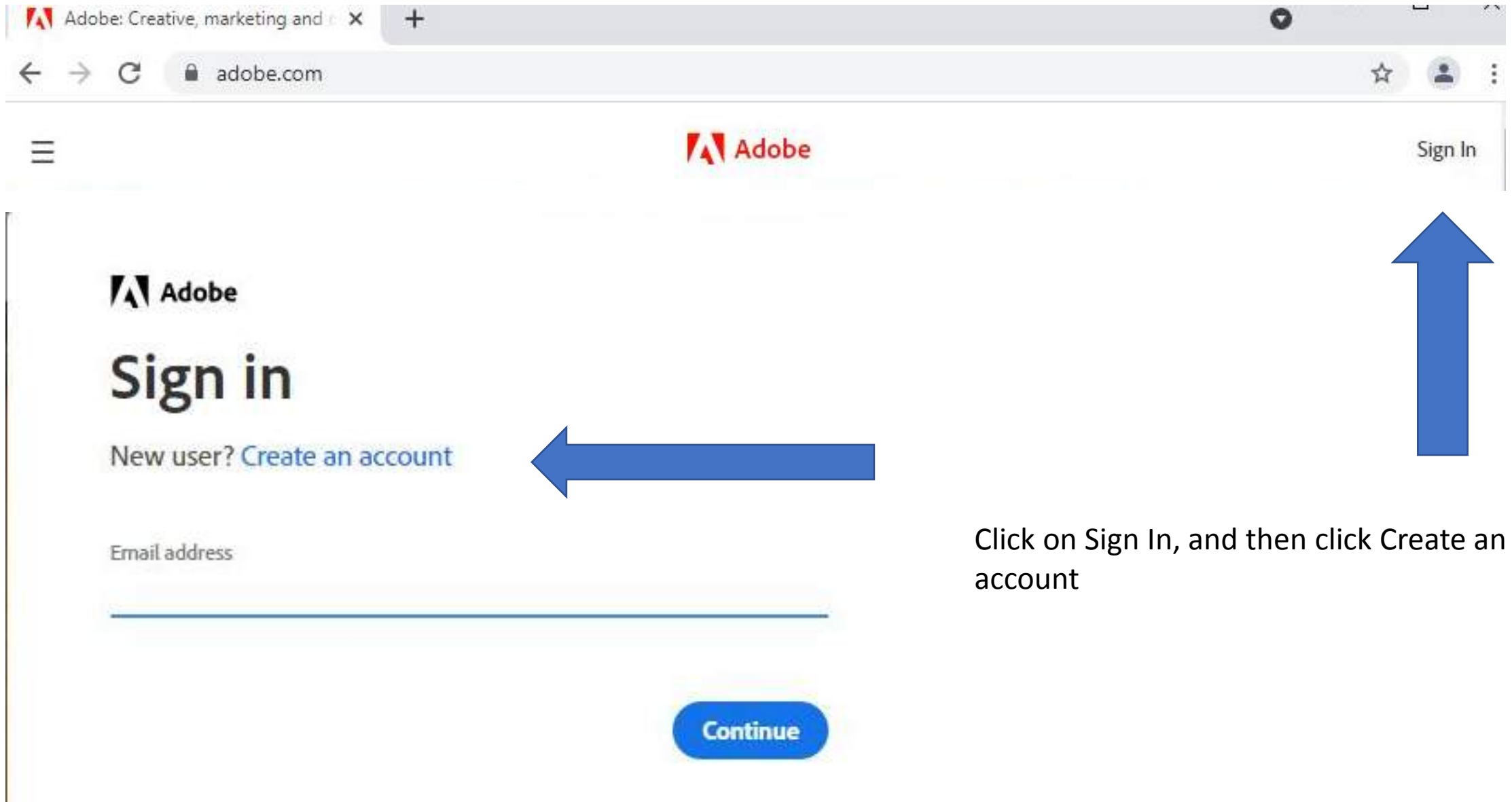


# Instructions for signing documents and sending for faculty signatures

written July 2021

These slides assume you don't current have Adobe Reader DC installed and don't have an account already with [www.adobe.com](http://www.adobe.com). If you have either or both of those, you can skip over some of these steps.

# Go to www.adobe.com



The screenshot shows a web browser window with the Adobe website. The browser's address bar displays 'adobe.com'. The page header includes the Adobe logo and a 'Sign In' link in the top right corner. The main content area features the Adobe logo, the heading 'Sign in', and a link for 'New user? Create an account'. Below this is an 'Email address' input field and a blue 'Continue' button. Two blue arrows are overlaid on the page: one points vertically upwards to the 'Sign In' link, and the other points horizontally to the left towards the 'Create an account' link.

Click on Sign In, and then click Create an account


Fill in your information, Click Create Account and follow the onscreen instructions. If all goes well, you will see the blue circle indicating you are signed in

## Create an account

Already have an account? [Sign in](#)

Email address

First name  Last name

Password  

Date of birth 

Month  Day  Year

January

Country/Region  
United States

By clicking Create account, I agree that:

- I have read and accepted the [Terms of Use](#).
- The [Adobe family of companies](#) may keep me informed with [personalized emails](#) about products and services.

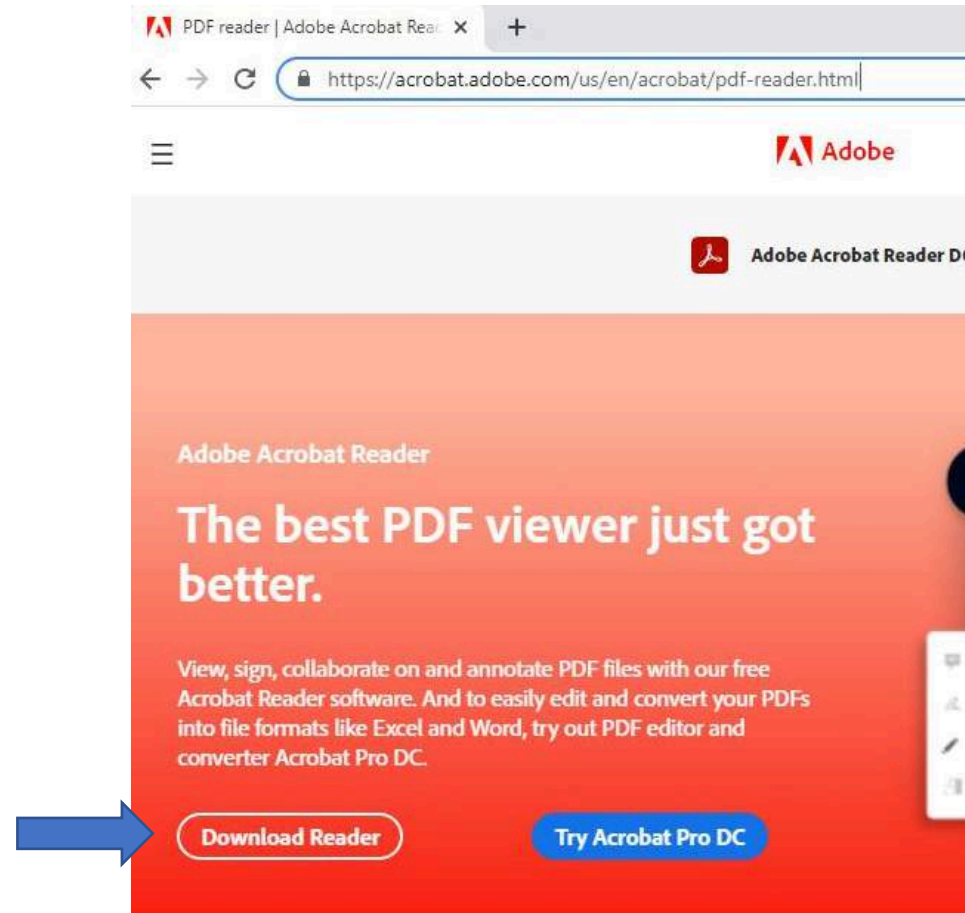
See our [Privacy Policy](#) for more details or to opt-out at any time.

Create account



Visit the URL

<https://acrobat.adobe.com/us/en/acrobat/pdf-reader.html>. Click on Download Reader.



You can uncheck the three boxes that are optional and then click Download Acrobat Reader

#### OPTIONAL OFFERS



Yes, install the free McAfee Security Scan Plus utility to check the status of my PC security. It will not modify existing antivirus program or PC settings. [Learn more](#)

Yes, install McAfee Safe Connect to keep my online activities and personal info private and secure with a single tap. [Learn more](#)

#### GET MORE OUT OF ACROBAT:

**Install the Acrobat Reader Chrome Extension**  
By checking the above, I agree to the automatic installation of updates for Acrobat Reader Chrome Extension  
[Learn more](#)



### Adobe Acrobat Reader DC

The leading PDF viewer to print, sign, and annotate PDFs.

**Download Acrobat Reader**

196.15 MB

By clicking the "Download Acrobat Reader" button, you acknowledge that you have read and accepted all of the [Terms and Conditions](#). Note: Your antivirus software must allow you to install software.

