Steps to Creating a Self-Signed Digital ID

Claremont Graduate University
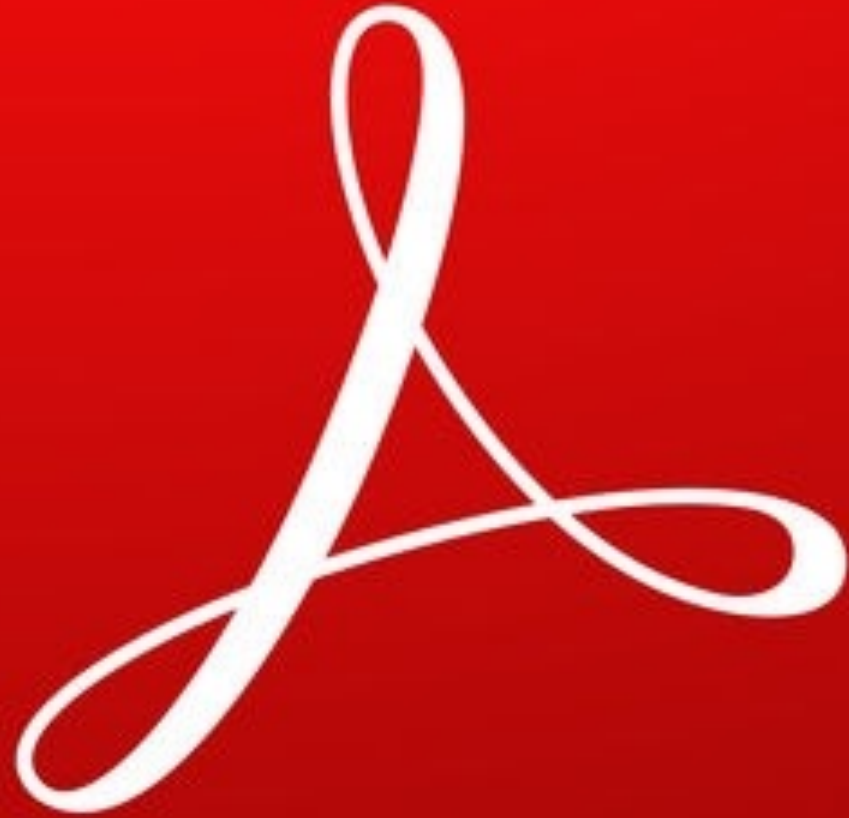
Step 1: Open Adobe

Free version may be downloaded at https://get.adobe.com/reader/
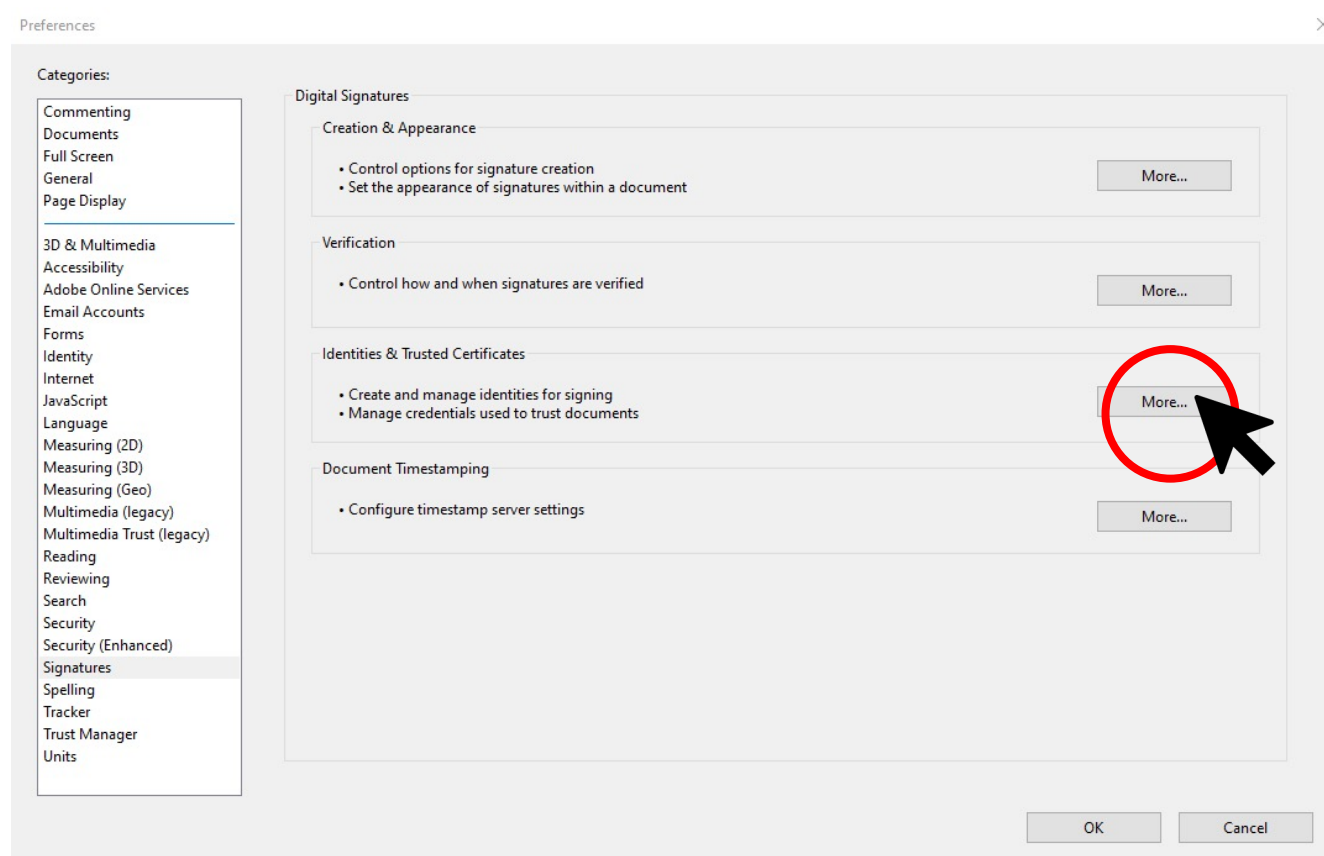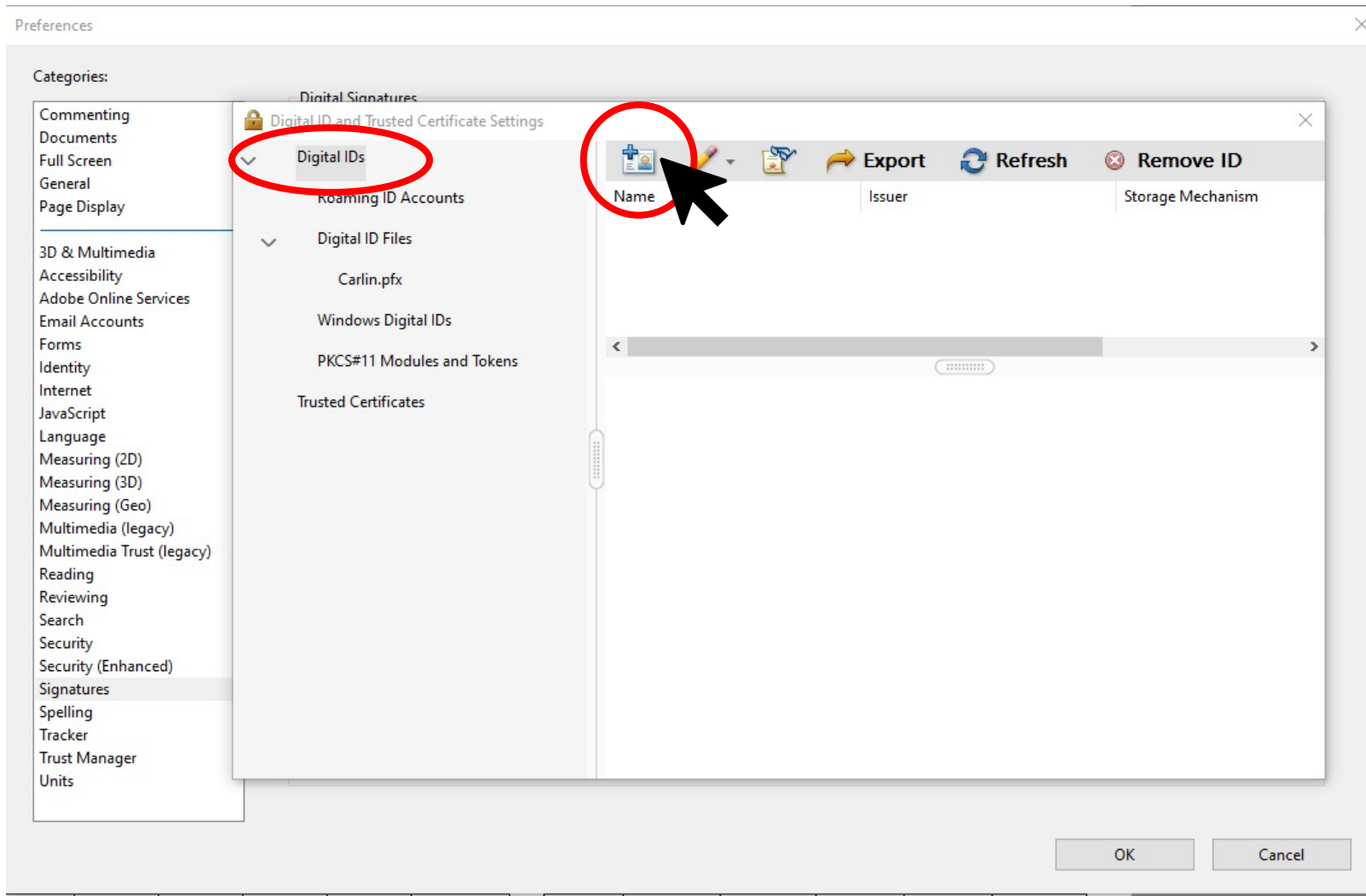
Step 2: Hit **Ctrl + K** to open up Signature Preferences

