



# Creating a Digital Signature

# STEP 1






- Click the **red arrow** that corresponds to your signature

## Section 3 - Signatures

I understand that if I am selected for the program, I am to conduct myself professionally. If I am found violating policies or ethical guidelines, then I shall be removed from the program and may face disciplinary consequences per the *MCSD Code of Student Conduct*.

My academic standing must allow for an internship. I understand that except for an E1 position, I must have my own reliable transportation, for which I shall not receive reimbursement other than my hourly rate (\$15.00).

	<input type="text"/>	<input type="text"/>
	Student Signature (Click to sign)	Date
	<input type="text"/>	<input type="text"/>
	Parent Signature	Date
	<input type="text"/>	<input type="text"/>
	Guidance Counselor Signature	Date



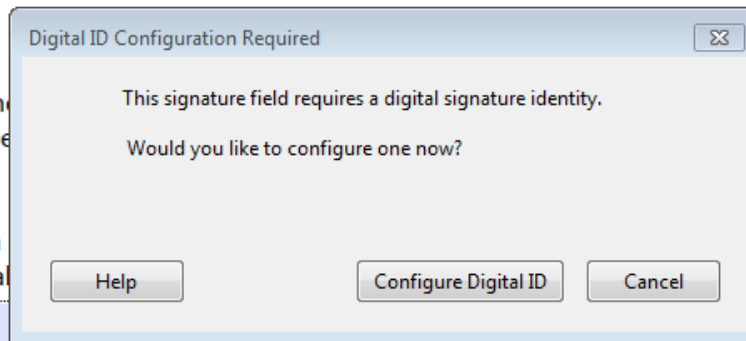
# STEP 2

- Click "Configure Digital ID"

## Section 3 - Signatures

I understand that if I am selected for the... policies or ethical guidelines, then I shall be...  
*MCSD Code of Student Conduct.*

My academic standing must allow for an... own reliable transportation, for which I shall...



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<input type="text"/>	<input type="text"/>
Student Signature	Date
<input type="text"/>	<input type="text"/>
Parent Signature	Date
<input type="text"/>	<input type="text"/>
Guidance Counselor Signature	Date



# STEP 3

- *Select* “Create a new Digital ID” or another option, if you prefer; then *Click* “Continue”

### Configure a Digital ID for signing

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 Device**  
Configure a smart card or token connected to your computer
- Use a Digital ID from a file**  
Import an existing Digital ID that you have obtained as a file
- Create a new Digital ID**  
Create your self-signed Digital ID

? Cancel Continue



# STEP 4

- *Select* “Save to File” or another option, if you prefer; then *Click* “Continue”

Select the destination of the new Digital ID ×

Digital IDs are typically issued by trusted providers that assure the validity of the identity. Self-signed Digital ID may not provide the same level of assurance and may not be accepted in some use cases.

Consult with your recipients if this is an acceptable form of authentication.

**Save to File**  
Save the Digital ID to a file in your computer

**Save to Windows Certificate Store**  
Save the Digital ID to Windows Certificate Store to be shared with other applications

? Back Continue



# STEP 5

- *Complete*, at a minimum, the “Name” and “Email” data fields; then *Click* “Continue”

### Create a self-signed Digital ID ×

Enter the identity information to be used for creating the self-signed Digital ID.

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.

Name	<input type="text" value="Enter Name..."/>
Organizational Unit	<input type="text" value="Enter Organizational Unit..."/>
Organization Name	<input type="text" value="Enter Organization Name..."/>
Email Address	<input type="text" value="Enter Email..."/>
Country/Region	US - UNITED STATES <span>▾</span>
Key Algorithm	2048-bit RSA <span>▾</span>
Use Digital ID for	Digital Signatures <span>▾</span>

? Back Continue

# STEP 6



- **Create and Confirm a password.** If you prefer, *Change* the location to where your file will be saved.

### Save the self-signed Digital ID to a file

Add a password to protect the private key of the Digital ID. You will need this password again to use the Digital ID for signing.

Save the Digital ID file in a known location so that you can copy or backup it.

Your Digital ID will be saved at the following location :

C:\Users\malhamm\AppData\Roaming\Adobe\Acrobat

**Apply a password to protect the Digital ID:**

**Confirm the password:**

# STEP 7



➤ Click "Continue"

A screenshot of a software dialog box titled "Sign with a Digital ID". The dialog box has a close button (X) in the top right corner. Below the title bar, the text "Choose the Digital ID that you want to use for signing:" is displayed. To the right of this text is a "Refresh" button. Below the text, there is a list of digital ID options. The first option is selected, indicated by a blue dot. It is labeled "Mark C. Malham (Digital ID file)" and includes the text "Issued by: Mark C. Malham, Expires: 2025.04.02". To the right of this option is a "View Details" link. At the bottom of the dialog box, there are three buttons: "Configure New Digital ID" (disabled), "Cancel" (disabled), and "Continue" (active, highlighted in blue). A help icon (question mark) is located in the bottom left corner of the dialog box.

EDUCATE ALL STUDENTS FOR SUCCESS.



# STEP 8



- Enter your password and Click "Sign"

Sign as "Mark C. Malham" ×

Appearance Standard Text ▼ Create

**Mark C.  
Malham** Digitally signed by  
Mark C. Malham  
Date: 2020.04.02  
09:00:26 -04'00'

[View Certificate Details](#)

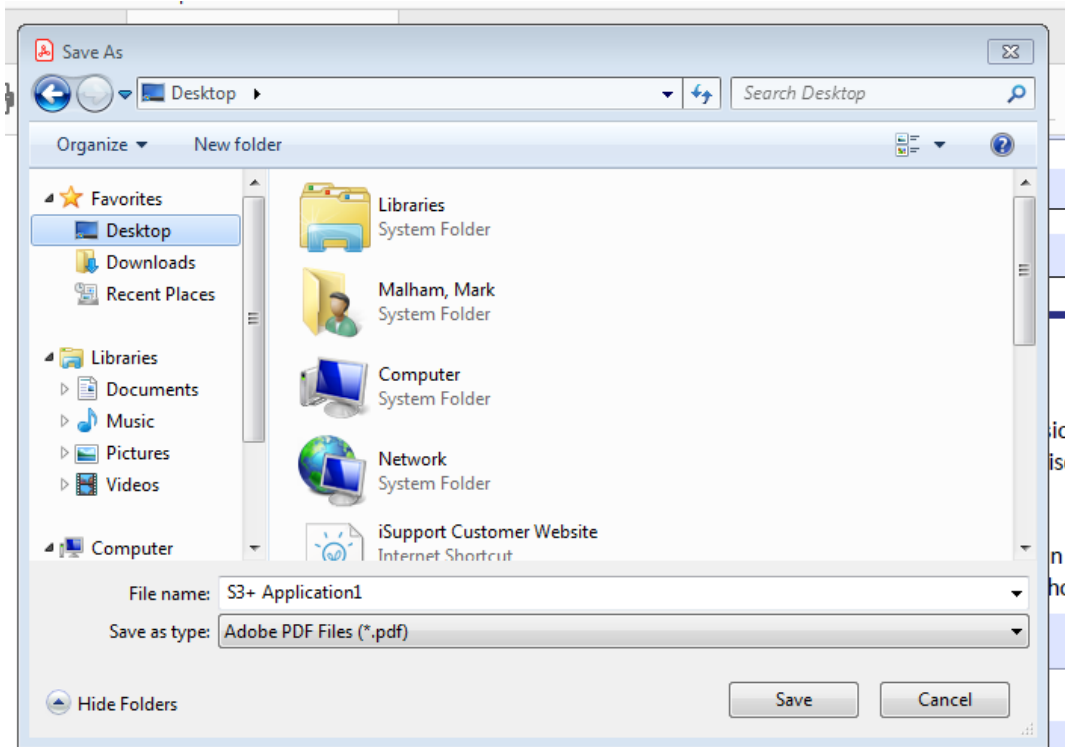
Review document content that may affect signing Review

Back Sign



# STEP 9

- Save the file to your preferred location



# STEP 10



- After the student and parent digitally sign the form, email the form to the student's guidance counselor. (If digitally signing, then the "Date" data field does not need to be populated.)

## Section 3 - Signatures

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My academic standing must allow for an internship. I understand that except for an E1 position, I must have my own reliable transportation, for which I shall not receive reimbursement other than my hourly rate (\$15.00).

Mark C. Malham

Digitally signed by Mark C. Malham  
Date: 2020.04.02 09:02:13 -04'00'

Student Signature

Date

Parent Signature

Date

Guidance Counselor Signature

Date