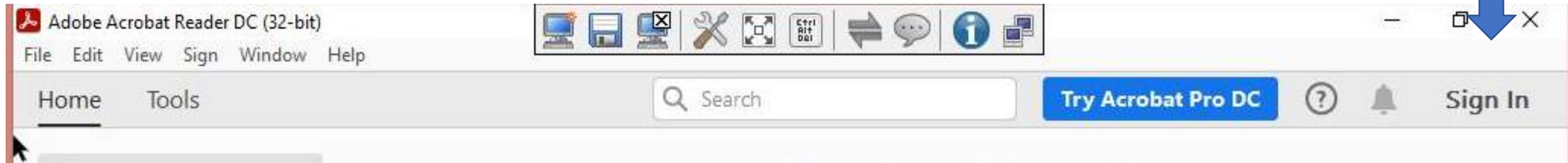


### Adobe Acrobat Pro DC

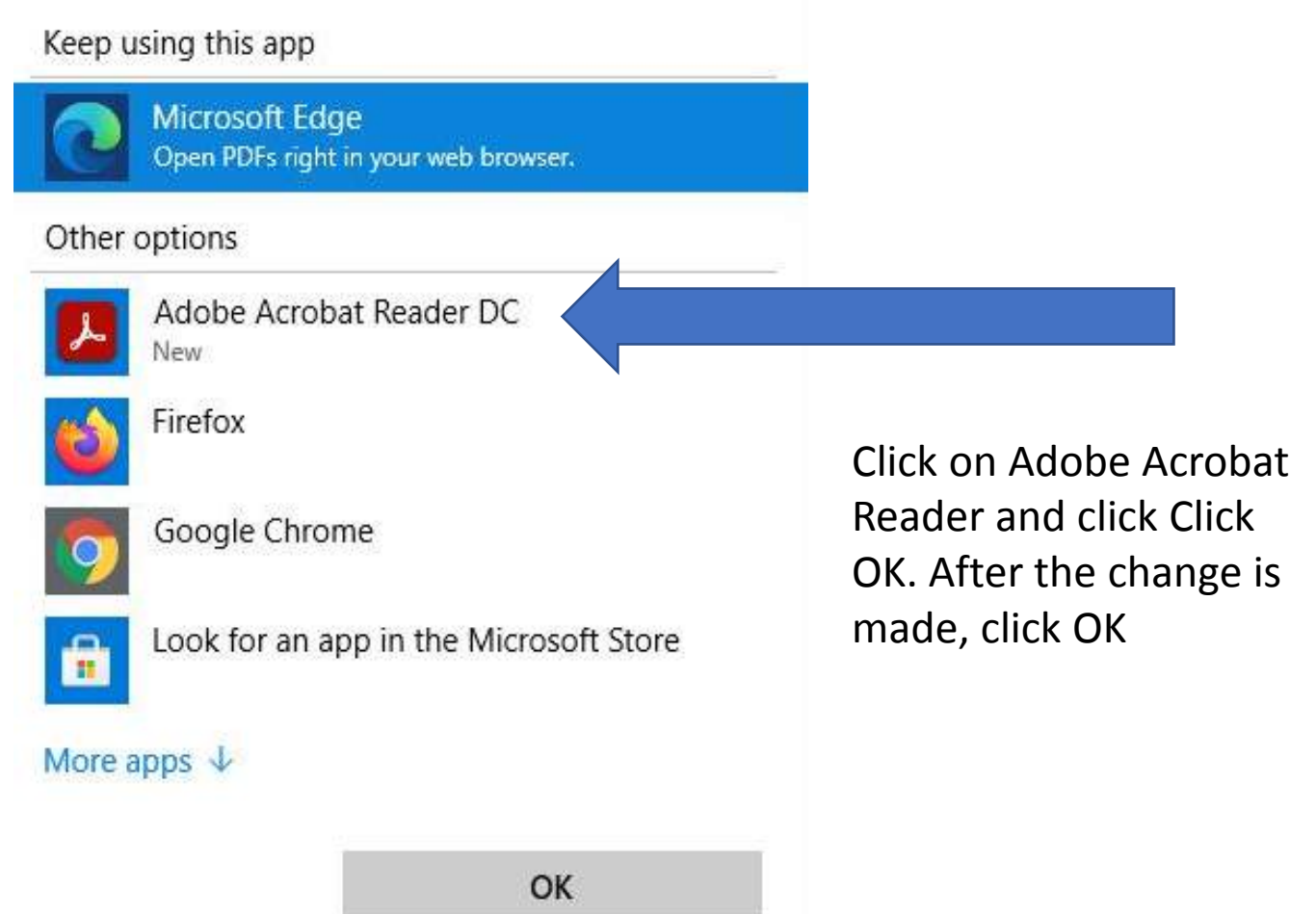
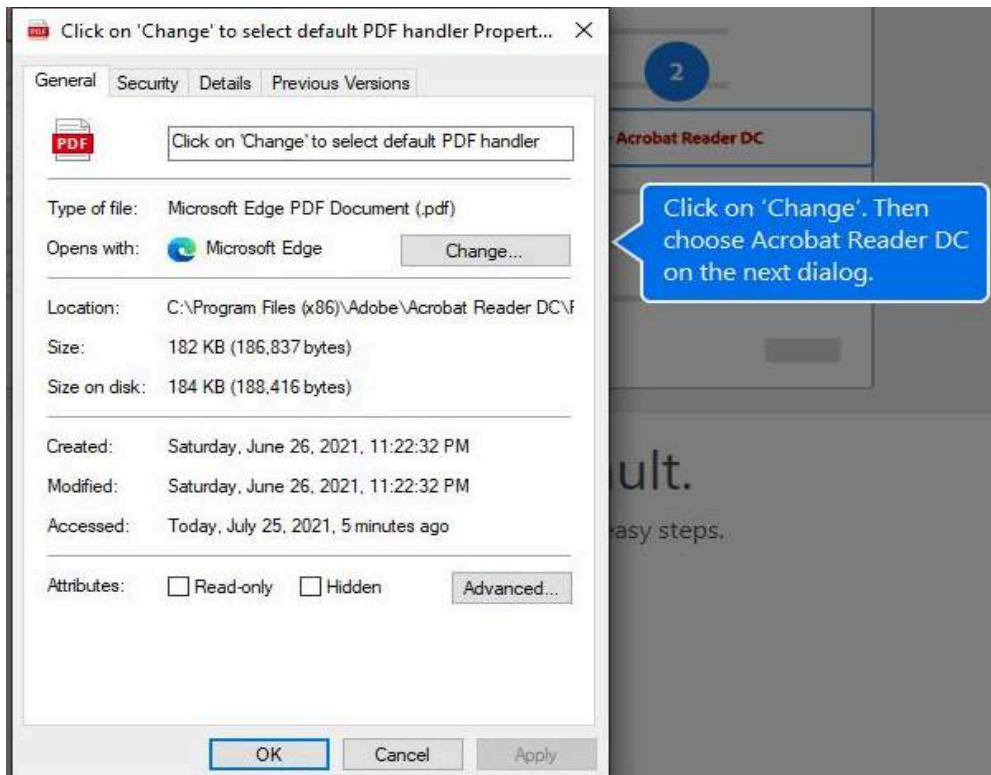
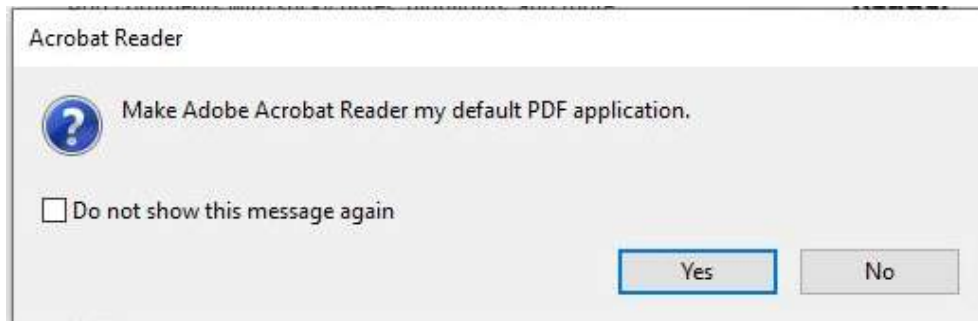
Double-click the downloaded file and follow the instructions to install the software