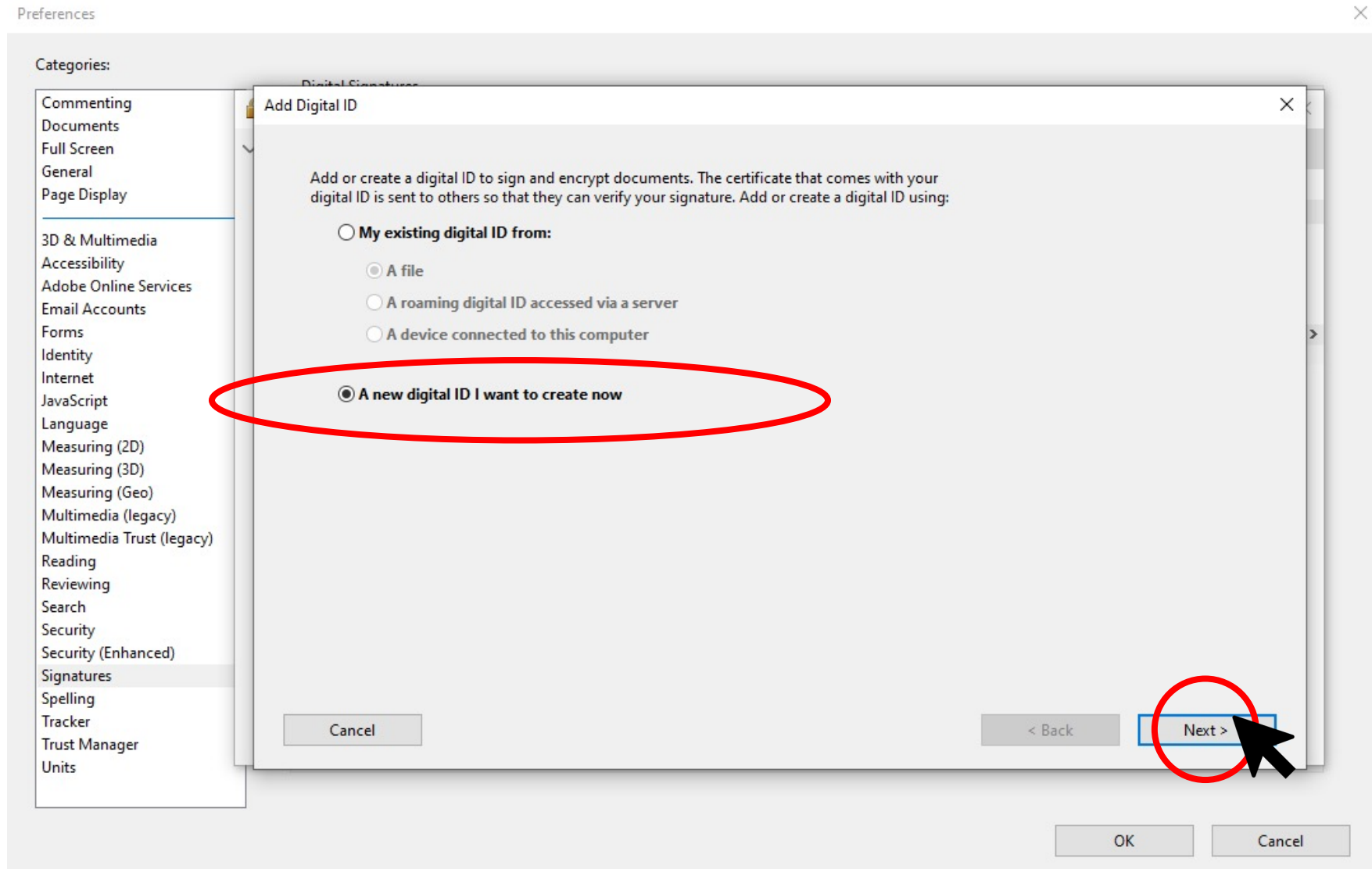(You may also access this by selecting **Edit>Preferences>Signatures**)

