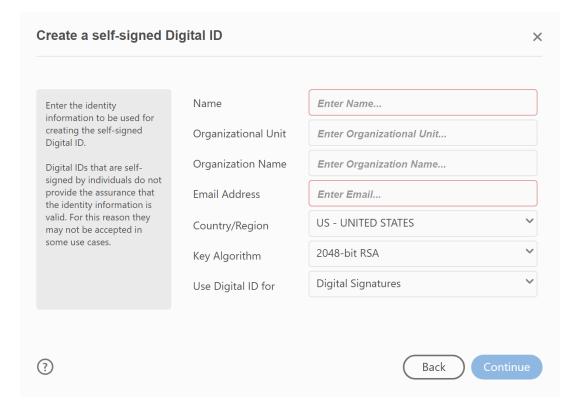
**Step 2:** First time users will be prompted to configure a Digital ID for signing.



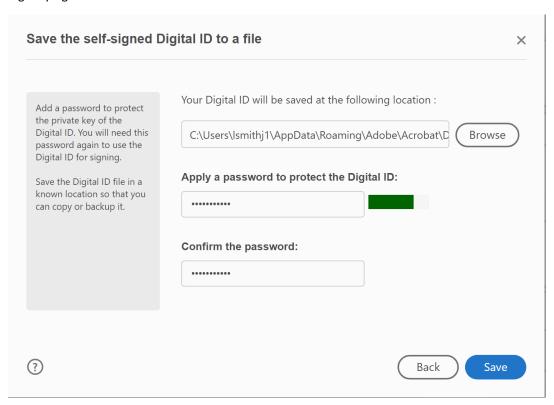
Step 3: Save your new Digital ID to File.



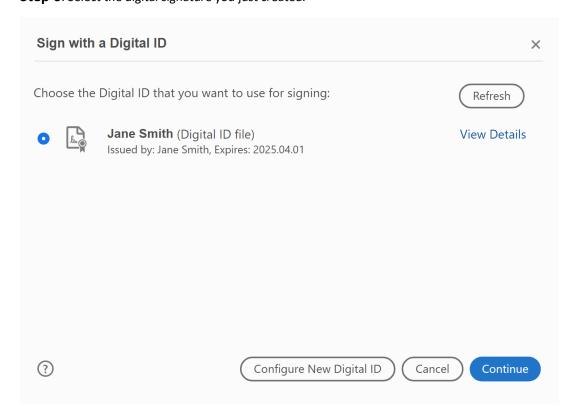
**Step 4:** Enter your personal information. This must be set up using your SCSU email address.



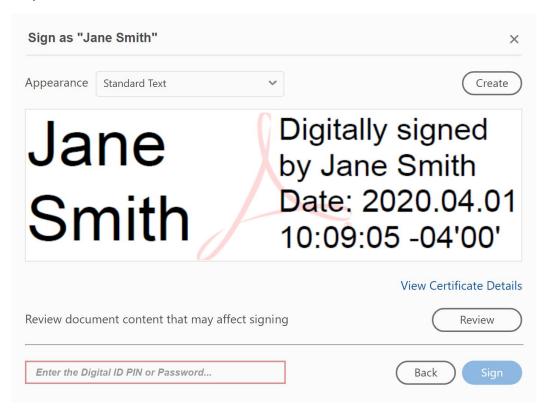
**Step 5:** Create a password and save. Please remember your password as you will need it each time you wish to digitally sign a document in Acrobat.



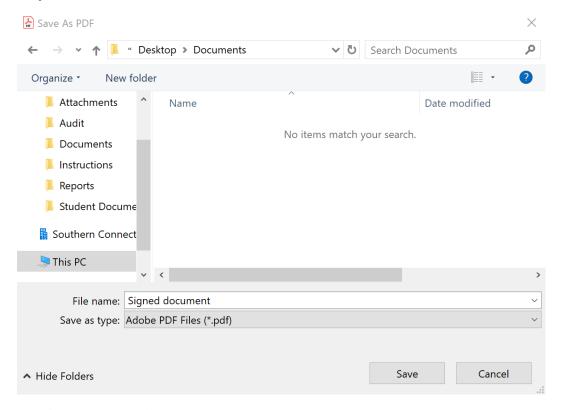
**Step 6**: Select the digital signature you just created.



Step 7: Enter the password you just created in step 5 and sign the document.



**Step 8:** Save the document with your signature.



Digitally signed by Jane Smith

Date: 2020.04.01 10:13:00 -04'00'

Digital signature example: