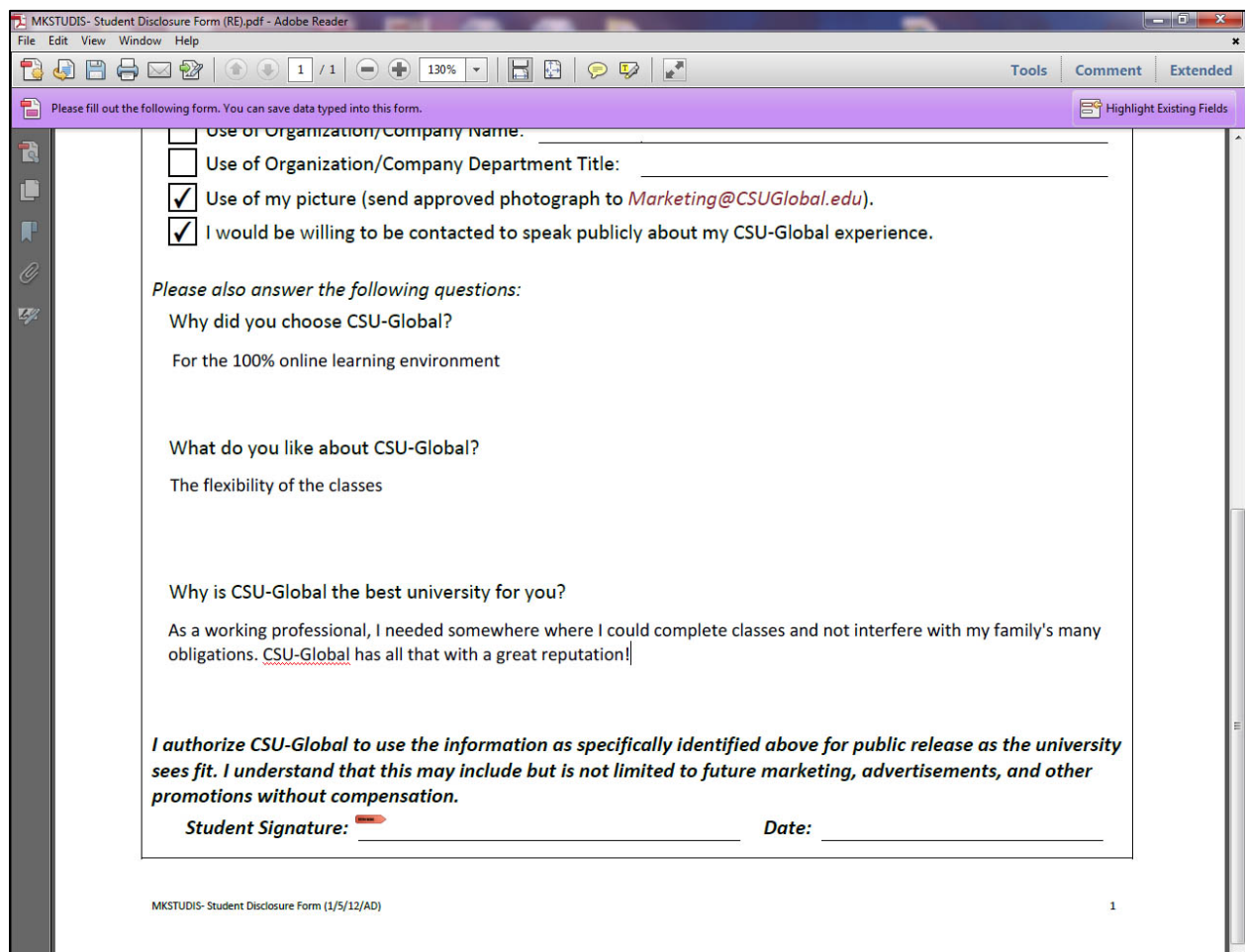


How to Create a Digital Signature

Since CSU-Global is a 100% online university, many of the documents that are required of students are provided electronically. Rather than printing, completing, signing, and then either mailing or faxing all of these documents back, many are available as interactive PDFs that utilize digital signature files. Use these instructions to create a digital signature file. *Please note: These instructions were created for a PC running Microsoft Windows, utilizing Adobe Reader X. Different operation systems or software versions will vary, although the basic steps should remain fairly consistent.*

1. Click in the Signature Box

After you have completed filling out the form, click in the digital signature box. Digital Signature boxes are identified by the red arrow.



MKSTUDIS- Student Disclosure Form (RE).pdf - Adobe Reader

File Edit View Window Help

1 / 1 130%

Tools Comment Extended

Please fill out the following form. You can save data typed into this form. Highlight Existing Fields

☐ Use of Organization/Company Name: _____

☐ Use of Organization/Company Department Title: _____

☒ Use of my picture (send approved photograph to Marketing@CSUGlobal.edu).

☒ I would be willing to be contacted to speak publicly about my CSU-Global experience.

Please also answer the following questions:

Why did you choose CSU-Global?

For the 100% online learning environment

What do you like about CSU-Global?

The flexibility of the classes

Why is CSU-Global the best university for you?

As a working professional, I needed somewhere where I could complete classes and not interfere with my family's many obligations. CSU-Global has all that with a great reputation!

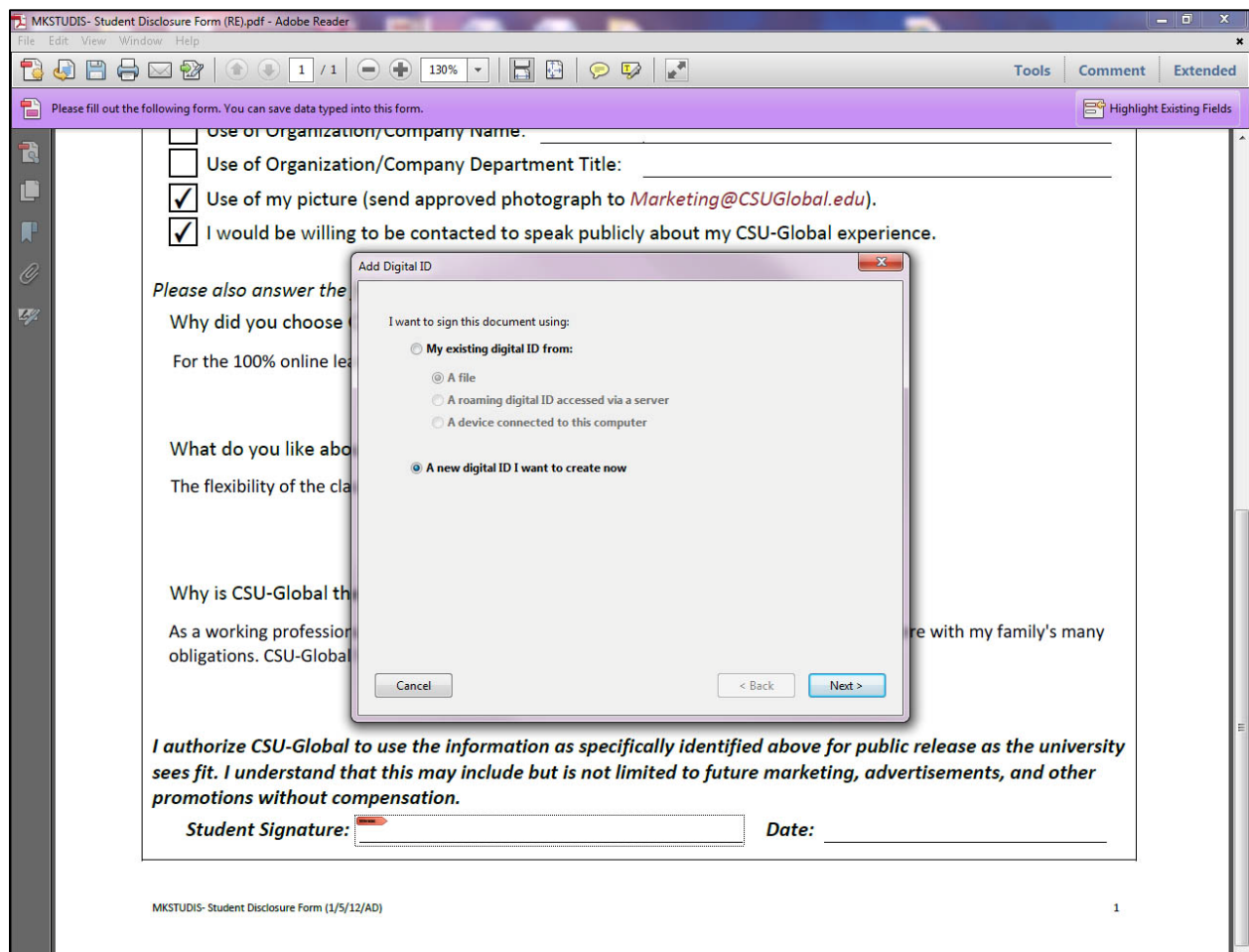
I authorize CSU-Global to use the information as specifically identified above for public release as the university sees fit. I understand that this may include but is not limited to future marketing, advertisements, and other promotions without compensation.

Student Signature: _____ **Date:** _____

MKSTUDIS- Student Disclosure Form (1/5/12/AD) 1

2. Create Digital ID

A pop-up box will appear to ask you how you want to sign the document. If you already have a digital ID you can choose to use it here. Otherwise, Select “A new Digital ID I want to create now” and click “Next.”



MKSTUDIS- Student Disclosure Form (RE).pdf - Adobe Reader

File Edit View Window Help

1 / 1 130%

Tools Comment Extended

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☒ I would be willing to be contacted to speak publicly about my CSU-Global experience.

