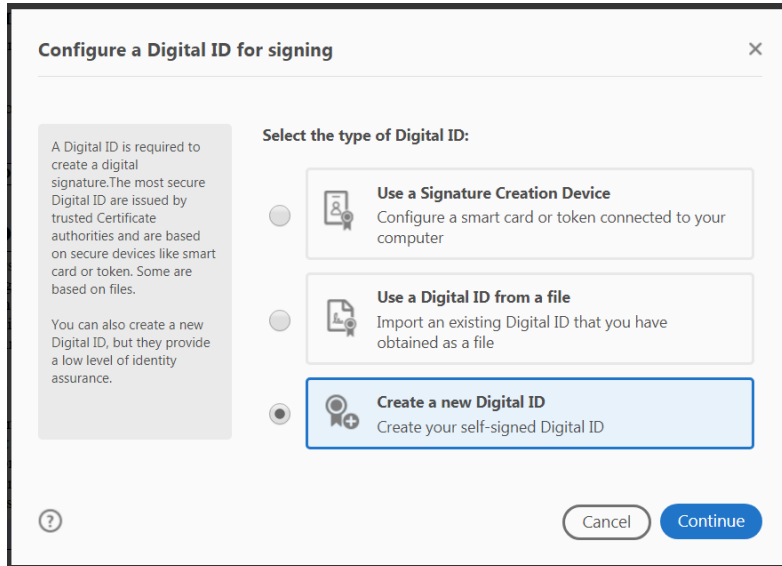


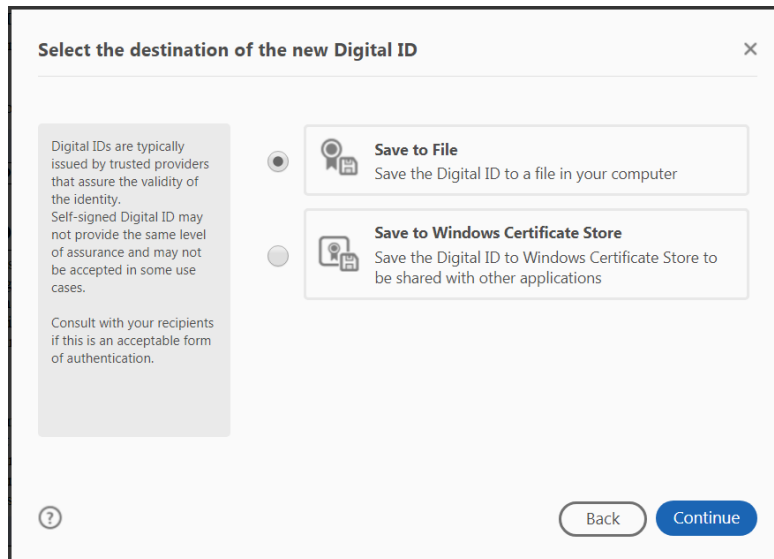
1.) Click Signature you would like to sign.



2.) Select "Create a new Digital ID." Continue.



3.) Select "Save to File." Continue.



4.) To create a self-signed Digital ID, please enter name and email address. Continue.

The dialog box is titled "Create a self-signed Digital ID" and contains the following fields and options:

- Name:**
- Organizational Unit:**
- Organization Name:**
- Email Address:**
- Country/Region:**
- Key Algorithm:**
- Use Digital ID for:**

At the bottom, there are "Back" and "Continue" buttons. A help icon (?) is located in the bottom left corner.

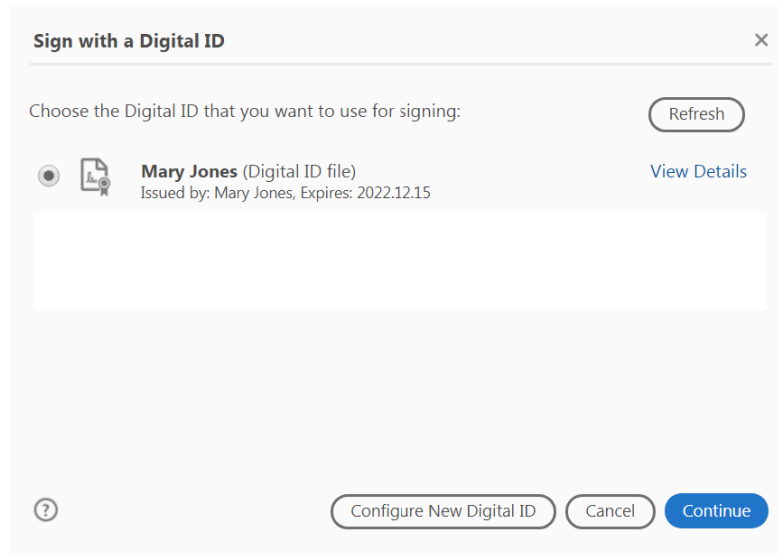
5.) Select a secure destination folder for your Digital ID, create a strong password, record the password for safekeeping, and Save.

