



Creating an Adobe Digital ID

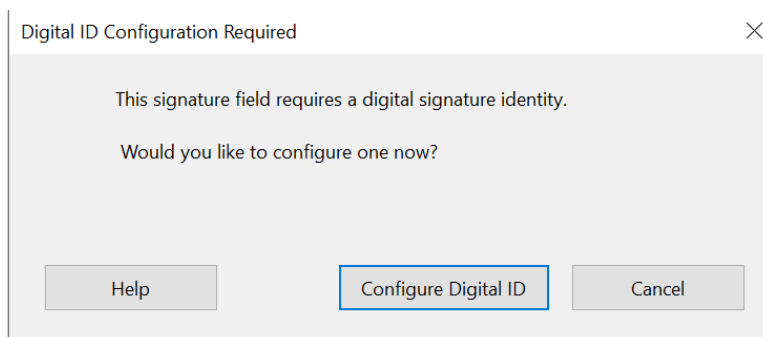
Digital ID creation using Adobe Acrobat Reader or Adobe Acrobat Pro

Portable Document Format (PDF) files are an ISO standard for digital readable content. Some browsers can open and display PDF files making it a great format for mobile devices and universal readability. Fillable forms are best left to specialized PDF applications and laptops or computers, rather than mobile devices. This Information Sheet recommends the free download of Adobe Acrobat Reader for use of fillable forms and Digital ID creation. <https://get.adobe.com/reader/>

Some fillable forms have lines for inserting a Digital ID (signature).

Click on the line where a new Digital ID is needed.

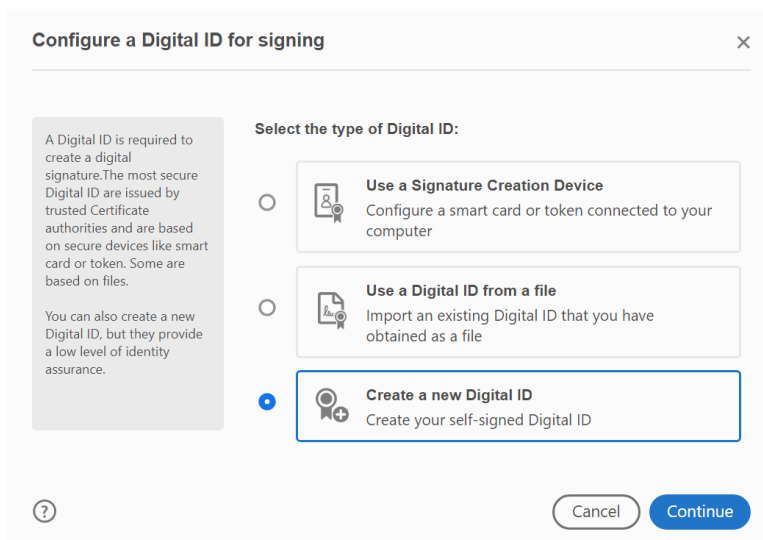
Click Configure Digital ID.



Most users likely have not configured an Digital ID before.

Select the lower option Create a new digital ID.

Click Continue.





The next screen will ask the user where to save the new Digital ID.
Save to File is the easiest for most users.
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

A blank form is displayed – complete the form by filling in the lines.
Organization Unit or Name Line: University of Rio Grande.
Skip the other.
Email Address: Please use your Rio Grande RioNET e-mail address.
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="John Doe Student"/>
Organizational Unit	<input type="text" value="University of Rio Grande"/>
Organization Name	<input type="text" value="Enter Organization Name..."/>
Email Address	<input type="text" value="s300123456@students.rio.edu"/>
Country/Region	<input type="text" value="US - UNITED STATES"/>
Key Algorithm	<input type="text" value="2048-bit RSA"/>
Use Digital ID for	<input type="text" value="Digital Signatures"/>

?

Back
Continue



A typical file storage location will be suggested, this can be changed.
A strong password should be entered <green>.
Click Save.

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\ [Browse]

Apply a password to protect the Digital ID:

..... [Green bar]

Confirm the password:

.....

Back Save

The Digital ID is displayed for review and for signing.
Enter the password from the preceding step.
Click Sign.

Sign as "John Doe Student"

Appearance Standard Text [Create]

John Doe Student Digitally signed by John Doe Student
Date: 2020.04.03 09:38:09 -04'00'

View Certificate Details

Review document content that may affect signing [Review]

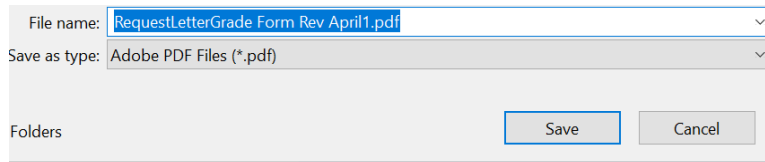
Enter the Digital ID PIN or Password... [Back Sign]



A window is displayed showing a location for where the signed form file will be saved.


This can be changed.

Click Save.



File name: RequestLetterGrade Form Rev April1.pdf
Save as type: Adobe PDF Files (*.pdf)
Folders: Save Cancel

The form is now displayed with a Digital ID on the line.

STUDENT SIGNATURE*: John Doe Student Digitally signed by John Doe Student
Date: 2020.04.03 09:44:43 -04'00'
ADVISOR SIGNATURE*: 

The user should now have two files:

- Digital ID file
- Signed Form File

Return form to: Office of the Registrar, Florence Evans Hall, or via email: records@rio.edu

RioNET Information Sheets – Troubleshooting & Assistance Guides

Using technology does not always come easy. What is easy for some, may offer challenges or technical issues for another person. Please reference our Guides for more assistance: <https://www.rio.edu/myrio>

Campus Computing & Networking – support@rio.edu – 800-282-7201