Please also answer the following questions.

Why did you choose CSU-Global?

For the 100% online learning experience.

What do you like about CSU-Global?

The flexibility of the class schedule.

Why is CSU-Global the best choice for you?

As a working professional, I need the flexibility to balance my work with my family's many obligations. CSU-Global provides the flexibility I need.

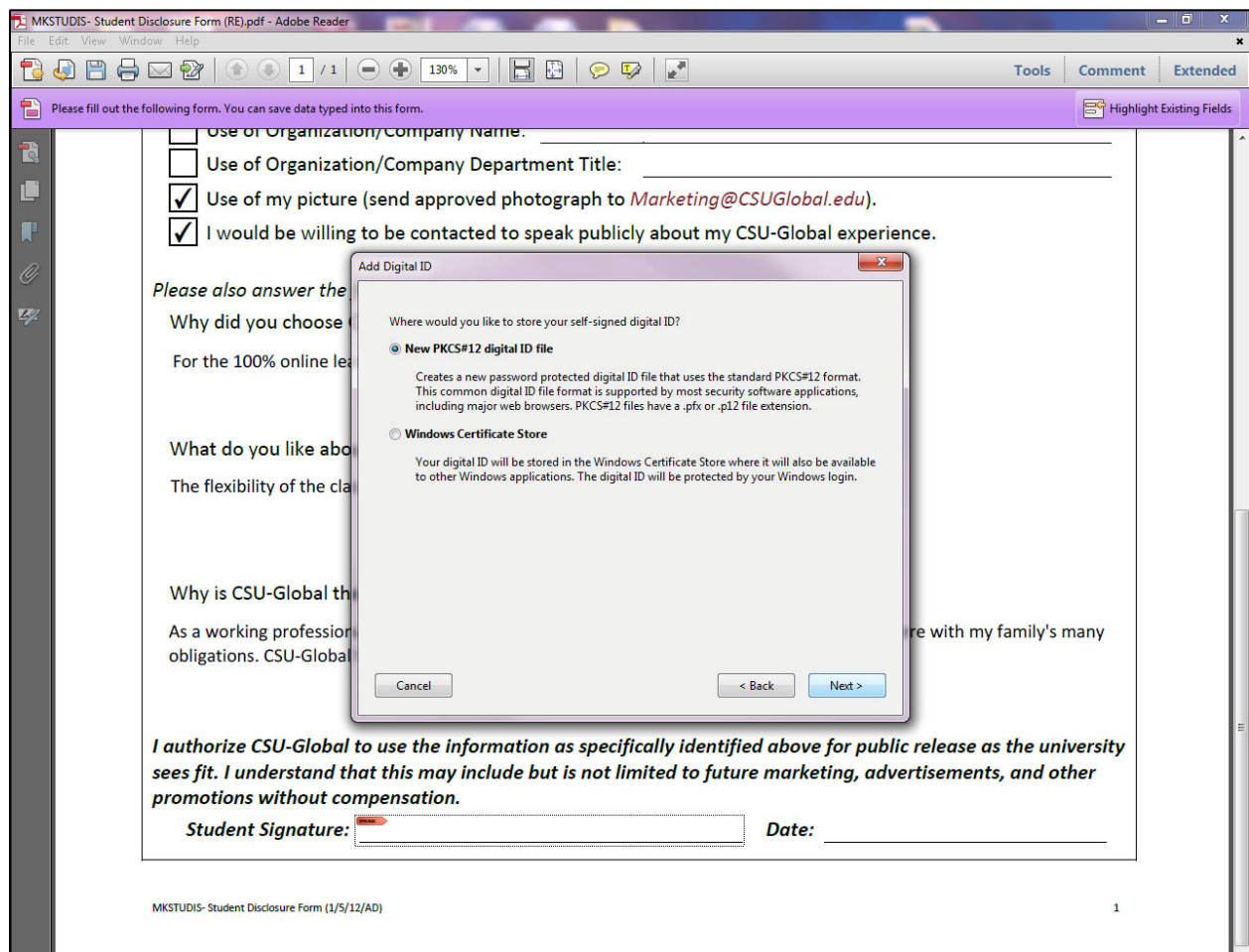
I authorize CSU-Global to use the information as specifically identified above for public release as the university sees fit. I understand that this may include but is not limited to future marketing, advertisements, and other promotions without compensation.

Student Signature: _____ Date: _____

MKSTUDIS- Student Disclosure Form (1/5/12/AD) 1

3. Store your Digital ID

The next screen gives you two options on how to store your ID file. The first option is a file stored on your computer, while the second is through the Windows Certificate Store. Generally, a “New PKCS#12 digital ID file” is preferred unless you are on an administered network utilizing the Windows Certificate Store. Click “Next.”



MKSTUDIS- Student Disclosure Form (RE).pdf - Adobe Reader

File Edit View Window Help

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☒ I would be willing to be contacted to speak publicly about my CSU-Global experience.

Please also answer the following questions.

Why did you choose CSU-Global?

For the 100% online learning experience.

What do you like about CSU-Global?

The flexibility of the class schedule.

Why is CSU-Global the best choice for you?

As a working professional with many obligations, CSU-Global allows me to balance my work with my family's many obligations.

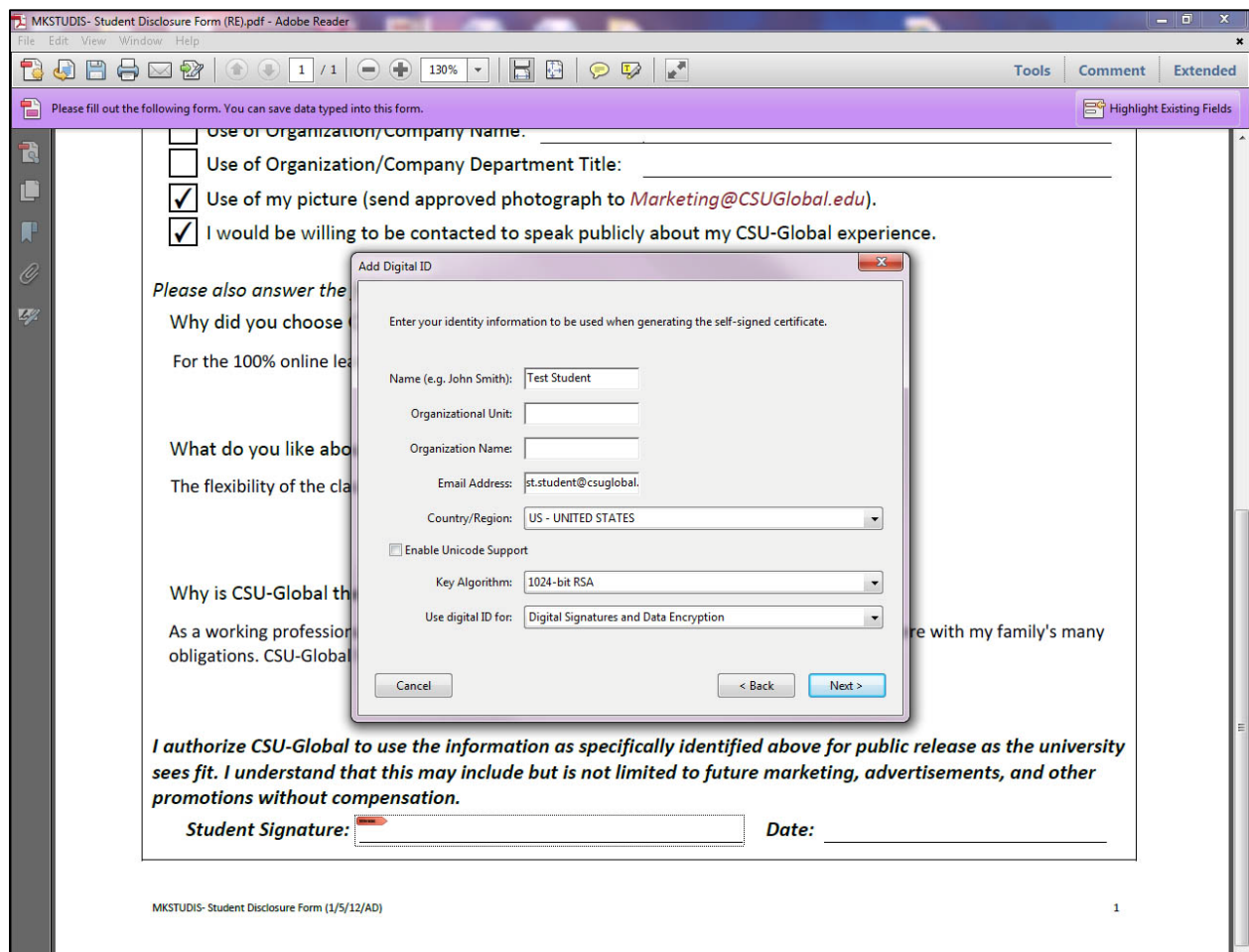
I authorize CSU-Global to use the information as specifically identified above for public release as the university sees fit. I understand that this may include but is not limited to future marketing, advertisements, and other promotions without compensation.

Student Signature: _____ Date: _____

MKSTUDIS- Student Disclosure Form (1/5/12/AD) 1

4. Add your Identity Information

In the next screen you will add your full name (as it will appear in the signature) and your email address. You can choose to also add your company information but for CSU-Global forms this is not necessary. You can also choose to add a layer of Unicode data encryption but, at this time, this is not required by the university. Once you are done, click “Next.”



MKSTUDIS- Student Disclosure Form (RE).pdf - Adobe Reader

File Edit View Window Help

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Please fill out the following form. You can save data typed into this form. Highlight Existing Fields

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☒ Use of my picture (send approved photograph to Marketing@CSUGlobal.edu).

