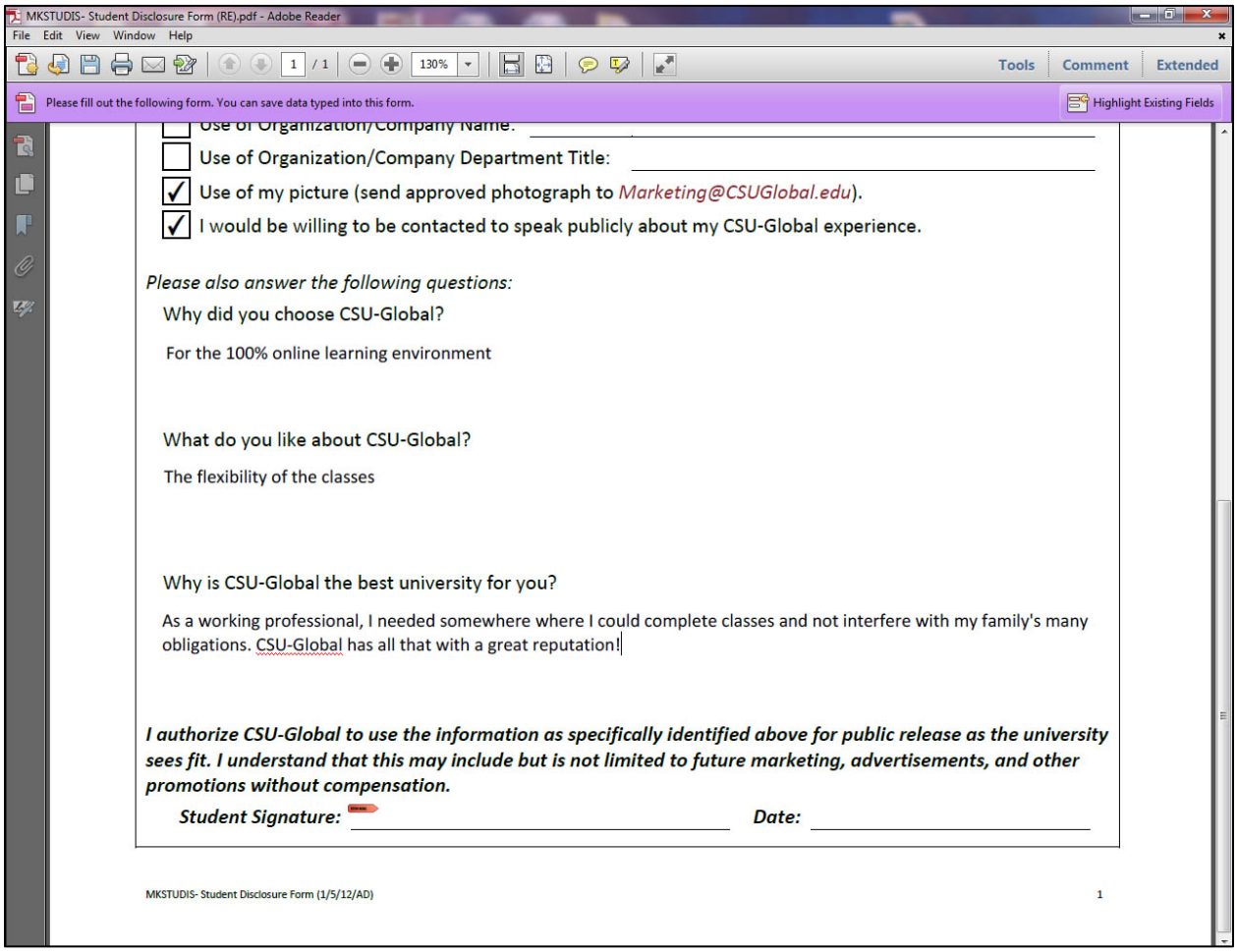
How to Create a Digital Signature

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.*

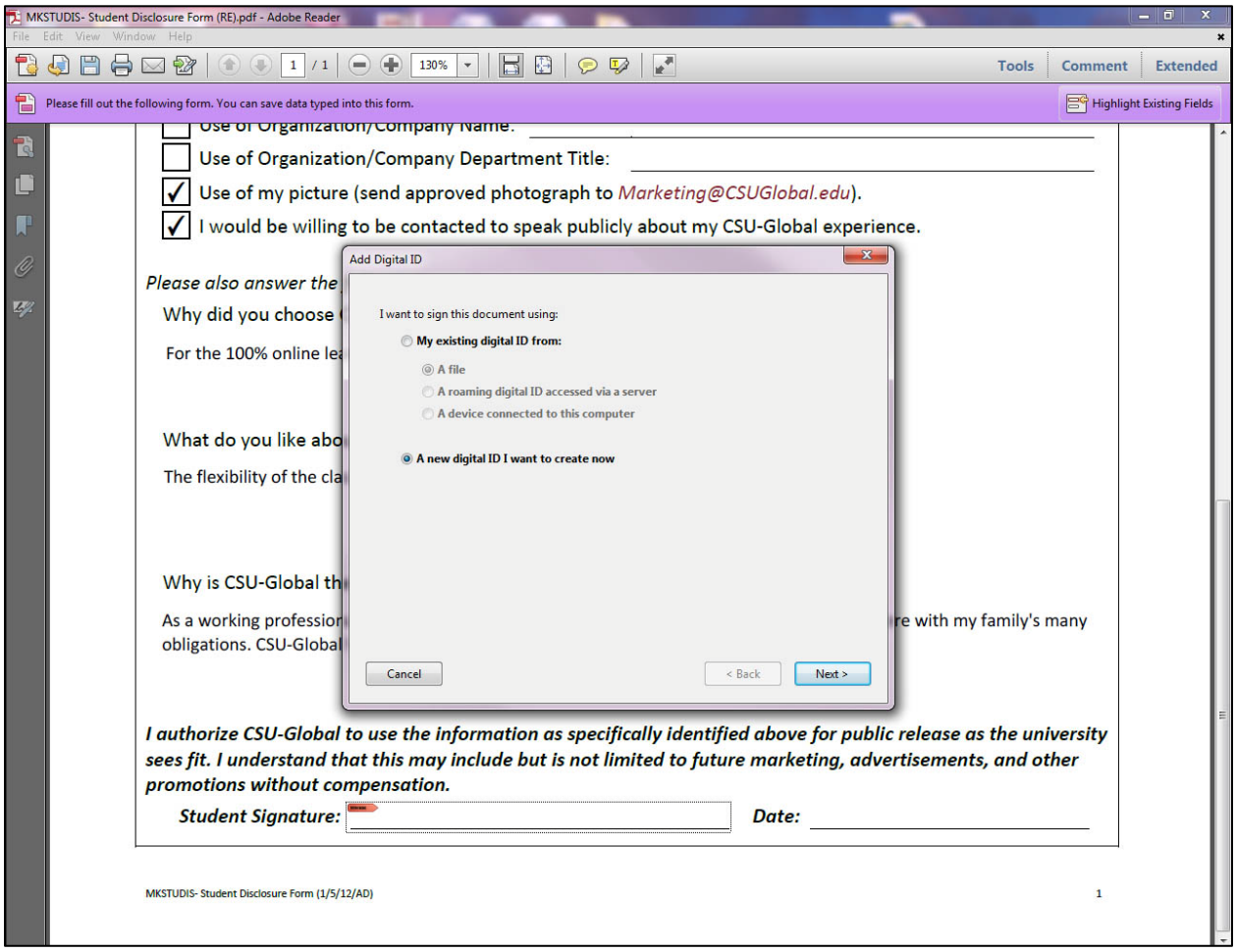
1. Click in the Signature Box

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



