

How to add signature in the signature field?

Step 1: For example, a student has to sign the document. After filling all the required details, Click on the field “student signature” .

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| Repeated Course Number | Original Course Number | Term originally completed | Year |
|------------------------|------------------------|---|------|
| | | Fall <input type="checkbox"/> Spring <input type="checkbox"/> Summer <input type="checkbox"/> | |
| | | Fall <input type="checkbox"/> Spring <input type="checkbox"/> Summer <input type="checkbox"/> | |

- Both grades will be recorded on all transcripts issued. However, only the second grade will be used to compute the cumulative GPA, even if the second grade is lower, except when the second grade is "W" or "AU".
- The same course may be repeated only once for a cumulative grade point average recalculation.
- No more than two courses may be repeated for a cumulative grade point average recalculation during an academic career as a graduate student at IIT.
- If the course is no longer offered, the provision to repeat the course for a cumulative grade point average recalculation does not apply.
- Because of poor academic performance, the Office of Academic Affairs recommends that at least three (3) of the nine (9), or twelve (12), semester hours involve remedial studies. The student should contact his/her advisor to discuss academic plans and to select courses.

Student's Signature _____ Date _____

Advisor's Signature _____ Date _____

Graduate College Dean's Signature _____ Date _____

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GPA _____ Date _____ Number of credits completed _____

Must receive: _____ # of A grades _____ # of B grades _____ Approval _____

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Step 2 : Click on “Configure new digital Id”(circled) as shown below and click on continue

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Sign with a Digital ID

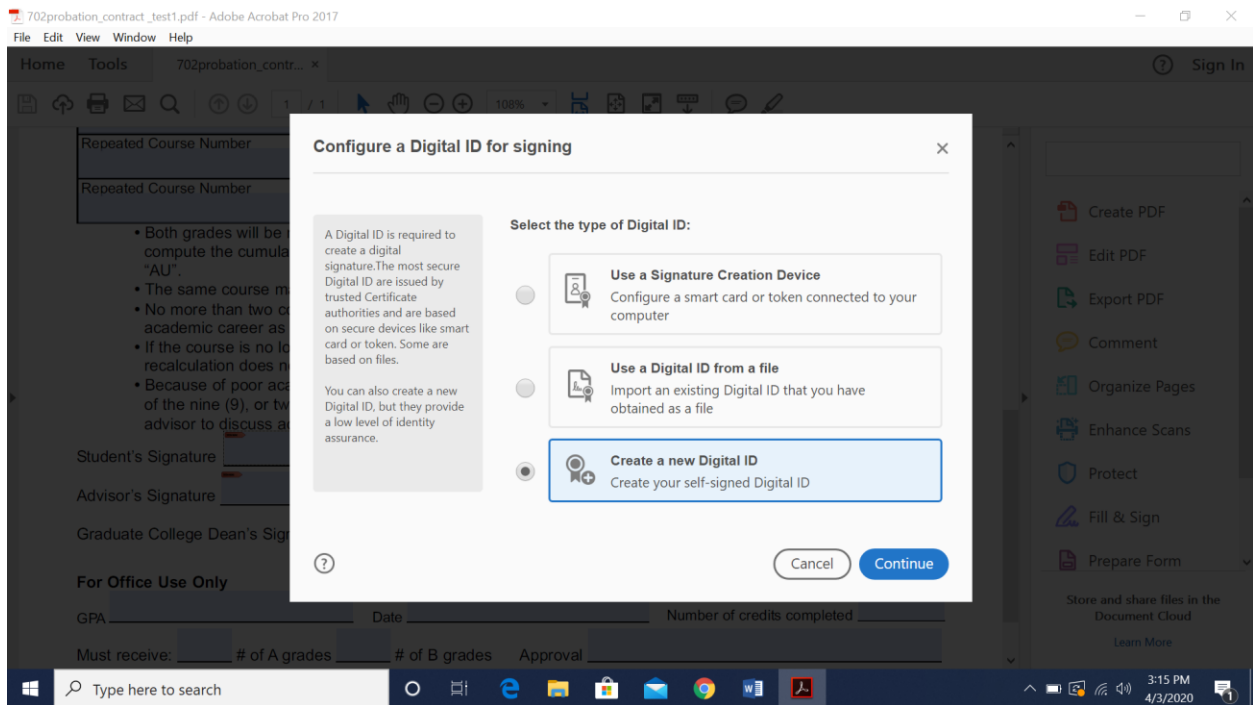
Choose the Digital ID that you want to use for signing:

☐ sdfdsdfsdf (Digital ID file)
Issued by: sdfdsdfsdf, Expires: 2025.04.03

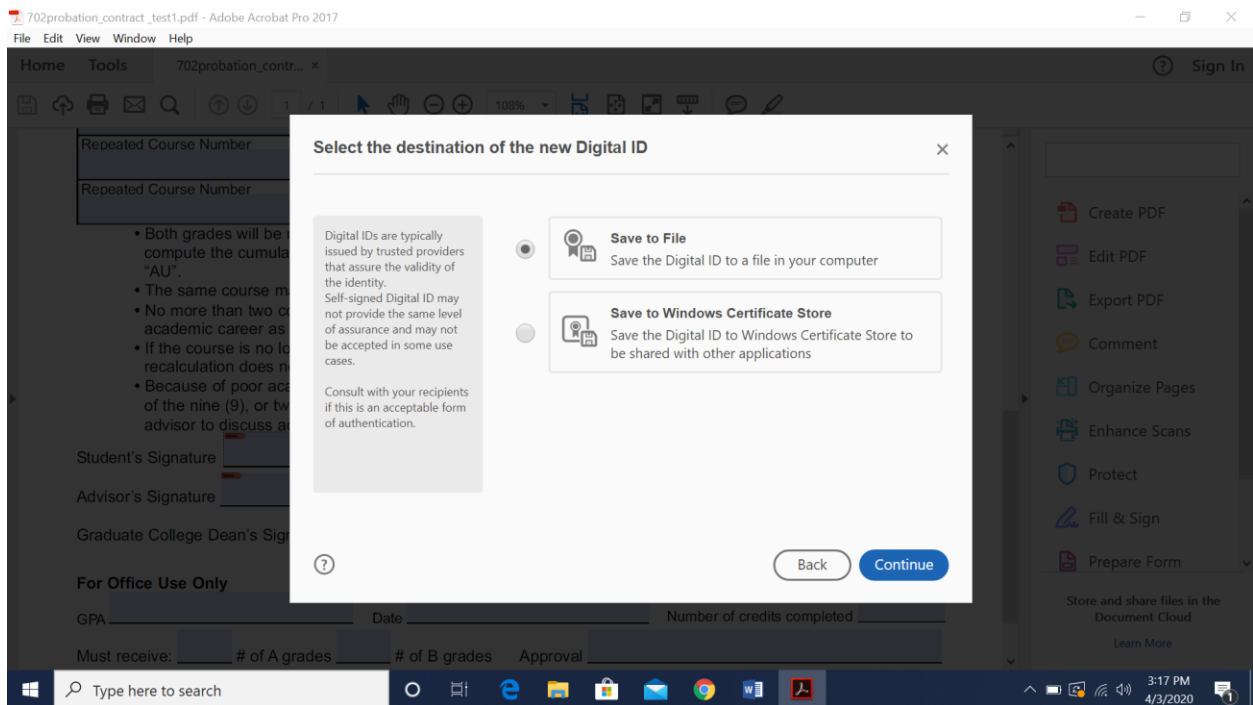
[View Details](#)

[Configure New Digital ID](#) [Cancel](#) [Continue](#)

Step 3: Choose Create a new Digital ID and click on Continue.



Step 4: Select "Save to File" option and click on continue



Step 5: Enter your “name” and “Email Address”. Rest all fields remains same.

Create a self-signed Digital ID

Enter the identity information to be used for creating the self-signed Digital ID.

Digital IDs that are self-signed by individuals do not provide the assurance that the identity information is valid. For this reason they may not be accepted in some use cases.

Name: Jack Daniel

Organizational Unit: Enter Organizational Unit...

Organization Name: Enter Organization Name...

Email Address: jd030592@gmail.com

Country/Region: US - UNITED STATES

Key Algorithm: 2048-bit RSA

Use Digital ID for: Digital Signatures

Back Continue

Step 6: Type a new password in “Apply a password to protect the digital id” and retype the password in “confirm the password” section field”. Click on Save

Save the self-signed Digital ID to a file

Add a password to protect the private key of the Digital ID. You will need this password again to use the Digital ID for signing.

Save the Digital ID file in a known location so that you can copy or backup it.

