

# Create a Digital Signature in Adobe Acrobat Pro

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

pw\_mis\_1.pdf - Adobe Acrobat Pro

File Edit View Window Help

Create [Icons] Customize

1 / 1 [Navigation] 100% [Zoom] Tools Sign Comment

**Plan of Work \***  
**Wayne State University**  
**Master of Library and Information Science**  
[THIS DOCUMENT IS AN INTEGRAL COMPONENT OF YOUR CAREER PLAN]

Name: \_\_\_\_\_ WSU ID: \_\_\_\_\_  
Last First Maiden or Middle

Home Address: \_\_\_\_\_ City: \_\_\_\_\_

State: \_\_\_\_\_ Zip: \_\_\_\_\_ Country (if not U.S.): \_\_\_\_\_

Telephone: \_\_\_\_\_ E-mail: \_\_\_\_\_

Term/Year of First LIS class taken: \_\_\_\_\_ Term/Year of Orientation Completed: \_\_\_\_\_

Concentration: \_\_\_\_\_

**COURSES COMPLETED AND PROPOSED**

**Core Courses (18 credit hours minimum)**

School	Term/Yr.	Dept.	Course	Course Title	Credits	Grade
WSU		LIS	6010	Introduction to Information Profession	3	
WSU		LIS	6080	Information Technology	3	
WSU		LIS	6120	Access to Information	3	
WSU		LIS	6210	Organization of Knowledge	3	
WSU		LIS	7040	Library Administration and Management	3	
WSU		LIS	7996	Research for the Information Profession	3	

**Electives/Cognates (18 credit hours minimum)**

School	Term/Yr.	Dept.	Course	Course Title	Credits	Grade

Total number of credit hours required:

\*\*\*Program completion date: \_\_\_\_\_

# Select Sign

The screenshot shows the Adobe Acrobat Pro interface. The title bar reads "pow\_mlis\_1.pdf - Adobe Acrobat Pro". The menu bar includes "File", "Edit", "View", "Window", and "Help". The toolbar contains various icons for document manipulation. A red box highlights the "Sign" button in the toolbar. The main content area displays two tables of course information.

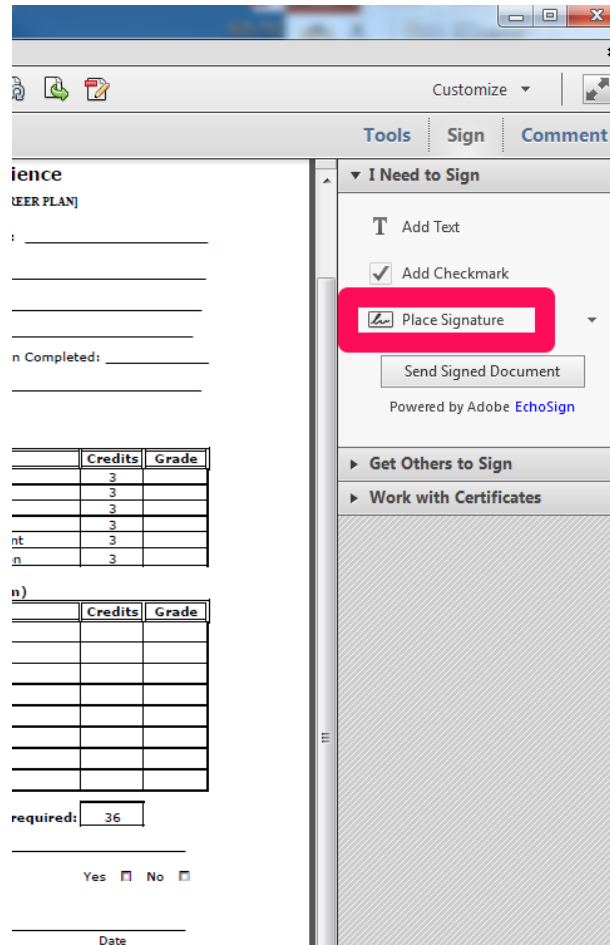
**Core Courses (18 credit hours minimum)**

