

Creating a Digital Signature using Adobe Reader (for the 2020-2021 Staffing Process)

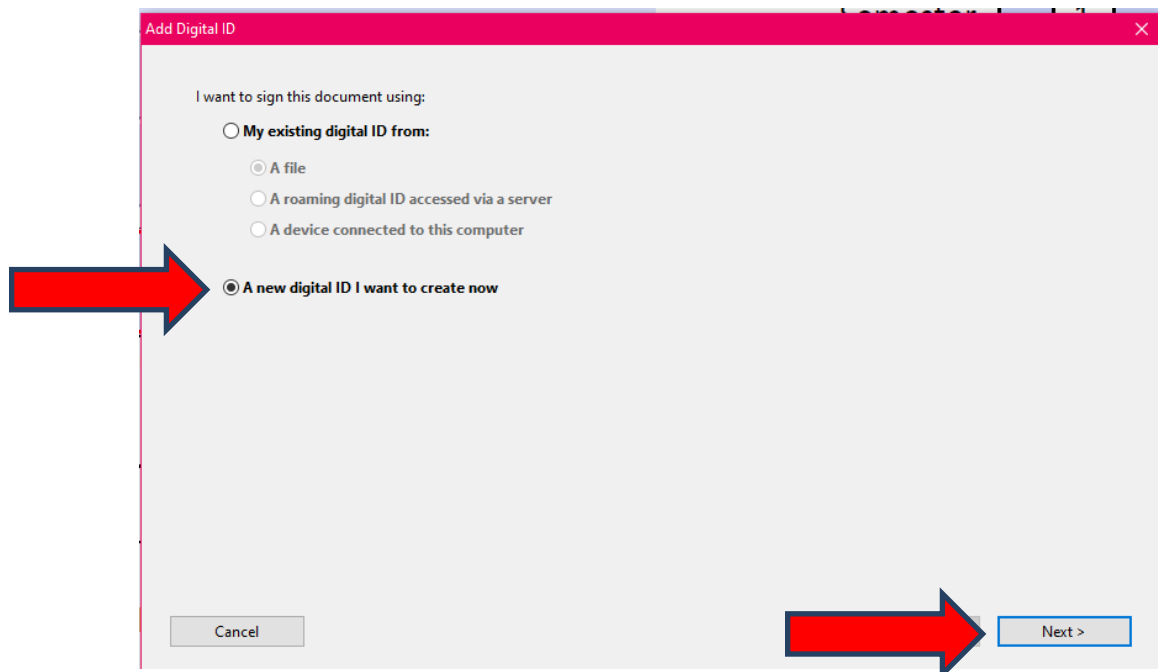
- PDF documents are easily read in Adobe Reader which is a common program that is also a free download if you do not have it.
 - A PDF document will usually open in Adobe Reader or your Browser.
 - In order to digitally sign a PDF document when a digital signature is required you will need to save the document first, and sign the document in Adobe Reader
 - After saving and digitally signing the document, forward the document to the appropriate person.
-

- 1) Open saved file in Adobe
- 2) Click on the Digital Signature Box

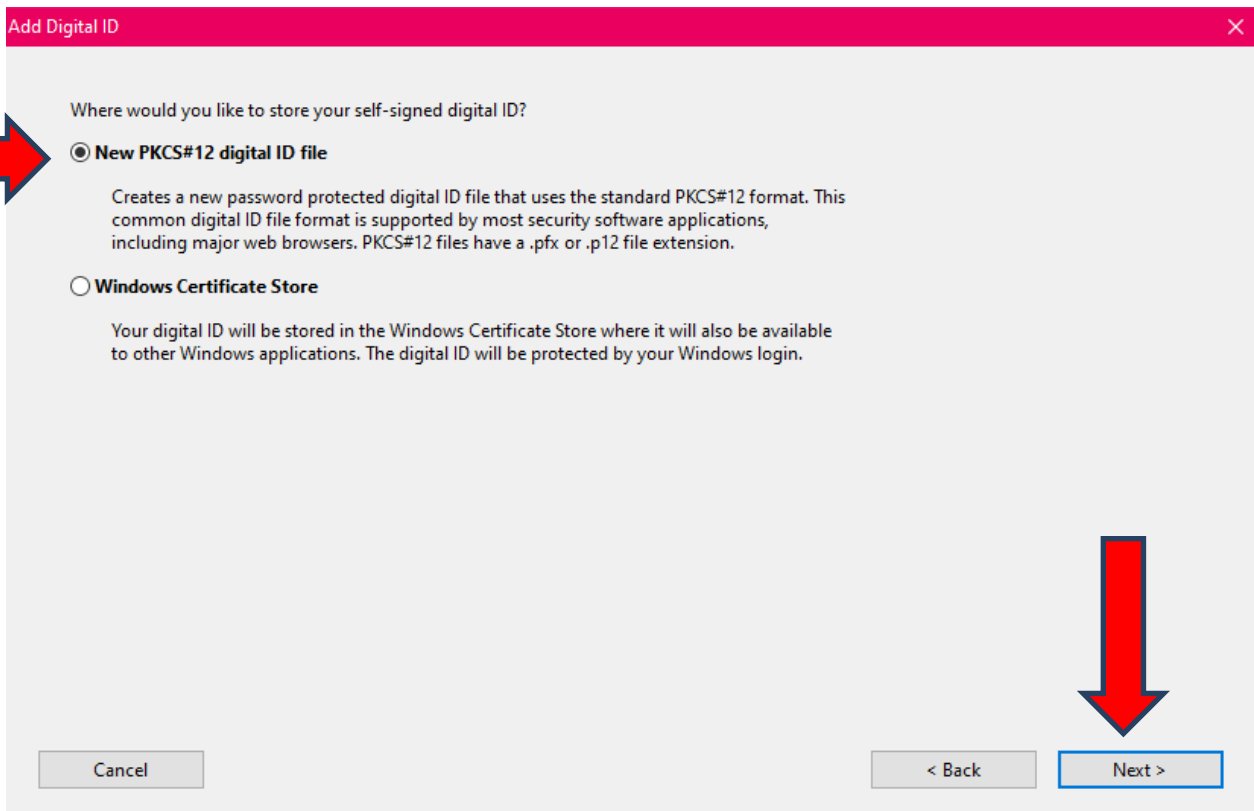


Signature of Teacher

- 3) Click on A new digital ID I want to create now, and then click Next



4) Click on New PDCS, and then click Next



The screenshot shows a dialog box titled "Add Digital ID" with a red header bar. The main text asks, "Where would you like to store your self-signed digital ID?". There are two radio button options: "New PKCS#12 digital ID file" (which is selected) and "Windows Certificate Store". A red arrow points to the selected option. Below the options, there are three buttons: "Cancel", "< Back", and "Next >". A second red arrow points to the "Next >" button.

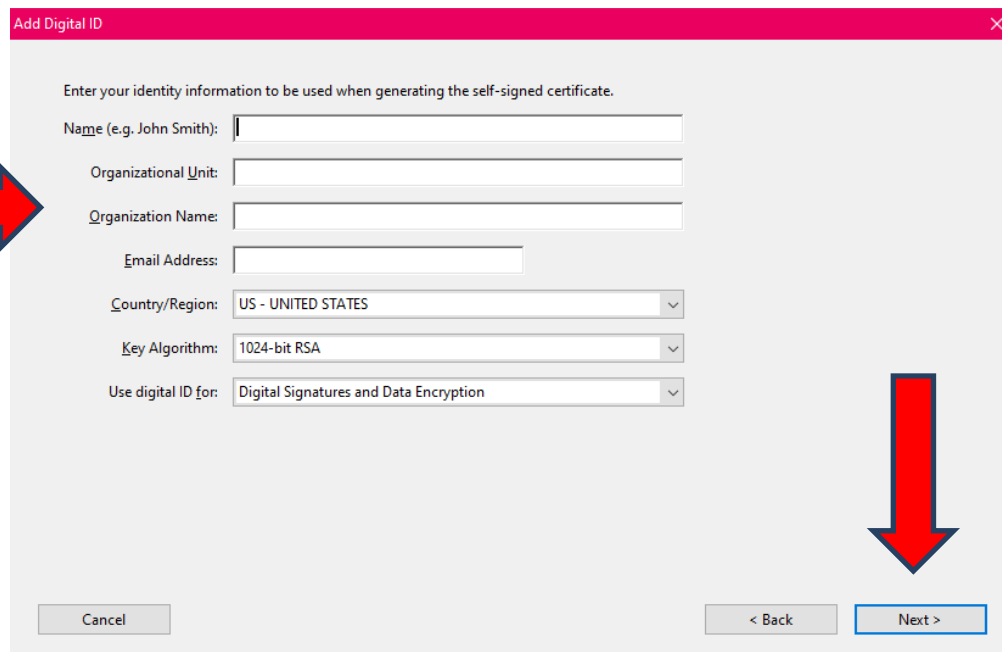
Where would you like to store your self-signed digital ID?

New PKCS#12 digital ID file
Creates a new password protected digital ID file that uses the standard PKCS#12 format. This common digital ID file format is supported by most security software applications, including major web browsers. PKCS#12 files have a .pfx or .p12 file extension.

Windows Certificate Store
Your digital ID will be stored in the Windows Certificate Store where it will also be available to other Windows applications. The digital ID will be protected by your Windows login.

Cancel < Back Next >

5) Enter your name, Organization Name (PDSB), Peel email address and Country, then click next.



The screenshot shows the same "Add Digital ID" dialog box, but now with several input fields. A red arrow points to the "Name" field. The fields are: "Name (e.g. John Smith):", "Organizational Unit:", "Organization Name:", "Email Address:", "Country/Region:" (set to "US - UNITED STATES"), "Key Algorithm:" (set to "1024-bit RSA"), and "Use digital ID for:" (set to "Digital Signatures and Data Encryption"). At the bottom, there are three buttons: "Cancel", "< Back", and "Next >". A second red arrow points to the "Next >" button.

Enter your identity information to be used when generating the self-signed certificate.

Name (e.g. John Smith):

Organizational Unit:

Organization Name:

Email Address:

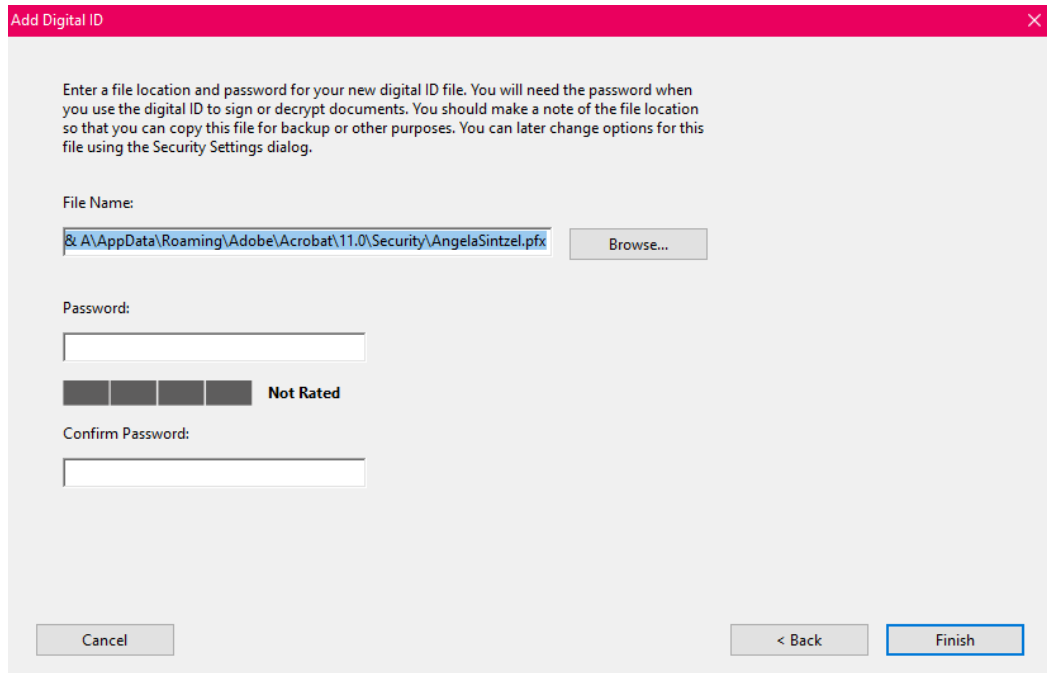
Country/Region:

Key Algorithm:

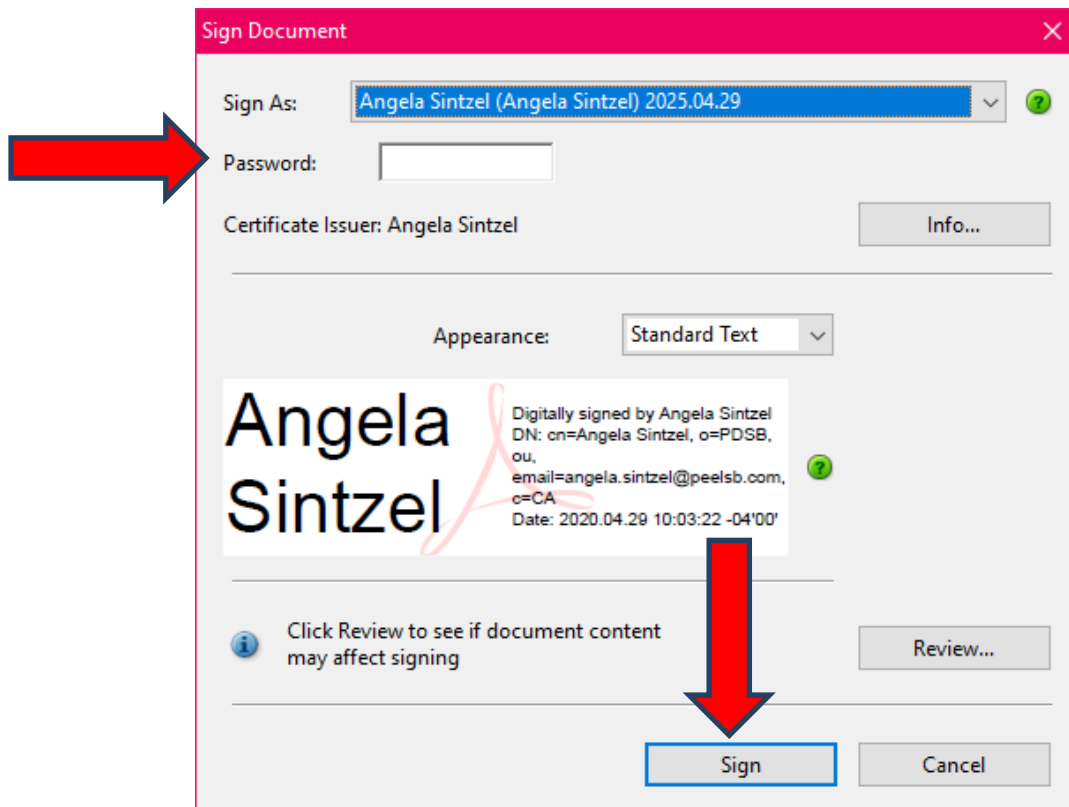
Use digital ID for:

Cancel < Back Next >

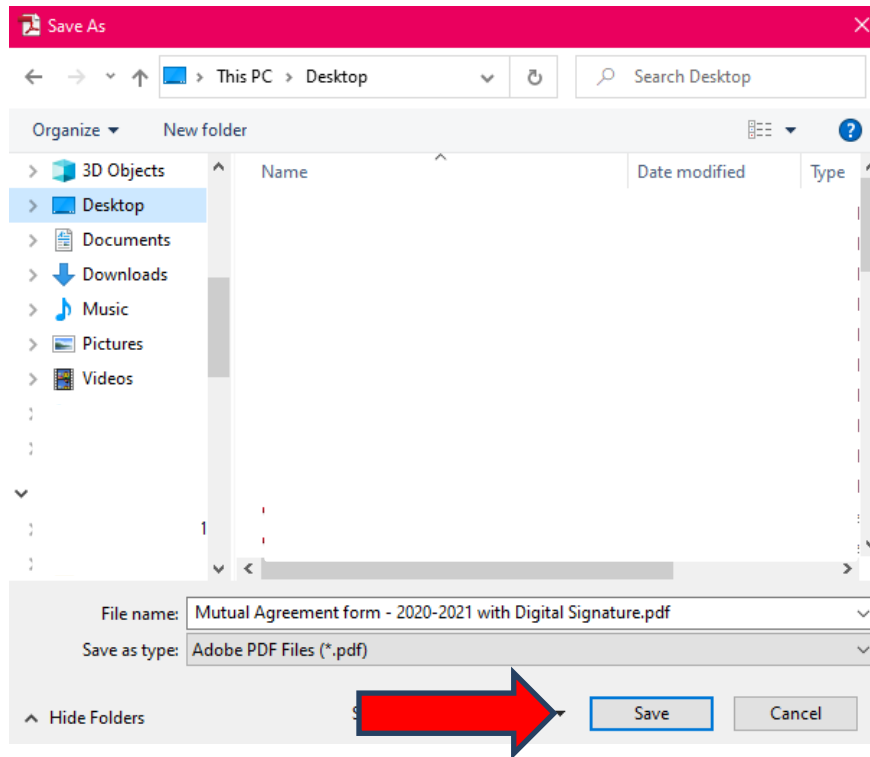
6) Enter an confirm your Password, and then click Finish



7) You are now ready to digitally sign the document.
Enter your password, and click Sign



8) Adobe will ask you to save the document again



9) Your digital signature will appear as follows:



Signature of Teacher