☒ I would be willing to be contacted to speak publicly about my CSU-Global experience.

Please also answer the following questions.

Why did you choose CSU-Global?

For the 100% online learning experience.

What do you like about CSU-Global?

The flexibility of the class schedule.

Why is CSU-Global the best choice for you?

As a working professional, I have many obligations. CSU-Global allows me to balance my work with my family's many obligations.

I authorize CSU-Global to use the information as specifically identified above for public release as the university sees fit. I understand that this may include but is not limited to future marketing, advertisements, and other promotions without compensation.

Student Signature: _____ Date: _____

MKSTUDIS- Student Disclosure Form (1/5/12/AD) 1

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:

☐ Enable Unicode Support

Key Algorithm:

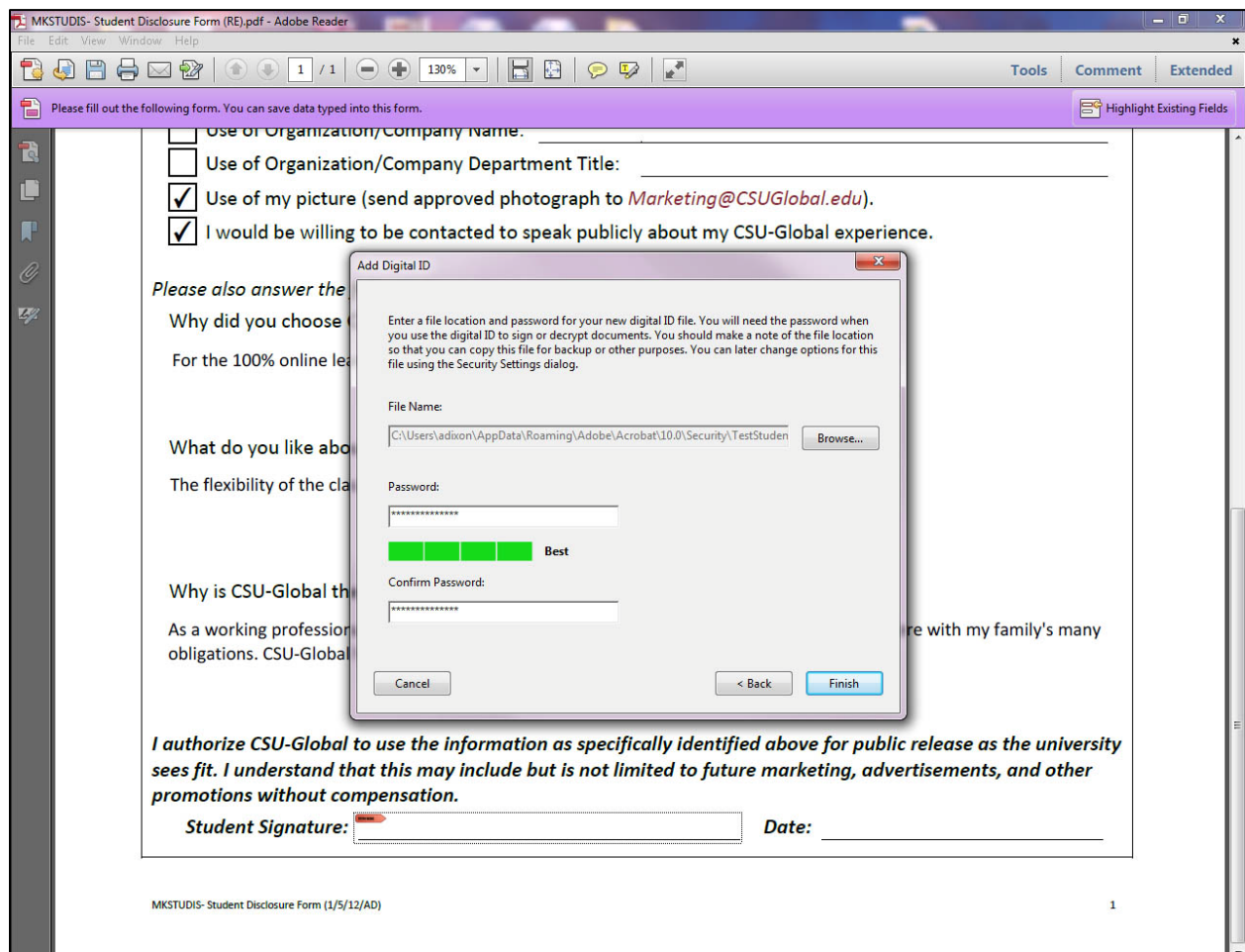
Use digital ID for:

Cancel < Back Next >

5. Create a Password and Save your Digital ID

You will then be prompted to find a location to store your digital ID file. If you are using a private computer, it is recommended to use the default location as Adobe Reader or Acrobat will be able to automatically find the file for use on the next document. If you are using a public or shared computer, you can change this location to a flash drive or secure folder that you will have to manually input next time you have a document to electronically sign.

