Creating a Digital Signature in Adobe Acrobat

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1. Once you have completed your APUS IRB Application, Save As a .pdf.

2. Open the .pdf document in Adobe Acrobat, select Tools, and in the dropdown menu select Sign & Certify. Then select Sign Document:



Note: Your document may open automatically in whatever Adobe Program you have. If it opens in Adobe Acrobat, see the document **Creating a Digital Signature in Adobe Reader**.

3. Once you see the Place Signature dialog box, select how you would like to add your signature. You can select Type my signature using 1 of 3 signature styles, Draw my signature, allowing you to use an image of your signature.

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4. Once you draw the area for your signature, a dialog box will come up giving you the Sign As option. If working from your computer, your name/email should appear in the Sign As area with the sample appearance of your signature displayed. If your information is not displayed use the dropdown to create a new ID. Once you create the signature you need, select Sign.

Sign As:
Certificate Issuer: Test Student
Appearance: Standard Text 💌
Test Student Digitally signed by Test Student DN: cn=Test Student, o=teststudentemycampus.apus. edu.ou, email=teststudent@mycampus.a pusedu.c=US Date: 2016.01.28 09:39:45 - 05'00'
Lock Document After Signing
Sign Cancel

5. A Save As dialog box will then appear immediate. Save as adding 'signed' to your filename.

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Adobe PDF Files (*.pdf)	•	Cancel	

6. Your signature will be placed and your document is now signed.



7. Next, send your file to your Faculty Advisor for their signature. Note: It may be helpful to send them this document as well.