

Many MSU forms now require a signature using a digital ID in Adobe Acrobat. The following instructions show how to set up the digital ID for the first time and how to use the digital ID to sign documents once created.

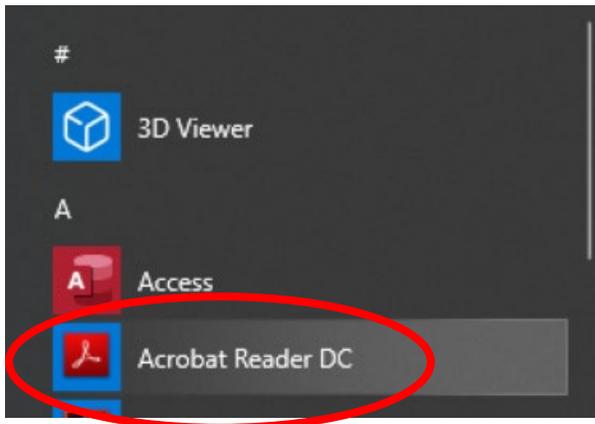
Adobe Acrobat Reader DC (or Adobe Acrobat Pro DC if you have a license subscription) must be installed on the computer prior to setting up or using the digital ID. Please see the Install Acrobat Reader document if necessary.

If a digital ID is not already set up, it can be completed in advance, or the first time you try to apply it in a supported document. Both methods are included below. The digital ID setup only needs to be completed once on each computer used. If multiple computers are used, it must be set up individually on each machine.

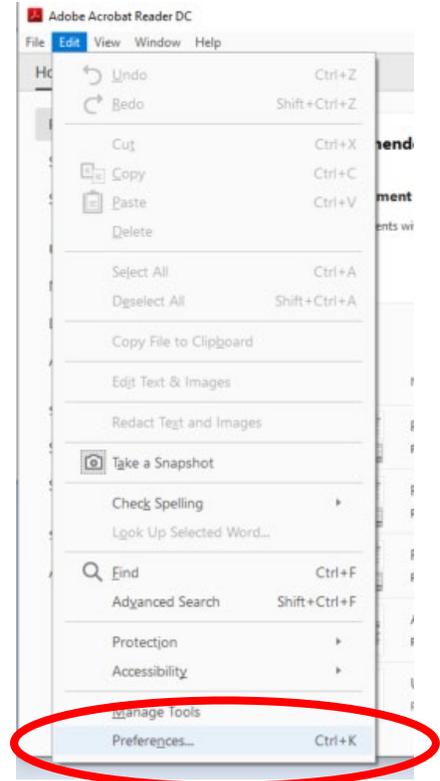
METHOD ONE: One-Time Setup of Digital ID—Using the Preferences Window

If a digital ID has not already been created for the computer being used, and it is desired to set one up in advance of needing to use it, complete the following steps.

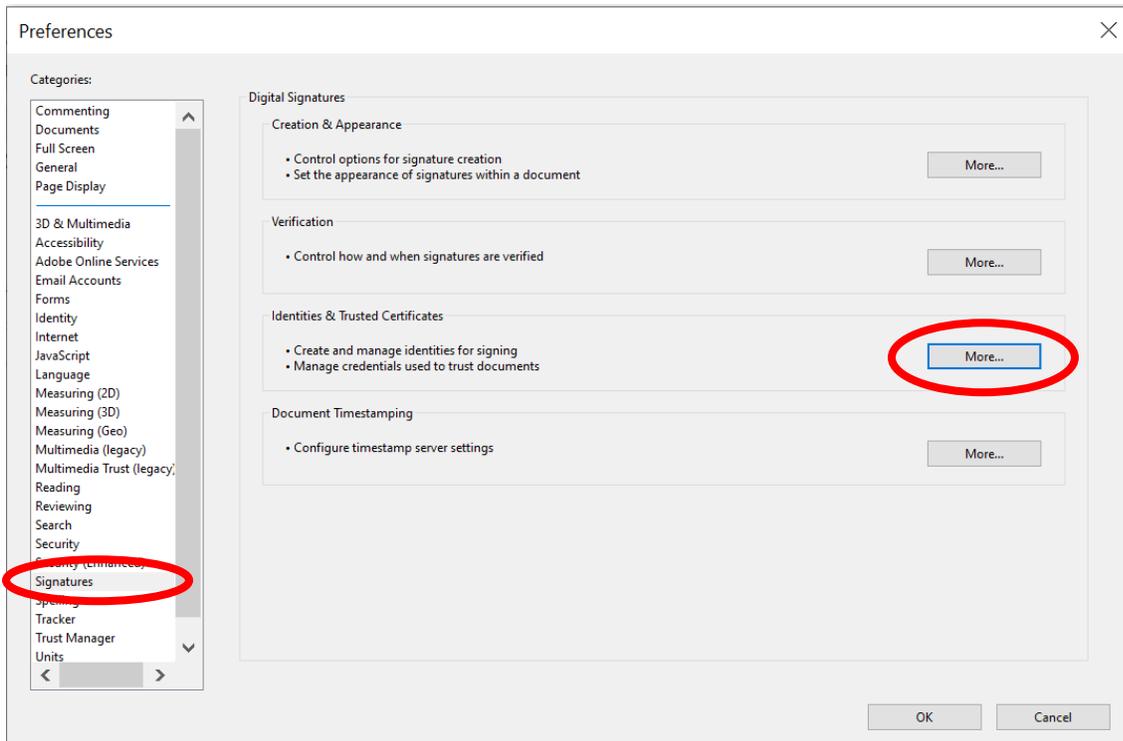
Step 1: Open Adobe Acrobat Reader DC using the desktop icon or from the Start menu (**Start→Acrobat Reader DC**).



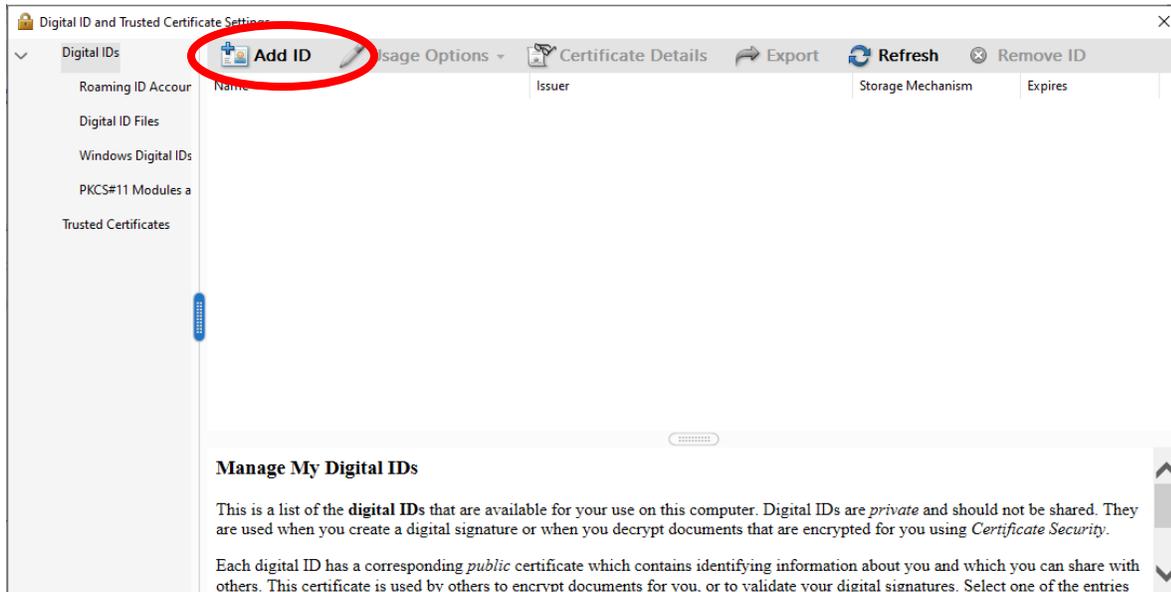
Step 2: Open the Preferences Window from the Edit Menu in Acrobat Reader DC (**Edit**→**Preferences**).