From this screen you will also password protect your digital ID. Enter your password and confirm it in the boxes. It is strongly recommended to choose a password that is difficult to guess and specific to you. Click “Finish” after you done.



MKSTUDIS- Student Disclosure Form (RE).pdf - Adobe Reader

File Edit View Window Help

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Tools Comment Extended

Please fill out the following form. You can save data typed into this form. Highlight Existing Fields

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Please also answer the

Why did you choose

For the 100% online le

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I authorize CSU-Global to use the information as specifically identified above for public release as the university sees fit. I understand that this may include but is not limited to future marketing, advertisements, and other promotions without compensation.

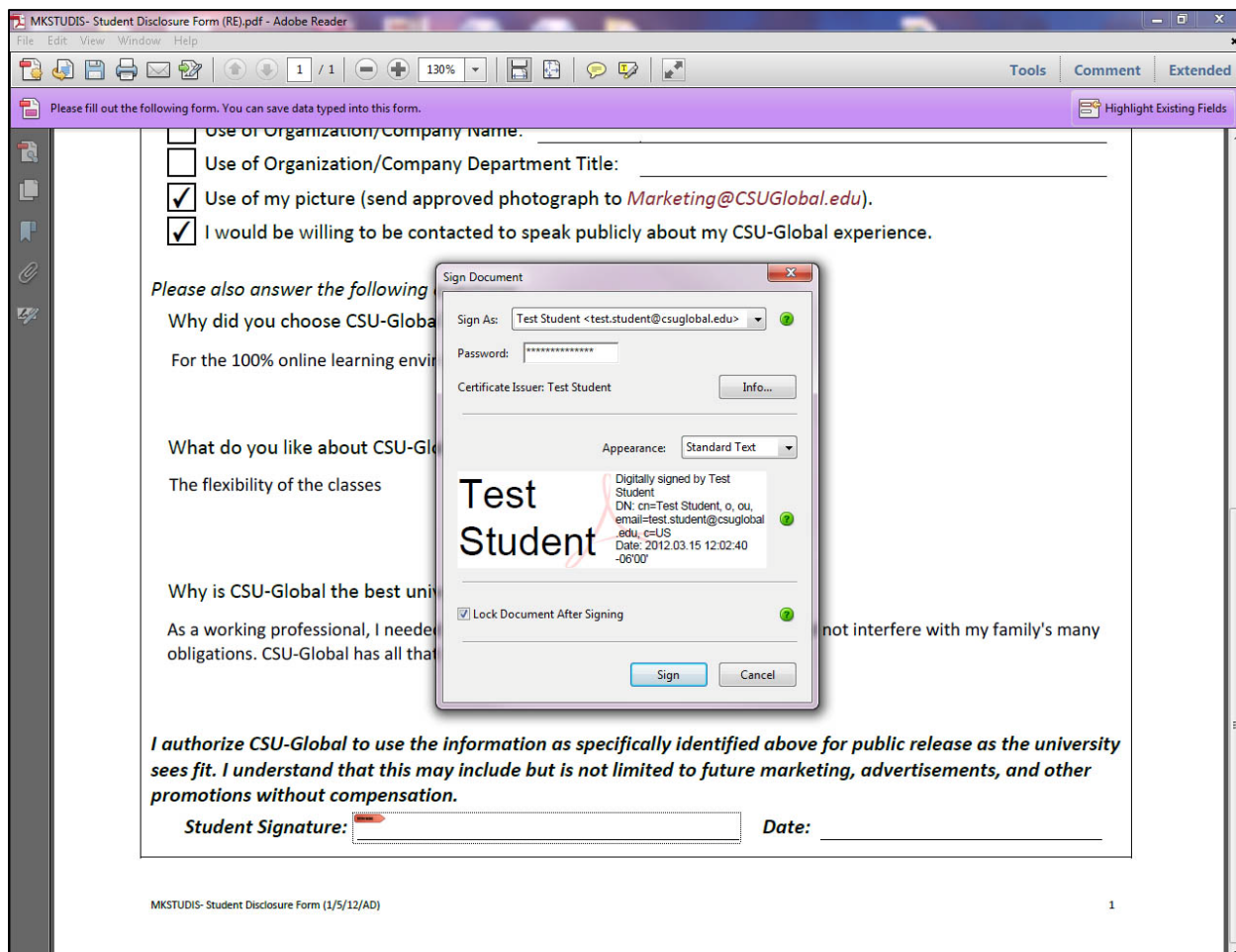
Student Signature: _____ Date: _____

MKSTUDIS- Student Disclosure Form (1/5/12/AD) 1

6. Sign the Document

Now that you have created your digital ID you are ready to sign the document. For future documents, this is where you will begin the process.

