## Creating an electronic signature in Adobe Acrobat

Please call the Administrative Helpdesk if you have any questions or need assistance: (718) 260 – 5610.

The College requests that you save your electronic signature file on your network Home Directory (H:\) drive so that it can be utilized from any computer, it will be secured and backed up. If it is not saved on your network directory, then you will always have to sign from the computer that you have created it in.
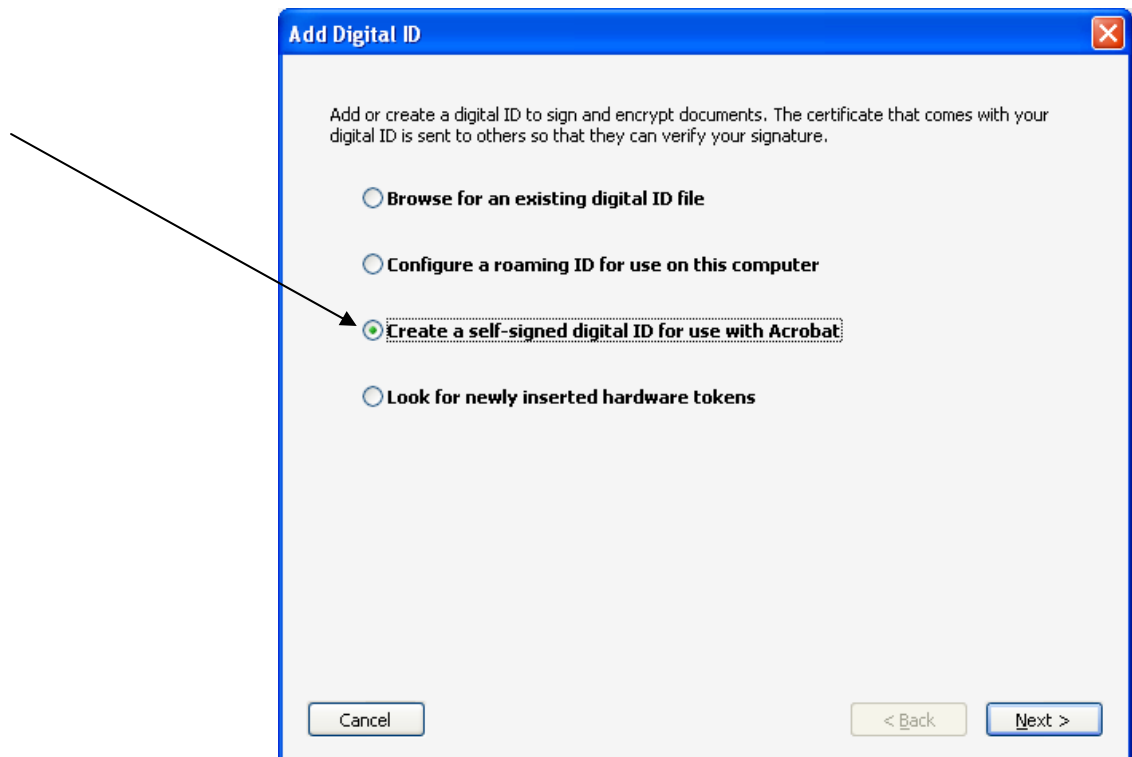
STEP 1.
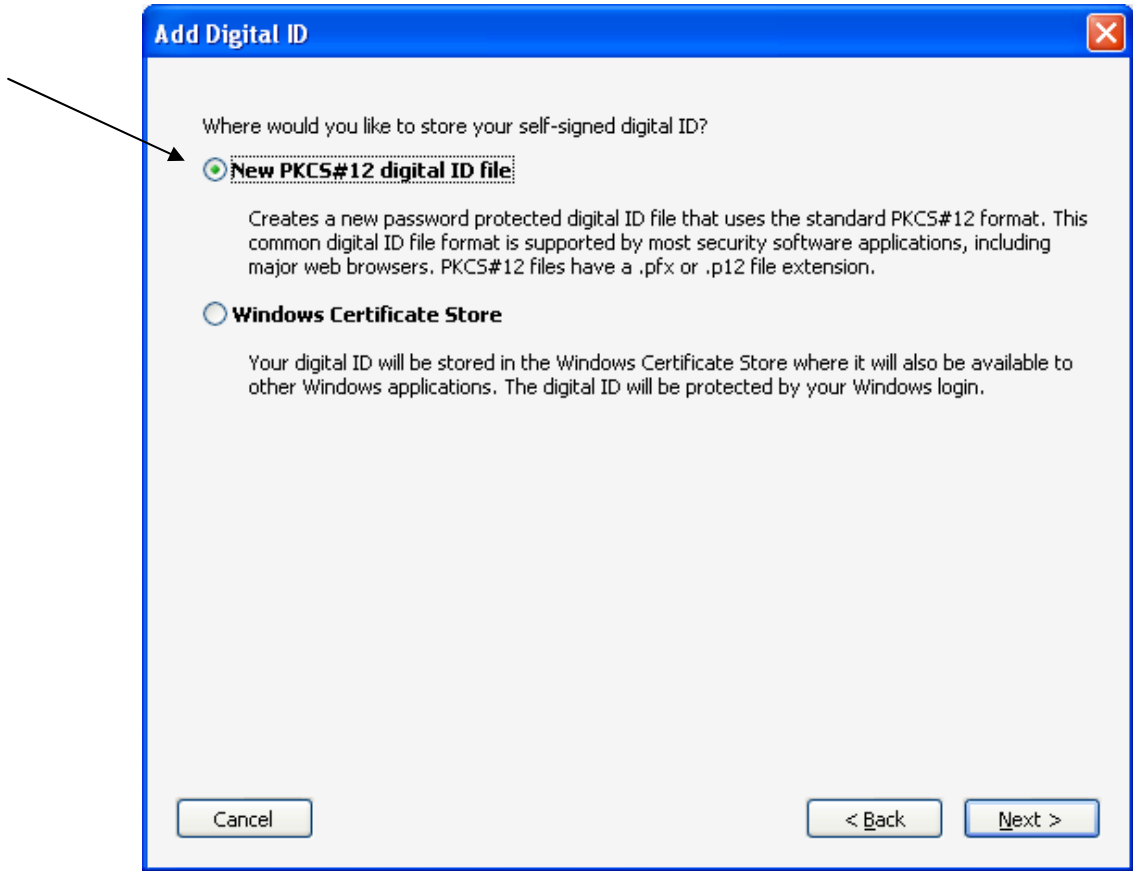Open Adobe Acrobat Professional from your computer. From the Tool Bar, select Advanced – Security Settings.
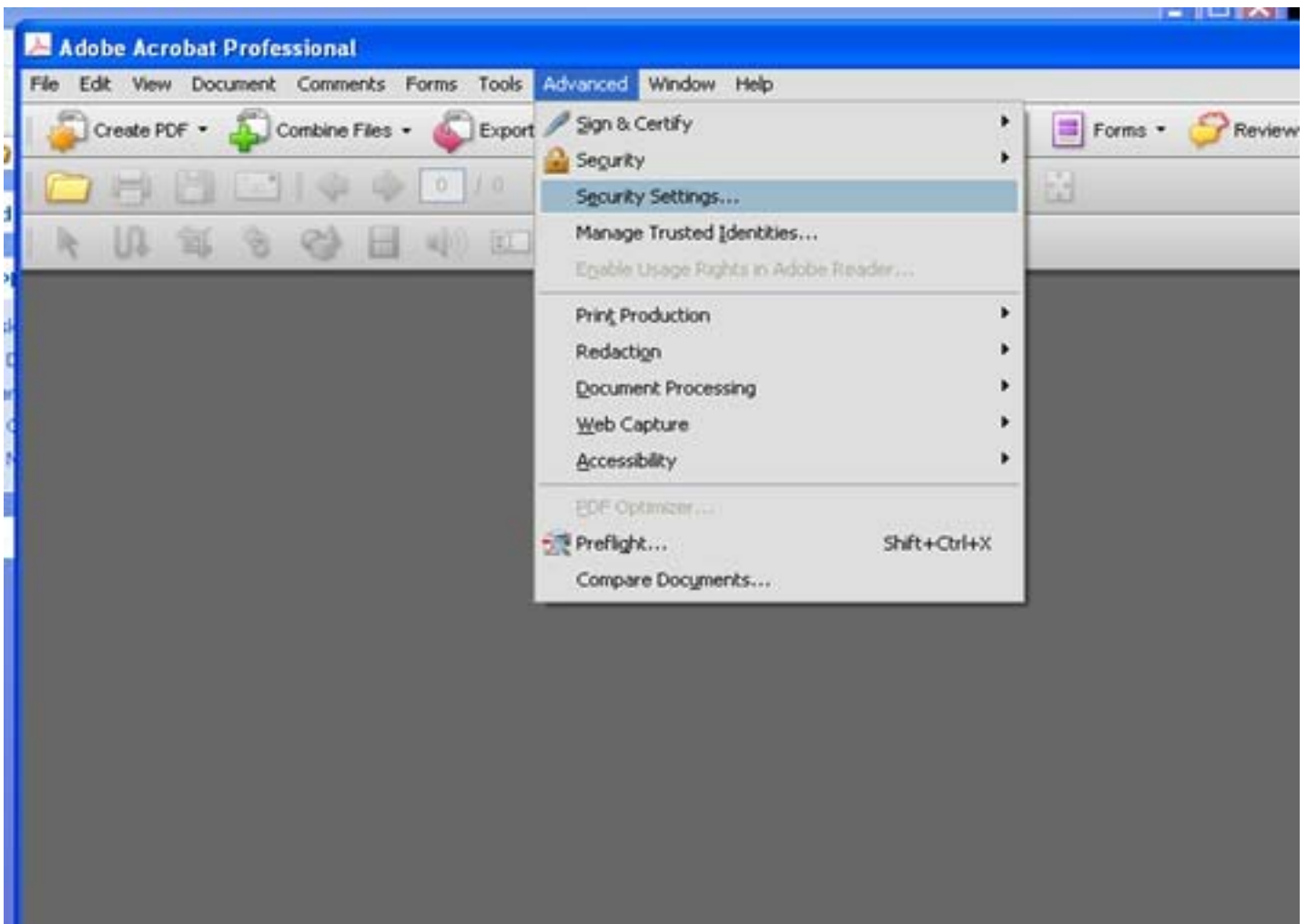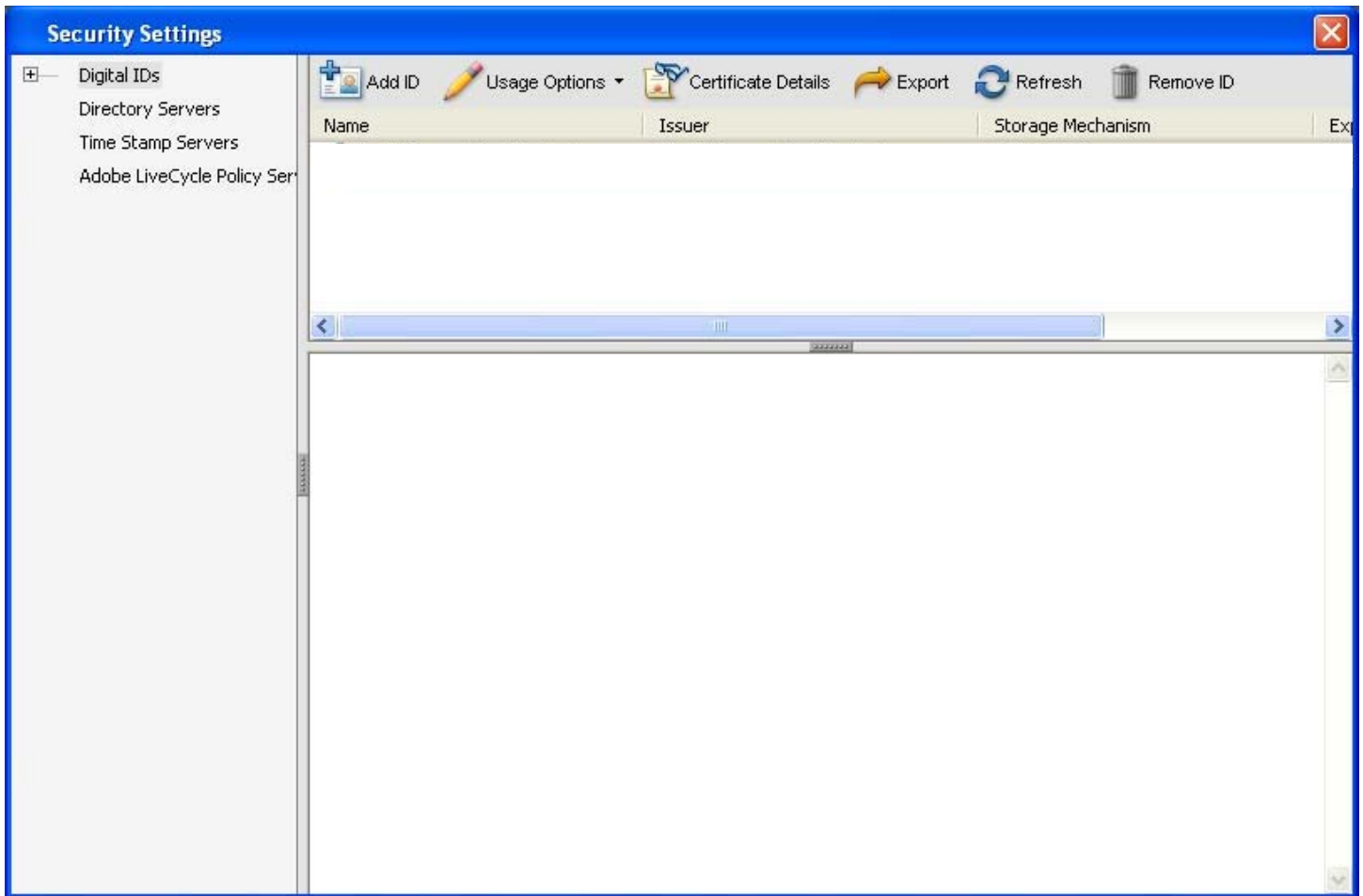
STEP 2.