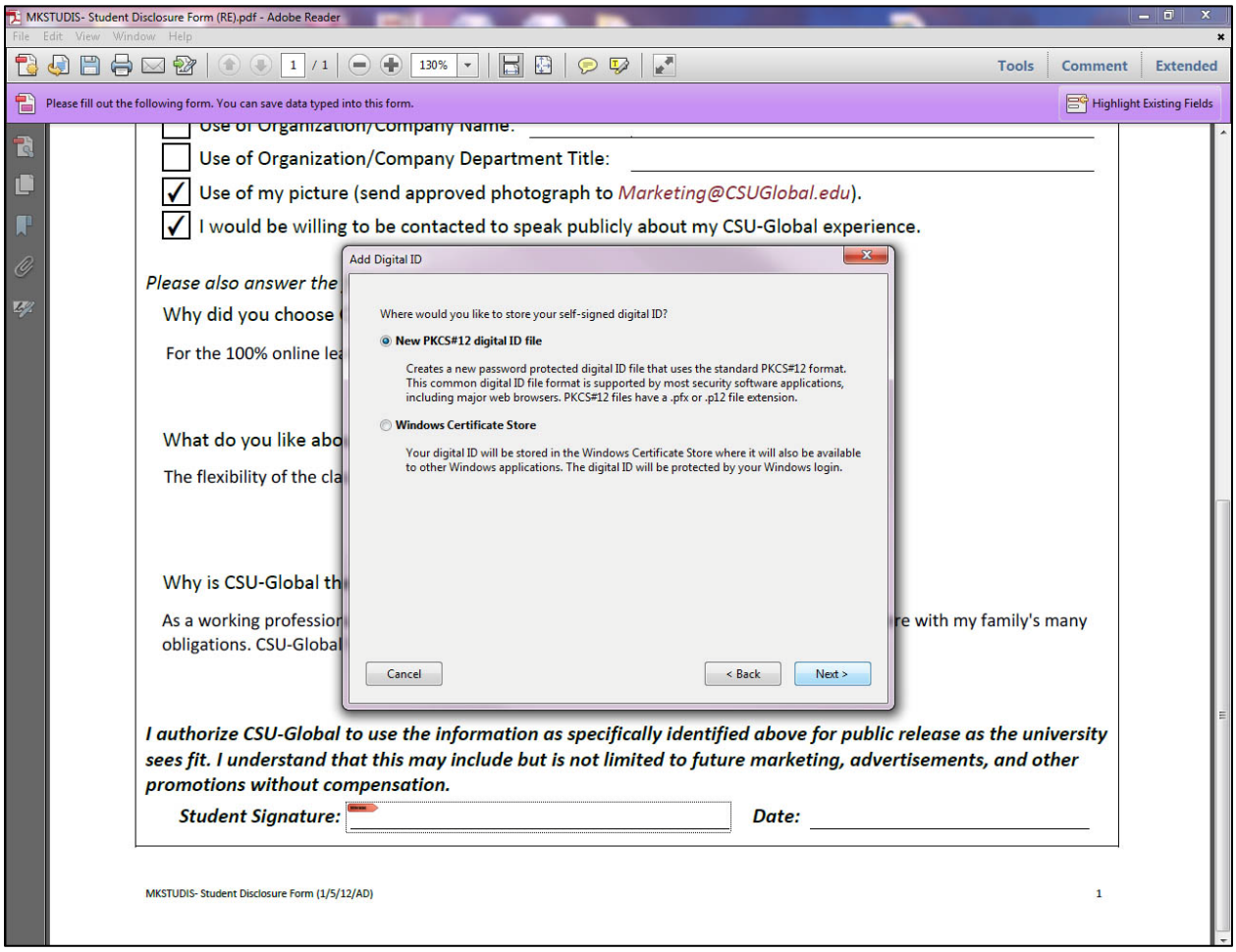
2. Create Digital ID

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.”