Enter your password in the appropriate box. You can also choose to lock the document after signing but note that this will prevent you from making ANY additional changes to the document. Use this feature if you have completing finished filling in the form and are ready to submit it. When ready, click “Sign.”



MKSTUDIS- Student Disclosure Form (RE).pdf - Adobe Reader

File Edit View Window Help

1 / 1 130%

Tools Comment Extended

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Why is CSU-Global the best university for you _____

As a working professional, I need _____

obligations. CSU-Global has all that _____

not interfere with my family's many _____

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Student Signature: _____ Date: _____

MKSTUDIS- Student Disclosure Form (1/5/12/AD) 1

Sign Document

Sign As: Test Student <test.student@csuglobal.edu>

Password: _____

Certificate Issuer: Test Student Info...

Appearance: Standard Text

Test Student

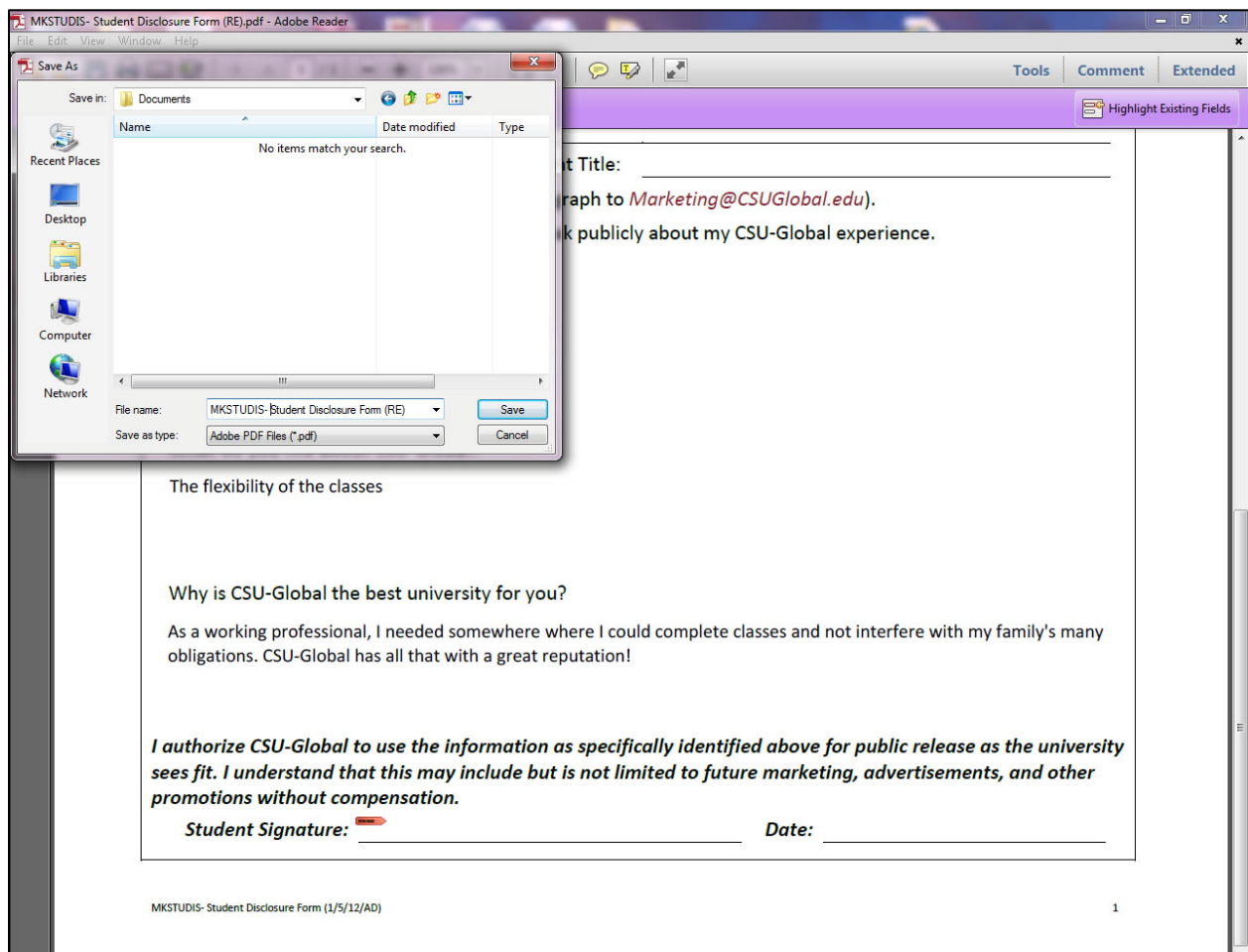
Digitally signed by Test Student
DN: cn=Test Student, o=ou, email=test.student@csuglobal.edu, c=US
Date: 2012.03.15 12:02:40 -06'00'