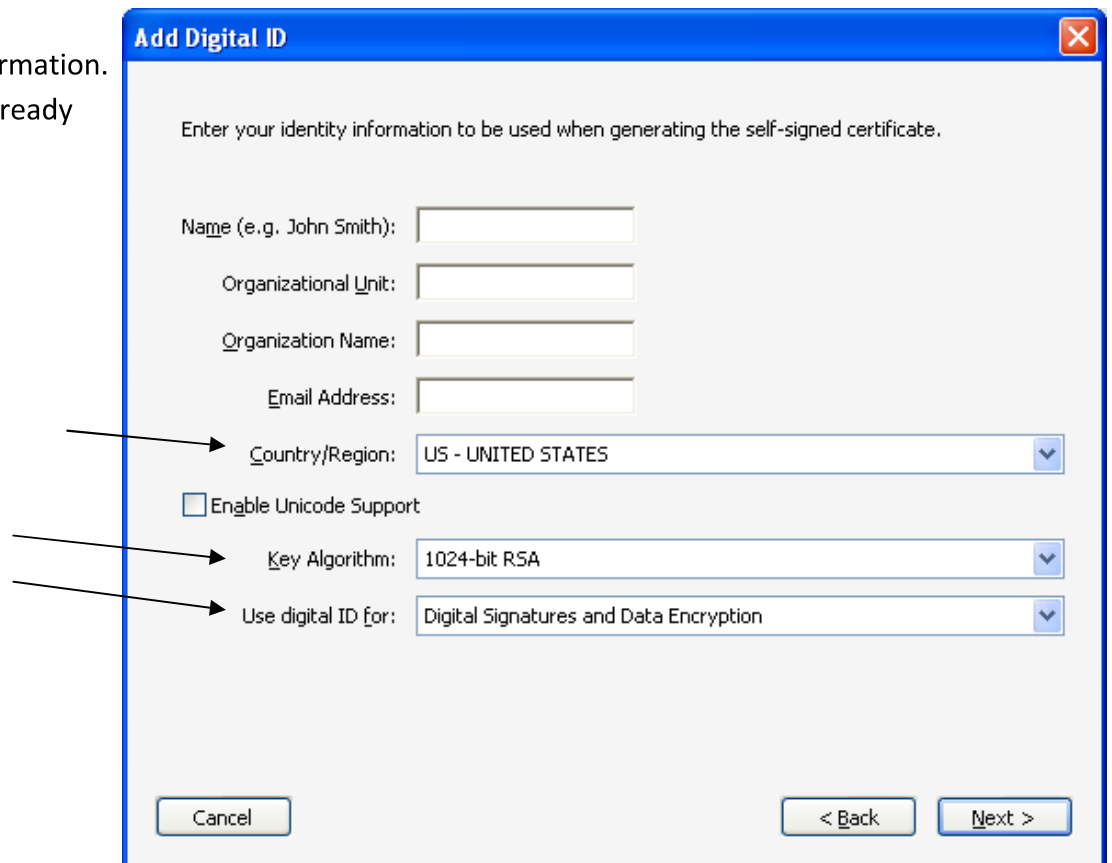Click Add Digital ID. Select Create a self-signed digital ID for use with Acrobat

STEP 3.
Select New PKCS#12 digital ID File

STEP 4.
Complete the Identity information. Leave the default values already populated.

STEP 5.

Enter the file location and password for the new digital ID file.Please Browse and enter your H:\ drive directory. Enter and confirm the password. Click Finish.

Add Digital ID

Enter a file location and password for your new digital ID file. You will need the password when you use the digital ID to sign or decrypt documents. You should make a note of the file location so that you can copy this file for backup or other purposes. You can later change options for this file using the Security Settings dialog.
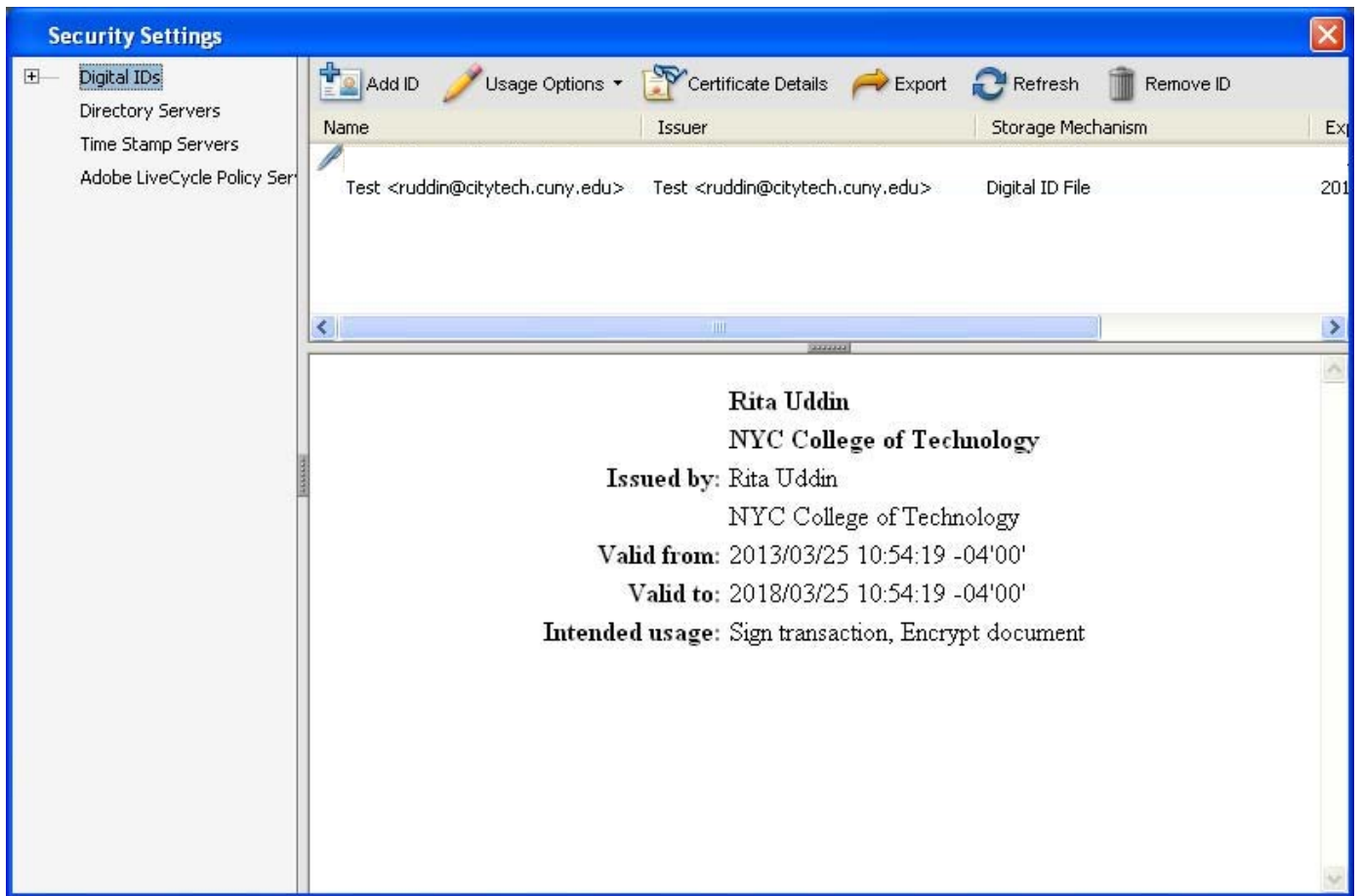
File Name:

`ampus_tree\.campus2_hdrive.servers.groups.campus\Home_dir\RUddin\Test.pfx`   [Browse...]

Password:

Confirm Password:

[Cancel]   [< Back]   [Finish]

STEP 5.

Your new Digital ID has been created.

Security Settings

- Digital IDs
- Directory Servers
- Time Stamp Servers
- Adobe LiveCycle Policy Ser

Add ID | Usage Options ▾ | Certificate Details | Export | Refresh | Remove ID

Name	Issuer	Storage Mechanism	Exp
Test <ruddin@citytech.cuny.edu>	Test <ruddin@citytech.cuny.edu>	Digital ID File	201

Rita Uddin
NYC College of Technology
Issued by: Rita Uddin
NYC College of Technology
Valid from: 2013/03/25 10:54:19 -04'00'
Valid to: 2018/03/25 10:54:19 -04'00'
Intended usage: Sign transaction, Encrypt document