After the software is installed, open it and you will see an option to Sign In

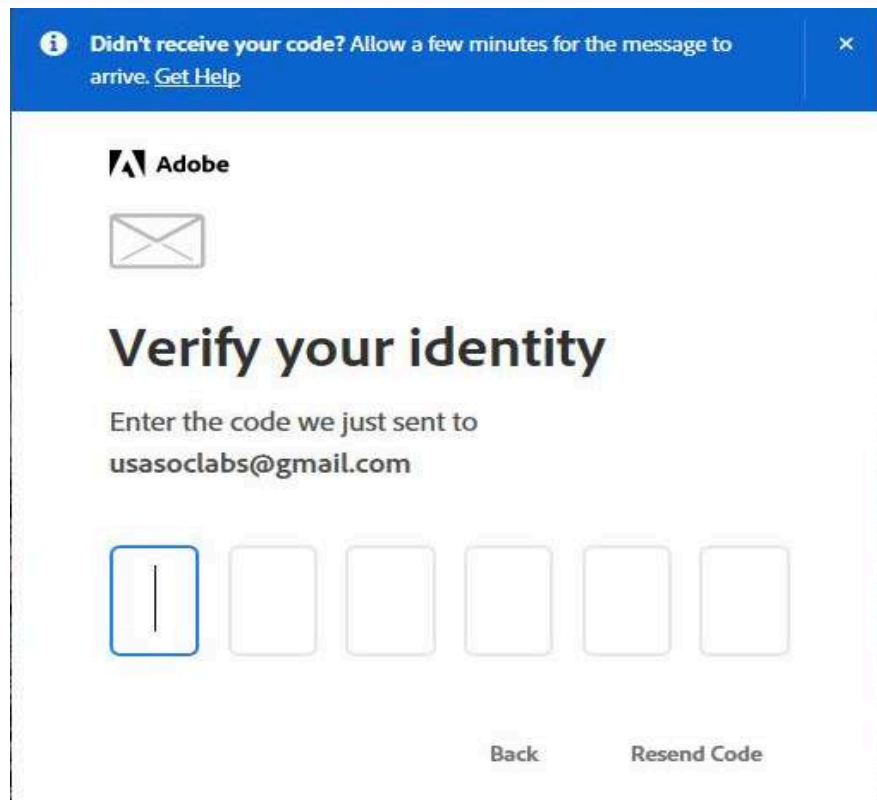
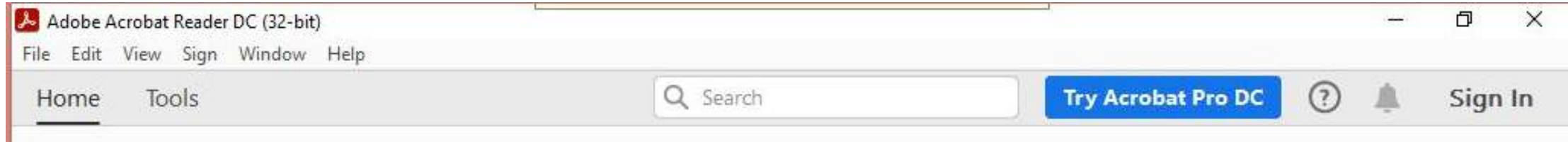


# You should be prompted to make Acrobat Reader the default application for PDFs. Click Yes and then Change

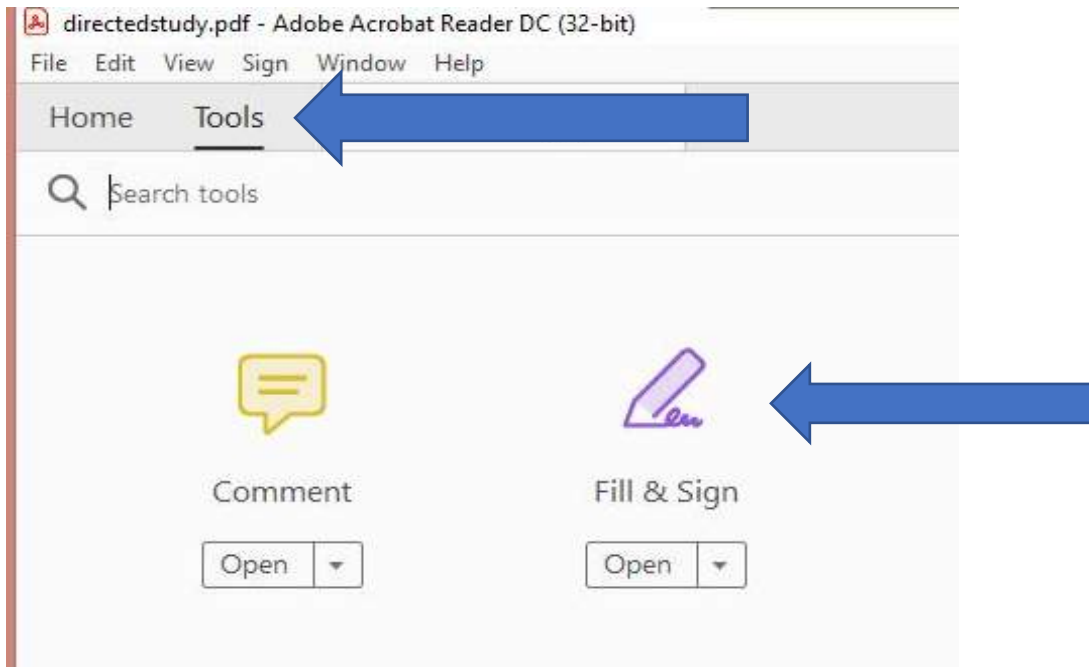
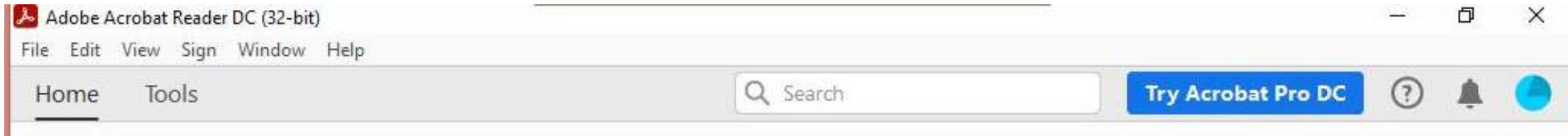




Once you click Sign In and enter your username and password, you will be emailed a special code. You should enter that code




In order to sign a document, open Adobe Reader and make sure you are signed in, and open the file you want to sign