- Click the **More…** button under **Identities & Trusted Certificates**

Step 3: Ensure that **Digital IDs** is Selected (on the left), then click the **Add ID** button
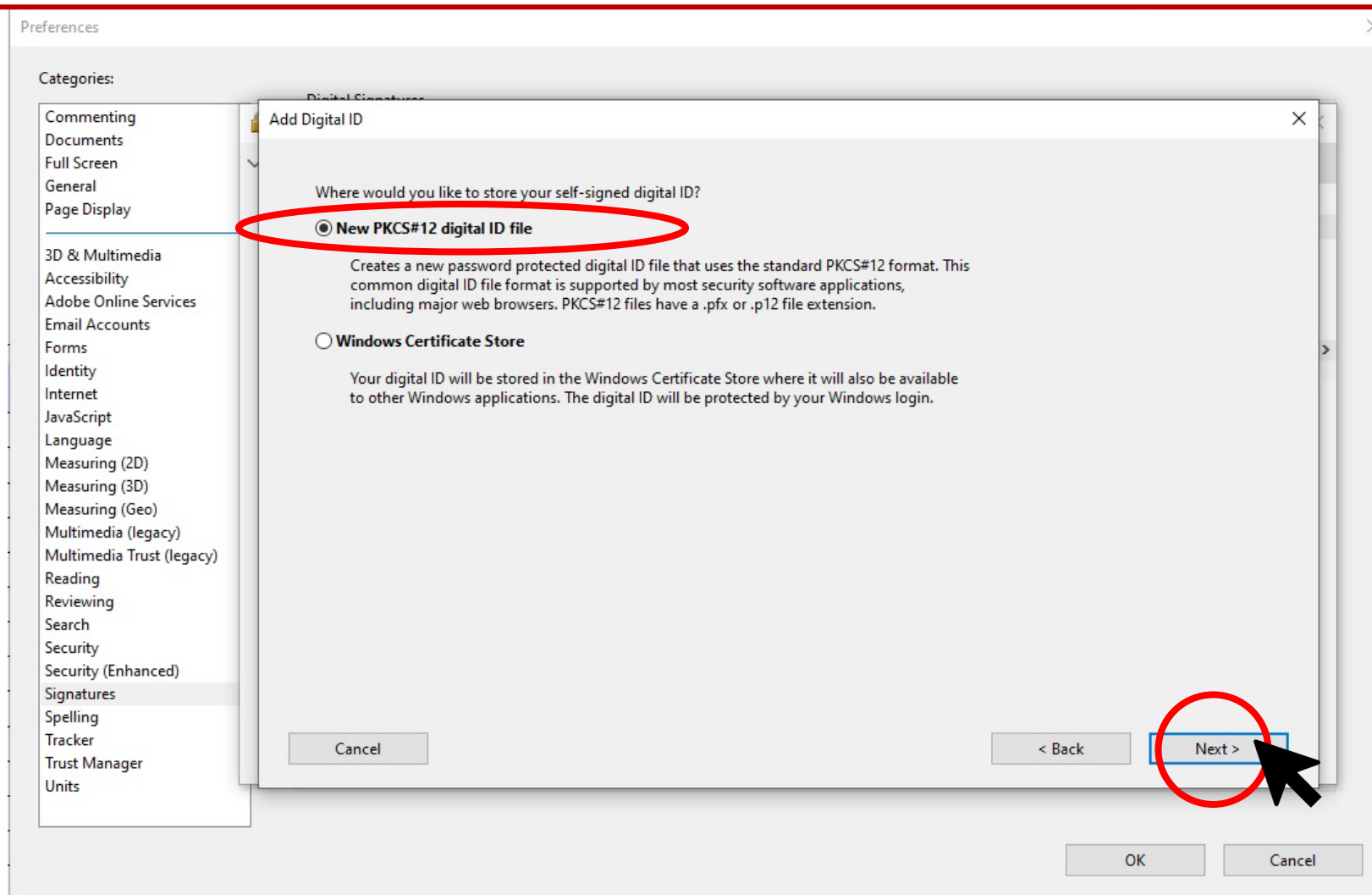
Step 4: Select **A new digital ID I want to create now**, and click **Next**

