

Program Review 2016 – Electronic Signature Instructions

1. Click on the applicable Preparer Verification or Dean Verification box in the form.
2. Select “A new digital ID I want to create now” and click the “Next” button.

Add Digital ID

I want to sign this document using:

My existing digital ID from:

- A file
- A roaming digital ID accessed via a server
- A device connected to this computer

A new digital ID I want to create now

Cancel < Back Next >

3. Select “New PKCS#12 digital ID file” and click the “Next” button.

Add Digital ID

Where would you like to store your self-signed digital ID?

New PKCS#12 digital ID file

Creates a new password protected digital ID file that uses the standard PKCS#12 format. This common digital ID file format is supported by most security software applications, including major web browsers. PKCS#12 files have a .pfx or .p12 file extension.

Windows Certificate Store

Your digital ID will be stored in the Windows Certificate Store where it will also be available to other Windows applications. The digital ID will be protected by your Windows login.

Cancel < Back Next >

4. Enter your name and email address. Click the “Next” button.

Add Digital ID

Enter your identity information to be used when generating the self-signed certificate.

Name (e.g. John Smith): Phillip Briggs

Organizational Unit:

Organization Name:

Email Address: pbriggs@vcccd.edu

Country/Region: US - UNITED STATES

Key Algorithm: 1024-bit RSA

Use digital ID for: Digital Signatures and Data Encryption

Cancel < Back Next >

5. This will save a digital Adobe ID file on your computer. Select where you would like it to be saved. Then, create a password. Remember this password because you will need it later. Click the “Finish” button.

Add Digital ID

Enter a file location and password for your new digital ID file. You will need the password when you use the digital ID to sign or decrypt documents. You should make a note of the file location so that you can copy this file for backup or other purposes. You can later change options for this file using the Security Settings dialog.

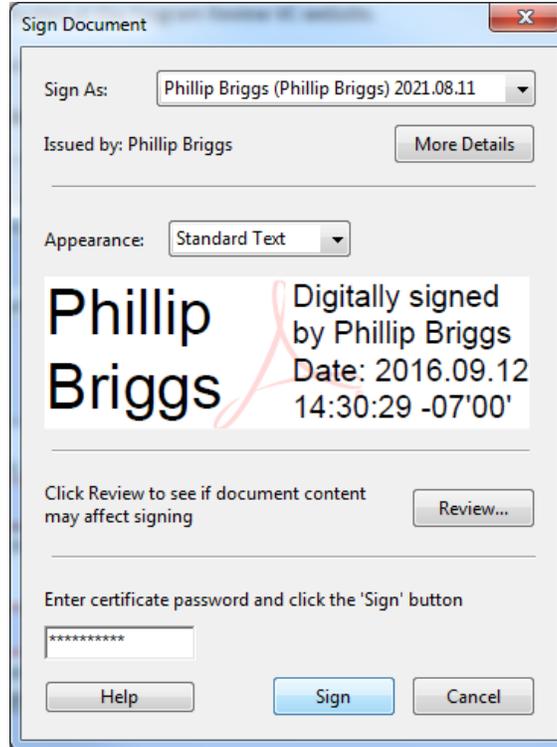
File Name: C:\Users\VC Surface User\AppData\Roaming\Adobe\Acrobat\DC\Security\ Browse...

Password: [masked] Best

Confirm Password: [masked]

Cancel < Back Finish

6. Enter the password that you created and click the “Sign” button.



7. Select where you would like to save the signed form on your computer.
8. Your name will appear on the “Preparer Verification” line.

Preparer Verification:
Phillip Briggs Digitally signed by Phillip Briggs
Date: 2016.09.12 14:34:20 -07'00'

I verify that this program document was completed in accordance with the program review process.

Dean Verification:

I verify that I have reviewed this program review document and find it complete. *The dean may also provide comments (optional):*

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9. If you need your Dean to sign the form, email them the signed form. They can then click on the “Dean Verification” box, and follow the above instructions.
10. Once the form has both signatures, either the Preparer or Dean can click the “Submit” button to submit it to the IEE Office.