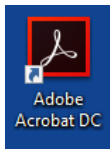
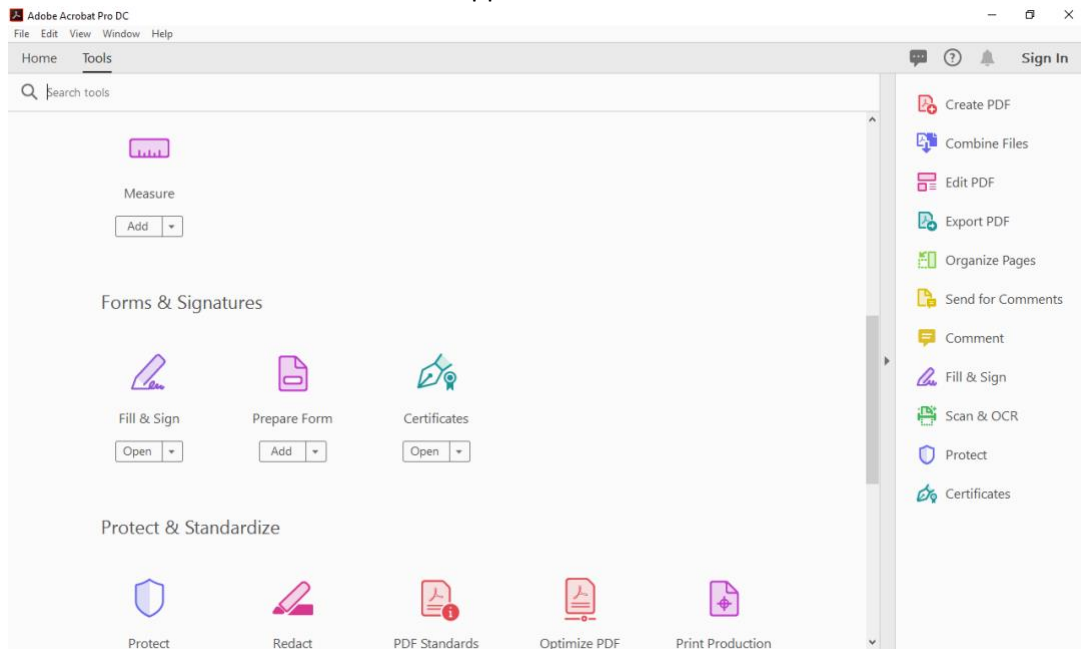


The following instructions apply to the latest version of Adobe Acrobat DC

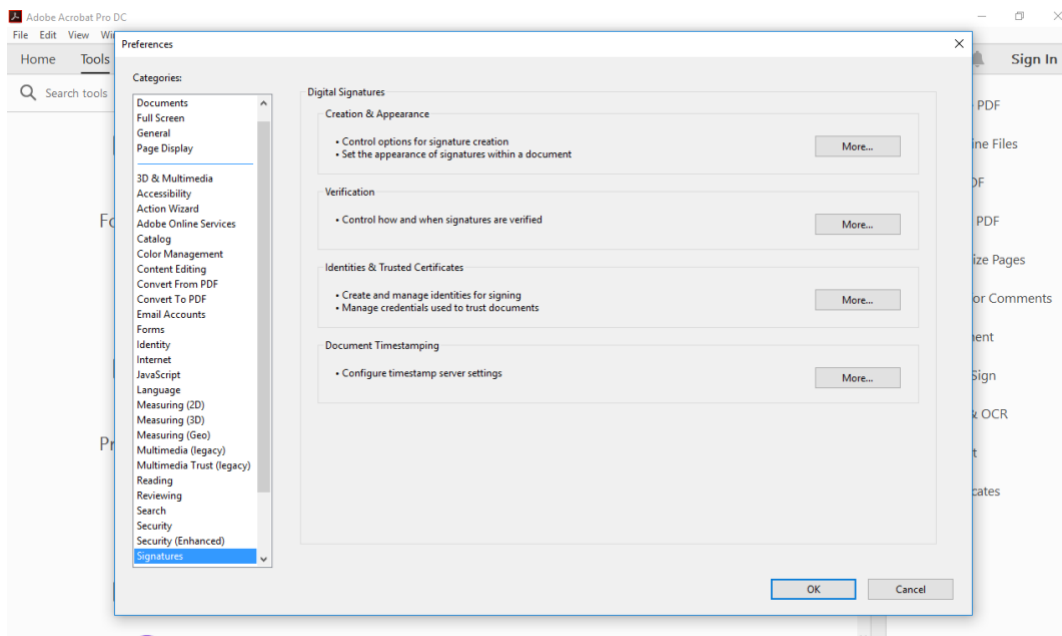
1. Open Adobe Acrobat DC



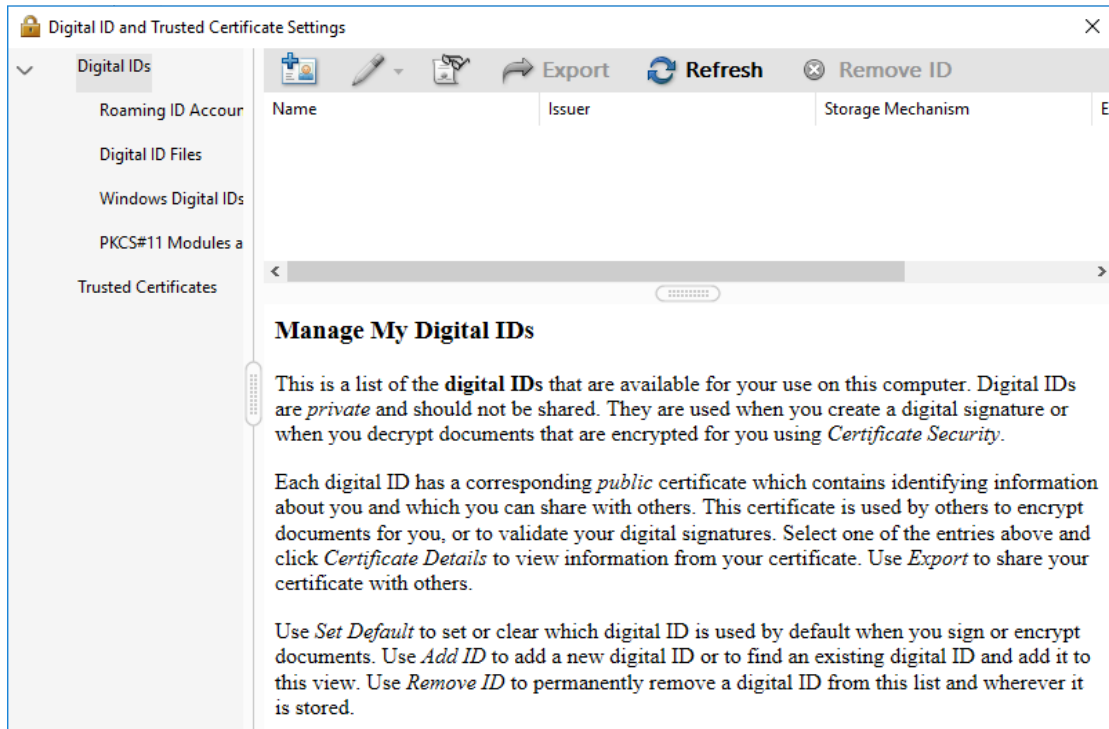
2. The main Adobe Acrobat DC Window appears



3. Go to Edit\Preferences from the toolbar menu



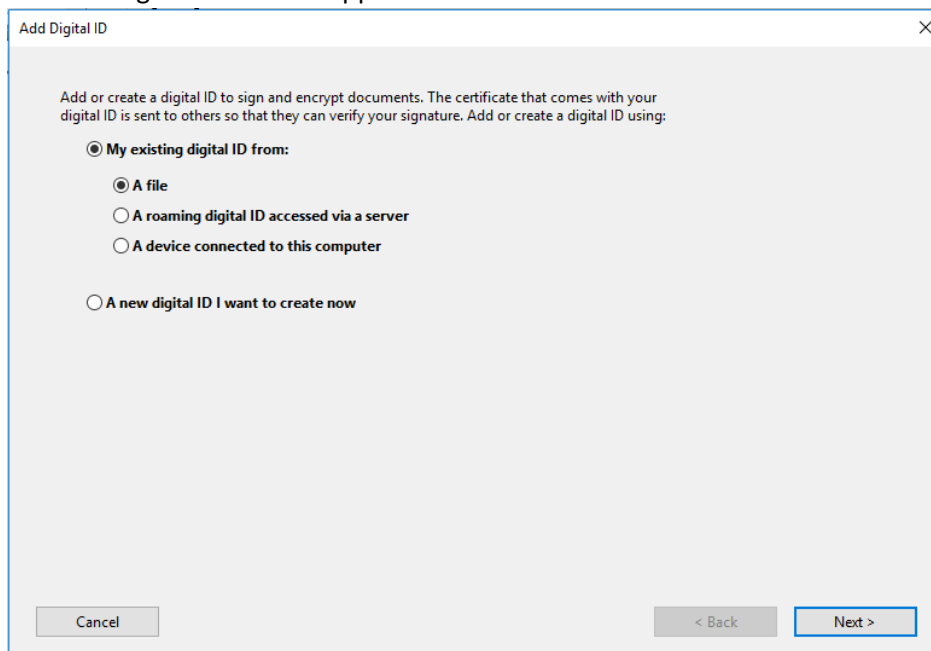
4. Under Categories choose *Signatures*
 - a. (see above screenshot for related options)
5. Under Identities & Trusted Certificates, click on More