☒ Lock Document After Signing

Sign Cancel

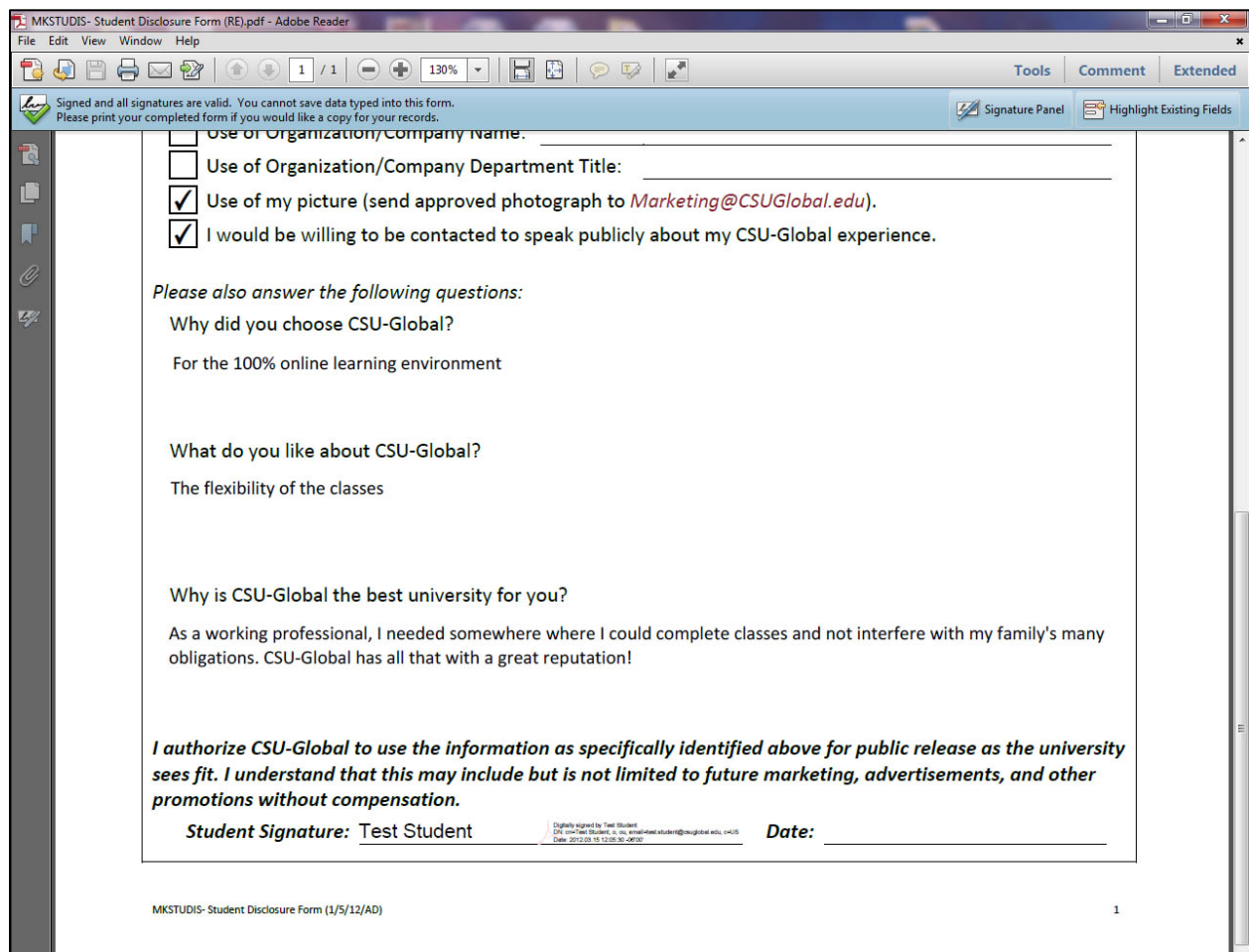
7. Save the Document

To complete the signature process, you will be required to save the document. A “Save As” dialog box will appear for you to choose a location to store the document. You can change the file name if you choose and then click “Save.”



8. Submit the Document

Your digital signature will now appear in the signature line of the document and you can submit the document through your Student Portal document center or through other method if specified on the document.



MKSTUDIS- Student Disclosure Form (RE).pdf - Adobe Reader

File Edit View Window Help

1 / 1 130%

Tools Comment Extended

Signed and all signatures are valid. You cannot save data typed into this form.
Please print your completed form if you would like a copy for your records.

☐ Use of Organization/Company Name: _____

☐ Use of Organization/Company Department Title: _____

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Student Signature: Test Student Digitally signed by Test Student
DN: cn=Test Student, o=csu, email=Test Student@csuglobal.edu, c=US
Date: 2020.03.15 12:28:30 -0500 **Date:** _____

MKSTUDIS- Student Disclosure Form (1/5/12/AD) 1

Ready to try it? Click in the box below and follow the instructions to create your digital signature file now: