## 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.
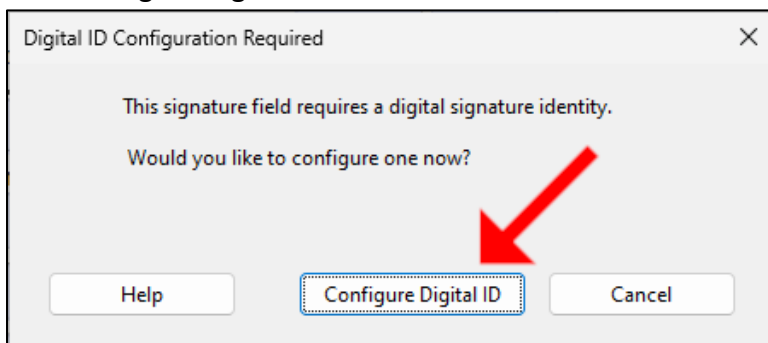
Windows:

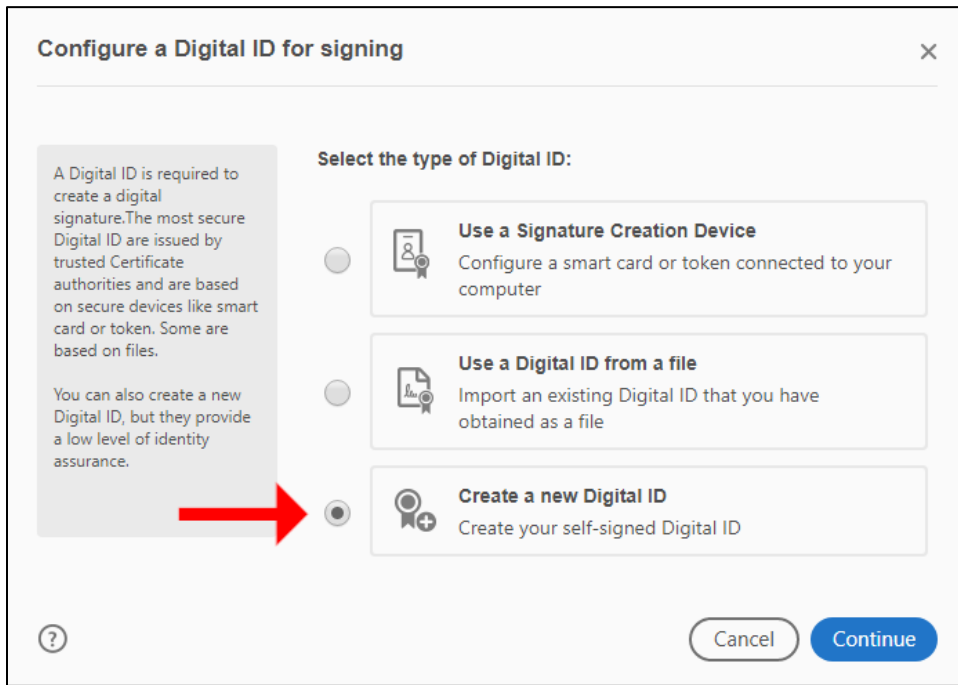1. Right-click on the pdf and choose Open With --> Adobe Acrobat.
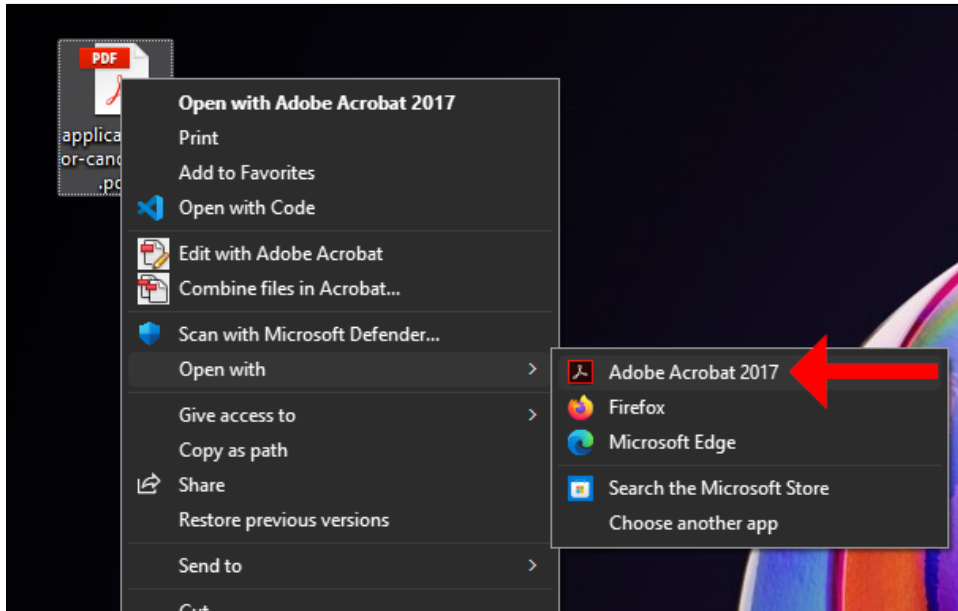
