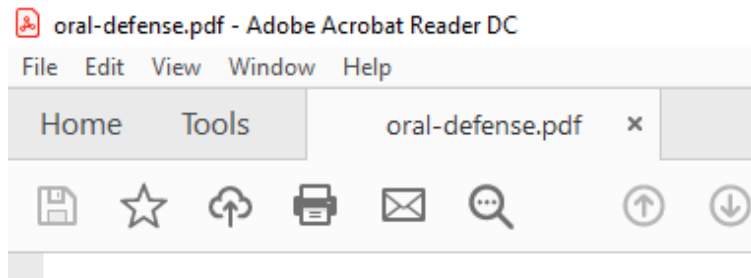


Instructions for Digital Signature in Adobe Acrobat Reader

These instructions are for committee members who want to digitally sign Graduate School forms on a computer that runs Windows or Mac OS.

1. You must have Adobe Acrobat Reader software downloaded onto your computer/device in order to even view the e-signature option on the Graduate School forms. If your computer doesn't have Adobe Acrobat Reader downloaded onto it, visit <https://get.adobe.com/reader/> to download Acrobat Reader software free of charge.
2. Download the form to be signed and save it on your computer. Close the version of the form that was opened in the internet browser.
3. Open the file where you saved the form, and open the form. Be sure to open it using Adobe Acrobat Reader. If your computer is set to automatically open a pdf in a browser (e.g., Chrome, Edge, etc.), then you must right click on the icon or file name, then choose Open with... Adobe Acrobat Reader. Once open, check the top left of the form to confirm that it is open in Adobe Acrobat Reader.

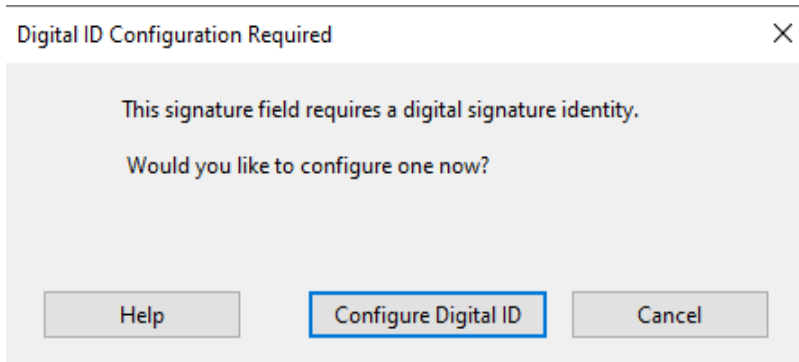


4. On the form, click on the light blue “Signature” box beside your name.

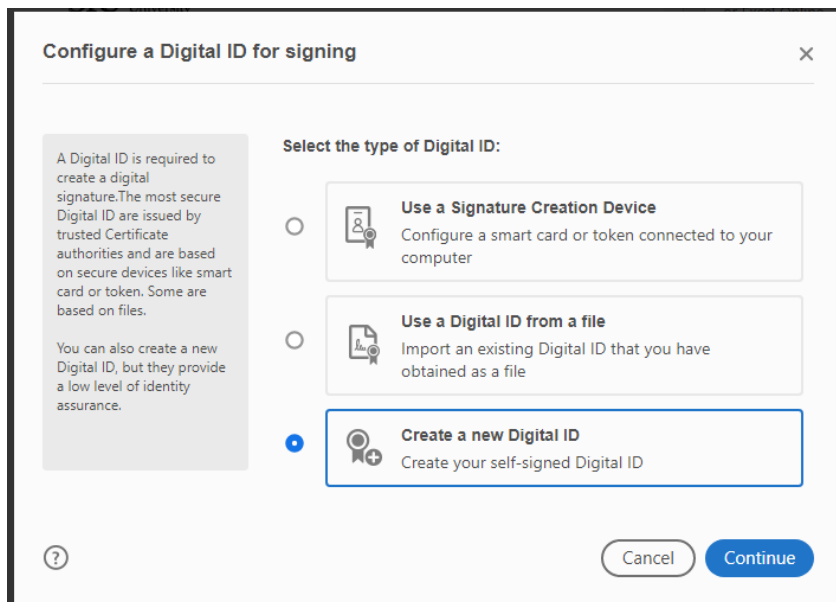
Recommended		Name (print or type)	Signature	Check if Chair or Co-Chair
Pass Yes	No			
<input type="checkbox"/>	<input type="checkbox"/>	Your Printed Name		<input type="checkbox"/>
<input type="checkbox"/>	<input type="checkbox"/>			<input type="checkbox"/>

If you already have a Digital ID configured with Adobe Acrobat Reader, then skip to step 10 below.

