Instructions for Creating and Using Electronic Signatures

When selecting the signature box on forms that require an electronic signature, you will be prompted to create an ID with which to sign each form. This document includes screenshots to walk you through how to create a signature which will enable you to sign each form.

**Step One:** When the “Sign Document” box appears, select the dropdown menu under “Sign As:”, select “New ID…” and hit “Sign”.

**Step Two:** If you are unfamiliar with electronic signatures and thus do not have an existing digital ID select I want to sign this document using: “A new digital ID I want to create now” and hit “Next”.

Step Three: When asked “Where would you like to store your self-signed digital ID?” select “New PKCS#12 digital ID file” and hit “Next”.

Step Four: Enter your name and e-mail address and hit “Next”
**Step Five:** Create a password for your Digital ID and store it in a safe place for your record. Then hit “Finish”.

![Add Digital ID dialog box](image)

**Step Six:** Enter your newly created password and hit “Sign”.

![Sign Document dialog box](image)
**Step Seven:** After you select “Sign” with your Digital ID, you will be prompted to Save your copy of the form. Name the file with your student’s last name, and the title of the form as seen in the example. Select where on your computer you would like to save the form and hit “Save”.

![Image of Save As dialog box with file name set to LASTNAME.Parental-Assessment.2015 and save as type set to Adobe PDF Files (*.pdf)](image)

**Step Eight:** Your signature should appear like the image below with your name. (Note: your signature is still valid if it appears in a different font, no extra measures need to be taken.)

![Image of form with signature field labeled Guardian signature with example name and date filled in](image)