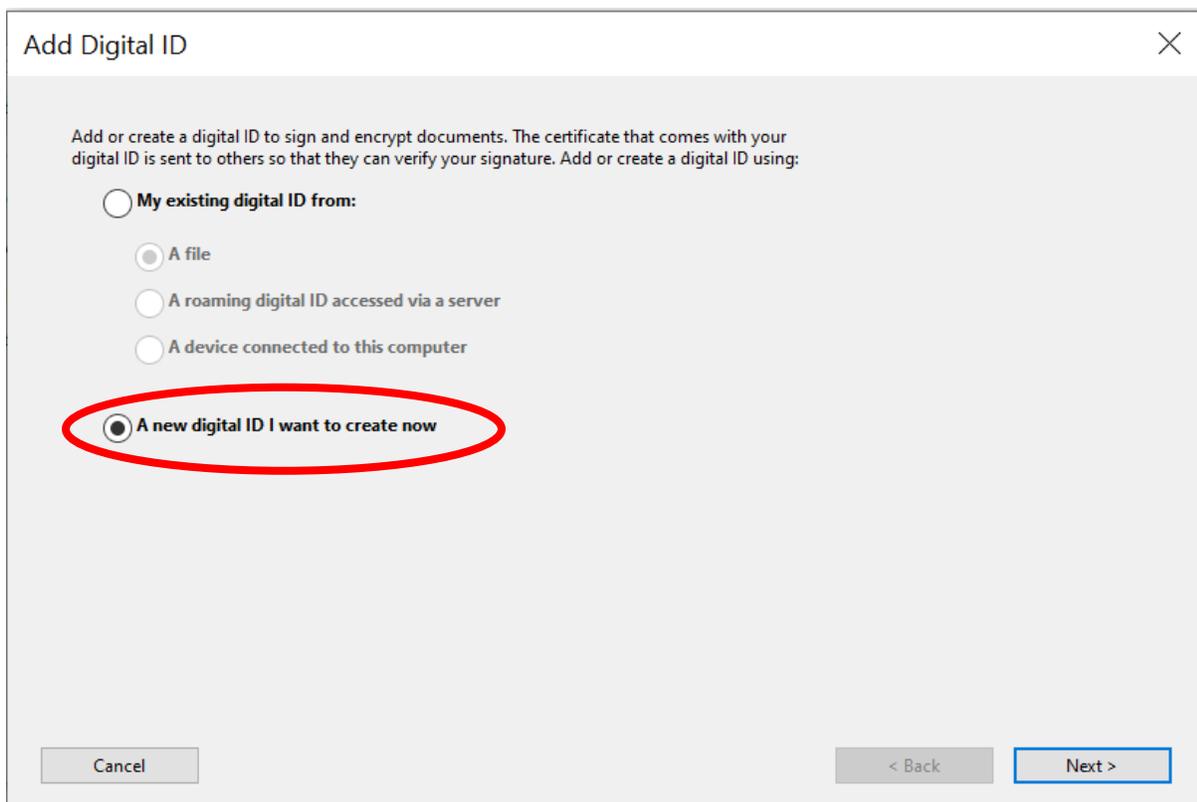
Step 3: Select the **Signatures** option in the Categories pane of the Preference window, then click the **More...** button under the **Identities & Trusted Certificates** section.



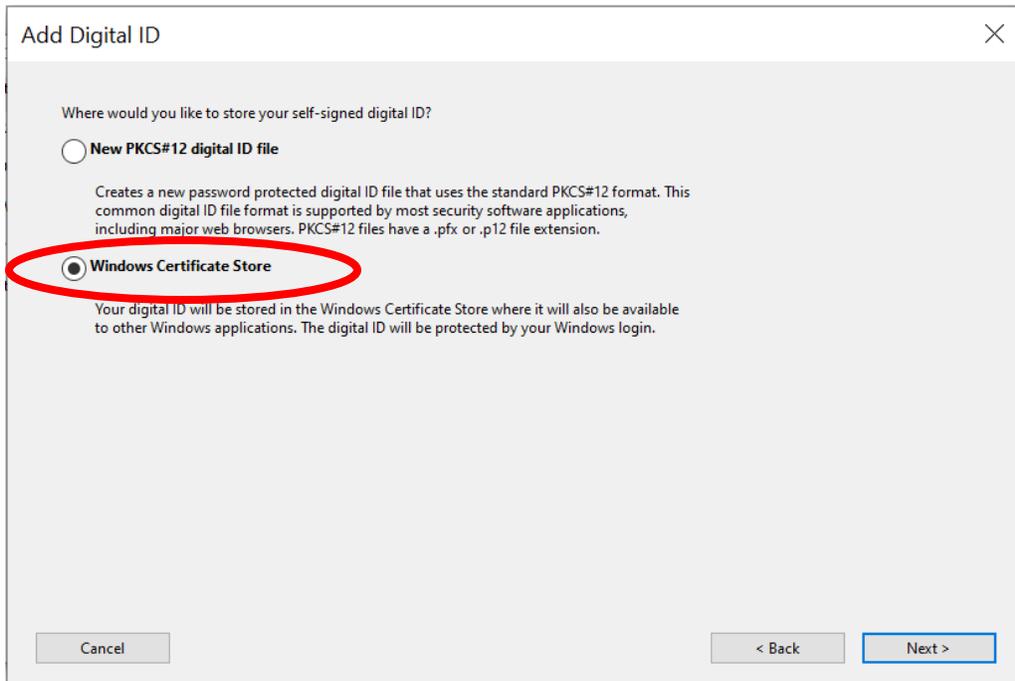
Step 4: Select the **Add ID** option from the Digital ID and Trusted Certificate Settings window. If a digital ID has already been created on this computer, it will be shown in the list. *NOTE: The button may only show the icon depending on the window size.*



Step 5: Select 'A new digital ID I want to create now' option from the first Add Digital ID window. Click **Next**.