Your Digital ID will be saved at the following location :

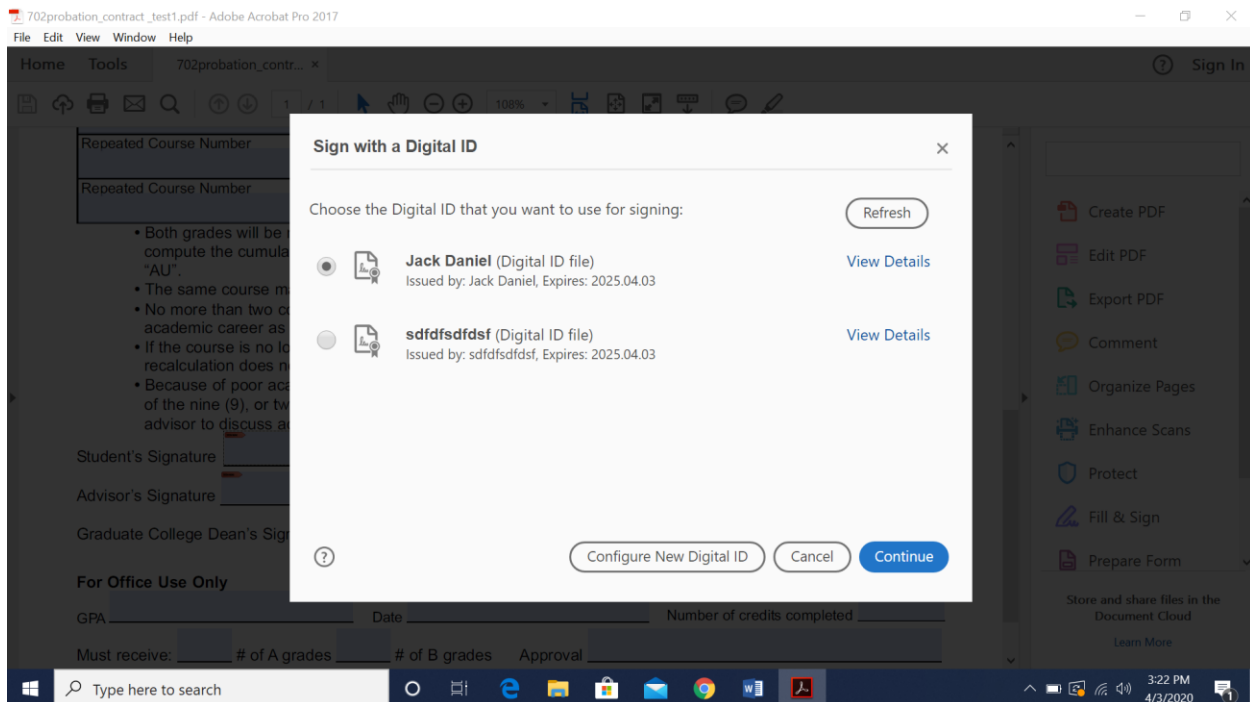
C:\Users\Administrator\AppData\Roaming\Adobe\Acro Browse

Apply a password to protect the Digital ID:

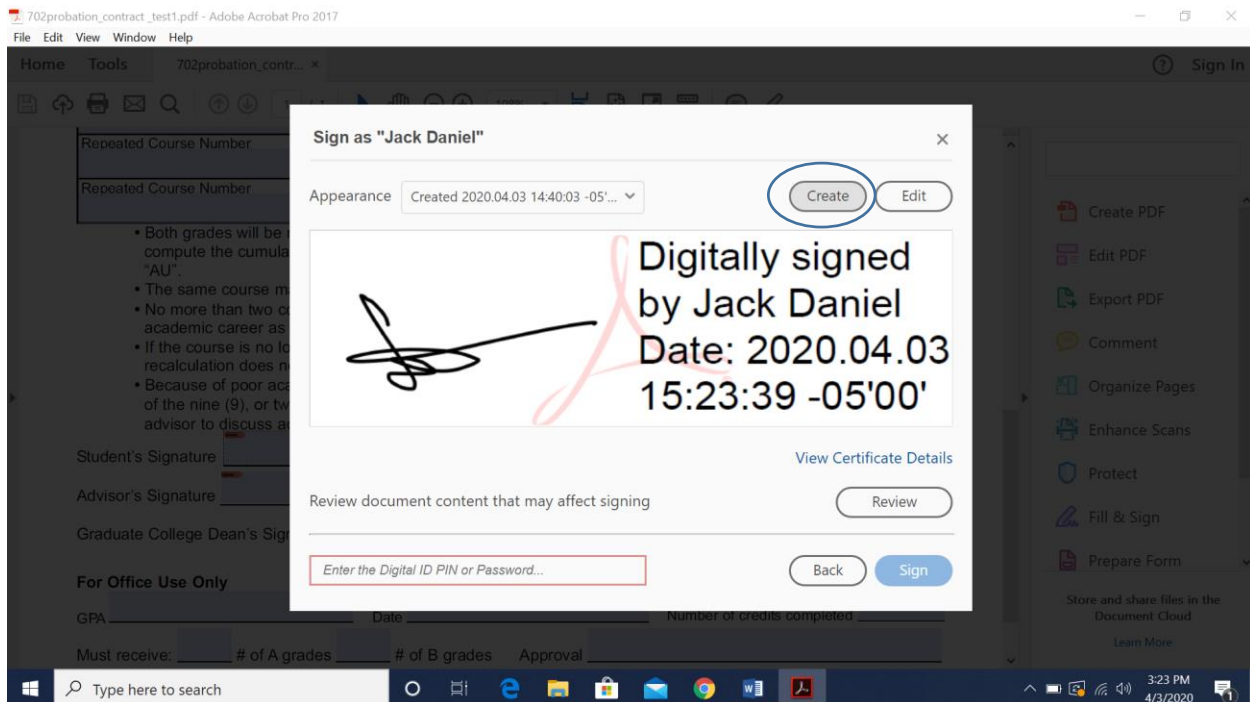
Confirm the password:

Back Save

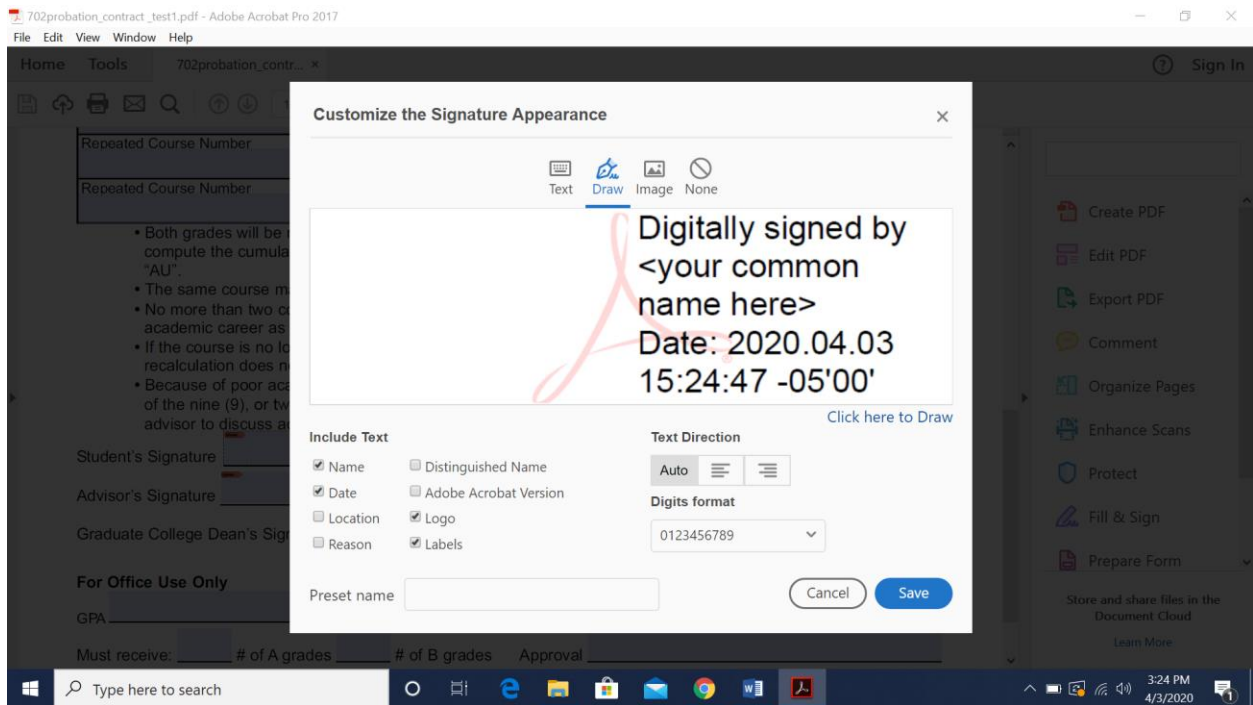
Step 7: Once saved, you could see the below screen. Choose the name that you just created and click on continue.