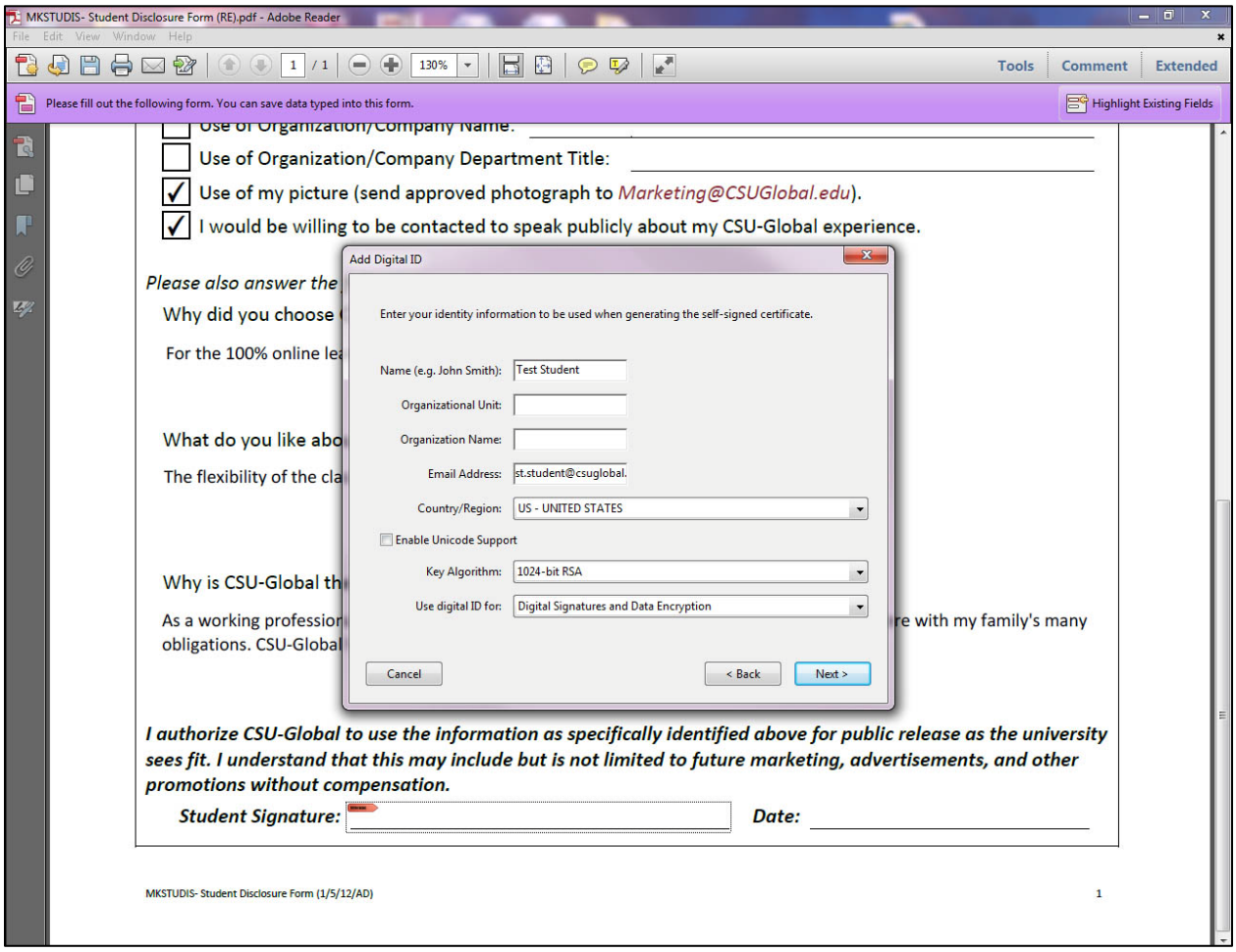
3. Store your Digital ID

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."