Step 6: Select '**Windows Certificate Store**' option from the second Add Digital ID window. Click **Next**.



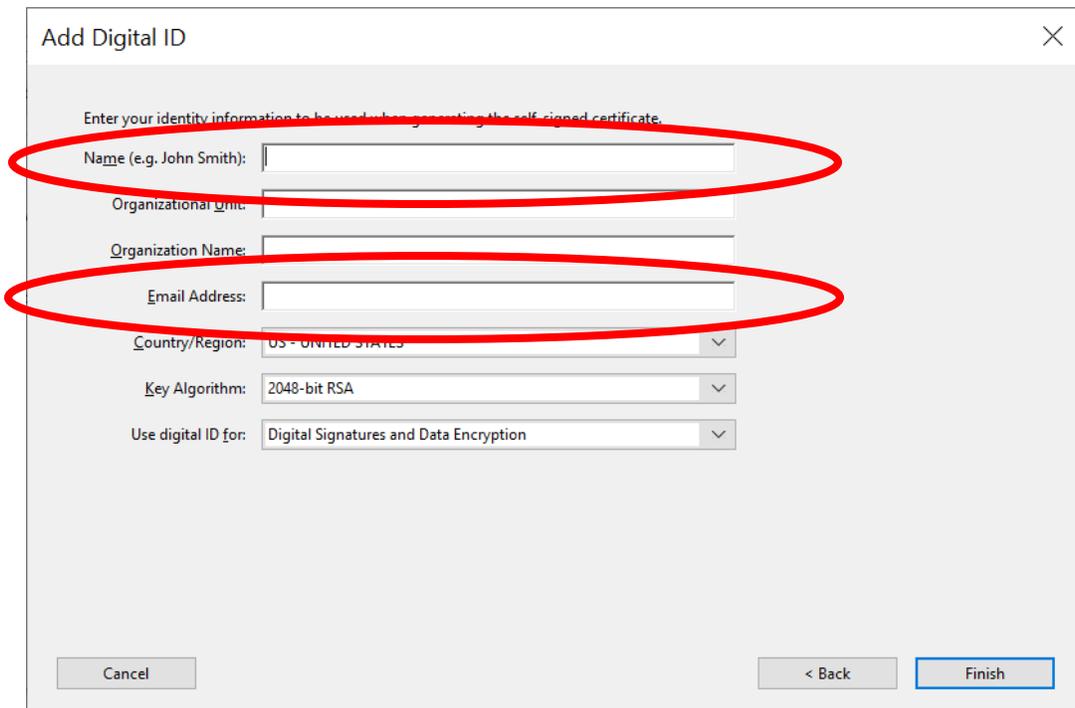
The screenshot shows the 'Add Digital ID' dialog box with the following content:

Where would you like to store your self-signed digital ID?

- New PKCS#12 digital ID file
Creates a new password protected digital ID file that uses the standard PKCS#12 format. This common digital ID file format is supported by most security software applications, including major web browsers. PKCS#12 files have a .pfx or .p12 file extension.
- Windows Certificate Store**
Your digital ID will be stored in the Windows Certificate Store where it will also be available to other Windows applications. The digital ID will be protected by your Windows login.

Buttons: Cancel, < Back, Next >

Step 7: Type the full name as it should be displayed in a digital signature in the **Name** field and type the corresponding mayvillestate.edu email address in the **Email Address** field on the last Add Digital ID window. It is not necessary to add any additional information or modify any pre-populated selections in this window. Click **Finish**.



The screenshot shows the 'Add Digital ID' dialog box with the following content:

Enter your identity information to be used when generating the self-signed certificate.

Name (e.g. John Smith): [Text Field]

Organizational Unit: [Text Field]

Organization Name: [Text Field]

Email Address: [Text Field]

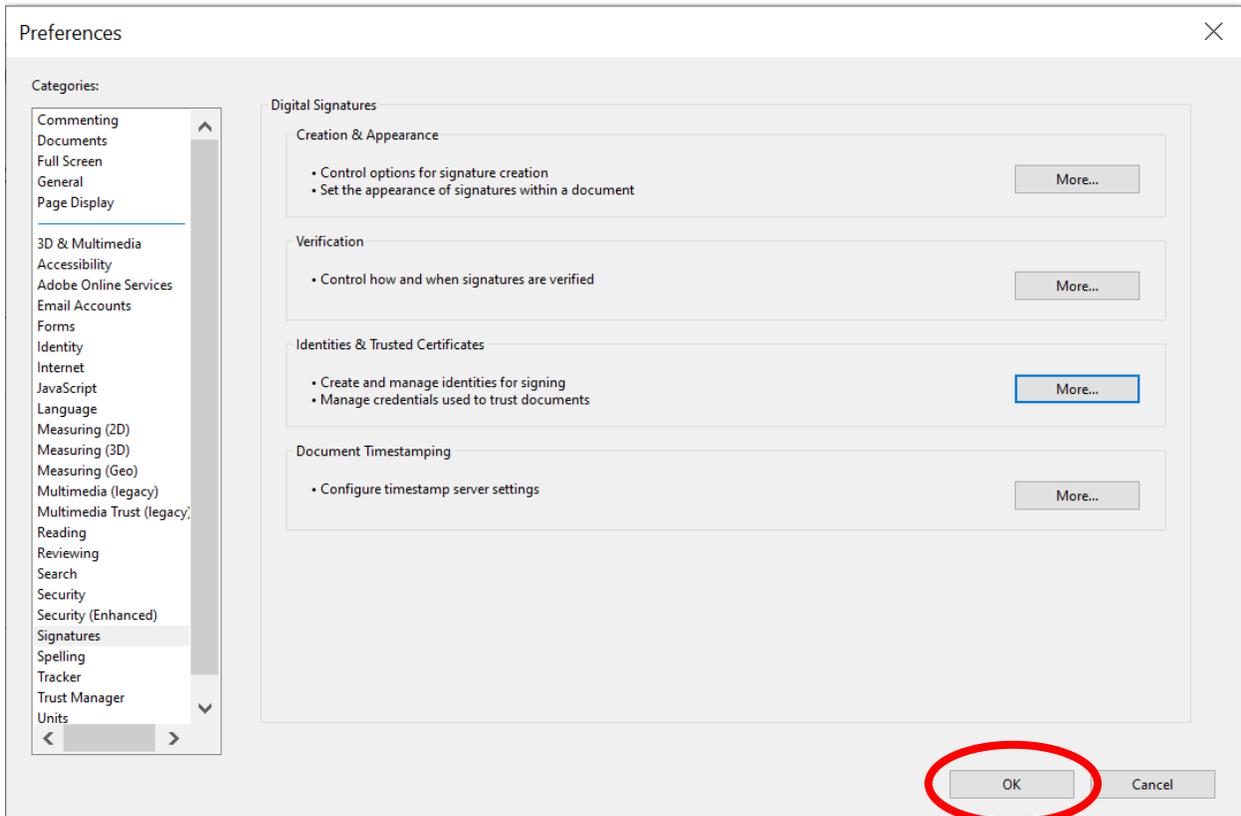
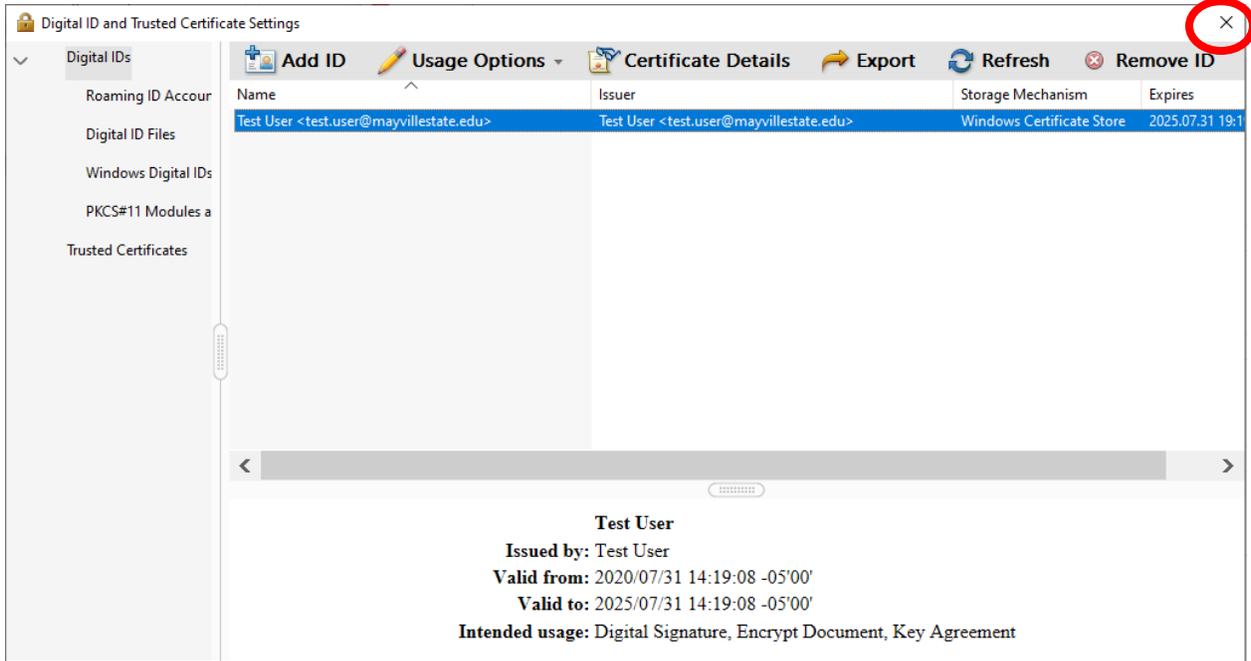
Country/Region: US - UNITED STATES [Dropdown]

Key Algorithm: 2048-bit RSA [Dropdown]

Use digital ID for: Digital Signatures and Data Encryption [Dropdown]

Buttons: Cancel, < Back, Finish

Step 8: The new digital ID will now be set up and should be shown in the Digital ID and Trusted Certificate Settings window. Review the details to ensure that it is correct and click the **Close** button in the top right corner of the window, then click the **OK** button to close the Preferences window.



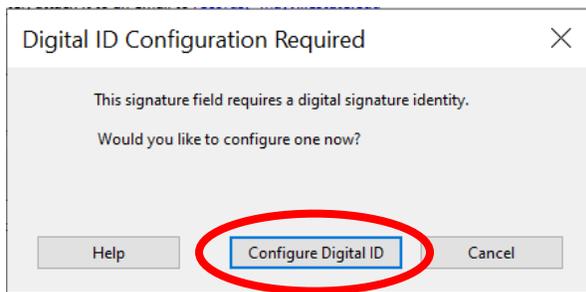
METHOD TWO: One-Time Setup of Digital ID—Directly From A Document

The digital signature field in a PDF document will look similar to the following:

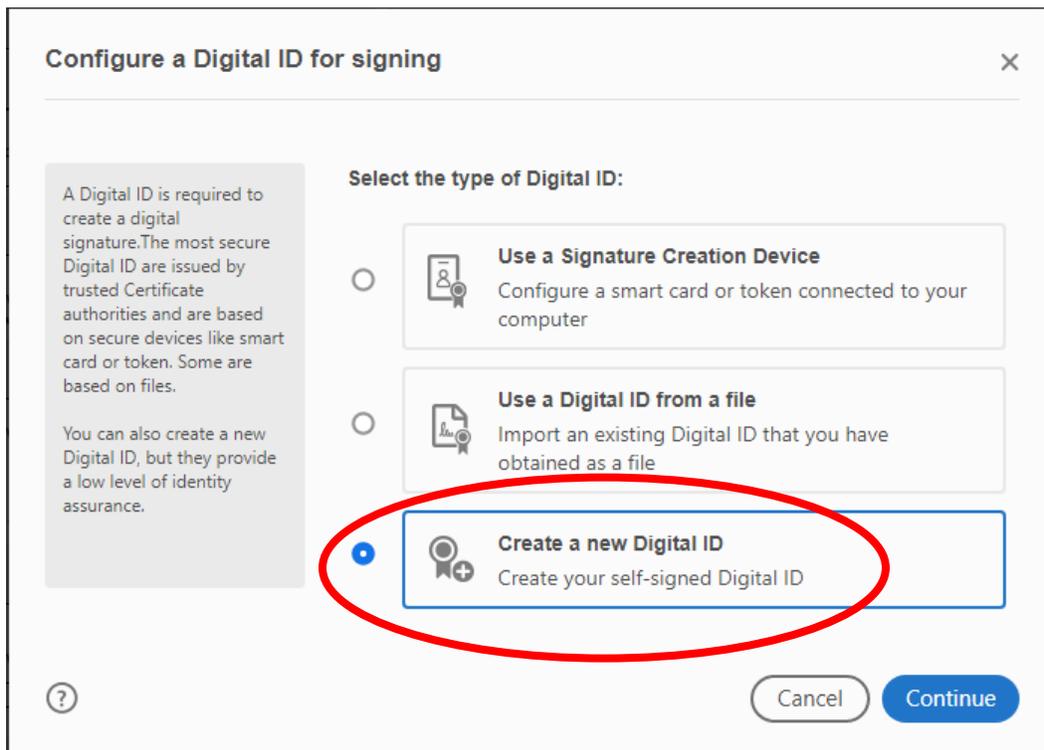


If a digital ID has not already been created for the computer being used, a prompt will appear when clicking on the digital signature field. Use the following steps to set up the digital ID directly from the document to be signed.

Step 1: Click the **Configure Digital ID** button on the Digital ID Configuration Required prompt.



Step 2: Select the 'Create a new Digital ID' option on the 'Configure a Digital ID for signing' window. Click **Continue**.



