

Creating a New Digital Signature

1. [Download](#) and Install Acrobat Reader DC
2. Open the PDF with Acrobat Reader DC
3. Click the field that requires your signature
4. Click “Configure New Digital ID”
5. Select “**Create a new Digital ID**” and click “Continue”
6. Select the applicable option listed below and click “Continue”
 - a. For PC: “Save to Windows Certificate Store”
 - b. For MAC: “Save to Apple Keychain”
7. **Enter your information** into the required fields (Name and email address) and click “Save”
8. Click the field that requires your signature (make sure your new digital signature is selected) and click “Continue”
9. If you’d like to customize the appearance of your signature, skip down to step 10, otherwise simply click “**Sign**” and **save** the signed document
Note: you’ll be able to reuse this digital signature moving forward

Creating a New Appearance for a Digital Signature (*Optional*)

10. Click “Create” and select one of the customization options below:
 - a. “Draw” = you can use your mouse or tracking pad to draw your signature
 - b. “Image” = select the PDF of your handwritten signature*
 - c. “None” = remove the “Standard Text”
11. Select the text you want included in the appearance (I recommend at least Name and Date)
12. Name the appearance and click “Save”
13. Make sure your new appearance is selected and click “Sign”
14. Save the signed document

**You’ll need to first take a picture of your handwritten signature and save it as a PDF to a folder you can access from your computer.*

Contact the Music Department Admin Support Coordinator, [Mx. Woodall](#), if you have any questions or require further assistance.

Reference photos for creating a new digital signature

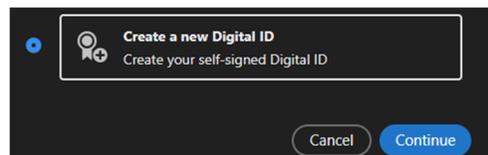
Step 1

Download Acrobat Reader

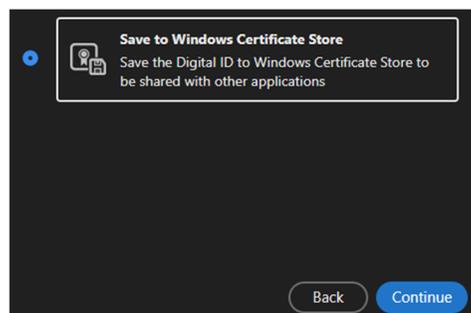
Steps 4

Configure New Digital ID Cancel Continue

Step 5



Step 6 (MAC says “Save to Apple Keychain”)

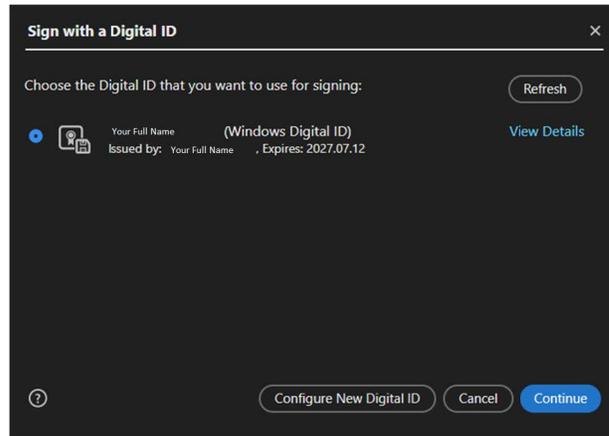


Step 7

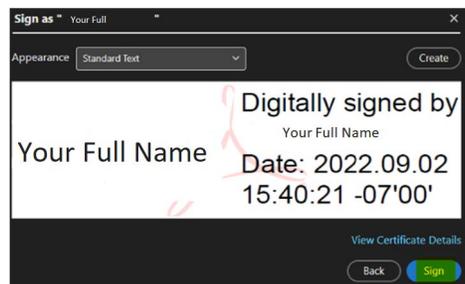
Name	Your Full Name
Organizational Unit	
Organization Name	
Email Address	Your Email Address
Country/Region	US - UNITED STATES
Key Algorithm	2048-bit RSA
Use Digital ID for	Digital Signatures

Back Save

Step 8

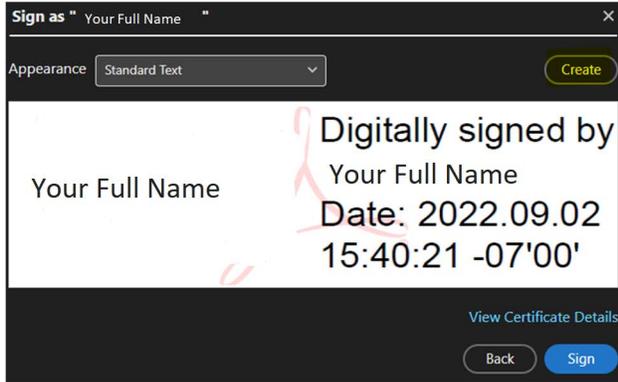


Step 9

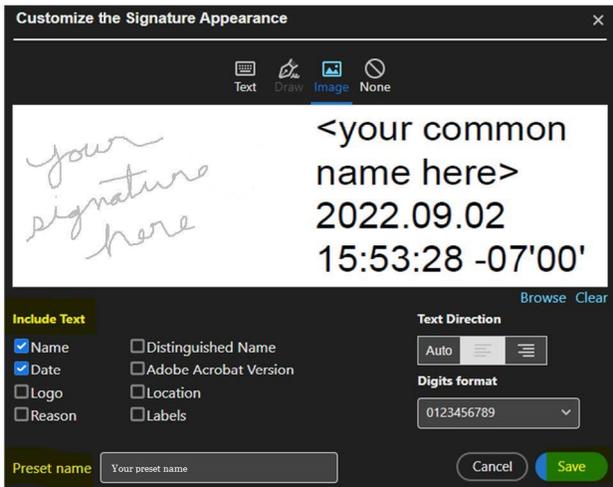


Reference photos for creating a new appearance for a digital signature (optional)

Step 10



Steps 11 and 12



Step 13

