ANDERSON UNIVERSITY

Instructions for Completing Electronic Forms

In this document you will find instructions on how to:

Instructions for Completing & Signing Electronic Forms on a PC

Complete the Electronic Form on a PC

1. Download the form from andersonuniversity.edu/registrar.
2. Enter the information in the fields
3. Save the file
4. Sign the document electronically. (See Instructions on how to Sign the Electronic Form on a PC.)
5. Email the signed form to the individuals who need to sign/approve. (Note: Only send your form to one person at a time. For example, if you need your advisor and instructor to sign, send it to either your instructor or advisor first. Ask that person to forward your form either back to you or to the next person in line. This will keep your form complete and less confusing to all involved.)

Sign the Electronic Form on a PC

1. Double click in the signature field. (If you have not set up a digital signature/ID, follow the steps below).
2. Click "Configure New Digital ID". Click "Continue".
3. Click "Create a new Digital ID". Click "Continue".
4. Select the preferred destination of the new Digital ID. Click "Continue".
5. Complete the information for the Digital ID. Click "Continue".
6. Enter a password for your Digital ID. (Note: This Digital ID will be set up for future use; therefore, set up a password that will be secure yet easy to remember.)
7. With your new Digital ID selected, click "Continue".
8. Enter your password (the one you just set up for the Digital ID). Click "Sign".
9. Save the file in your desired, secure location.

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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

5

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	Enter Name...
Organizational Unit	Enter Organizational Unit...
Organization Name	Enter Organization Name...
Email Address	Enter Email...
Country/Region	US - UNITED STATES
Key Algorithm	2048-bit RSA
Use Digital ID for	Digital Signatures

Back   Continue

6

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\ecranford\AppData\Roaming\Adobe\Acrobat   Browse

Apply a password to protect the Digital ID:

Confirm the password:

Back   Save

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Sign with a Digital ID

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

⦿ **Jane Adivsor** (Digital ID file)   View Details
Issued by: Jane Adivsor, Expires: 2025.03.24

Configure New Digital ID   Cancel   Continue

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Sign as "Jane Adivsor"

Appearance   Standard Text   Create

Jane Adivsor

Digitally signed by Jane Adivsor Date: 2020.03.24 18:36:12 -04'00'

View Certificate Details

Review document content that may affect signing   Review
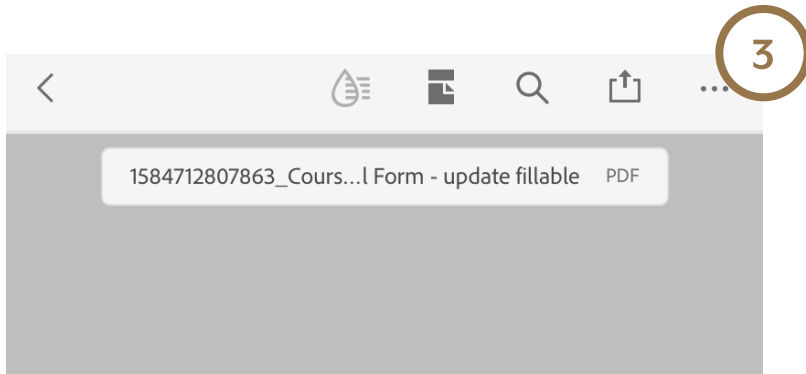
Enter the Digital ID PIN or Password...   Back   Sign

Instructions for Completing & Signing Electronic Forms on a Mobile Device

Complete the Electronic Form on a Mobile Device

1. Download the Adobe Reader app from the Play Store or App Store.
2. Install the app.
3. Enter the information in the fields on the form.
4. Sign the document electronically. (See Instructions on how to Sign the Electronic Form on a Mobile Device.)
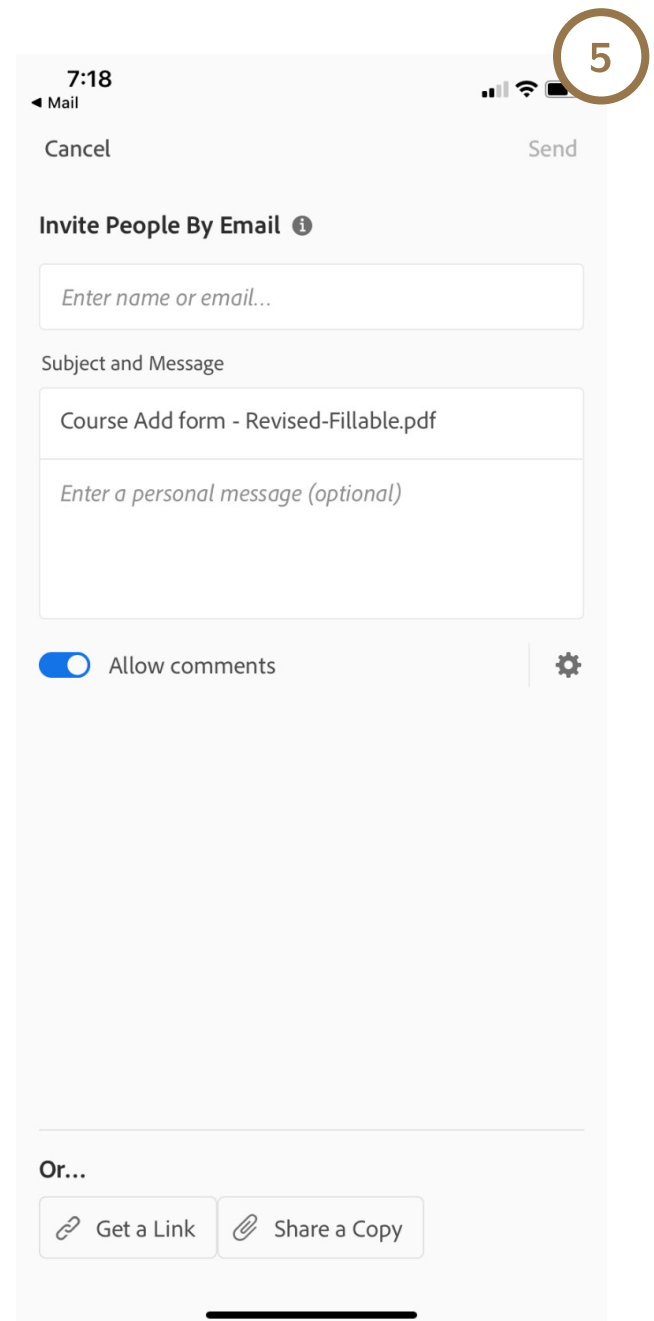5. Once the form has been signed, share the form with the next approver.

Sign the Electronic Form on a Mobile Device

1. Click on the pencil icon in the bottom right corner of the screen.
2. Select "Fill & Sign" from the options.
3. Click the pen icon at the bottom of the page.
4. Click "Create Signature."
5. Sign. Click. "Done."
6. Place your signature on the appropriate line. (Note: You will be able to size the signature.)

Comment

Fill & Sign

Edit PDF

Organize Pages

ANDERSON
U N I V E R S I T Y

Course Add Form

This form is to be used ONLY if the course(s) may not be added through Self Service. Forms will not be accepted after the add period for each respective semester/term. Students are responsible for any charges incurred by adding courses. Carefully read the options below and complete the appropriate section. Begin the process with your advisor. Forms should be submitted to the Dean of the College for the course(s) requested. If approved, the Administrative Assistant for the respective college will register the student.

Student Information (Please Print)

000999999	Doe	Jane	I
AU Student ID	Last Name	First Name	Middle Initial

Semester/Year (choose one):   Fall 20 **20**   Spring 20_____   Summer 20_____

Enrollment Exceptions

Students should complete this portion if they are attempting to add a course that meets the following criteria:
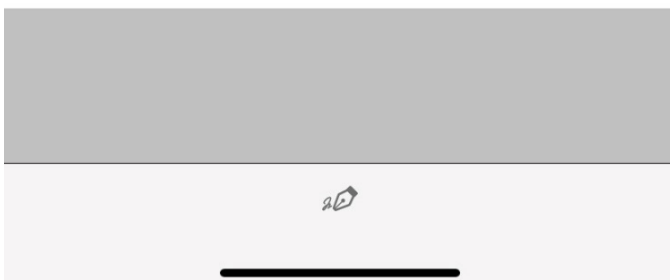
Check all that apply:
- ☑ Need course for graduation; specify date **Fall 2020**
- ☐ Pre-requisite has not been met
- ☐ Time conflict (must obtain permission from all faculty involved)
- ☐ Override Course Capacity

Course Prefix	Course No.	Section	Instructor's Signature	Dean of College/Department Chair Signature
ENG	101	St1		

Student Signature:_____   Date:_____

Advisor Signature:_____   Date:_____

Date processed:	Processed by:

Cancel   Draw   Image   Camera   Done

Sign Here

● Save to Online Profile

Cancel   Draw   Image   Camera

Jane Doe

Clear

● Save to Online Profile

Create Signature

Create Initials

Cancel

ANDERSON
U N I V E R S I T Y

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ENG	101	St1		

Student Signature:_____   Date:_____

Advisor Signature:_____   Date:_____

Date processed:	Processed by: