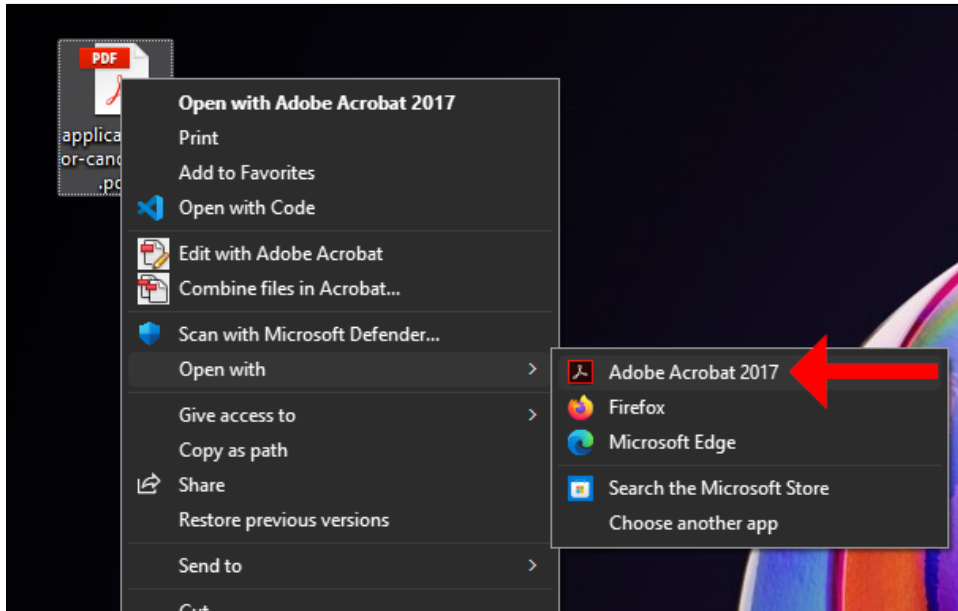


## How to Create and Use an Adobe Digital ID

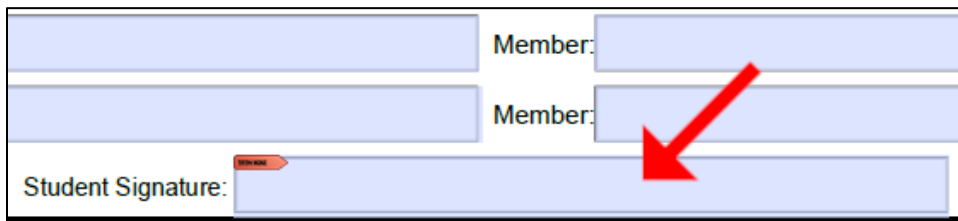
Graduate School pdf forms require Adobe Acrobat Pro or Adobe Reader. The use of other applications will break the forms and they will need to be recompleted. Acrobat Pro is available free of charge to all faculty and staff, and Adobe Reader (<https://get.adobe.com/reader>) is free for all other users.

Windows:

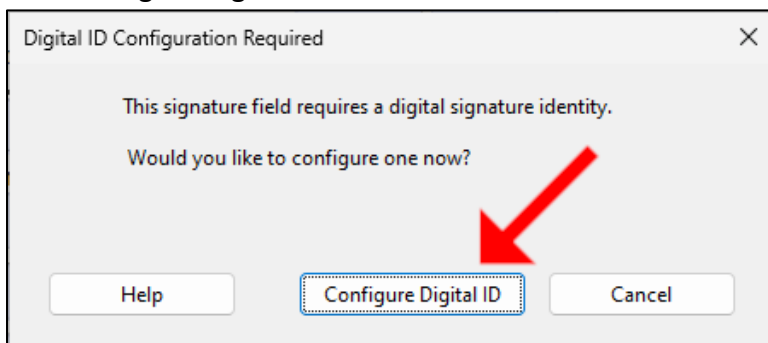
1. Right-click on the pdf and choose Open With --> Adobe Acrobat.



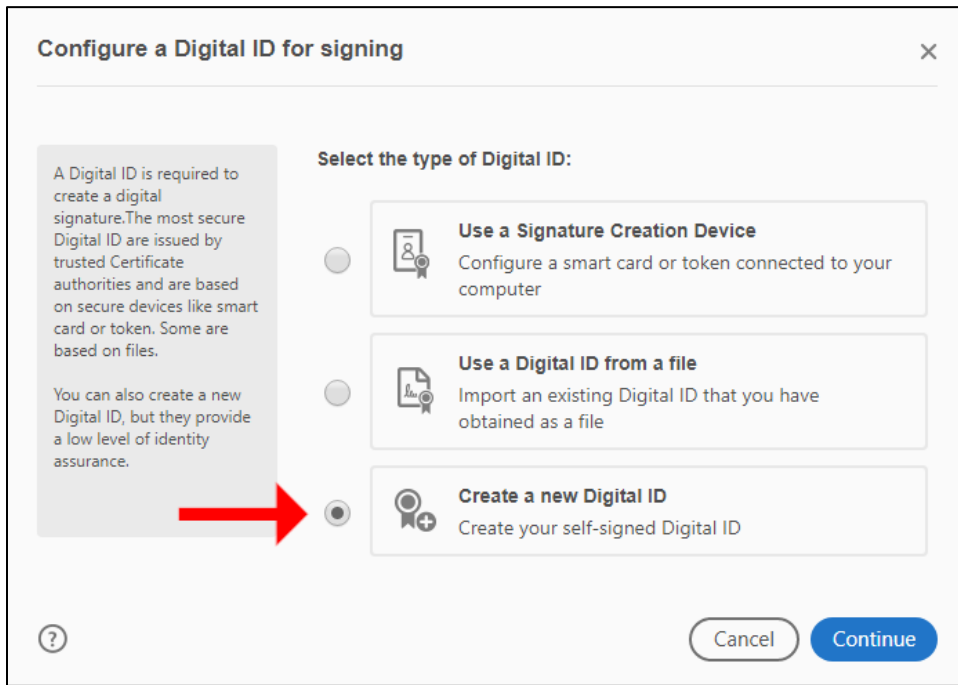
2. Click on the signature field in an Adobe pdf form.



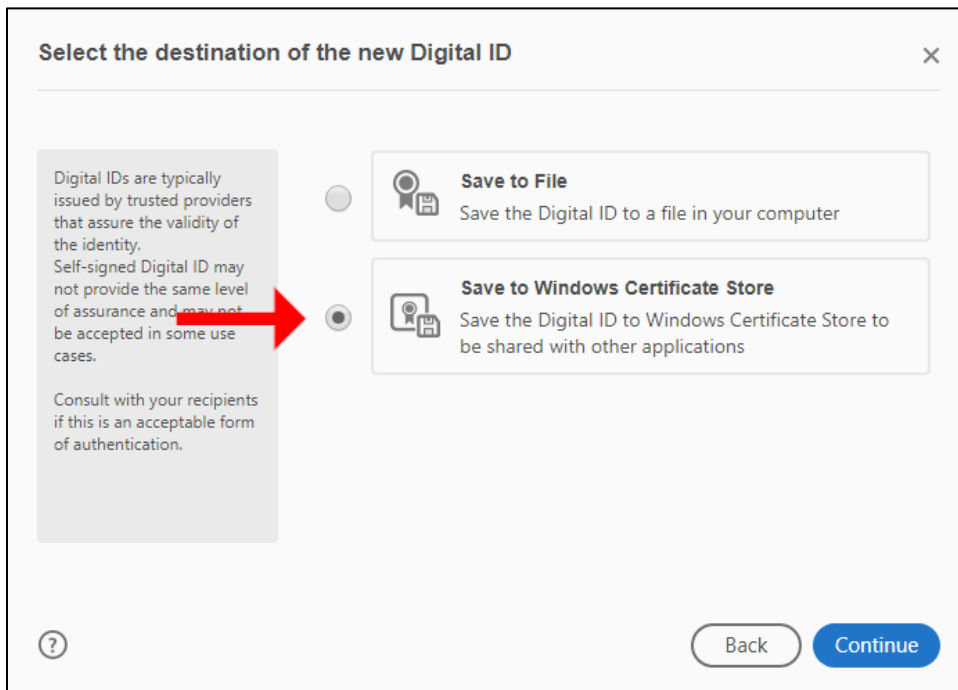
3. Click Configure Digital ID.



4. Select Create a new Digital ID and click Continue.



5. Select Save to Windows Certificate Store and click Continue.



6. Fill in your information and click Save.

### 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	Matthew Berta
Organizational Unit	Graduate School
Organization Name	University of Colorado Anschutz Medical Camp
Email Address	matthew.bera@cuanschutz.edu
Country/Region	US - UNITED STATES
Key Algorithm	2048-bit RSA
Use Digital ID for	Digital Signatures

Back Save

7. Select your newly created Digital ID and click Continue.

### Sign with a Digital ID

Choose the Digital ID that you want to use for signing:

Refresh

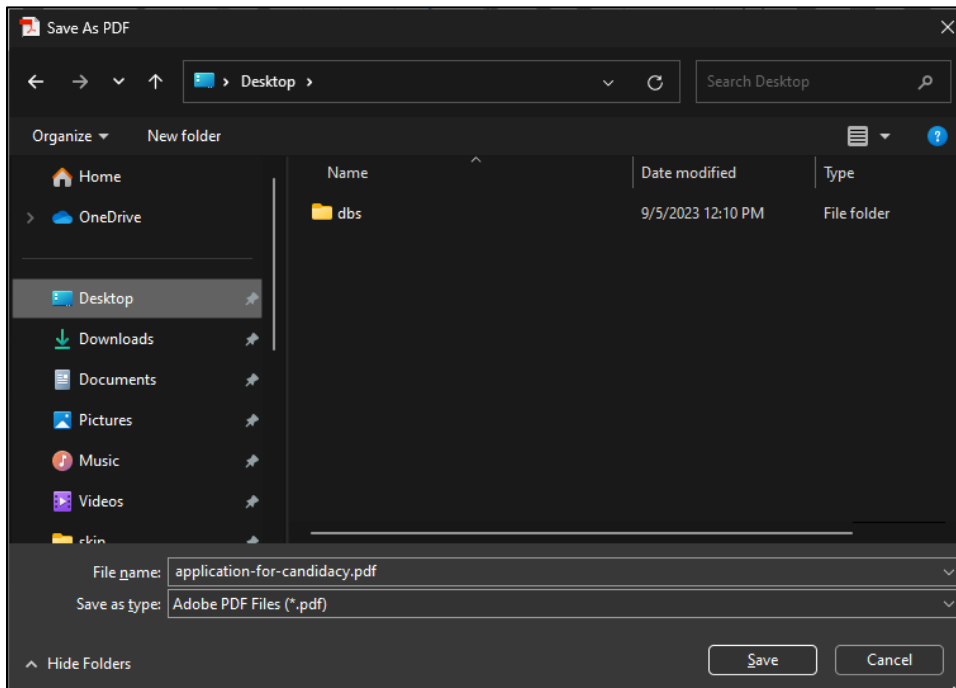
**Matthew Berta** (Windows Digital ID) [View Details](#)  
Issued by: Matthew Berta, Expires: 2028.10.30

Configure New Digital ID Cancel Continue

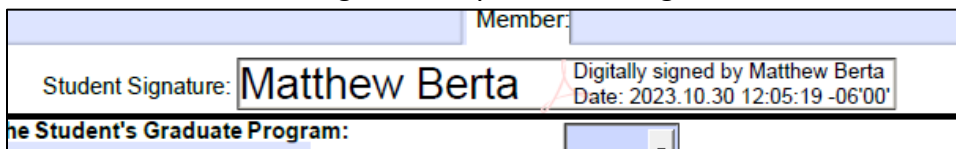
8. Click Sign to sign the form.



9. You will be prompted to save the form.

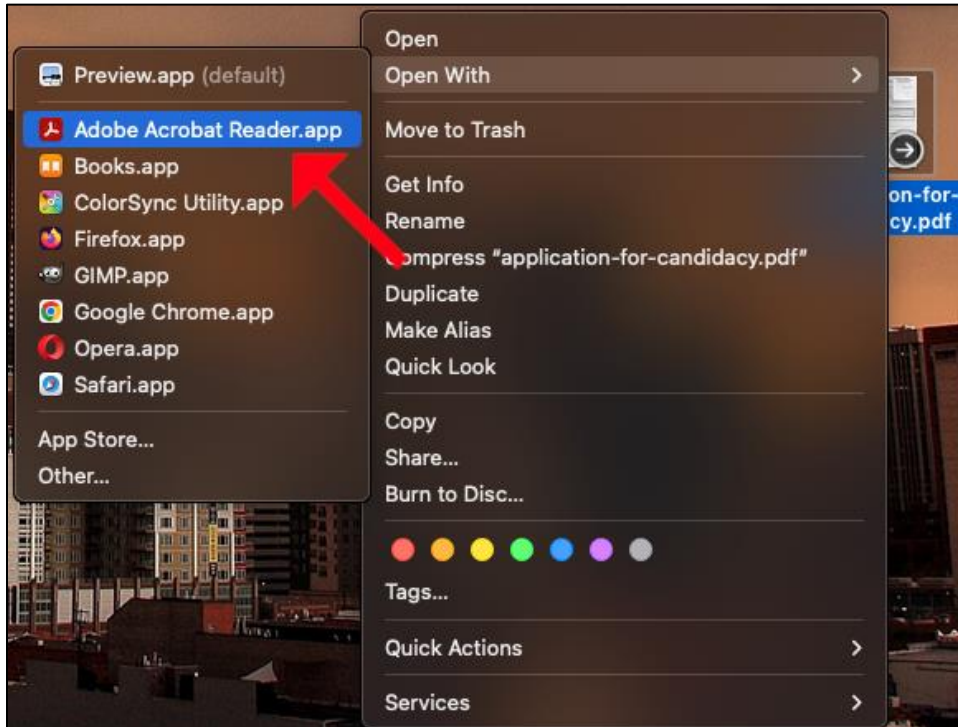


10. The form has now been signed with your Adobe Digital ID.

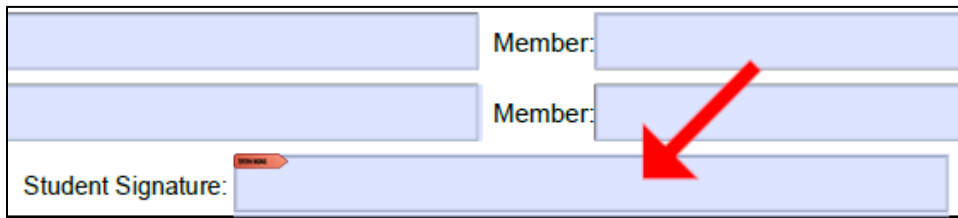


Mac:

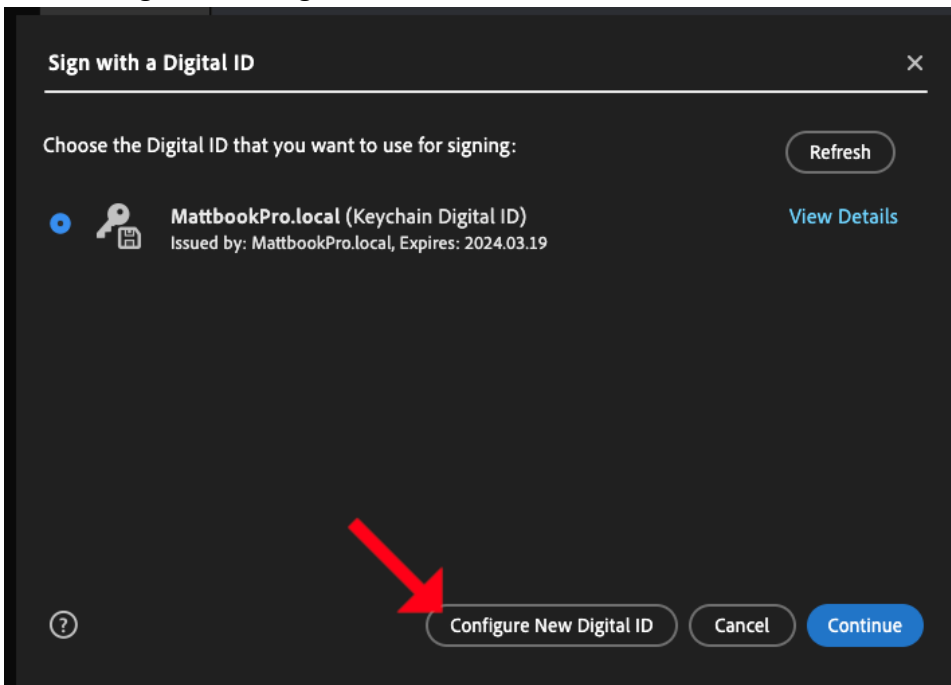
1. Right-click on the pdf and choose Open With --> Adobe Acrobat.



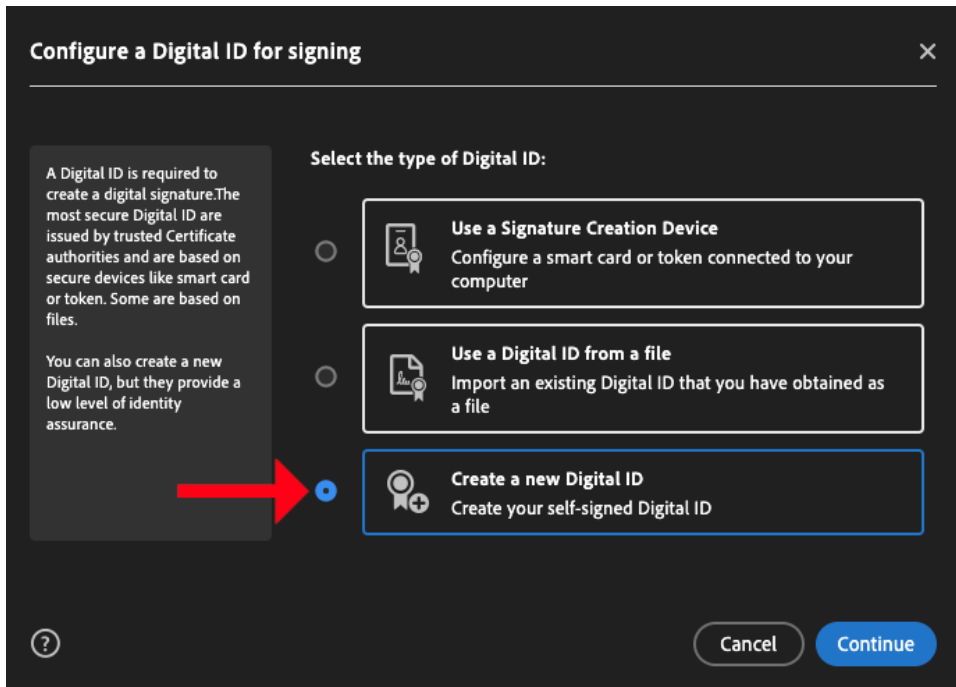
2. Click on a signature field in an Adobe pdf form.



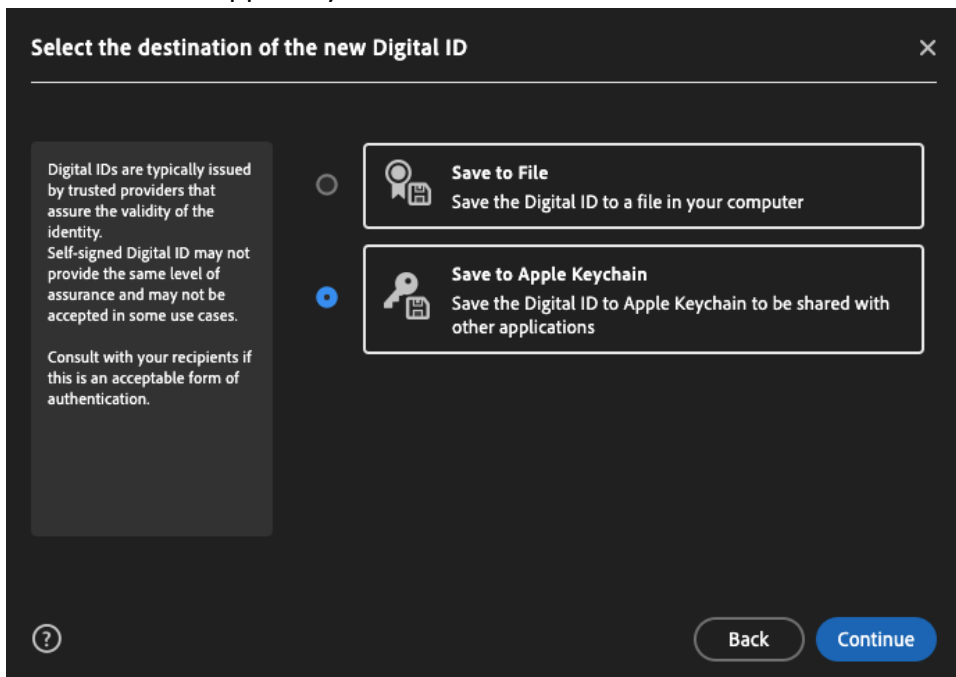
3. Click Configure New Digital ID.



4. Select Create a new Digital ID and then click Continue.



5. Choose Save to Apple Keychain and click Continue.



6. Fill in your information and click Save.

The screenshot shows a dark-themed dialog box titled "Create a self-signed Digital ID" with a close button (X) in the top right corner. On the left, there is a text box with the following text: "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." To the right of this text box is a form with several fields: "Name" (Matthew Berta), "Organizational Unit" (Graduate School), "Organization Name" (CU Anschutz), "Email Address" (matthew.bera@cuanschutz.edu), "Country/Region" (US - UNITED STATES), "Key Algorithm" (2048-bit RSA), and "Use Digital ID for" (Digital Signatures). At the bottom of the dialog, there is a question mark icon on the left, a "Back" button, and a "Save" button.

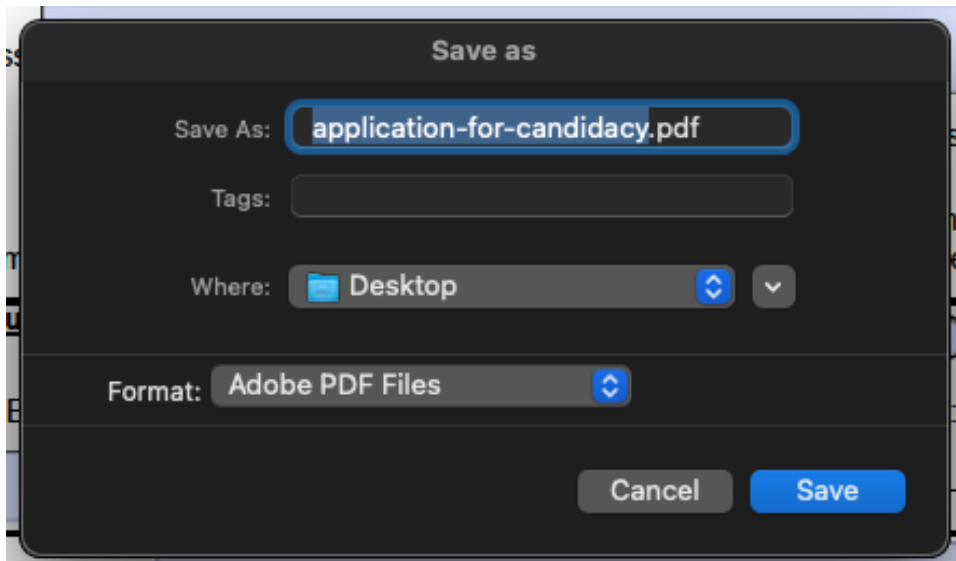
7. Select the newly created Digital ID and click Continue.

The screenshot shows a dark-themed dialog box titled "Sign with a Digital ID" with a close button (X) in the top right corner. The main text reads "Choose the Digital ID that you want to use for signing:". To the right of this text is a "Refresh" button. Below the text, there are two entries, each with a radio button, a key icon, and a "View Details" link. The first entry is "Matthew Berta (Keychain Digital ID)" with "Issued by: Matthew Berta, Expires: 2028.10.30". A red arrow points to this entry. The second entry is "MattbookPro.local (Keychain Digital ID)" with "Issued by: MattbookPro.local, Expires: 2024.03.19". At the bottom of the dialog, there is a question mark icon on the left, and three buttons: "Configure New Digital ID", "Cancel", and "Continue". A red arrow points to the "Continue" button.

8. Click Sign to sign the form.



9. You will be prompted to save the file.



10. The form will now be signed with your Digital ID.

