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".

702pro File Edit	bation_contract_test1.pdf - Adobe Acrobat Pro 2017 View Window Help	- 0 ×
Home	e Tools 702probation_contr ×	? Sign In
B 4	e 🖶 🖂 🔍 🗇 🕑 1 / 1 🖡 🖑 \ominus 🕂 108% 🚽 🧮 🔁 🌄 🦻 🖉	
•	Repeated Course Number Original Course Number Term originally completed Fall Year Repeated Course Number Original Course Number Term originally completed Fall Year • Both grades will be recorded on all transcript 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 reinedial studies. The student should contact his/her advisor to discuss academic plans and to select courses. Date Student's Signature Unsigned signature field (Click to sign) Date Graduate College Dean's Signature Date	Find your tools here Create PDF Edit PDF Export PDF Comment Organize Pages Enhance Scans Protect Fill & Sign
	For Office Use Only	Prepare Form 🗸
	GPA Date Number of credits completed Must receive: # of A grades # of B grades Approval	Store and share files in the Document Cloud Learn More
	🔑 Type here to search 🛛 🖸 🖂 Type here to search	へ 🗔 🔄 🥼 ଦ୍ର୍ୟ 🖏 4/3/2020 🎈

Step 2 : Click on "Configure new digital Id"(circled) as shown below and click on 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.

702probation_contract_test1.pdf - Adobe Acrobat Pro 2017				- 0 ×
Home Tools 702probation_contr ×				? Sign In
🖹 🏟 🖶 🖂 🌘 🕘 💷 /1 🖡 🧶 🖂 🤂) 108% - 📙 🚱			
Repeated Course Number Create a self-signed	l Digital ID		×	
Both grades will be a Enter the identity	Name	lack Danie		
compute the cumula "AU".	Organizational Unit	Enter Organizational Unit		
No more than two of Digital IDs that are self-	Organization Name	Enter Organization Name		
academic career as signed by individuals do no if the course is no to provide the assurance that cooplexibility does not the identity information is	t Email Address	jd030592@gmail.com		
Because of poor acc may not be accepted in	Country/Region	US - UNITED STATES	~	
advisor to discuss at	Key Algorithm	2048-bit RSA	~	
Student's Signature	Use Digital ID for	Digital Signatures	~	
Advisor's Signature				
Graduate College Dean's Sign		Rack	antinua	
For Office Use Only		Back	onunue	
GPA Date		Number of credits completed		
Must receive: # of A grades # of B gra	des Approval			
Type here to search O	2 📄 🔒	🚖 🌻 🖬 🔼		コンジョン 3:18 PM 1/3/2020 - 10 - 11 - 11 - 11 - 11 - 11 - 11

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

702probation_contract _test1.pdf - Adobe Acrobat	Pro 2017		- 0 ×
Hile Edit View Window Help Home Tools 702probation_cont	r ×		⑦ Sign In
🖺 🏟 🖶 🖂 Q 🗇 🕑 🔤	/1 🕨 🖓 🕞 🕀	108% • 📙 🖗 💽 🐺 🗩 🖉	
Repeated Course Number	Save the self-signed D	igital ID to a file	×
Repeated Course Number Both grades will be i compute the cumula "AU". The same course m No more than two co academic career as If the course is no lo recalculation does n Because of poor aca of the nine (9), or tw advisor to discuss an Student's Signature	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\Acrd Browse Apply a password to protect the Digital ID: 	Create PDF Edit PDF Export PDF Comment Organize Pages Enhance Scans Protect
Advisor's Signature	0	Dark Save	G Fill & Sign
For Office Use Only	Date	Number of credits completed	Store and share files in the Document Cloud
Must receive: # of A g	rades # of B grades	Approval	Learn More
Type here to search	O H	2 🚍 🔒 🚖 🥥 💷 🔼	へ 🖃 🚱 🦪 付り 🔐 🏹

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

Save As PDF		×			(?) Sign Ir
→ → ↑ 🖡 « Documents → TEST OF G702	✓ U Search TEST OF G702	Q			0 3
Organize • New folder	8==	· ()			
Downloads * Name Documents * Pictures * Akash Music TEST OF G702 Videos OneDrive	Date modified 4/3/2020 2:38 PM 4/3/2020 2:40 PM 4/3/2020 2:38 PM	Type Adobe A Adobe A Adobe / Iy Ce Ie	Term originally completed Fall Spring Summer Year Term originally completed Fall Spring Summer Year the second grade will be used to spt when the second grade is "W" or point average recalculation. oint average recalculation during an	^	Find your tools here Create PDF Edit PDF Export PDF
This PC Tile name: 702probation_contract_test1_signed Save as type: Adobe PDF Files (*,pdf)		∍f ^fai √die ~	or a cumulative grade point average rs recommends that at least three (3) es. The student should contact his/her	÷	Comment Organize Pages
Hide Folders	Save	Cancel	Date		ProtectFill & Sign
For Office Use Only GPA Must receive: # of A grades	Date	roval	Number of credits completed		Prepare Form Store and share files in the Document Cloud Learn More

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

702pro File Edit	bation_contract _test1_signed.pdf - Adobe Acrobat Pro 20	17			- 0 ×
Home	Tools 702probation_contr ×				? Sign In
B 4	🖻 🖶 📿 🗇 🕒 🕇 / 1 📕	• 🖑 🕀 🕂 108% 🕞 🛃			
	Repeated Course Number	Original Course Number	Term originally completed Fall Spring Summer	^	Find your tools here
•	Repeated Course Number	Original Course Number	Term originally completed Fall Spring Summer		Create PDF
	 Both grades will be recorded c compute the cumulative GPA, "AU". 		Edit PDF		
	 The same course may be repe No more than two courses ma 		Export PDF		
	 academic career as a graduate If the course is no longer offer recalculation does not apply 		🗩 Comment		
	Because of poor academic per of the nine (9), or twelve (12)	•	Organize Pages		
	advisor to discuss academic p	ans and to select courses.			💾 Enhance Scans
	Student's Signature	Date: 2020.04.03 15:29:22 -05'00'	Date		Protect
	Advisor's Signature		Date		🛴 Fill & Sign
					Prepare Form 🗸
	GPA	Date	Number of credits completed		Store and share files in the Document Cloud
	Must receive: # of A grades	# of B grades Approval		~	Learn More
	ho Type here to search	o 🖽 🤤 📻 💼	💼 🌻 🖬 📕	^ -	3:29 PM 『 译 <i>信</i> 句》 3:29 PM 4/3/2020 1

The above steps have to 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.