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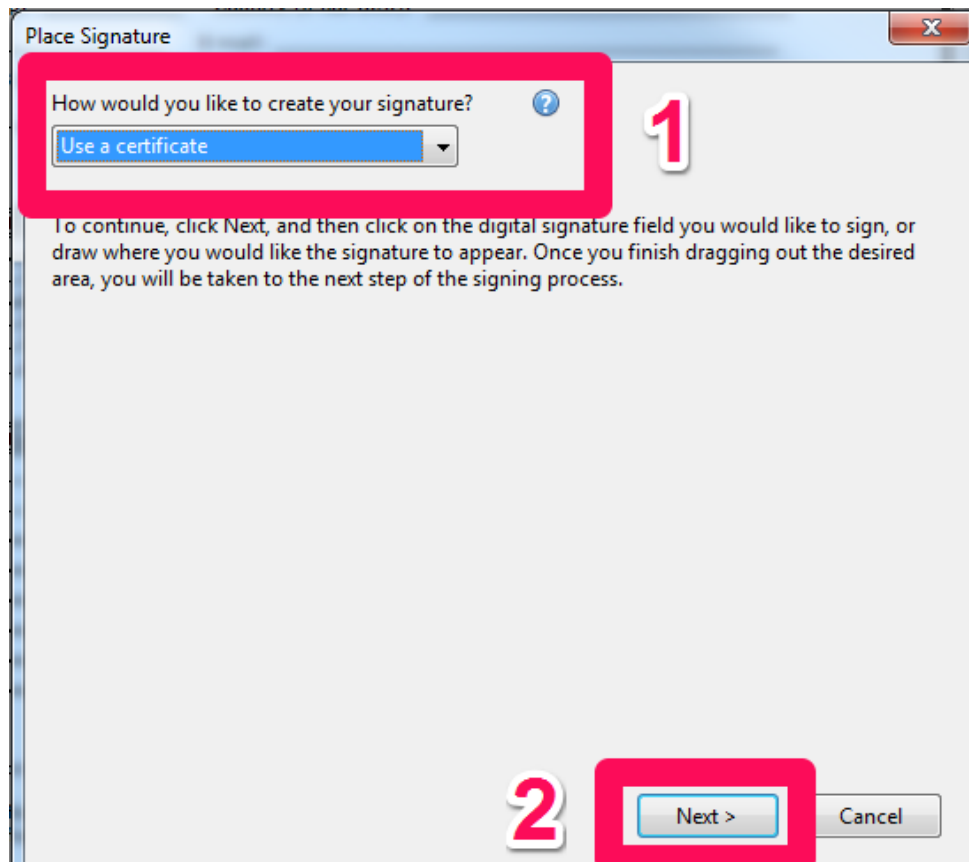
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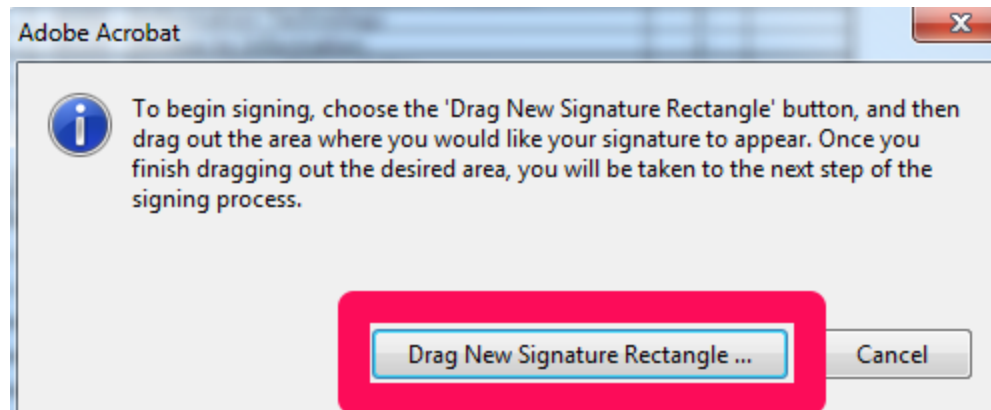
# Select Place Signature



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:

\*\*\*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
-------------	------

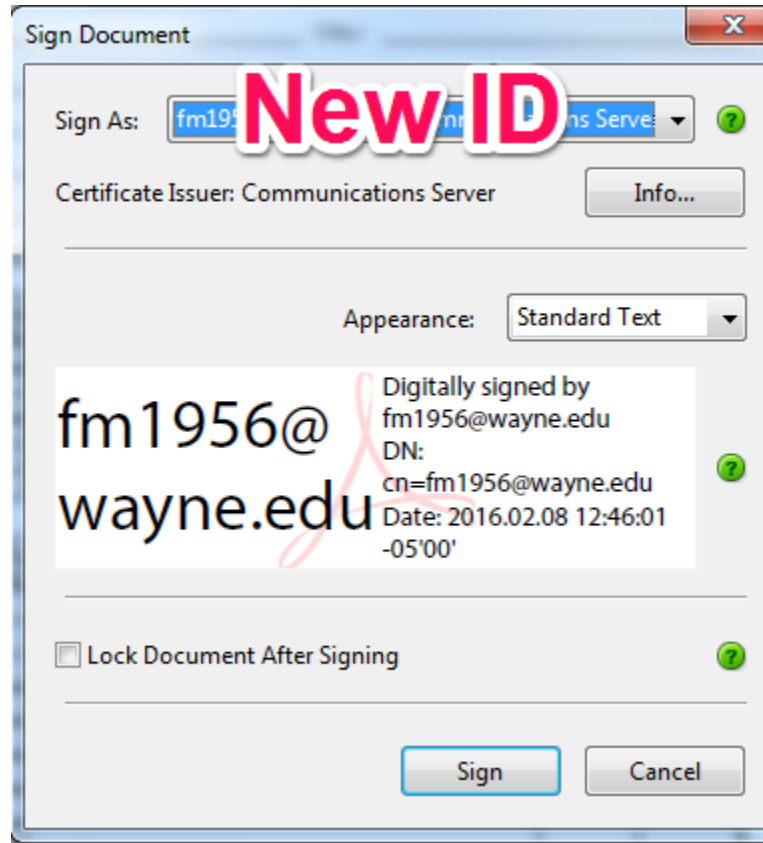
\* Students specializing in school library media, archival administration, information management or the joint MLIS/MA History programs must complete the corresponding Plan of Work

\*\* 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**

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





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

The screenshot shows a dialog box titled "Add Digital ID" with a close button (X) in the top right corner. The main text reads "I want to sign this document using:". Below this, there are two main radio button options. The first is "My existing digital ID from:", which is currently selected. Underneath it are three sub-options: "A file", "A roaming digital ID accessed via a server", and "A device connected to this computer". The second main radio button option is "new digital ID I want to create now", which is highlighted with a red circle and a large red number "1" to its left. At the bottom of the dialog, there are three buttons: "Cancel" on the left, "< Back" in the center, and "Next >" on the right. The "Next >" button is highlighted with a red square and a large red number "2" above it.

Add Digital ID

I want to sign this document using:

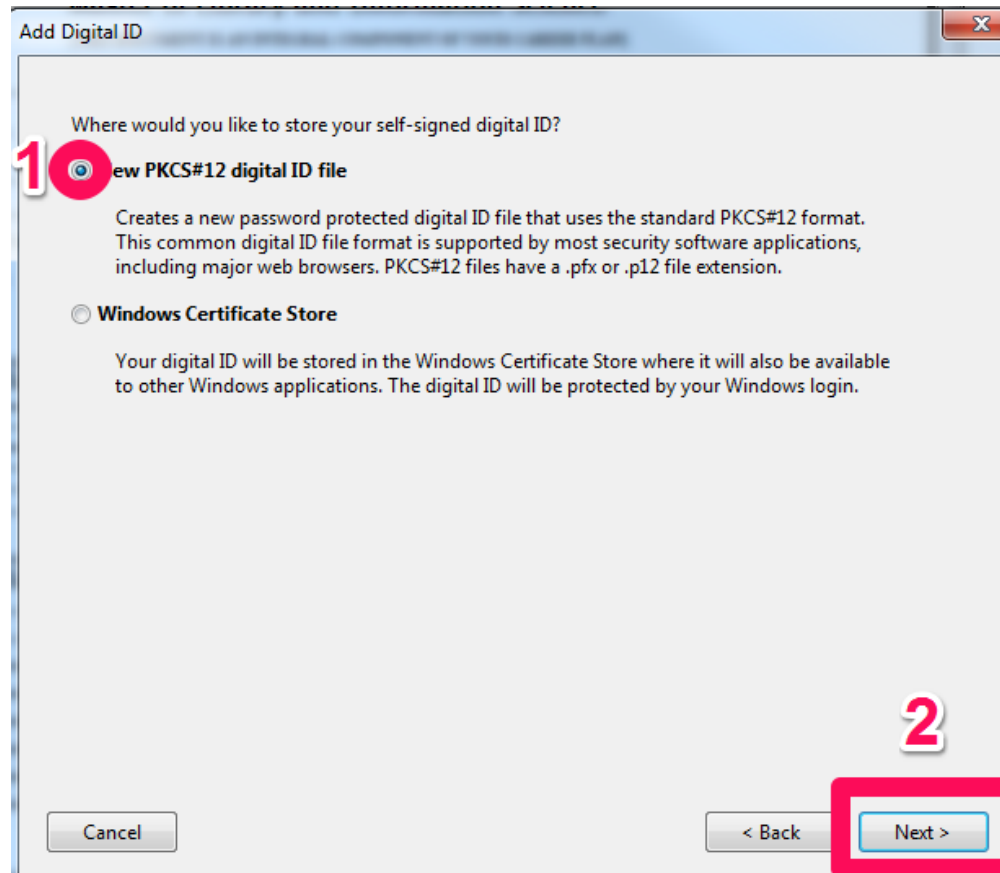
My existing digital ID from:

- A file
- A roaming digital ID accessed via a server
- A device connected to this computer

**1**  new digital ID I want to create now

Cancel < Back **2** Next >

# Select **New PKCS#12** digital ID file then select **Next**



# Complete the four fields with your identity information

Add Digital ID

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

Name (e.g. John Smith):

Organizational Unit:

Organization Name:

Email Address:

Country/Region: US - UNITED STATES

Key Algorithm: 1024-bit RSA

Use digital ID for: Digital Signatures and Data Encryption

Cancel < Back Next >

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

Add Digital ID

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

Name (e.g. John Smith):

Organizational Unit:

Organization Name:

Email Address:

Country/Region: US - UNITED STATES

Key Algorithm: **1024-bit RSA**

Use digital ID for: **Digital Signatures and Data Encryption**

Cancel < Back Next >

When finished completing all fields select **Next**

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 containing "School of Library and Information Science"]
- Organization Name: [Text input field containing "Wayne State University"]
- 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"]

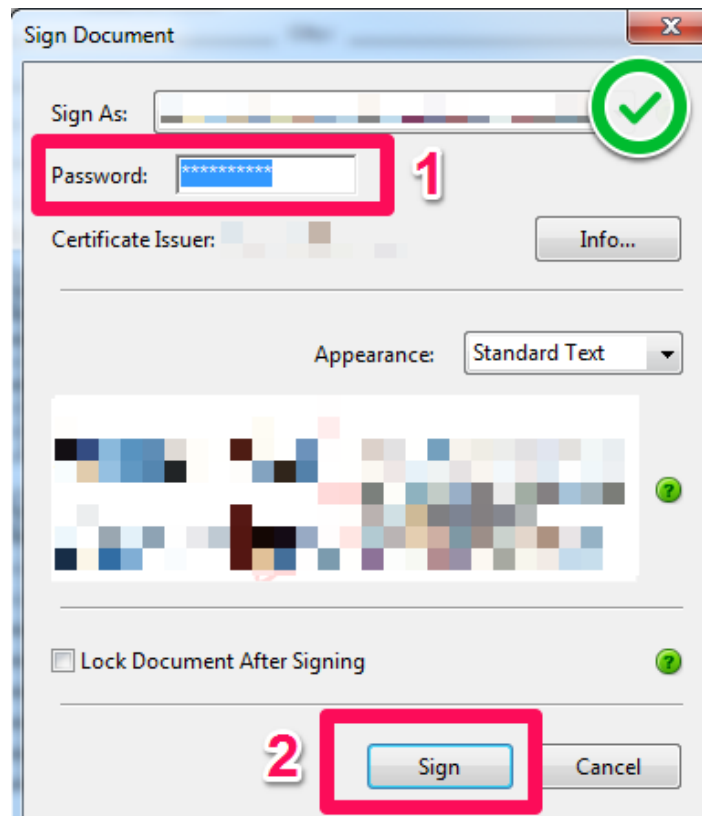
At the bottom of the dialog box, there are three buttons: "Cancel", "< Back", and "Next >". The "Next >" button is highlighted with a red rectangular border.

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**

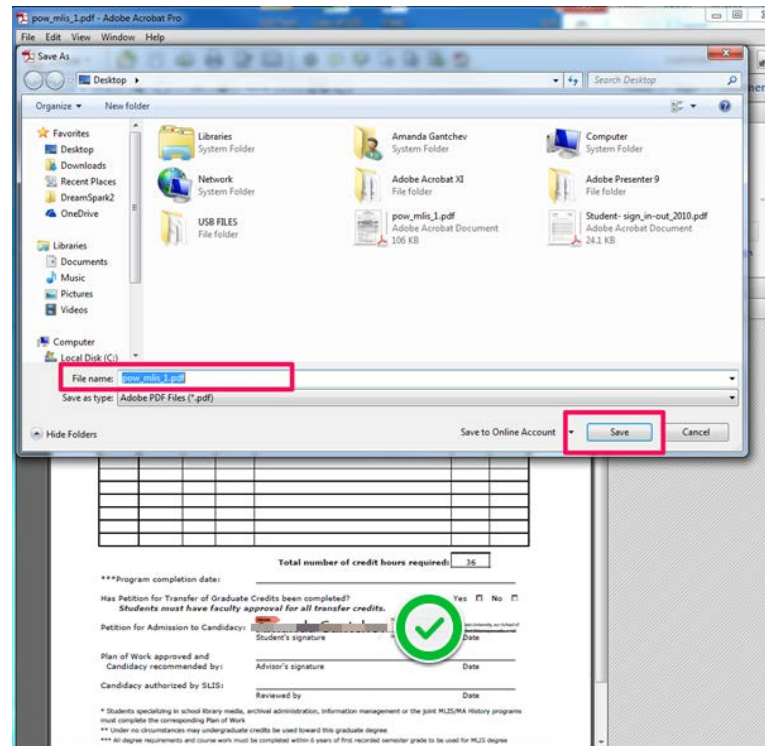
The screenshot shows a dialog box titled "Add Digital ID" with the following elements:

- File Name:** A text field containing the path `\\1956\AppData\Roaming\Adobe\Acrobat\11.0\Security\AmandaGantchev.pf`. A red box labeled "1" highlights the "Browse..." button to the right of the text field.
- Password:** A text field with a red box labeled "2" around it. Below the field is a strength indicator showing four dark bars and the text "Not Rated".
- Confirm Password:** A text field with a red box labeled "3" around it.
- Buttons:** At the bottom, there are "Cancel", "< Back", and "Finish" buttons. A red box labeled "4" highlights the "Finish" button.

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.

State: \_\_\_\_\_ Zip: \_\_\_\_\_ Country (if not U.S.): \_\_\_\_\_  
 Telephone: \_\_\_\_\_ E-mail: \_\_\_\_\_  
 Term/Year of First LIS class taken: \_\_\_\_\_ Term/Year of Orientation Completed: \_\_\_\_\_  
 Concentration: \_\_\_\_\_


School	Term/Yr.	De
WSU		L
WSU		L
WSU		L
WSU		L
WSU		L
WSU		L

School	Term/Yr.	De

Total number of credit hours required:

\*\*\*Program completion date: \_\_\_\_\_

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Petition for Admission to Candidacy:   
 Student's signature \_\_\_\_\_ Date \_\_\_\_\_

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**Signature Validation Status**

 Signature is VALID, signed by Amanda Gantchev <fm1956@wayne.edu>.  
 - The Document has not been modified since this signature was applied.  
 - The document is signed by the current user.

WAYNE STATE  
UNIVERSITY



# Questions?

Submit a [SLIS Tech Support Request](#)

