VENTURACOLLEGE
SET YOUR COURSE

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.

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

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

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.

6. Enter the password that you created and click the "Sign" button.
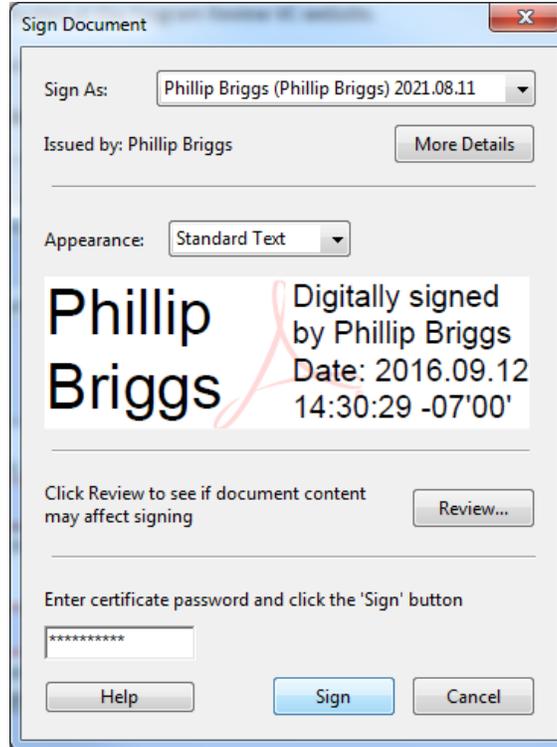
7. Select where you would like to save the signed form on your computer.
8. Your name will appear on the "Preparer Verification" line.

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.