The dialog box is titled "Save the self-signed Digital ID to a file" and contains the following fields and options:

- Your Digital ID will be saved at the following location :**
- Apply a password to protect the Digital ID:**
- Confirm the password:**

At the bottom, there are "Back" and "Save" buttons. A help icon (?) is located in the bottom left corner.

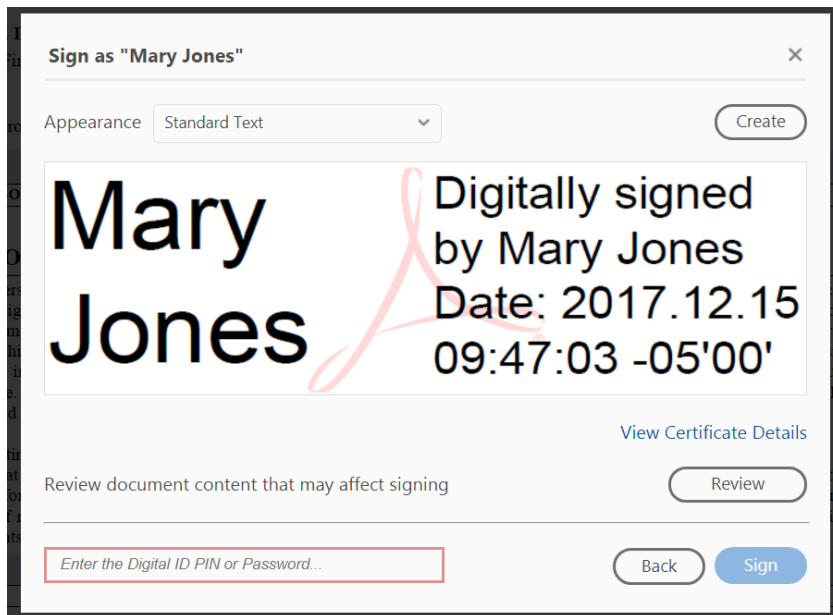
6.) Select the Digital ID you created. Continue.



The screenshot shows a dialog box titled "Sign with a Digital ID" with a close button (X) in the top right corner. Below the title, there is a label "Choose the Digital ID that you want to use for signing:" followed by a "Refresh" button. A list of digital IDs is shown, with the first one selected: "Mary Jones (Digital ID file)" with a subtext "Issued by: Mary Jones, Expires: 2022.12.15" and a "View Details" link. At the bottom of the dialog, there is a help icon (question mark), a "Configure New Digital ID" button, a "Cancel" button, and a blue "Continue" button.

7.) Enter previously added password from step 5 and select Sign. You will then be prompted to save this document in a secure location.

You must save this document in order for your signature to appear on the form. ❖



The screenshot shows a dialog box titled "Sign as 'Mary Jones'" with a close button (X) in the top right corner. Below the title, there is an "Appearance" dropdown menu set to "Standard Text" and a "Create" button. The main content area displays a large "Mary Jones" signature in black, a red ink signature, and the text "Digitally signed by Mary Jones Date: 2017.12.15 09:47:03 -05'00'". Below this, there is a "View Certificate Details" link. A section titled "Review document content that may affect signing" has a "Review" button. At the bottom, there is a text input field with the placeholder "Enter the Digital ID PIN or Password..." and "Back" and "Sign" buttons.

8.) Digital signature will appear as follows:

Mary Jones

Digitally signed by Mary Jones  
Date: 2017.12.15 09:48:59 -05'00'

---

**STUDENT SIGNATURE**

9.) If there is more than one signature request per form, select your digitally created signature, enter password and then replace the originally saved document.

❖ Please be sure to delete any saved documents if you are on a public computer.