Digital ID Signature Instructions

This new process involves <u>electronic Digital ID signatures</u> (do not print and rescan) and <u>checkboxes that need to be completed</u> before it comes to the UCC for review. Don't forget to complete a checkbox action or **fill in blanks with a vote count**, then proceed with your Digital ID. *You must use Adobe Acrobat to complete digital signatures, rather than Adobe Reader.*

Thank you for helping us ensure we maintain ADA compliant documents, by following the electronic signature process. <u>We are no longer able to print, sign and scan.</u>

First select the action (fill in checkbox or vote count)

To sign electronically with a Digital ID do this:
1. Click on the signature field
2. If you've *already created* a <u>Digital ID</u>
   a. Click Continue
   b. Enter Password
   c. Click Sign
   d. You will be prompted to save the document
   e. Send to the next reviewer for signature, their name will appear on the Form A.
3. If you *need to create* a Digital ID
   a. Click Configure New Digital ID
   b. Select Create a new Digital ID
   c. Select Save to File
   d. Enter required fields only (Name and email)
   e. Click Continue
   f. Create a Password (Don't forget! Or you will have to recreate a digital signature every time)
   g. Now that it has been created, you can sign the form – Click Continue
   h. Enter Password
   i. Click Sign
   j. You will be prompted to save the document
   k. Send to the proposer who will respond to any concerns and will forward to the next reviewer for signature (their name/title will appear on the Form A).

Contact fsucurriculum@ferris.edu or 231-591-3626 for assistance.