

How to Create E-signatures for PDF forms

1. Open the PDF form
 - Please make sure to complete the entire form before placing your digital signature. Once the digital signature is inserted, the document cannot be altered.
2. Download the form, save the PDF to your desktop, and open the PDF in Adobe Acrobat
 - You can only digitally sign a fillable PDF from your desktop.
3. Click on the signature field that you would like to sign
4. In the “Digital ID Configuration Required” box, click “Configure Digital ID”
5. In the “Configure a Digital ID for signing” box, select “Create a new Digital ID” then click continue.
6. In the “Select the destination of the new Digital ID” box, select “Save to File,” then click continue.
7. In the “Create a self-signed Digital ID” box, fill in your name and SU email address, then click continue.
8. In the “Save the self-signed digital ID to a file” box, create a password for digital ID and confirm your password and click save
9. In the “Sign with a Digital ID” box, choose the Digital ID you created to sign the form and click continue.
10. Enter the digital password or PIN you created and click sign
11. The form will ask you to re-save the form, and this is because once the digital signature is inserted, the document cannot be altered.
 - Please make sure to complete the entire form *before* placing your digital signature.
12. Once you resave the form, forward it to the next person the needs to sign the form.
 - *Student*: email the form to the advisor/faculty for their review and signature
 - *Advisor/Faculty*: email the form to the chair (when appropriate) for their review and signature
 - *Chair*: upload the form to the t-drive, sign, and inform the Associate Dean to review and sign
 - *Associate Dean*: will sign and inform Administrative assistant to process the form