Open the Tools Menu, and then click Fill & Sign

# First, click Fill and Sign as You


Who needs to fill and sign?



**You**  
Fill form fields, add text and draw or type your signature.



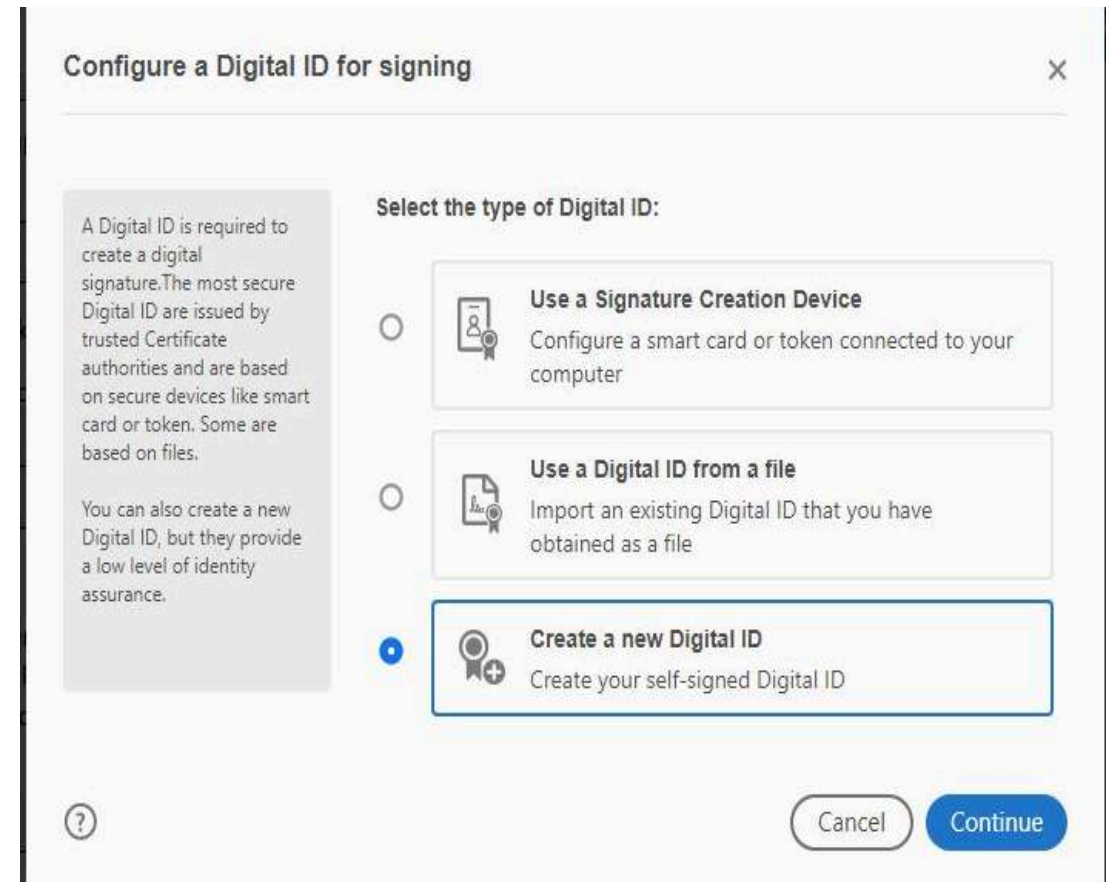
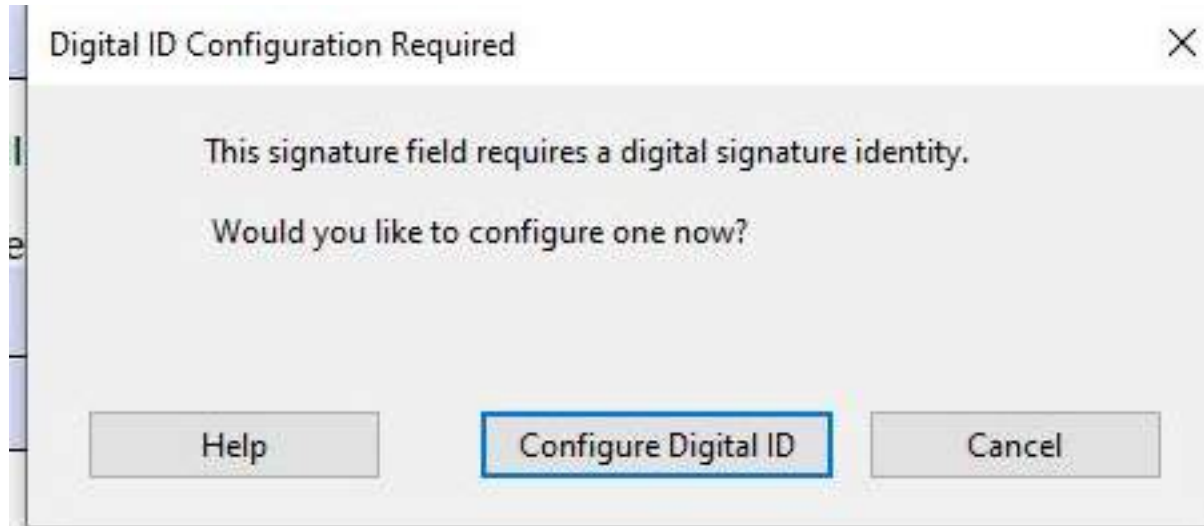
**Others**  
Add signers, mark where to fill and sign, send it out and track progress.



**Fill and sign**

**Request signatures**

Click Inside the Student Signature Box, and the dialog on the left will appear. Click Configure Digital ID and the dialog on the right will appear



Check Create a new Digital ID and then click Continue

Click on Save to Windows Certificate Store and click Continue. In the next dialog, you are required to enter at least your name and email address

**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

**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

Organizational Unit

Organization Name

Email Address

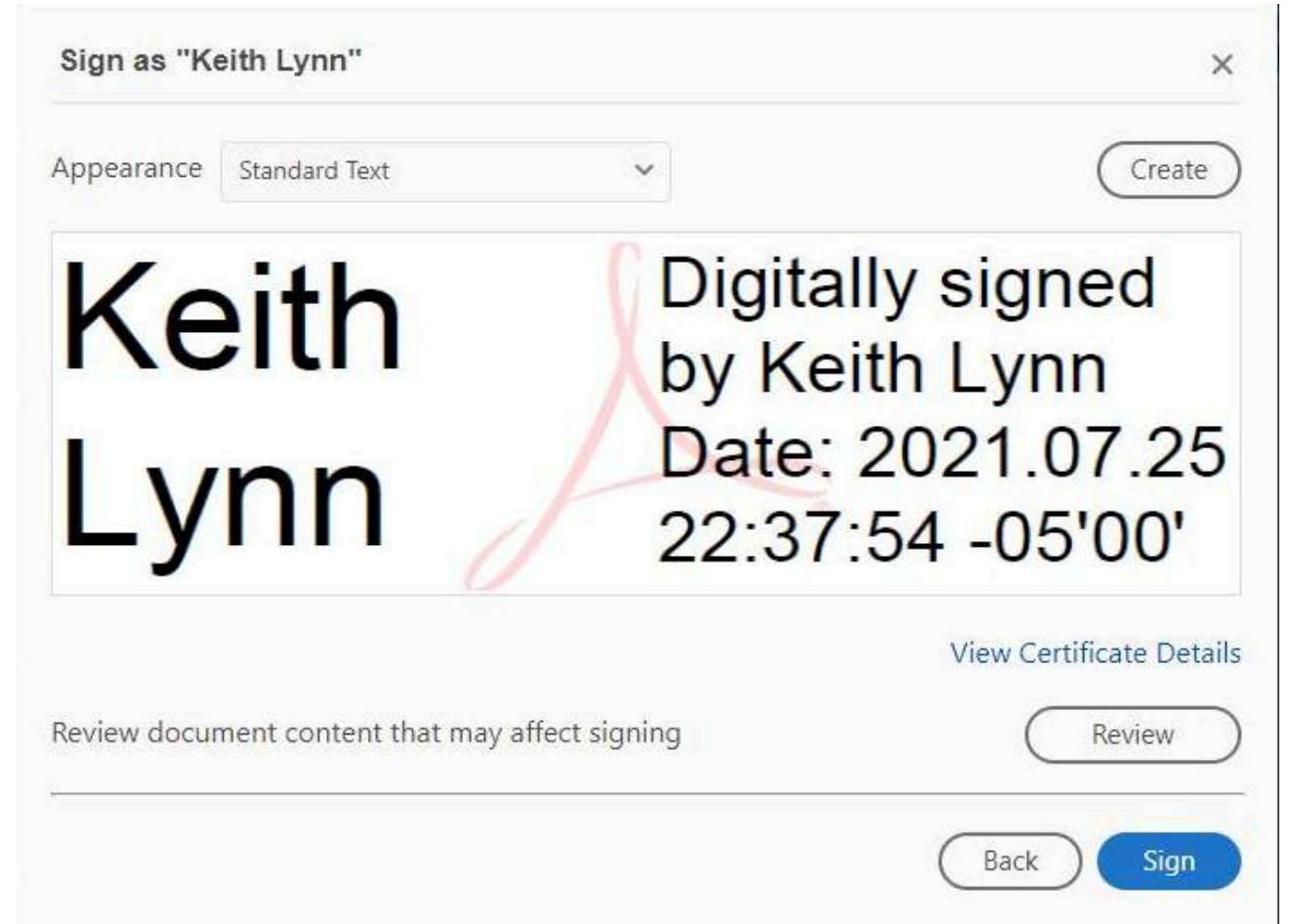
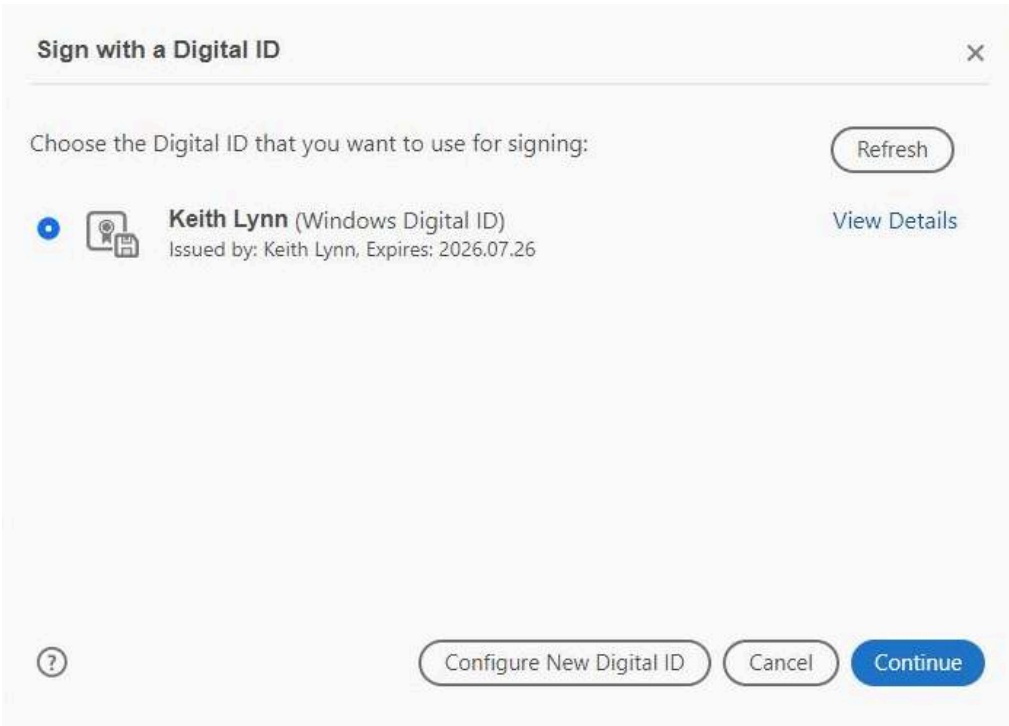
Country/Region

