Create a Digital Signature in Adobe Acrobat Pro

Open the PDF document or form that you want to sign in Adobe Acrobat

Select **Sign**

Select **Place Signature**

When prompted, select **Use a certificate**

and then select **Next**
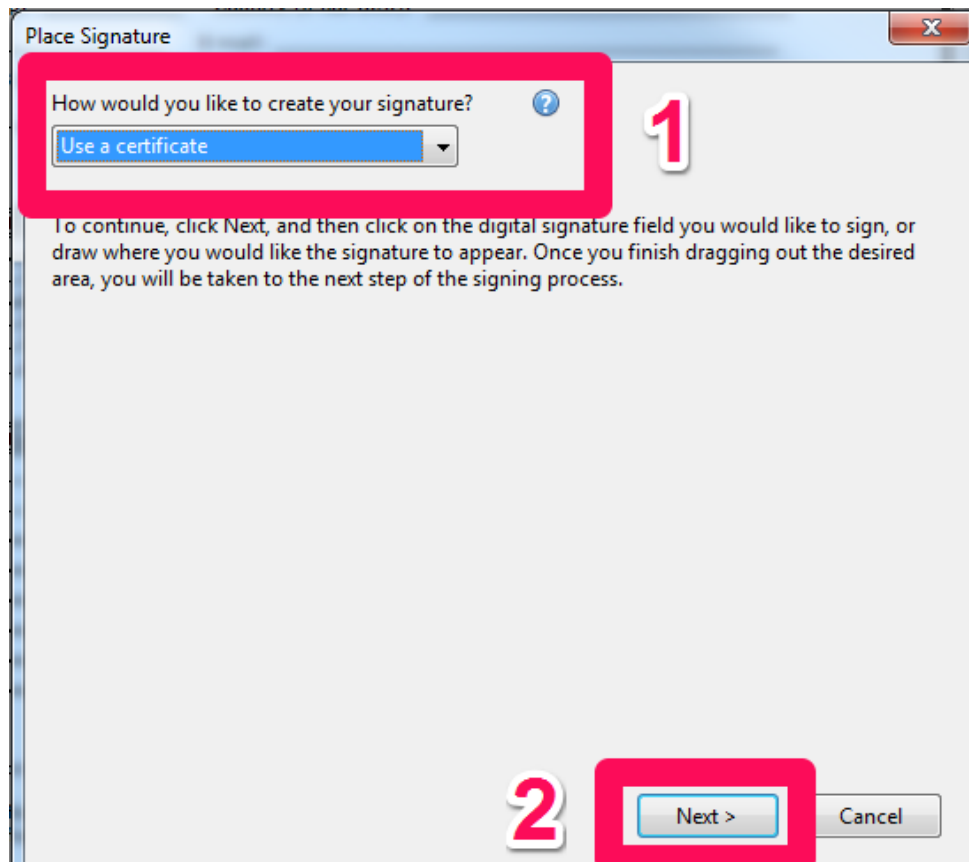
When prompted, select **Drag New Signature Rectangle…**

Drag the blue rectangle around the space where you want to sign.

Total number of credit hours required: 36

***Program completion date: _____

Has Petition for Transfer of Graduate Credits been completed?   Yes ☐ No ☐
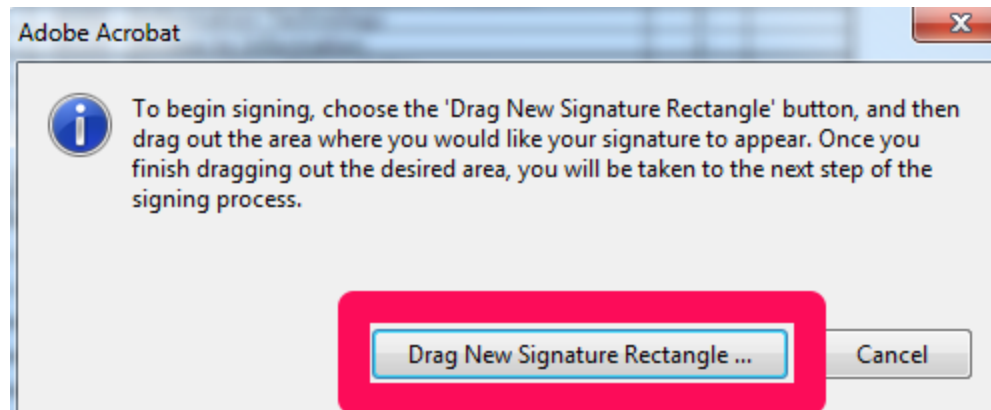   *Students must have faculty approval for all transfer credits.*

Petition for Admission to Candidacy: _____
                                        Student's signature   Date

Plan of Work approved and   _____
    Candidacy recommended by: Advisor's signature   Date

Candidacy authorized by SLIS: _____
                                        Reviewed by   Date
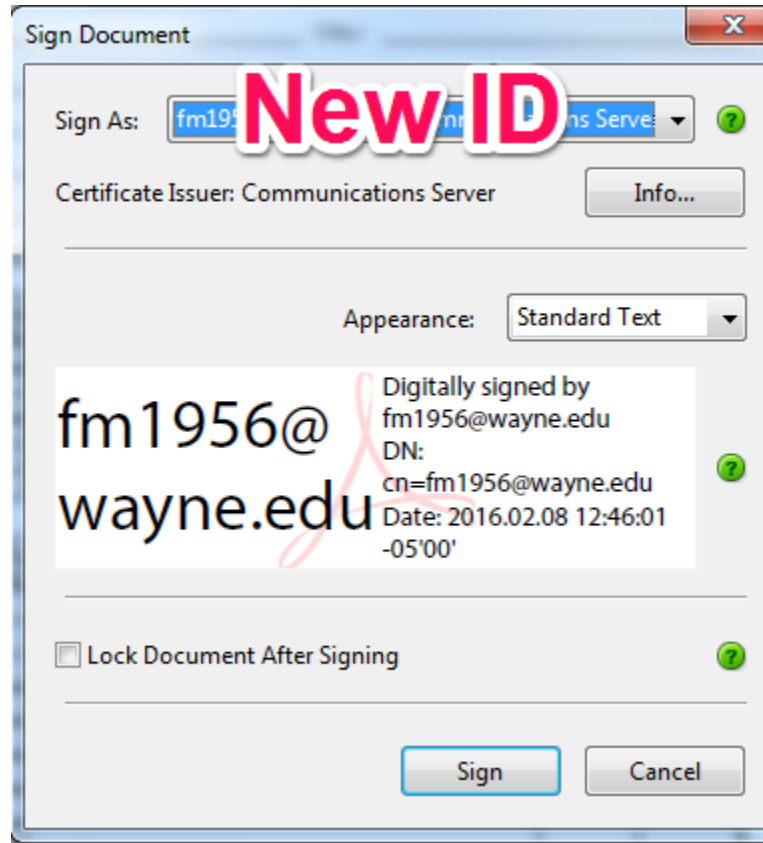
* Students specializing in school library media, archival administration, information management or the joint MLIS/MA History programs must complete the corresponding Plan of Work

** Under no circumstances may undergraduate credits be used toward this graduate degree

*** All degree requirements and course work must be completed within 6 years of first recorded semester grade to be used for MLIS degree

STUDENTS MUST HAVE FACULTY APPROVAL FOR ANY CHANGES IN PLAN OF WORK PRIOR TO REGISTRATION

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When prompted select **Sign As: New ID…**

Select **a new digital ID I want to create now** then select **Next**

Select **New PKCS#12 digital ID file**

then select **Next**
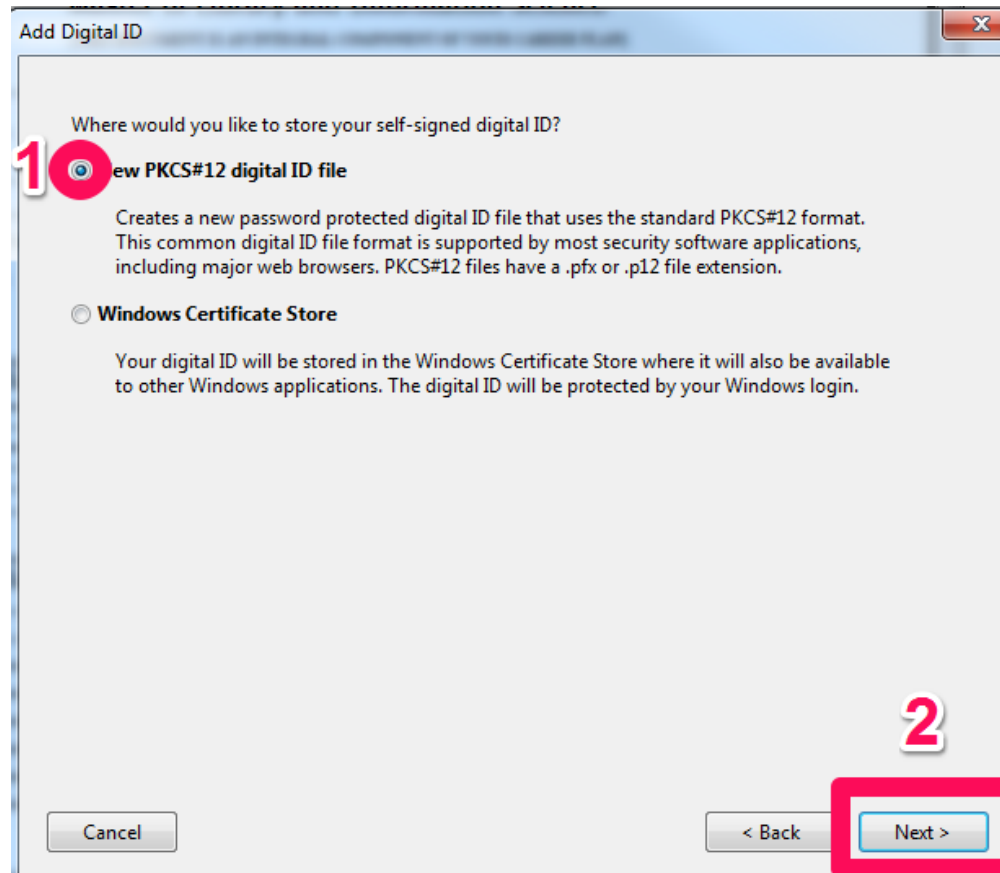
Complete the four fields with your identity information

The Key Algorithm will be **1024-bit RSA** and you will use digital ID for: **Digital Signatures and Data Encryption**

When finished completing all fields select **Next**

Select the **file location** you want for your new digital ID. Next, create and confirm a **password** for using your digital ID, and then select **Finish**
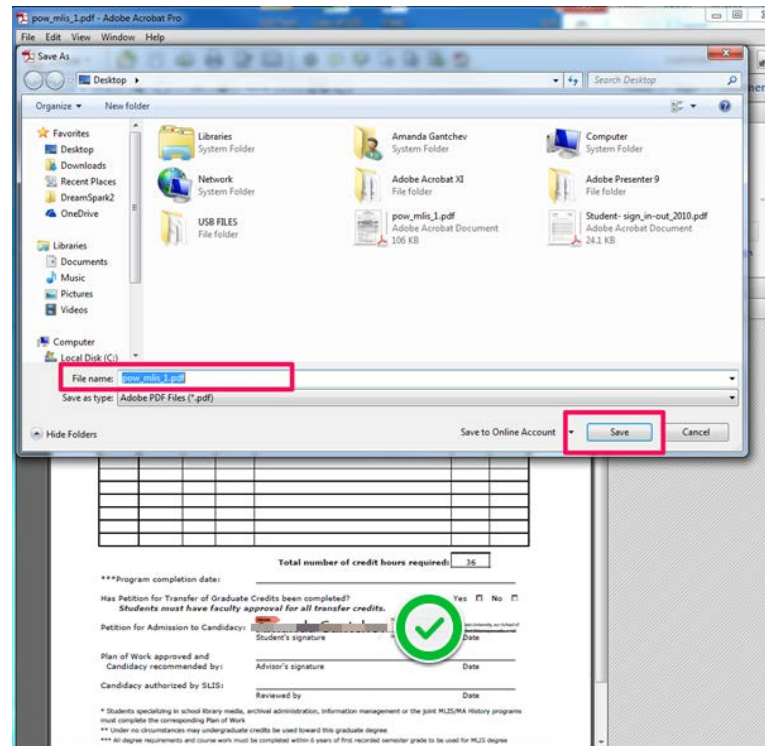
The Sign Document screen will re-appear with your new digital ID automatically selected. Enter your digital ID **password** and select **Sign**
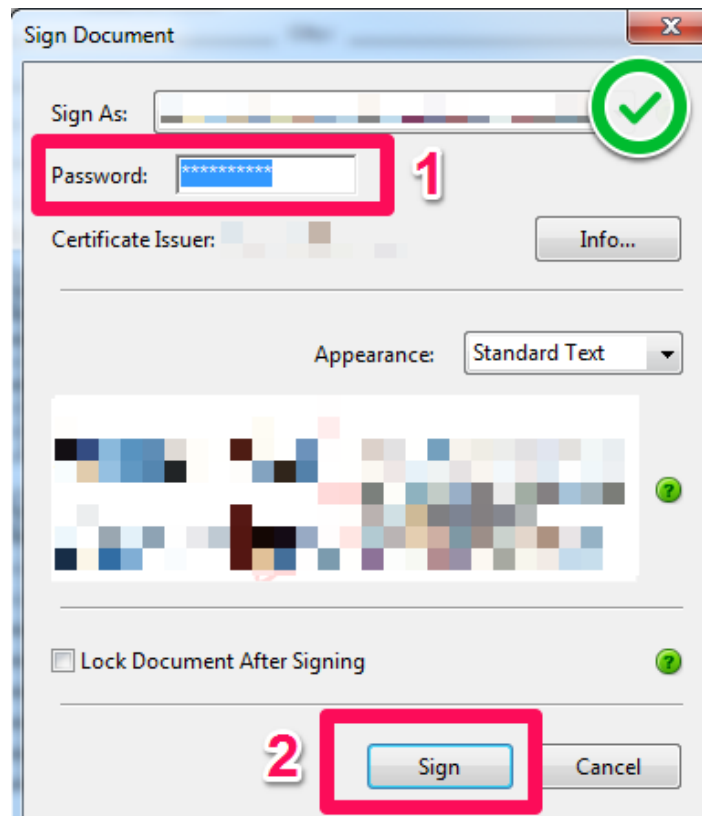
Your signature will be inserted, and you will be prompted to re-save the document. Rename and save as new, or replace the existing file.

After saving, you are finished.

To check the status of your signature, click on it.

Questions?

Submit a [SLIS Tech Support Request](#)