Step 5: Specify where to store the digital ID, and click **Next**

(Recommend using PKCS#12 file, especially for non-Windows users.)

Step 6: Fill out your information, Choose a Key Algorithm, and Select use for your ID

- Your name, email address, and other personal information included here will appear in the Signature panel/Signature field when you certify or sign a document.

- For **Key Algorithm** you may select either 2048-bit RSA or 1024-bit RSA. The 2048-bit RSA option offers more security, and the 1024-bit RSA is more universally compatible. Recommend use of 2048-bit RSA.

- For **Use digital ID for** menu, choose whether you want to use your digital ID for signatures, data encryption, or both.

- Hit **Next** once you are done.

Step 7: Create a **Password** for your digital ID and hit **Finish**
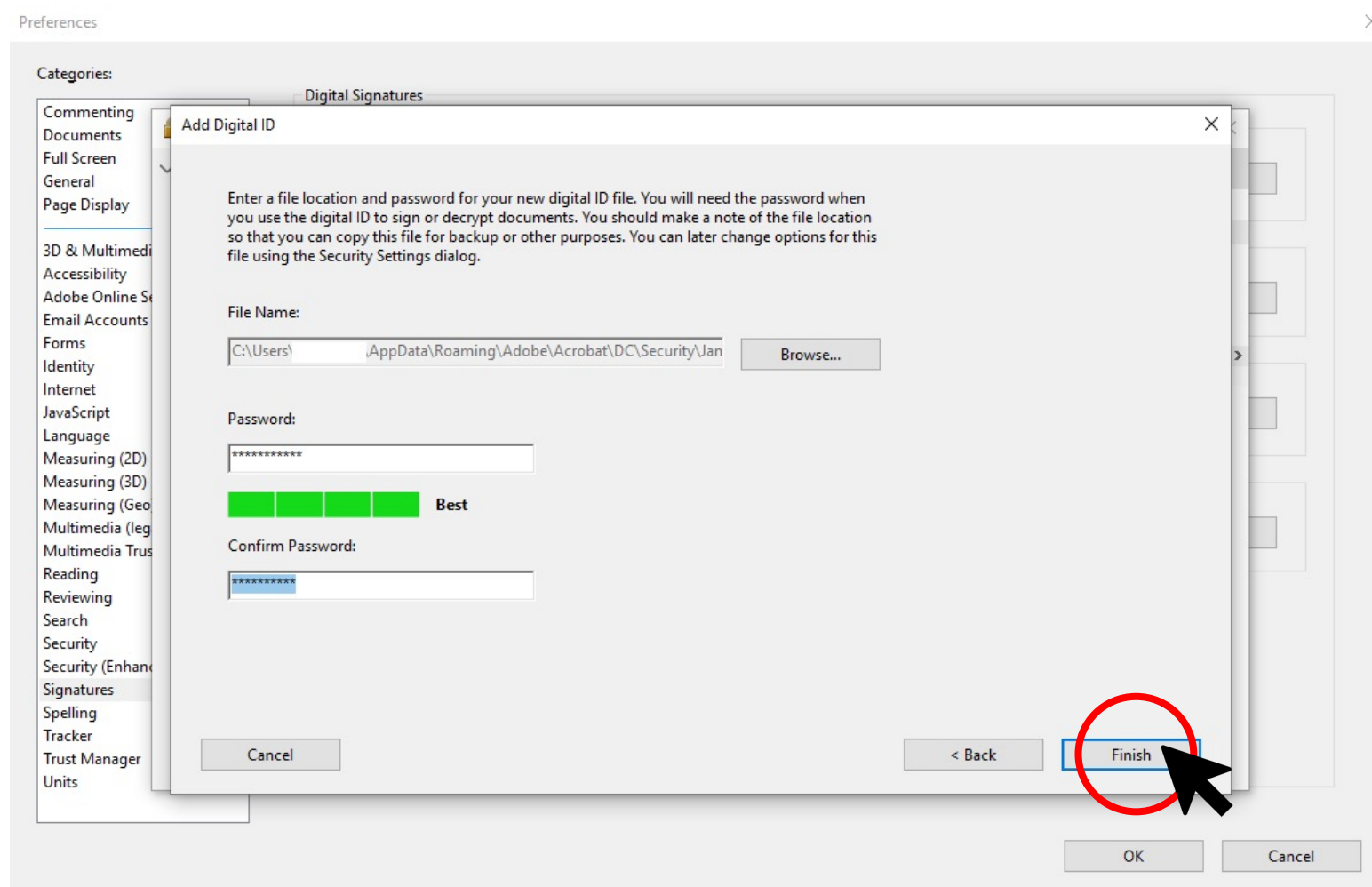
Steps to filling and signing a PDF