6. The Digital ID and Trusted Certificates Settings window appears



7. Click on the
8. The Add Digital ID window appears



9. Select a new digital ID I want to create now

Add Digital ID ×

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 >

10. Select **New PKC#12 digital ID file** and click Next

11. Fill out all fields using your CityTech Email address for you email

Add Digital ID



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 >

- a. Organization Unit: OCIS
- b. Organization Name: New York City College of Technology
- c. Email Address: CityTech email
- d. Click Next

Add Digital ID



Enter a file location and password for your new digital ID file. You will need the password when you use the digital ID to sign or decrypt documents. You should make a note of the file location so that you can copy this file for backup or other purposes. You can later change options for this file using the Security Settings dialog.

File Name:

Browse...

Password:

Not Rated

Confirm Password:

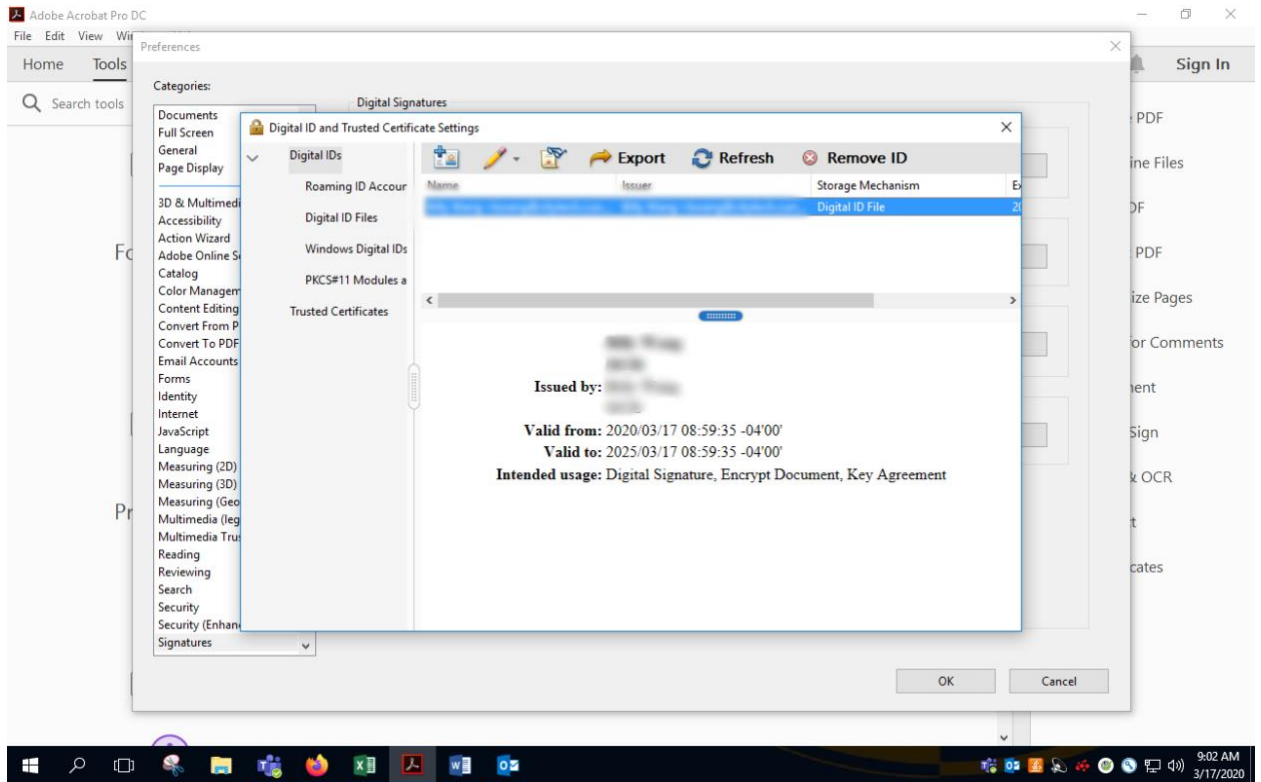
Cancel

< Back

Finish

12.