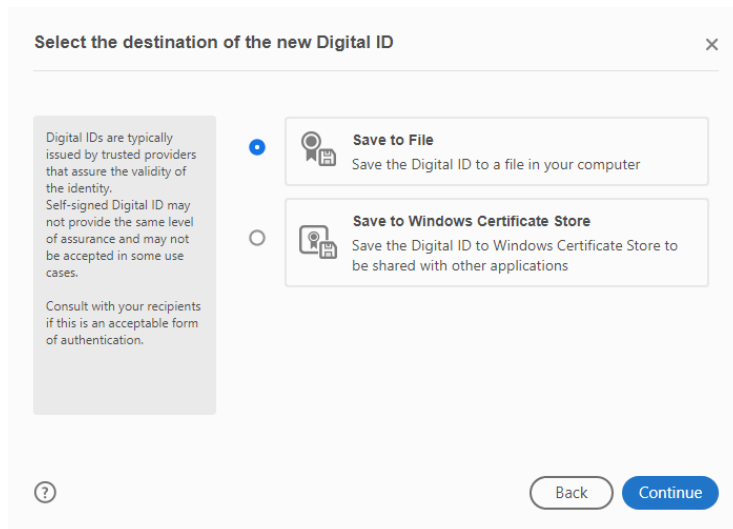
5. If you do not already have a Digital ID configured with Adobe Acrobat Reader, the “Digital ID Configuration Required” box should pop up. Click on “Configure Digital ID.”



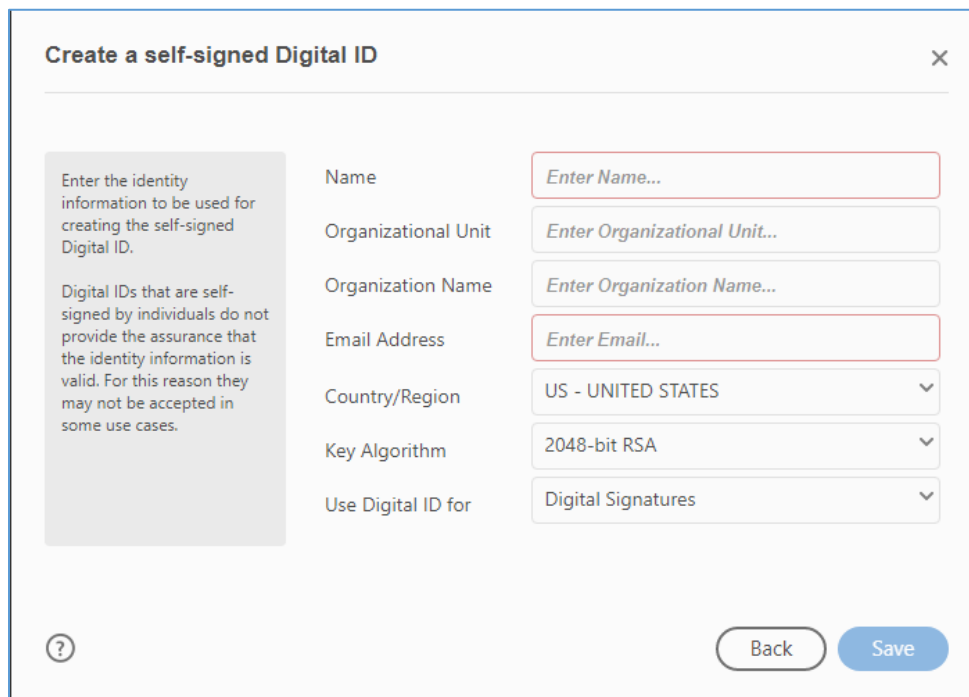
6. In the “Configure a Digital ID for signing” popup box, click on “Create a new Digital ID” then click on “Continue.”



7. The next step asks whether you want to save your Digital ID to a file on your computer or save to the Windows Certificate Store. Choose either of these. Both will work. If you want more information, click on the little question mark in the lower left corner of the dialogue box. Make a selection, and then click on “Continue.”

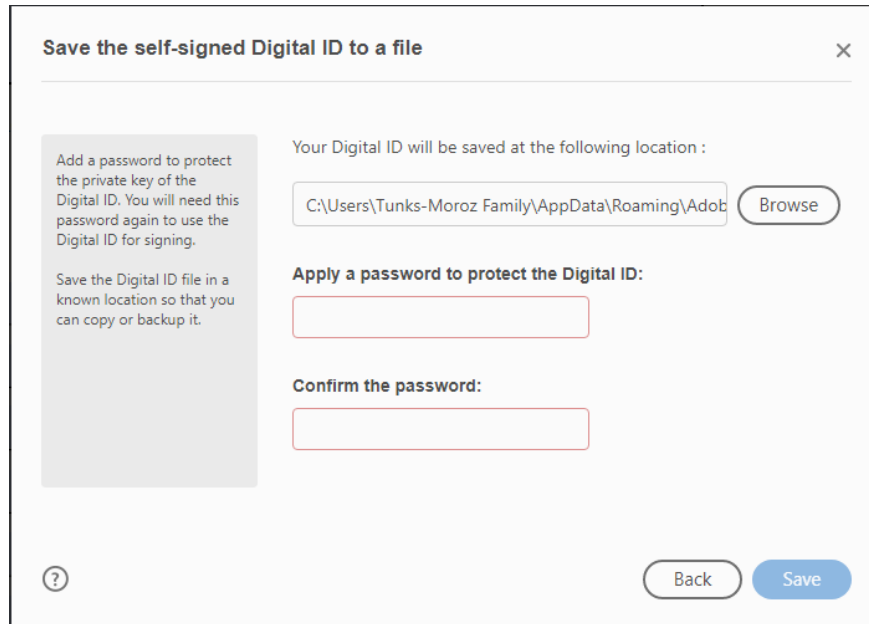


8. Create a Self-signed Digital ID – Enter your name, organization (optional), and email address, then click on “Save.”

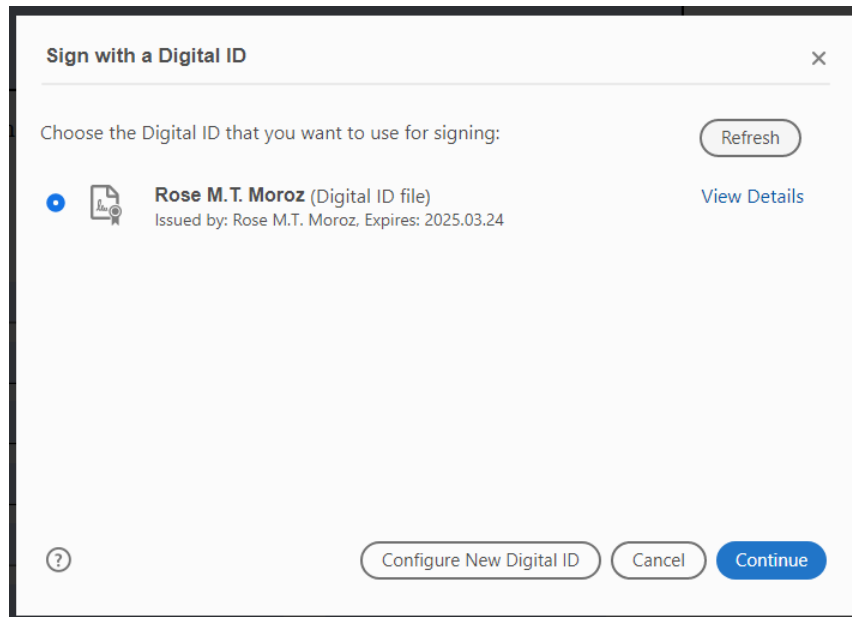


9. If you chose to save the Digital ID to a file, then the next box asks you to choose which file to save it in. You can use the one that automatically populates the box, or you can click on “Browse” to choose a different one. Below that, you’ll create a password. You’ll use this password in the

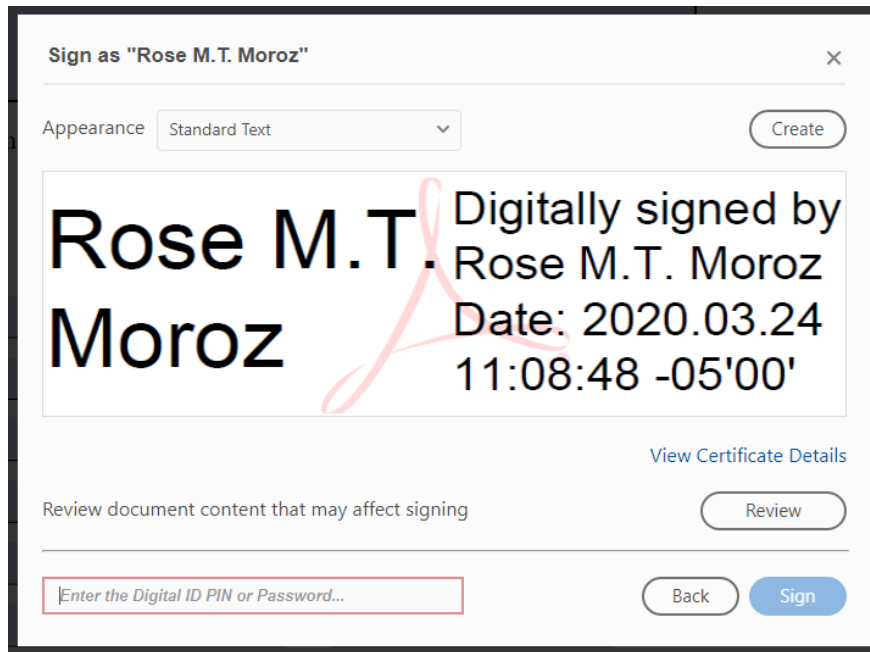
future for any forms that you'll sign on this same computer. Type the password in the red box, and then type it again in the second red box, to confirm. Then click "Save."



10. Sign with a Digital ID – Choose the digital ID that you want to use for signing, and then click "Continue."



11. Enter your password in the red box, and then click on “Sign.”



12. Adobe Acrobat Reader will automatically prompt you to save the form you are signing. You can save as the existing file name, or save using a new file name. You can also choose the location in which file the form will be saved. Make those choices and then click “Save.”

13. Send the saved, signed forms to the next committee member as an email attachment.

Note: If you encounter any issues in digitally signing the forms even after following the instructions above, you might be using an older version of Adobe Reader on your system. Please follow the instructions available on the Graduate School website to update the Adobe Reader software.

The latest version of Oral Defense and Research Paper/Thesis/Dissertation Approval forms can be found at the Graduate School’s webpage at <https://gradschool.siu.edu/about-us/forms.php>

Forms with electronic signatures can be submitted to the Graduate School attached to an email to Dr. Rose Moroz at rmtmoroz@siu.edu (thesis and dissertation) or Mr. John Russell (research paper). Due to COVID-19 and the resulting issues, the Graduate School no longer requires that the thesis/dissertation approval form be printed on 25% cotton paper.

If there is a mix of digital and hand signatures, or only hand signatures on a form, **the original** form must be sent to the Graduate School. Hand deliver, or put it in campus mail to the Graduate School at mailcode 4716.

The Graduate School does not accept signatures created using a cursive font or pasted on the form.

Please direct any questions to Dr. Rose Moroz at rmtmoroz@siu.edu.

Revised September 3, 2020