4. Add your Identity Information

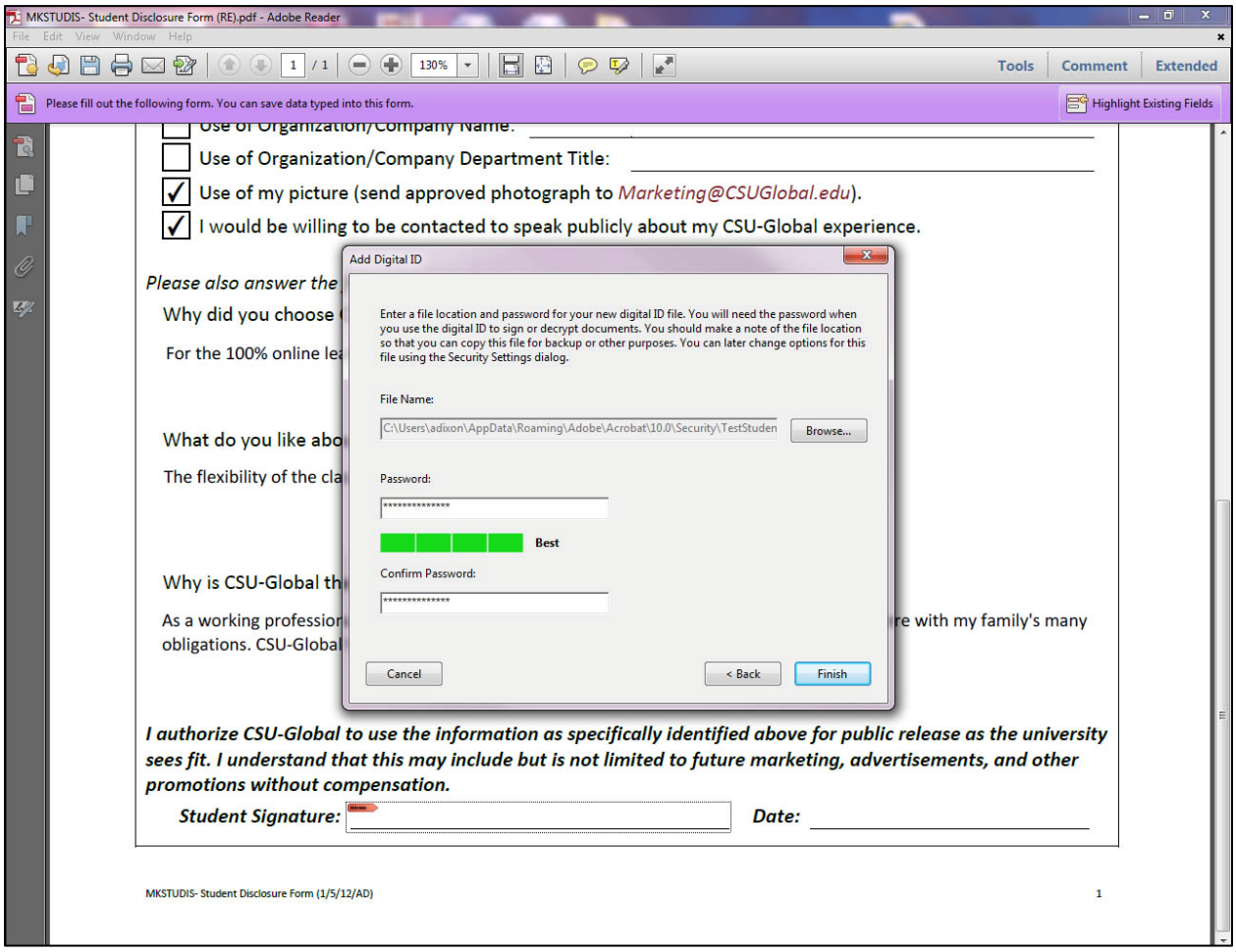
In the next screen you will add your full name (as it will appear in the signature) and your email address. You can chose to also add your company information but for CSU-Global forms this is not necessary. You can also choose to add a layer of Unicode data encryption but, at this time, this is not required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



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.