- a. Make note of the File Name and the Save Location, additionally save the file to a more recognizable location like My Documents
 - i. If changing machines make sure to Backup the file or will be lost
 - ii. Save to a Network Drive
 - iii. Save to USB Flash Drive
 - iv. Create a Password to secure the digital signature



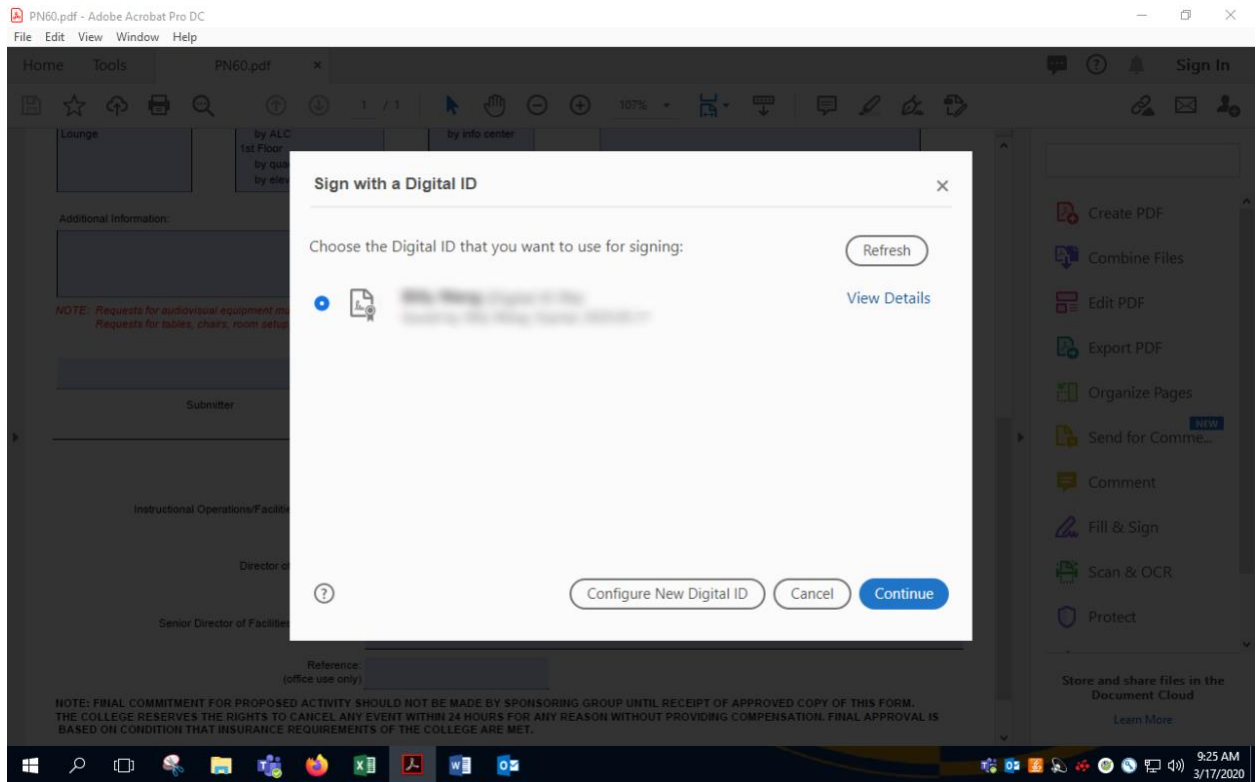
- 13.
14. Digitally Signing a Document, click on the selected field

Instructional Operations/Facilities Coordinator: _____

Director of Public Safety: _____

Senior Director of Facilities & Operations: _____

15. The Sign with a Digital ID window appears



16.
 - a. Select the Digital Signature from the list and click on Continue
17. The Sign as "xxxx," where xxxx denotes the individuals name
 - a. Enter your password
 - b. Click on Sign
 - c. Save the newly signed PDF file