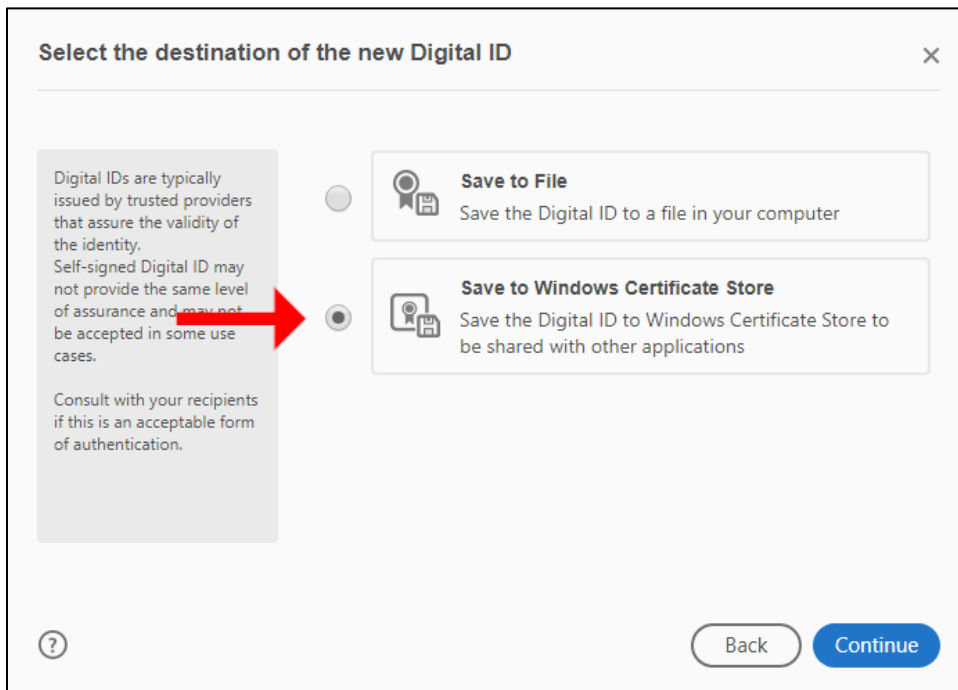2. Click on the signature field in an Adobe pdf form.
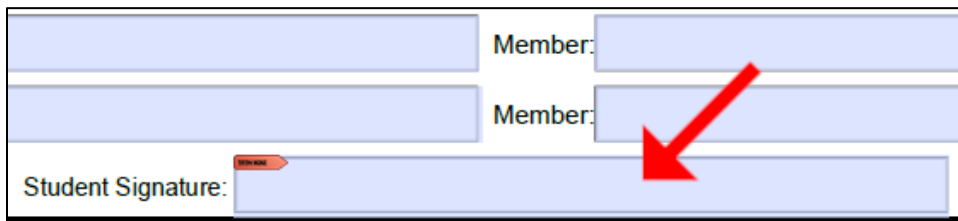
3. Click Configure Digital ID.

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.

7. Select your newly created Digital ID and click Continue.
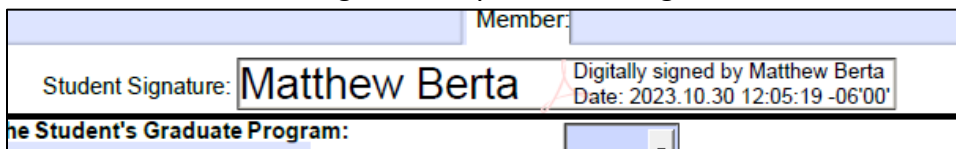
8. Click Sign to sign the form.

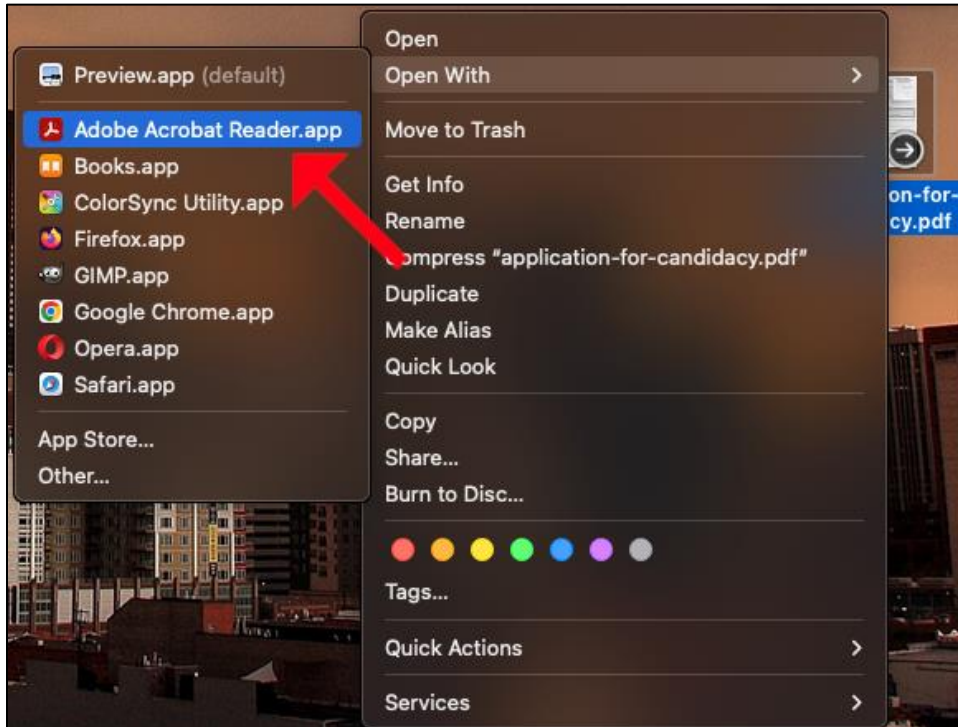

9. You will be prompted to save the form.

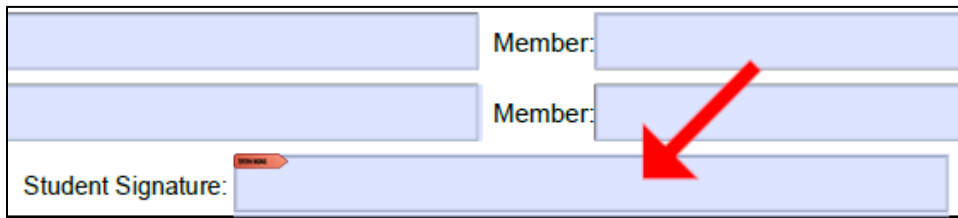10. The form has now been signed with your Adobe Digital ID.
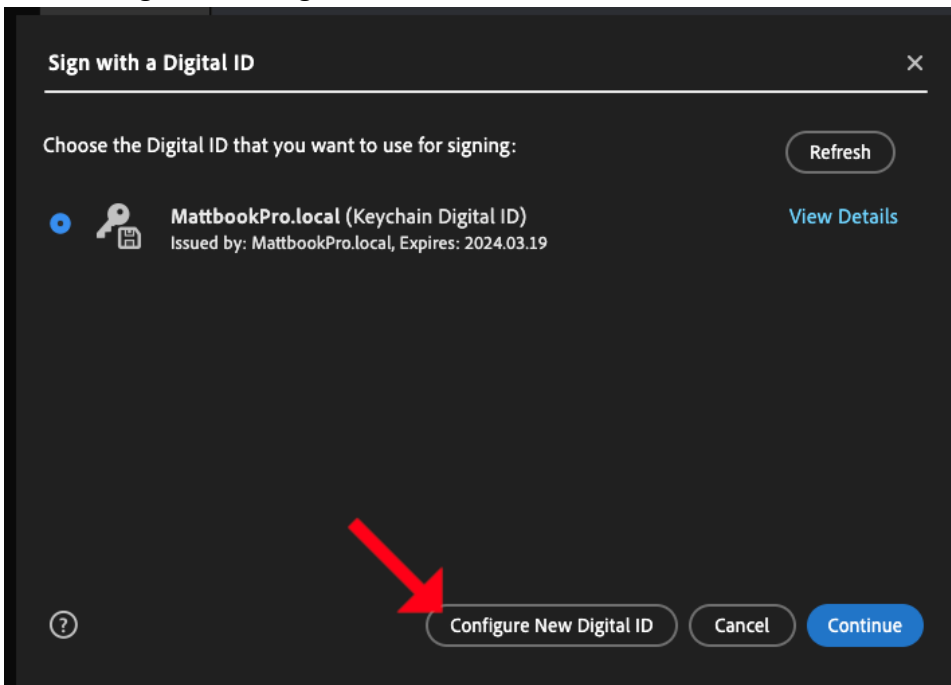
Mac:

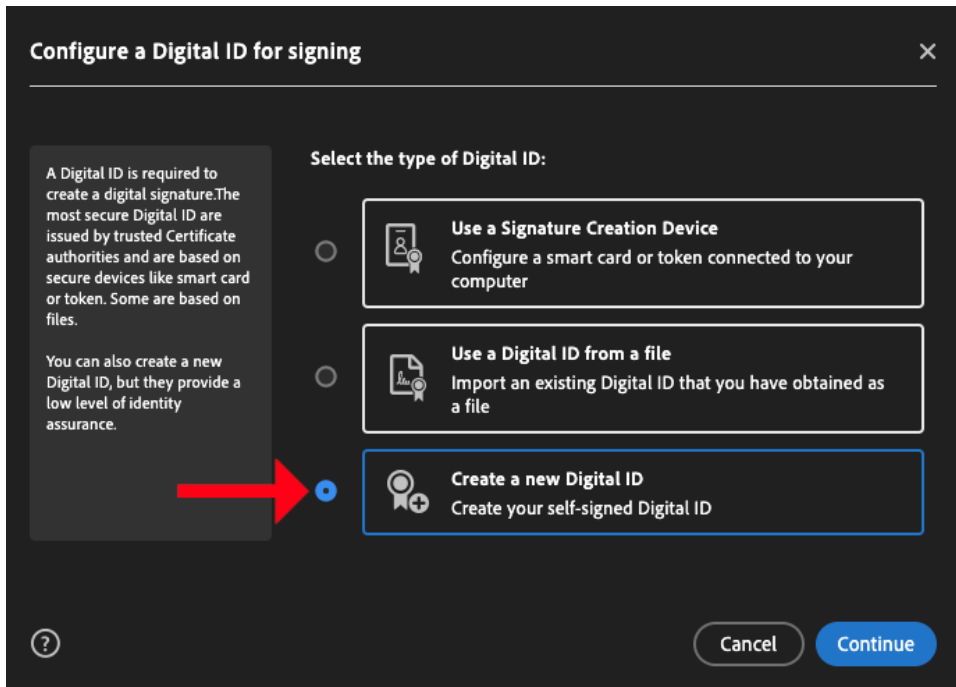1. Right-click on the pdf and choose Open With --> Adobe Acrobat.

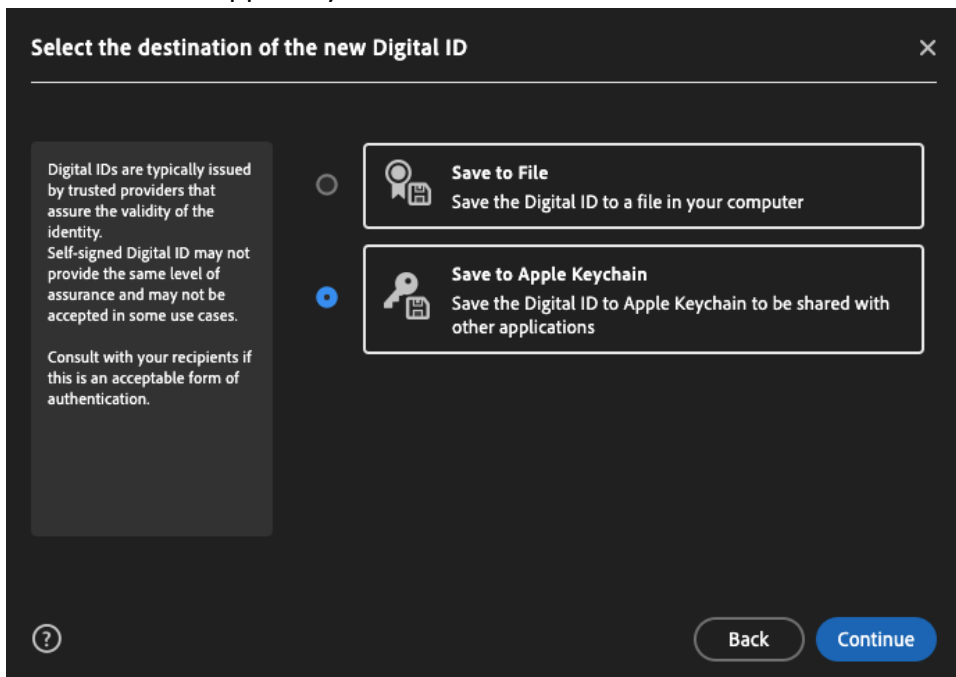2. Click on a signature field in an Adobe pdf form.

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.

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

8. Click Sign to sign the form.

9. You will be prompted to save the file.
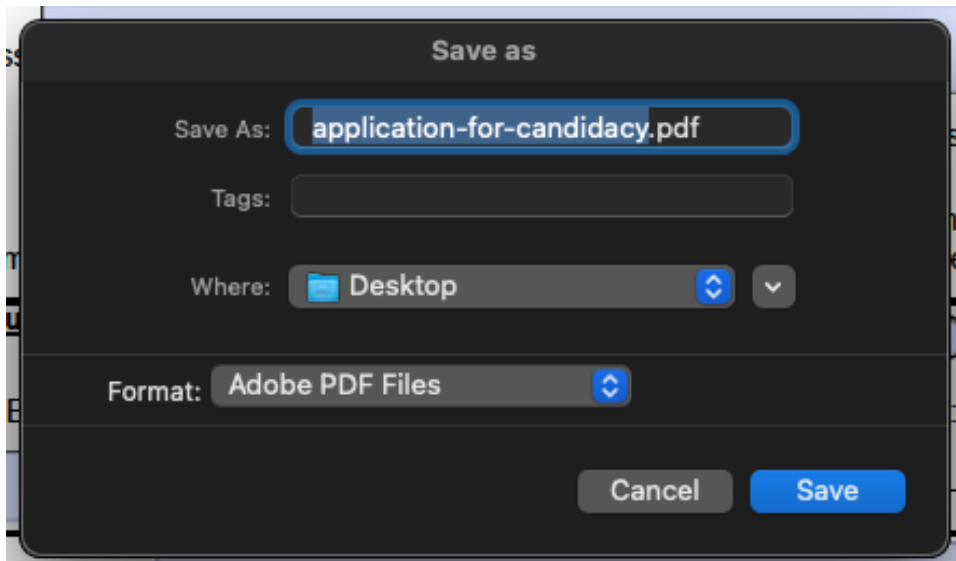
10. The form will now be signed with your Digital ID.