Creating a Digital Signature In Adobe Acrobat

Now that the Registration paperwork is digital here are the instructions for creating a digital signature within adobe so you may sign the document. Red fields are required to be completed on the form. The other fields can be omitted till we need for a later date.

• When you click the signature field the bottom will show up. Click on configure id.

Digital ID Configuration Required	×			
This signature field requires a digital signature identity.				
Would you like to configure one now?				
Heip Configure Digital ID Cancel				

• The next box will be about configure a digital id for signing. Click create new and hit continue.

Configure a Digital ID f	for sign	ing	×
A Digital ID is required to create a digital signature.The most secure Digital ID are issued by trusted Certificate authorities and are based on secure devices like smart card or token. Some are based on files. You can also create a new Digital ID, but they provide a low level of identity assurance.	Select the type of Digital ID: Use a Signature Creation Dev Configure a smart card or toker computer		e of Digital ID: Use a Signature Creation Device Configure a smart card or token connected to your computer
	0	La Car	Use a Digital ID from a file Import an existing Digital ID that you have obtained as a file
	•	9	Create a new Digital ID Create your self-signed Digital ID
0			Cancel Continue

• Select destination, select save to windows certificate store.



• Fill in your information, for email address use your lawson # @hcps.net

Create a self-signed [Digital ID	×
Enter the identity information to be used for creating the self-signed Digital ID.	Name	Rebecca Quinn
	Organizational Unit	Armwood High School
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.	Organization Name	Hillsborough County Public Schools
	Email Address	189789@hcps.net
	Country/Region	US - UNITED STATES
	Key Algorithm	2048-bit RSA 🗸
	Use Digital ID for	Digital Signatures
0		Back Save

• This is the digital id after created, click continue.



• This is a screen shot of what your signature will look like.



• This is what the signature will look like when digitally signed within adobe.

Hold Harmless Digital signed pdf - Adobe Acrobet Pro DC (32-brit) e Edit View Sign Window Helip	- ¤ ×
	🗭 🕐 🌲 Sign In
≞☆� 碞 ♀	<i>&</i> 🖂 🚣
I (print name) Rebecca Quinn , have the following District property in my possession:	A Search tools
Date Loaned: 5/25/21 Date to be Returned:	Create PDF
Description (Mfg. and Model) Asset # Serial No.	Combine Files
a) _HP Power [ahdfij]	Edit PDF
c)	Request Signatures
d)	💪 Fill & Sign
Use of property for private purposes or gain is prohibited. Reason for use District property (please be specific).	🛃 Export PDF
	Organize Pages
Address/Phone No. (Where equipment will be located): Street Phone	Send for Comments
City, County, State, Zip Code	Comment
Special Conditions	💾 Scan & OCR
Signature: Rebecca Quinn Digitally signed by Rebecca Quinn	D Protect
	tools
The Principal/Site Administrator, as the Property Custodian, is responsible for all property assigned to his/her school or department. Each Property Custodian is responsible for maintaining accurate records and documentation for all property assigned to his/her custodianship.	
If property procedures are not maintained, the site will be responsible for replacement of lost or damaged property.	Store and share files in the Document Cloud
Principal/Site Administrator, Property Custodian approval:	Learn More

When you go to save the pdf make sure you do save as and add your last name to the document ie "Hold Harmless Digital Quinn" that way this will make it easier to identify the forms.