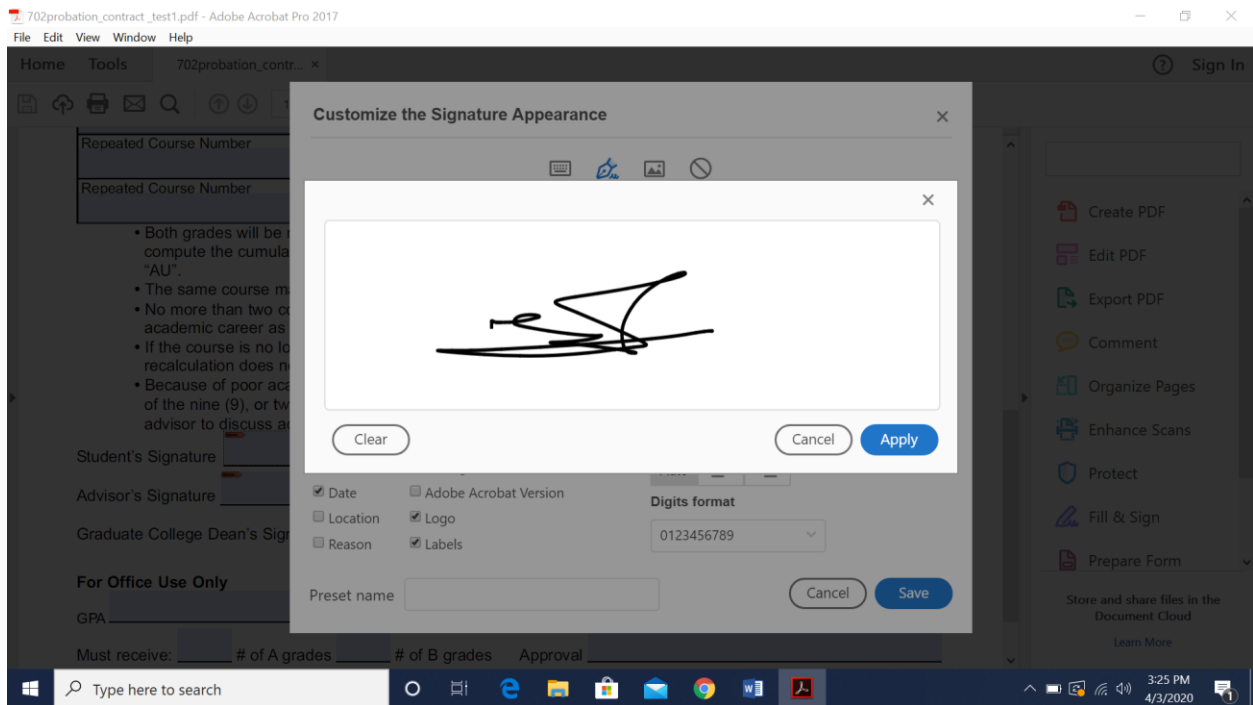
Step 8: Click on create(circled) as shown below.



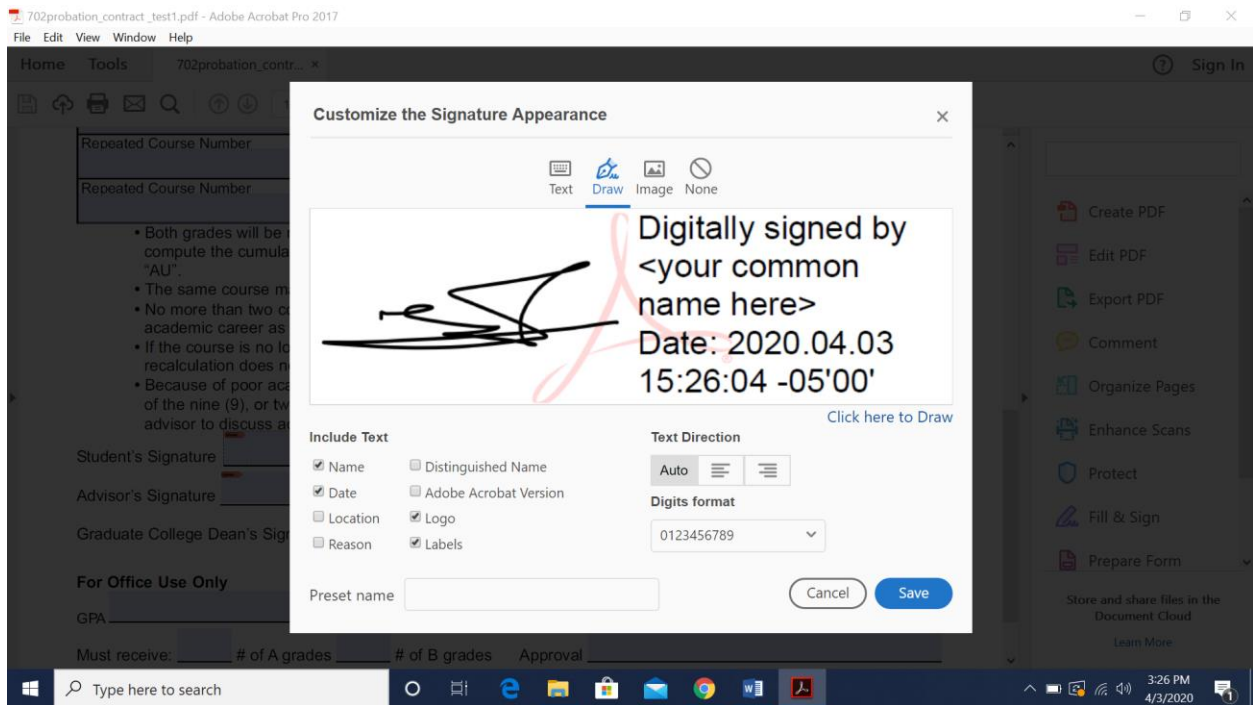
Step 9: Click on Draw



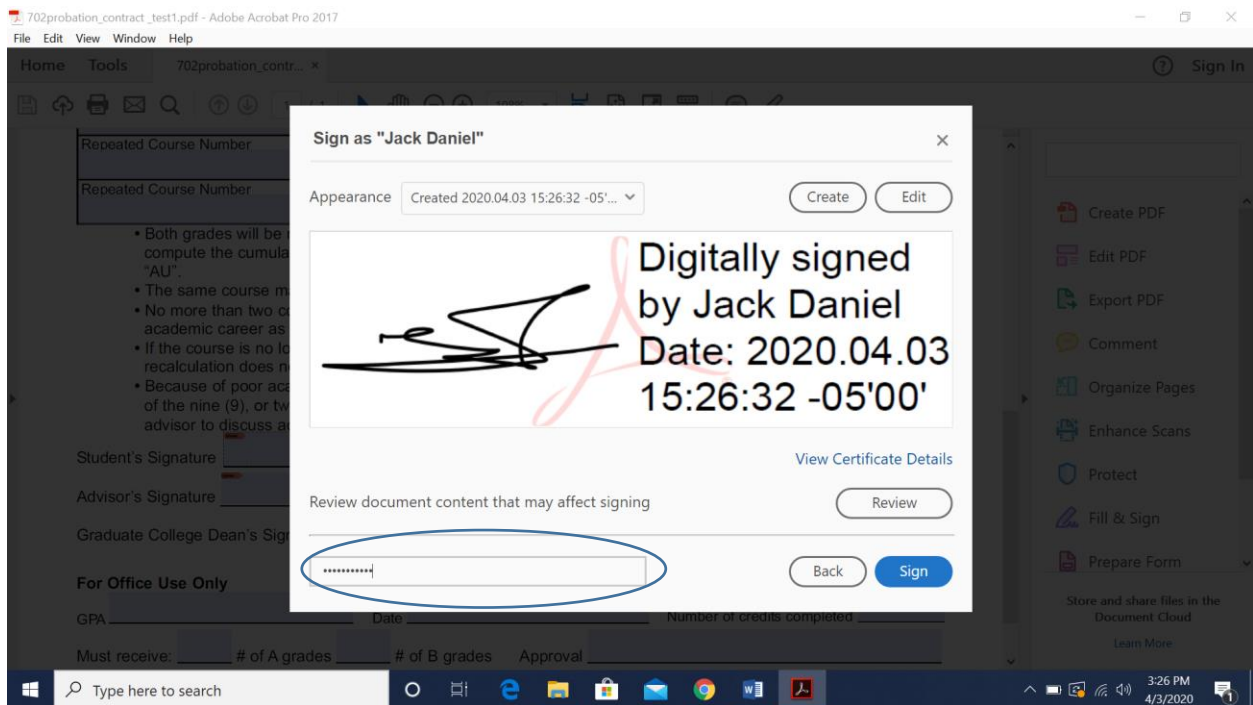
Step 10: Draw the signature and click on apply.



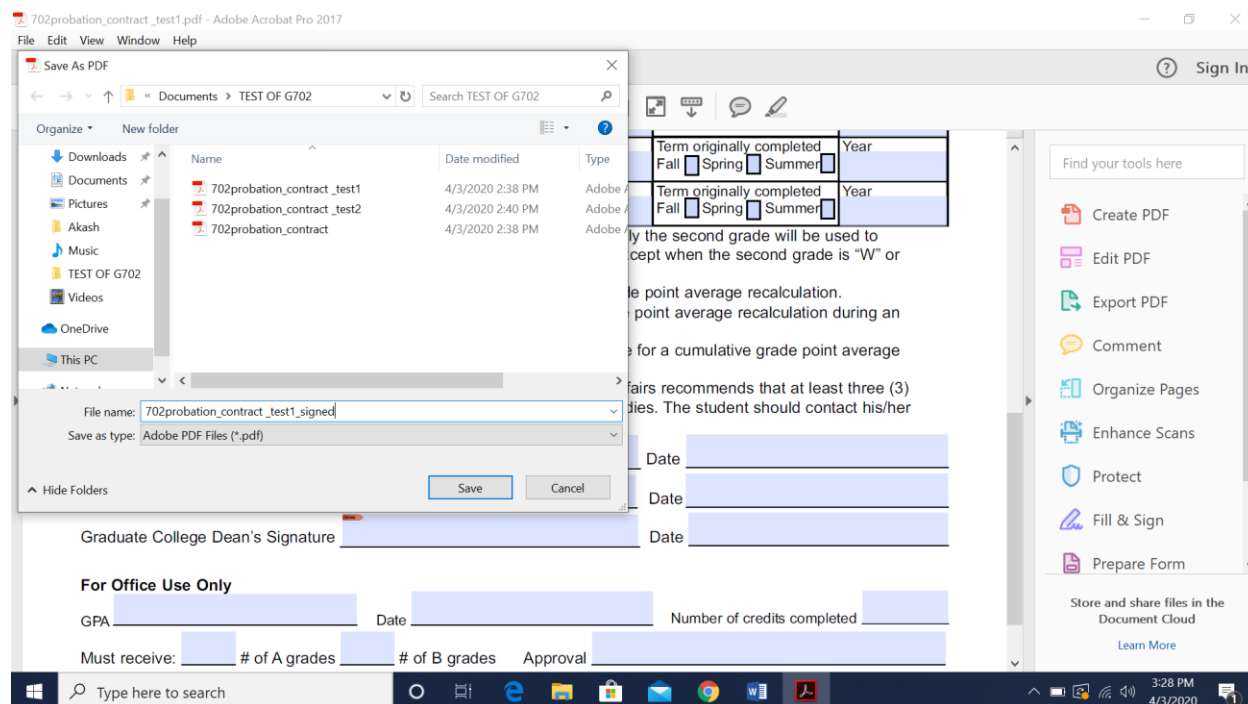
Step 11: Click on save.



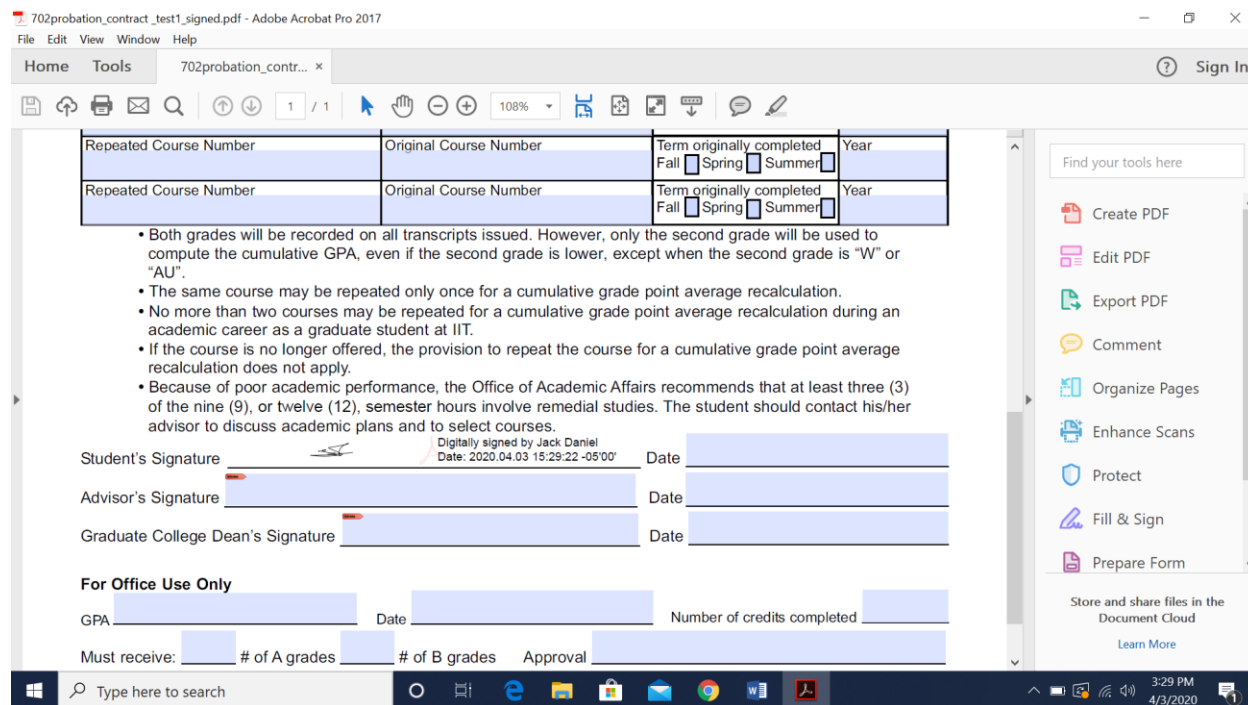
Step 12: Enter the password (that you created) in the circled tab and click on sign



Step 13: It will ask to save the document. Enter a new file name and click on save

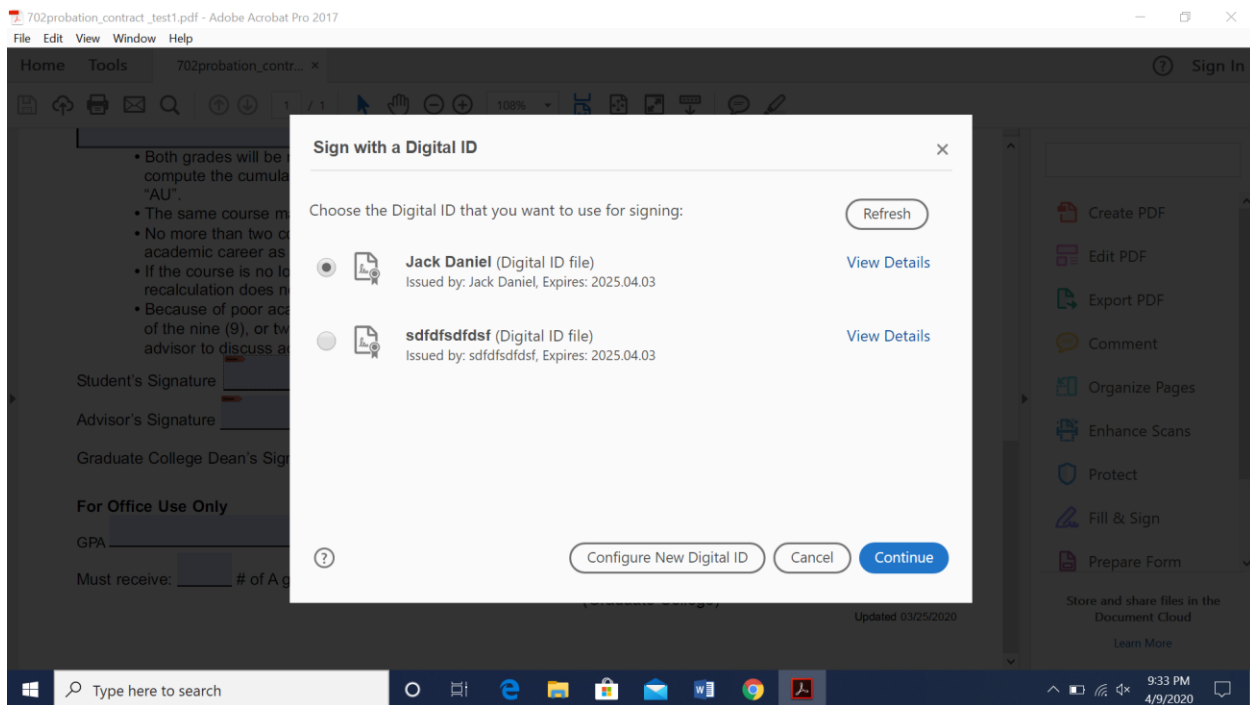


Step 14: Once saved, the signature is added. It looks like below



The above steps have to be performed only for the first time. Once the signature is set up and saved, we just need to choose signature.

Next time, when you click on any of the forms and click on signature field, the below screen appears. Choose the signature and click on continue.



Enter the password that was setup for the signature and click on sign.