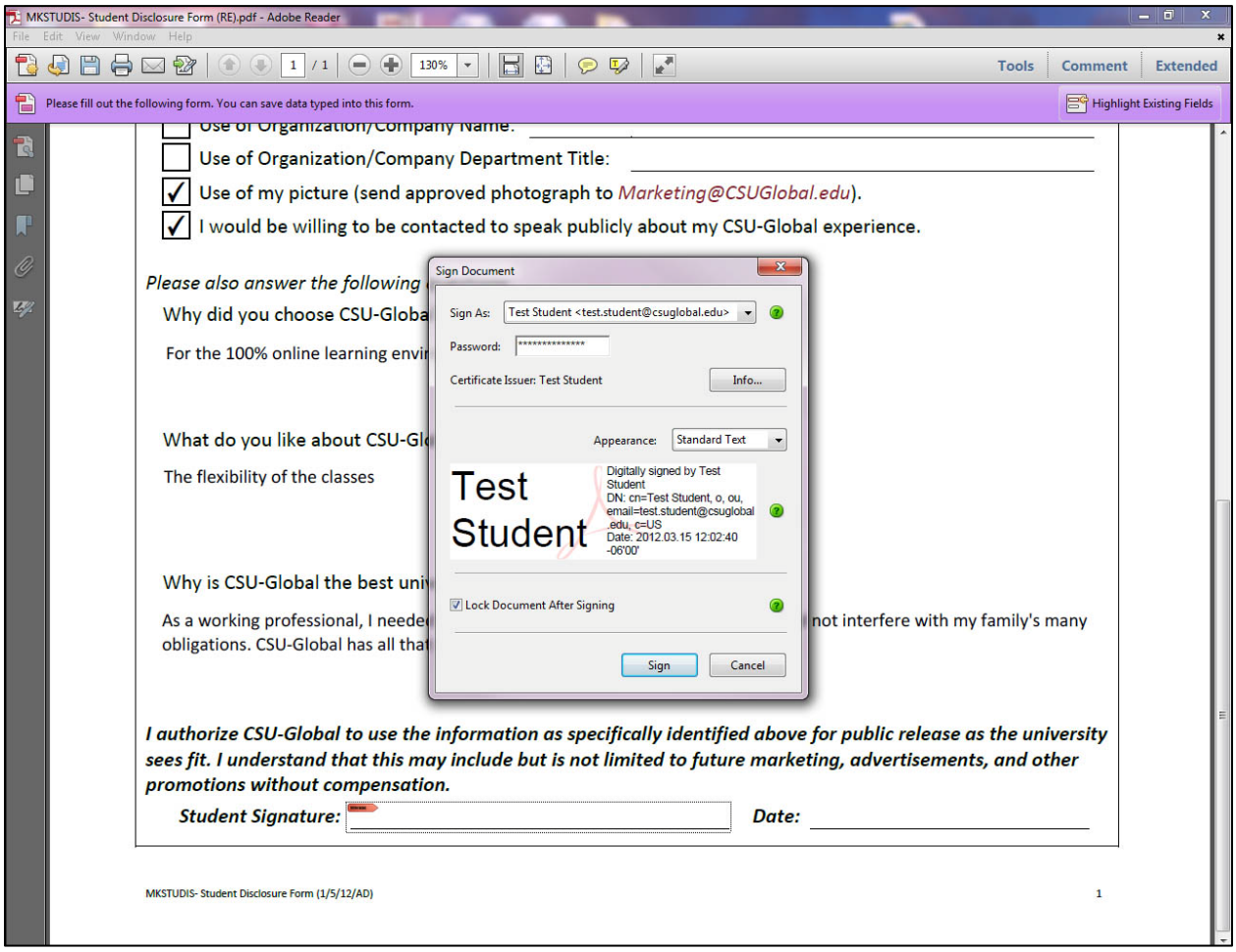
From this screen you will also password protect your digital ID. Enter your password and confirm it in the boxes. It is strongly recommended to choose a password that is difficult to guess and specific to you. Click "Finish" after you done.



