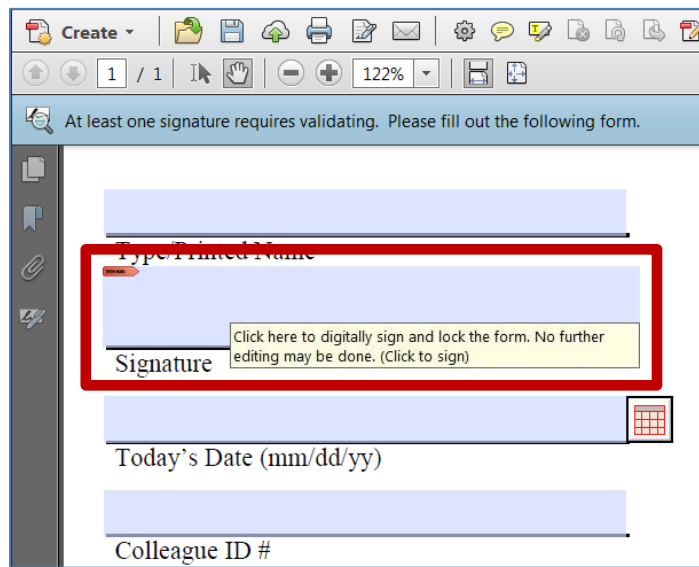


## How to Create a Digital Signature in Adobe Acrobat

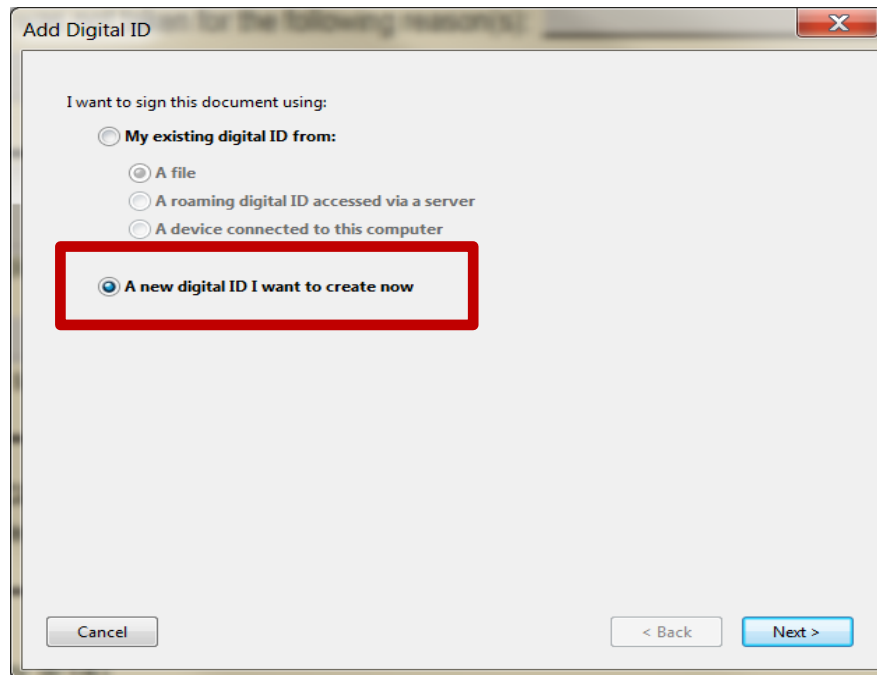
The HR Department gives CTC users the option of signing some of their policies and documents with a digital signature. The following is a guide for creating and using a digital signature.

1. Once you have finished reading or filling out the form in question, click anywhere inside the digital signature box (see *Figure 1*).



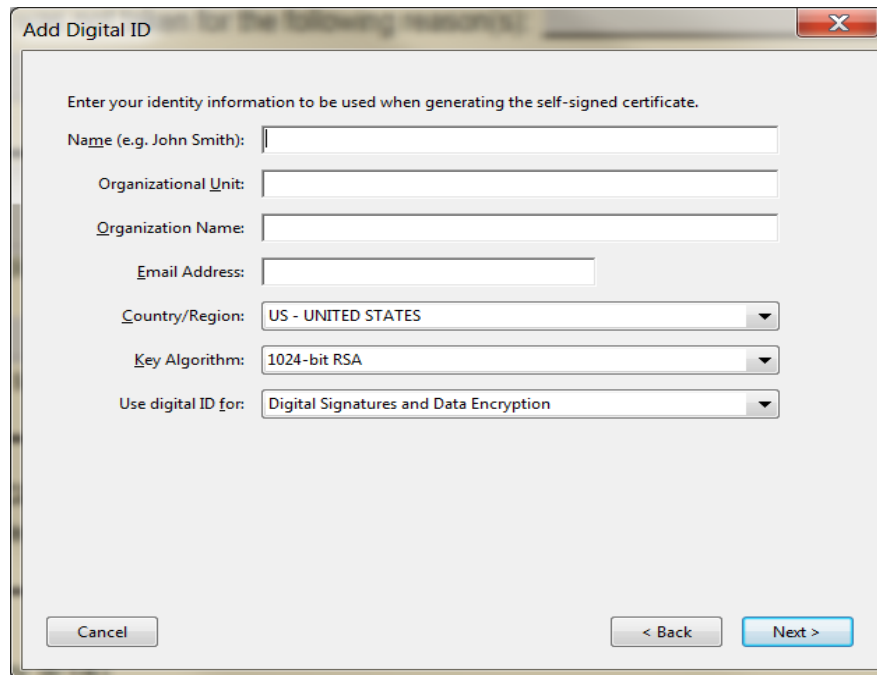
*Figure 1*

2. A new window will appear. Select 'A new digital ID I want to create now' and click the 'Next' button (see *Figure 2*).



*Figure 2*

3. Enter your information. The “Country/Region,” “Key Algorithm,” and “Use digital ID for” boxes should already be filled in and do not need to be changed. Click ‘Next’ (see *Figure 3*).



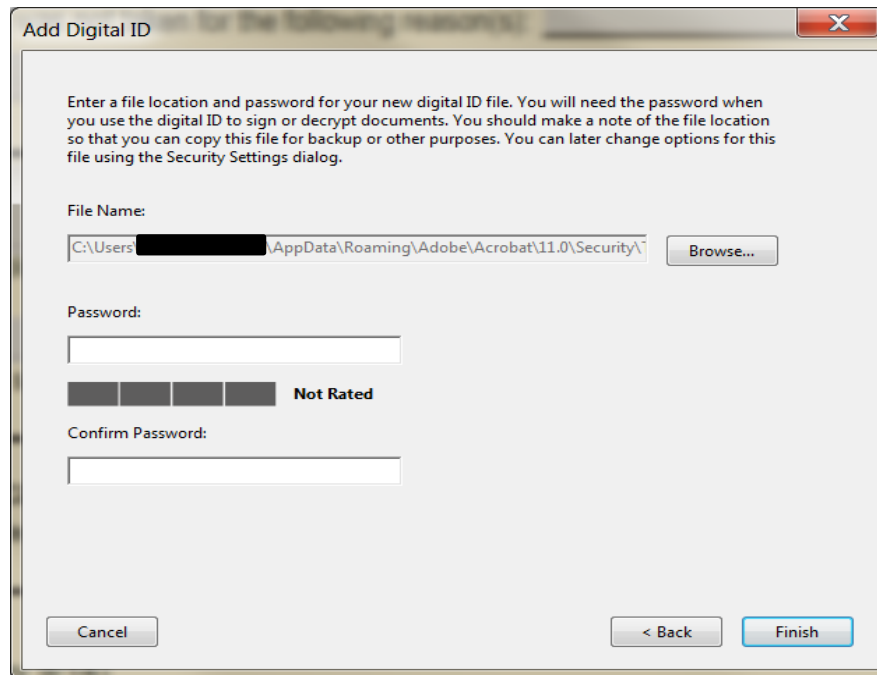
The screenshot shows a dialog box titled "Add Digital ID" with a close button (X) in the top right corner. The main text reads: "Enter your identity information to be used when generating the self-signed certificate." Below this are several input fields and dropdown menus:

- Name (e.g. John Smith): [Text input field]
- Organizational Unit: [Text input field]
- Organization Name: [Text input field]
- Email Address: [Text input field]
- Country/Region: [Dropdown menu showing "US - UNITED STATES"]
- Key Algorithm: [Dropdown menu showing "1024-bit RSA"]
- Use digital ID for: [Dropdown menu showing "Digital Signatures and Data Encryption"]

At the bottom of the dialog box, there are three buttons: "Cancel" on the left, "< Back" in the middle, and "Next >" on the right.

*Figure 3*

4. Select where you want your digital ID file stored by clicking the 'Browse...' button. It is suggested that you save your digital ID file in an easy to remember place, such as your 'Documents' folder. Then, create a password for your digital ID signature. You will need to remember this password for future documents that can be digitally signed. Click the 'Finish' button (see *Figure 4*).



*Figure 4*

5. You will be prompted to sign the document with your newly created digital ID. Your name should already be selected from the drop down list, so enter your password. You have the option to change the appearance of your signature and review the document. Once you are done, click the 'Sign' button (see *Figure 5*).

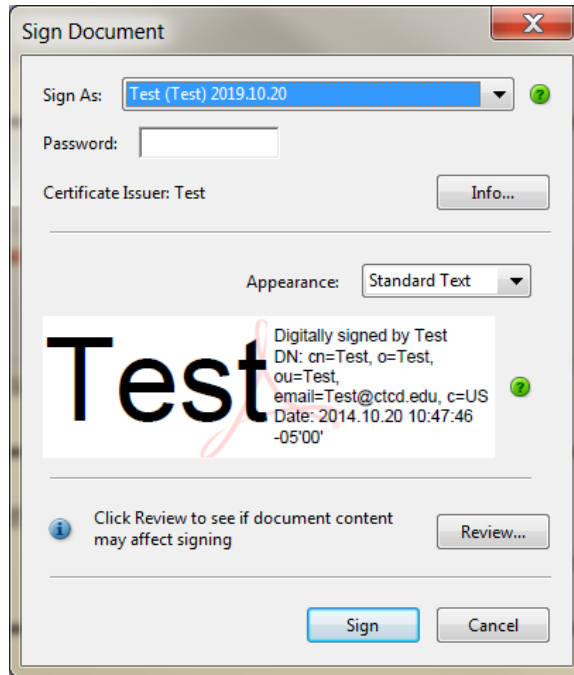


Figure 5

6. Give the document a moment to insert your signature. After the signature has been added, save or submit the form (see Figure 6).

Test

Digitally signed by Test  
DN: cn=Test, o=Test, ou=Test,  
email=Test@ctcd.edu, c=US  
Date: 2014.10.20 10:53:22 -05'00'

Signature of employee

Date

Typed name and signature of supervisor

Date

**Payroll Verification (Payroll Office use only)**  
Leave Hours Requested  Leave Hours Available  Leave Hours Changed to Leave Without Pay

CTCD Form 100 (Rev 9/14)

**RESET FORM** **SAVE FORM** **PRINT FORM** **SUBMIT FORM**

Figure 6