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

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**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.
STEP 5.
Your new Digital ID has been created.

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