Step 3: Select the 'Save to Windows Certificate Store' option on the 'Select the destination of the new Digital ID' window. Click **Continue**.

The screenshot shows a window titled "Select the destination of the new Digital ID". On the left, there is a grey box with text: "Digital IDs are typically issued by trusted providers that assure the validity of the identity. Self-signed Digital ID may not provide the same level of assurance and may not be accepted in some use cases. Consult with your recipients if this is an acceptable form of authentication." Below this is a question mark icon. On the right, there are two radio button options. The first is "Save to File" with the subtext "Save the Digital ID to a file in your computer". The second is "Save to Windows Certificate Store" with the subtext "Save the Digital ID to Windows Certificate Store to be shared with other applications". This second option is selected and circled in red. At the bottom right, there are "Back" and "Continue" buttons.

Step 4: Type the full name as it should be displayed in a digital signature in the **Name** field and type the corresponding mayvillestate.edu email address in the **Email Address** field on the 'Create a self-signed Digital ID' window. It is not necessary to add any additional information or modify any pre-populated selections in this window. Click **Save**.

The screenshot shows a window titled "Create a self-signed Digital ID". On the left, there is a grey box with text: "Enter the identity information to be used for creating the self-signed Digital ID. Digital IDs that are self-signed by individuals do not provide the assurance that the identity information is valid. For this reason they may not be accepted in some use cases." Below this is a question mark icon. On the right, there are several input fields and dropdown menus. The "Name" field and "Email Address" field are circled in red. The other fields are: "Organizational Unit" (placeholder: "Enter Organizational Unit..."), "Organization Name" (placeholder: "Enter Organization Name..."), "Country/Region" (dropdown: "US - UNITED STATES"), "Key Algorithm" (dropdown: "2048-bit RSA"), and "Use Digital ID for" (dropdown: "Digital Signatures"). At the bottom right, there are "Back" and "Save" buttons.

At this point, a prompt will appear to complete the digital signing of the document. Continue with the next procedure to complete the signature process.

