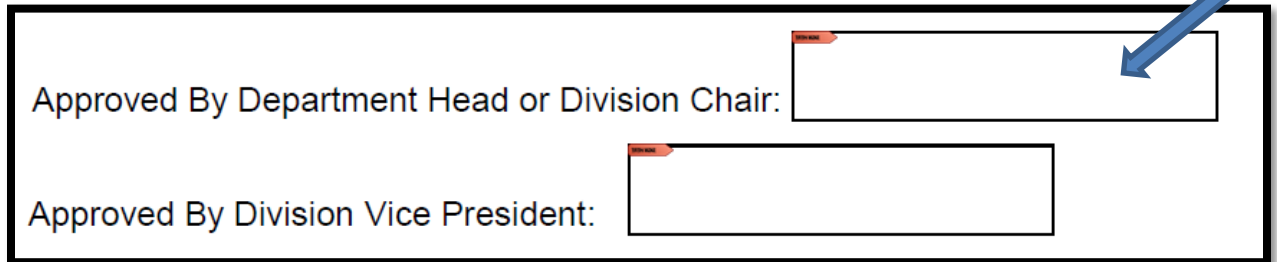


# Creating an Electronic Signature

## Instructions

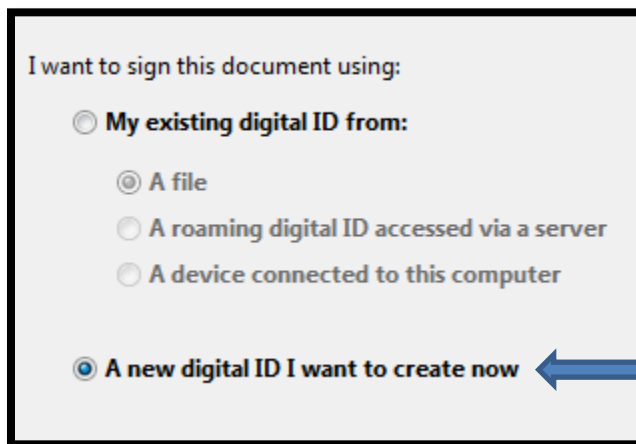
- 1) Click 'Electronic Signature' box



Approved By Department Head or Division Chair:

Approved By Division Vice President:

- 2) If you have created a Digital Signature previously, you can select that signature from the 'Sign As' menu. Otherwise, continue with the following directions to create a new signature.
- 3) Select 'New ID...' from the 'Sign As' menu
- 4) Select 'A new digital ID I want to create now' then click 'Next'



I want to sign this document using:

**My existing digital ID from:**

- A file
- A roaming digital ID accessed via a server
- A device connected to this computer

**A new digital ID I want to create now**

- 5) Select 'New PKCS#12 digital ID file' then click 'Next'



Where would you like to store your self-signed digital ID?

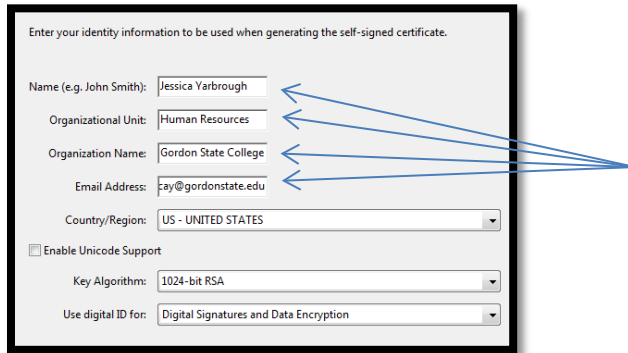
**New PKCS#12 digital ID file**

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.

- 6) *Input your information (Name, Organizational Unit, Organization Name, and Email Address). Click 'Next.'*



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:  ↓

Enable Unicode Support

Key Algorithm:  ↓

Use digital ID for:  ↓

- 7) *Type your desired password in the two 'Password' boxes and click 'Finish.'*

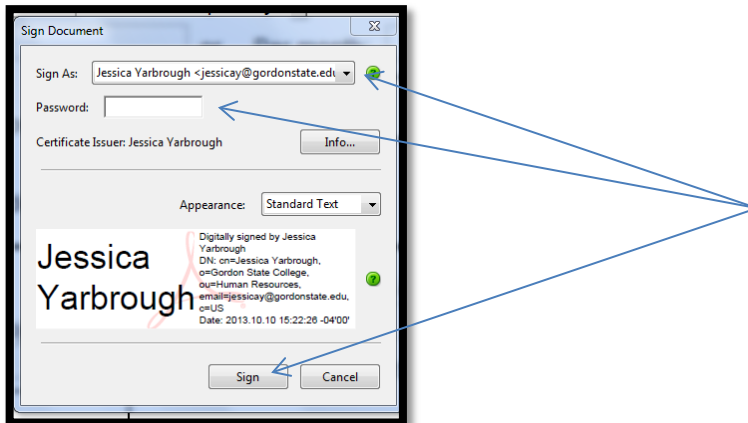


Password:

Not Rated

Confirm Password:

- 8) *Once your Digital Signature has been created, you can sign the document by selecting your signature from the 'Sign As' menu, enter your password, and select 'Sign.'*



Sign Document

Sign As:  ←

Password:  ←

Certificate Issuer: Jessica Yarbrough

Appearance:  ↓

**Jessica Yarbrough** Digitally signed by Jessica Yarbrough  
DN: cn=Jessica Yarbrough,  
o=Gordon State College,  
ou=Human Resources,  
email=jessicay@gordonstate.edu,  
c=US  
Date: 2013.10.10 15:22:29 -0400

←

- 9) *You will be prompted to save your signed document. This is the file that you will email to the next approver.*