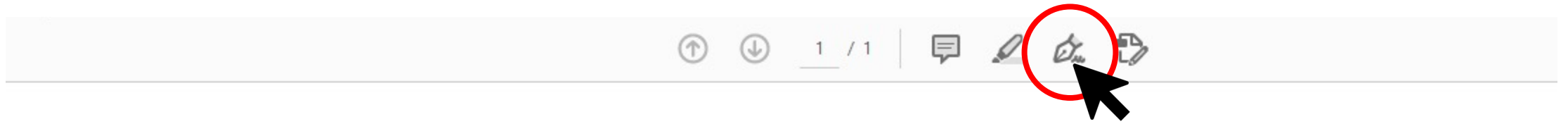Claremont Graduate University

Step 1: Open Adobe

- Click on your fillable PDF and open it with Adobe.

Step 2: Click the Sign icon in the top-right

(alternatively, you may click **Tools> Fill & Sign** in the top-left)

Step 3: Click the Fill and Sign Button on the left
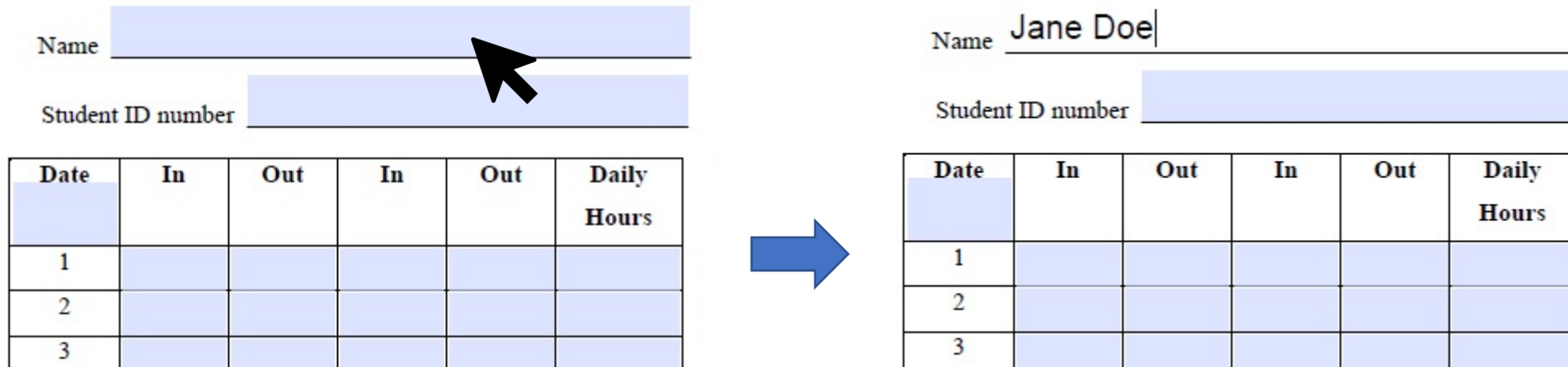
Step 4: Go to the blue form fields and insert text

- The blue form fields are detected automatically.
- Hover your mouse over the field and click to place your cursor.
- Type your text to fill the field.

Name					

Student ID number					

Date	In	Out	In	Out	Daily Hours
1					
2					
3					

Name	Jane Doe				

Student ID number					

Date	In	Out	In	Out	Daily Hours
1					
2					
3					

Step 5: Once you have completed filling out your document, sign with your Digital ID