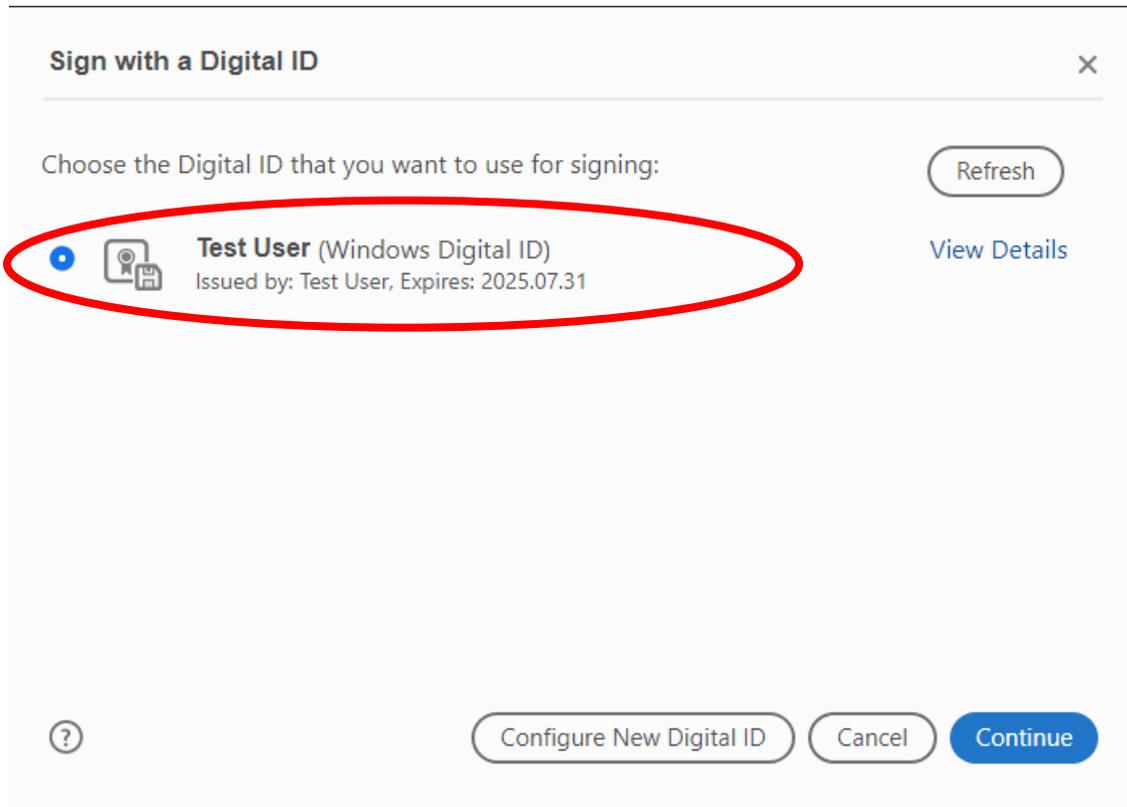
Singing A Document With A Digital ID

Once a digital ID has been set up, it can be used to sign documents configured to accept a digital signature. It is advised to save a copy of the form with a descriptive file name before starting the form fill process. Additionally, once a PDF form has been signed and saved, it is generally not possible to modify any other fields on the form. Make sure that all necessary fields have been completed or modified prior to signing and saving the form. Complete the following steps to sign a document using a digital ID.

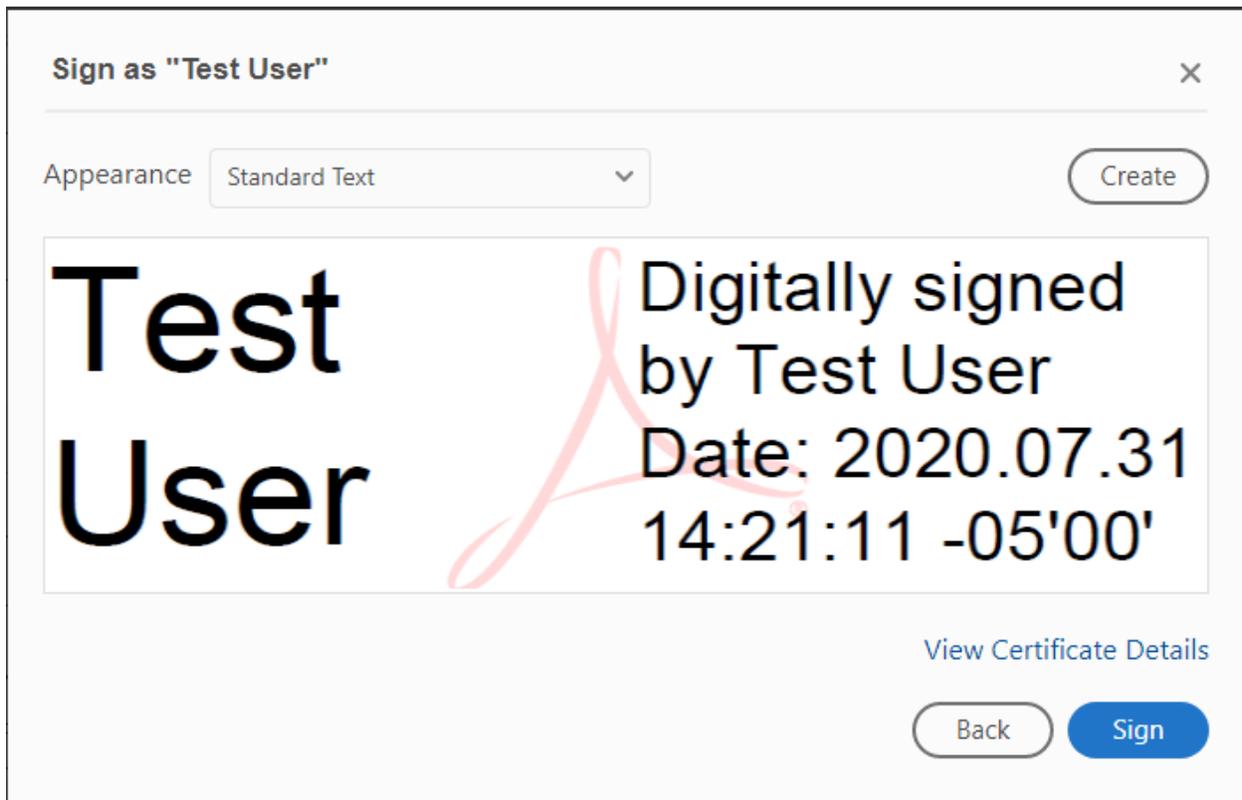
Step 1: Click on the digital signature field within the document. The digital signature field in a PDF document will look similar to the following:



Step 2: Select the appropriate digital ID to use from the 'Sign with a Digital ID' window. All digital IDs configured on the computer will be displayed. Be sure to select the appropriate ID. Click **Continue**.



Step 3: Verify that the signature is correct in the 'Sign as "username"' field. Click **Sign**.



Step 4: A prompt will appear requesting that the document be saved. Resave using the original name or save a copy using a new file name. Click **Save**.

A completed digital signature field will look similar to the following:

Test User Digitally signed by Test User
Date: 2020.07.31 14:50:35
-05'00'

Signature

The document is now signed, saved and ready for distribution.