Key Algorithm

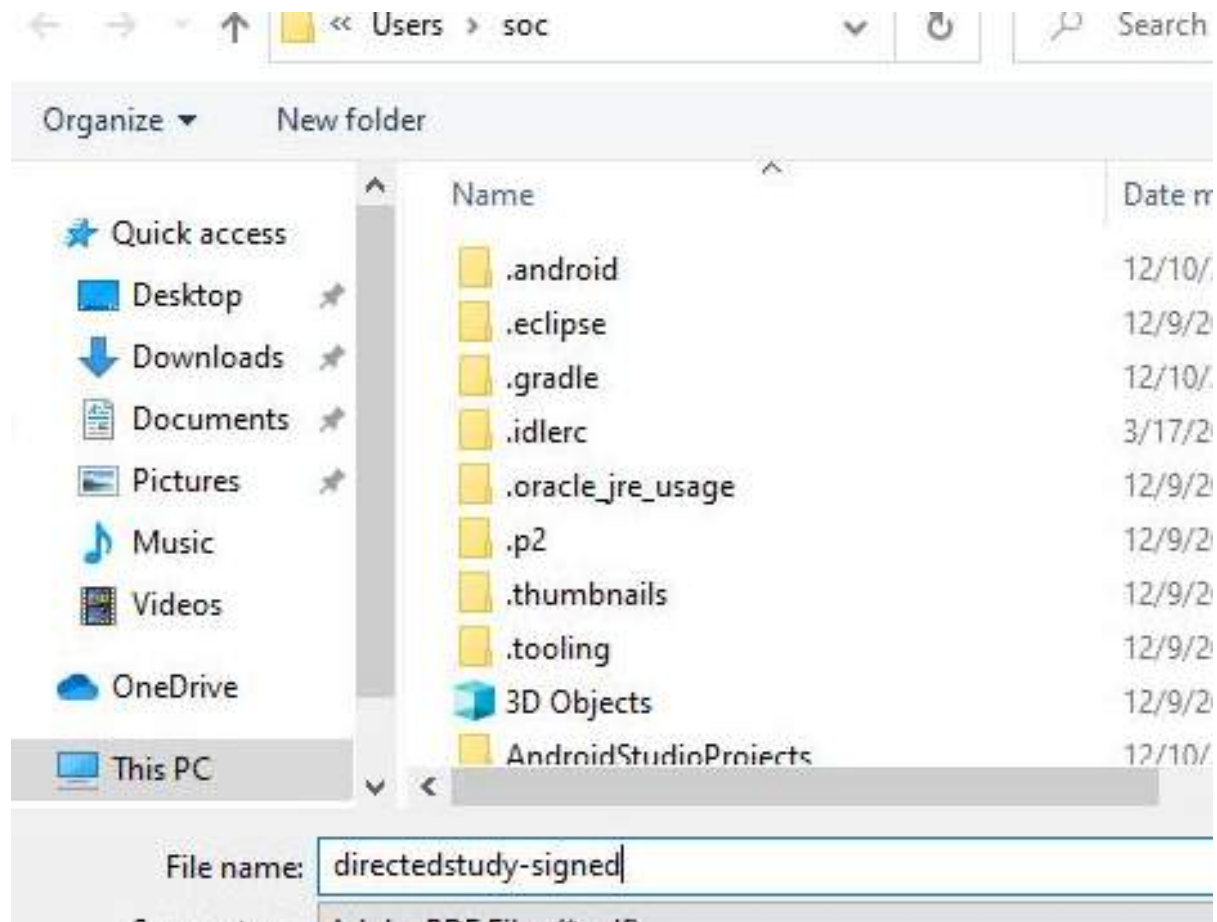
Use Digital ID for

? Back Save

You will be shown the digital ID you've created.  
Click Continue. You will be shown your signature  
and then click Sign




You will be asked to save the form. Add something like the word signed to the name of the file and Save.



After saving the file, close Reader and then reopen Reader and reopen the signed file


After opening the Tools Menu, choose Fill & Sign. This time choose Request signatures

Who needs to fill and sign?



**You**  
Fill form fields, add text and draw or type your signature.

**Fill and sign**



**Others**  
Add signers, mark where to fill and sign, send it out and track progress.

**Request signatures**





# Add the e-mail address of the faculty member that must sign your document, and click Specify Where to Sign

**Signers** Add CC ?

**Subject & Message**

directedstudy-signed

Please review and complete this document.

**File(s)** Add Files

directedstudy-signed.pdf

*Your file will be uploaded to Adobe Sign. Anyone with the link can view the file.*

[More Options](#) [Specify Where to Sign](#)

Date:

Student Signature: Keith Lynn Digitally signed by Keith Lynn  
Date: 2021.07.25 22:39:35  
-05'00'

As FACULTY MENTOR, I agree to direct this student's work as specified above, to evaluate the individual report submitted, and to assign an appropriate grade at its conclusion for the specified number of credits.

Date:

Faculty Mentor Signature:

Please attach the following documents:

1. Detailed description of proposed study
2. Plan for completion of proposed study (include outcomes and anticipated dates for outcomes)
3. Any special requirements and agreements

**Signature Fields** ^

- Signature
- Initials
- Signature Block

**Signer Info Fields** ∨

**Data Fields** ∨

[Reset Fields](#)

[Send](#)

## Since the signature field is already created, click Send

# If all goes well, you will get a confirmation that the document was sent

**USA UNIVERSITY OF SOUTH ALABAMA**  
**SCHOOL OF COMPUTING**

CS 494 Directed Study  
Request Form

Please print clearly:

SEMESTER \_\_\_\_\_ YEAR \_\_\_\_\_

CREDIT HOURS \_\_\_\_\_

REG# 000 \_\_\_\_\_

Last Name \_\_\_\_\_ FIRST NAME \_\_\_\_\_

Major (check):  CSC  IS  ISD  IIS  Other \_\_\_\_\_

General description of proposed study: \_\_\_\_\_  
\_\_\_\_\_

I request permission to take this directed, independent study course as specified above and in the attached documents. I understand that it is my responsibility to consult promptly and frequently with my FACULTY MENTOR and to ensure that all necessary work is completed on time.

Date \_\_\_\_\_ Student Signature: Keith Lynn

As FACULTY MENTOR, I agree to direct this student's work as specified above, to evaluate the individual reports submitted, and to assign an appropriate grade at its conclusion for the specified number of credits.

Date \_\_\_\_\_ Faculty Mentor Signature: \_\_\_\_\_

Please attach the following documents:

1. Detailed description of proposed study
2. Plan for completion of proposed study (includes outcomes and anticipated dates for submission)
3. Any special requirements and agreements

Approval:

Date \_\_\_\_\_ Program Chair Signature \_\_\_\_\_

Date Overdue Entered \_\_\_\_\_

## "directedstudy-signed" has been successfully sent for signature

A copy has also been sent to you at [usasoclabs@gmail.com](mailto:usasoclabs@gmail.com) for your records. "directedstudy-signed" was sent for signature to Keith Lynn ([klynn47@comcast.net](mailto:klynn47@comcast.net)). As soon as the agreement is complete, all eligible parties will be e-mailed PDF copies.

### Reminders

There are no reminders set for this document.

All agreements that are not completed within 365 days will be automatically expired.