6. Sign the Document

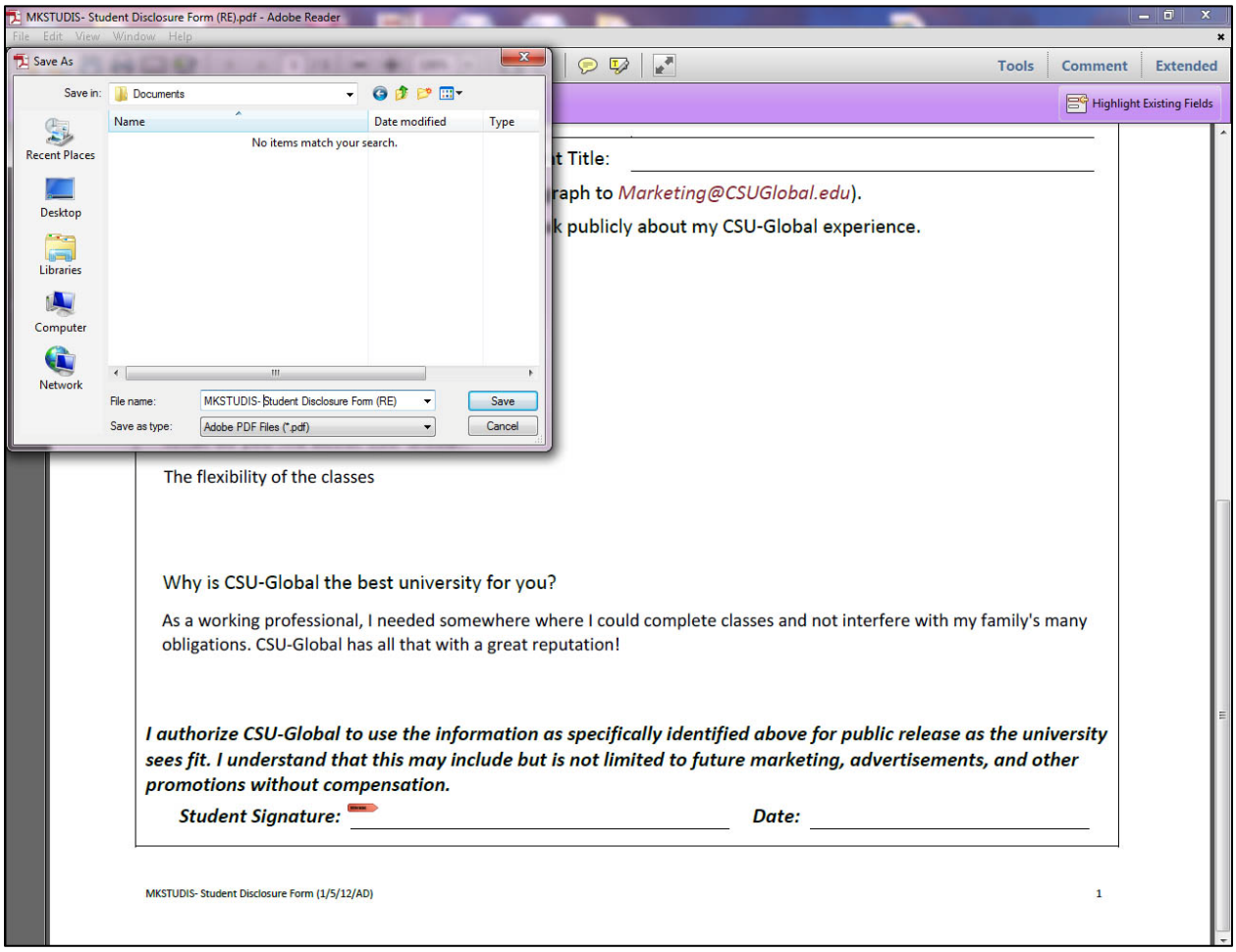
Now that you have created your digital ID you are ready to sign the document. For future documents, this is where you will begin the process.

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."



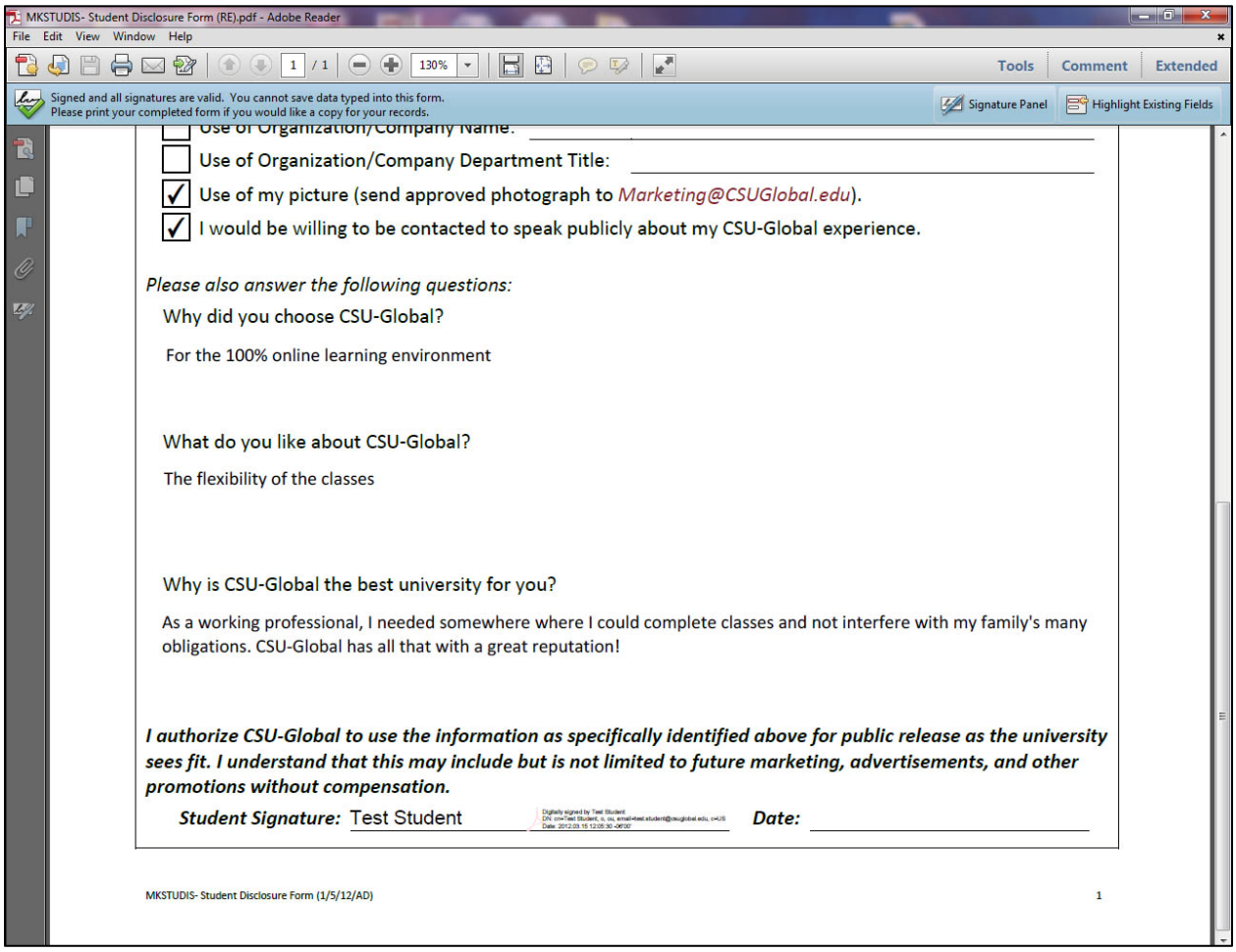
7. Save the Document

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.



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