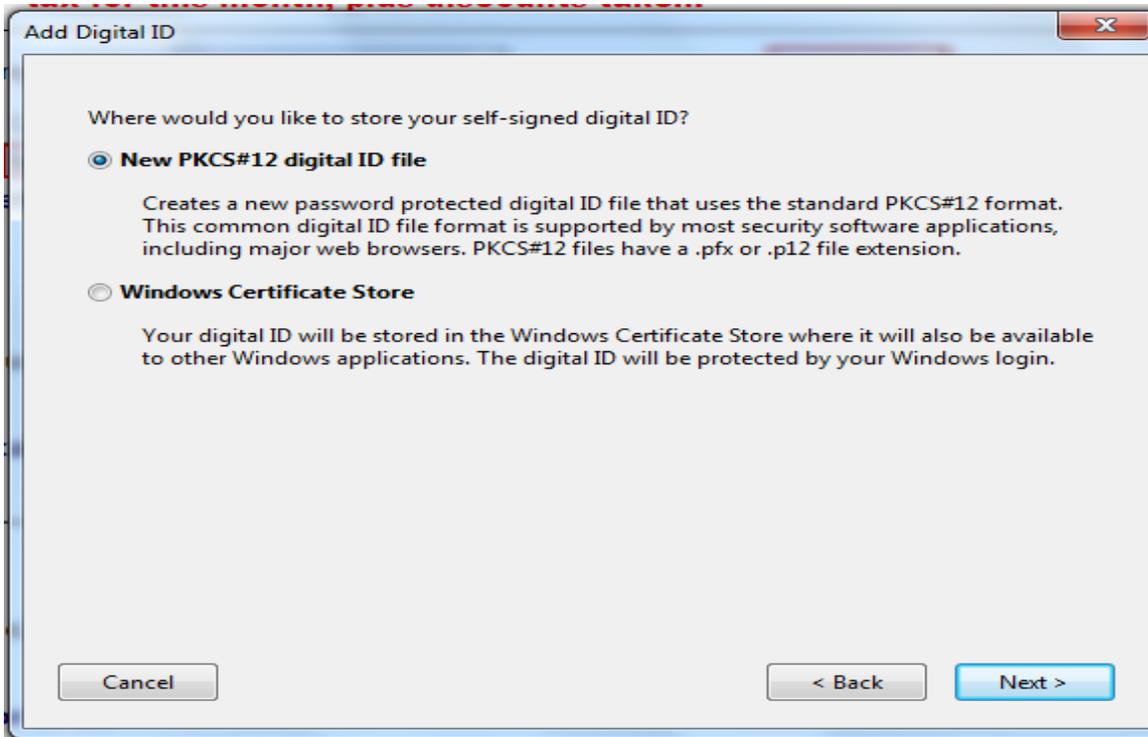
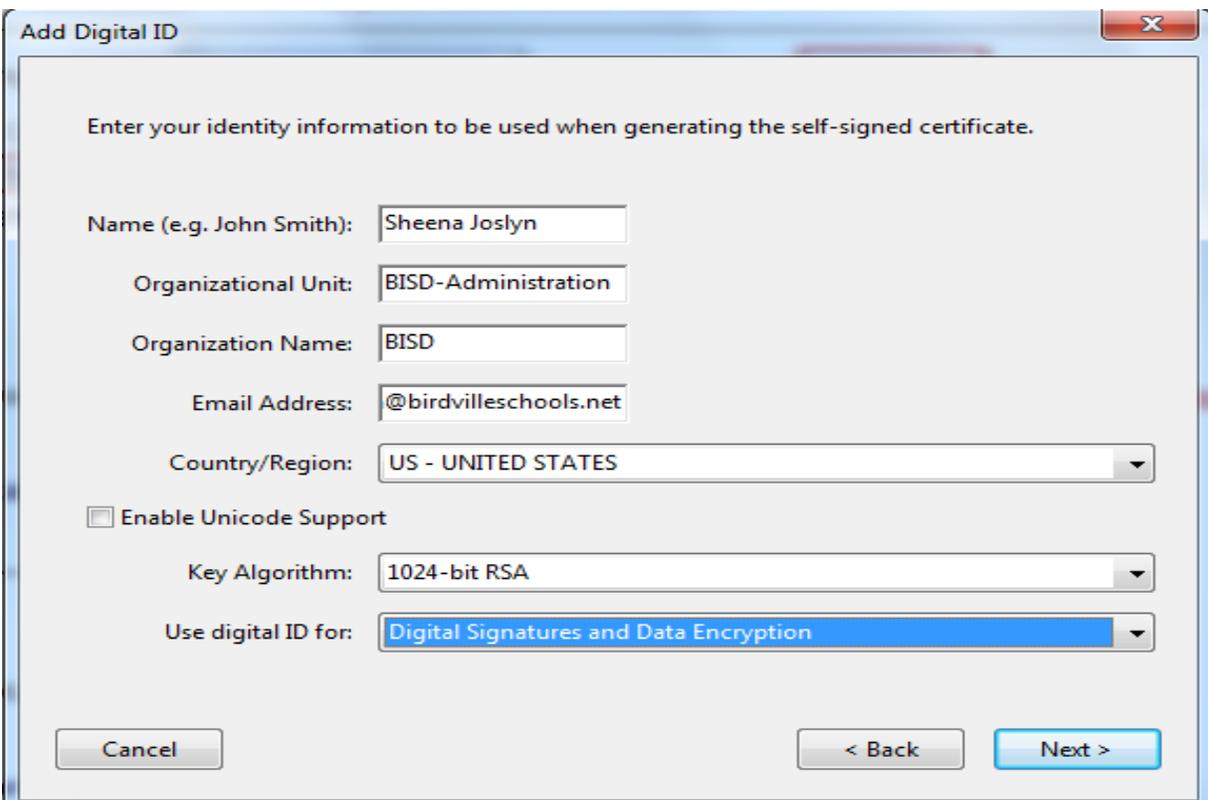


Always choose the “New PKCS#12 digital ID file option:

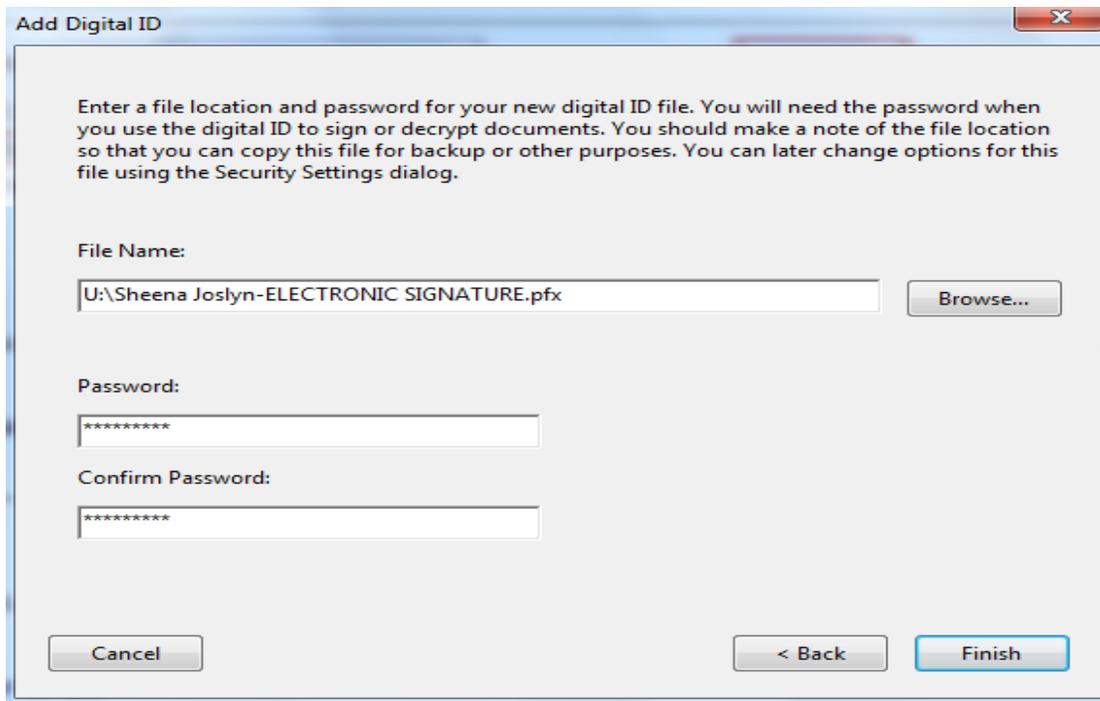


Type in your name as you want it to appear in the signature
Your org. unit can be your campus name and your title
Your org. name can be BISS-Campus Name
Your email will be your BISS email address

* Accept the default algorithm and the “Use digital ID for”



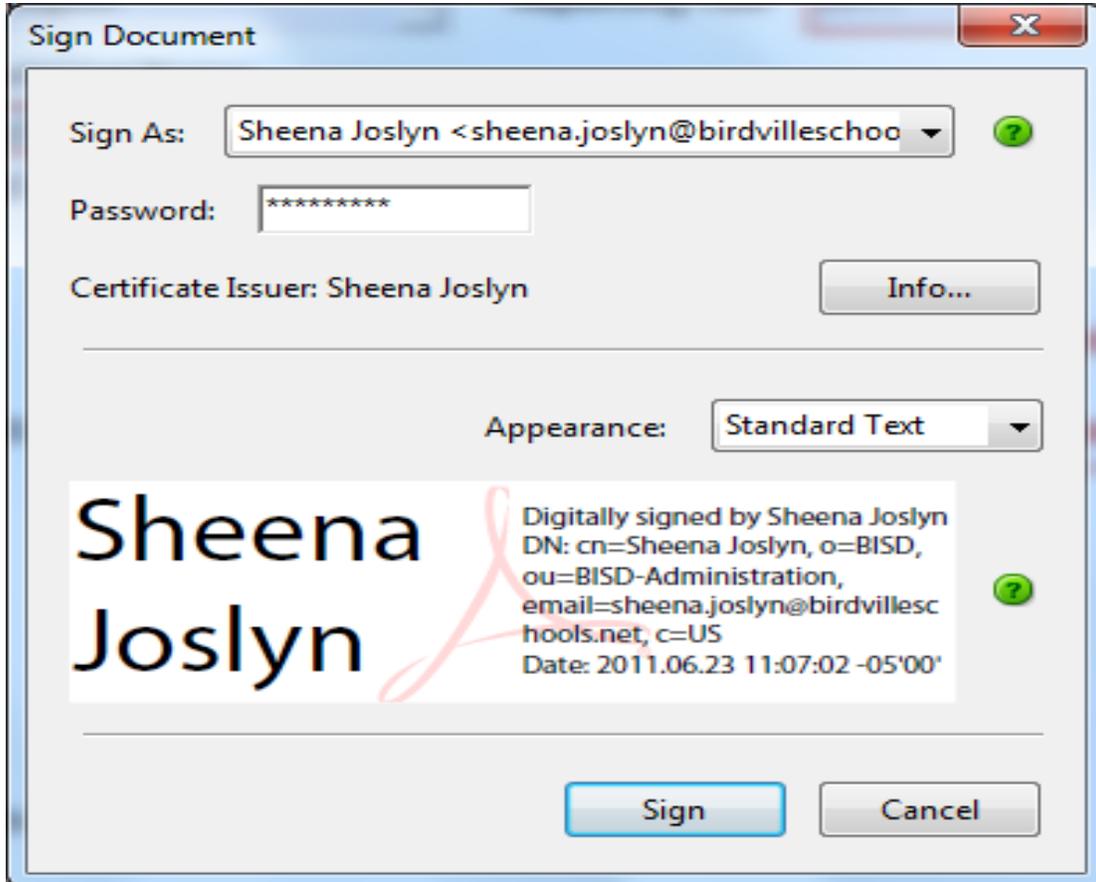
Click browse to select a location, one you will remember, to store your digital id (i.e. Desktop)
Type in a password that will access this ID, again one that you will remember



The "Add Digital ID" dialog box contains the following elements:

- Title Bar:** "Add Digital ID" with a close button (X).
- Instructions:** "Enter a file location and password for your new digital ID file. You will need the password when you use the digital ID to sign or decrypt documents. You should make a note of the file location so that you can copy this file for backup or other purposes. You can later change options for this file using the Security Settings dialog."
- File Name:** A text box containing "U:\Sheena Joslyn-ELECTRONIC SIGNATURE.pfx" and a "Browse..." button.
- Password:** A text box containing "*****".
- Confirm Password:** A text box containing "*****".
- Buttons:** "Cancel", "< Back", and "Finish".

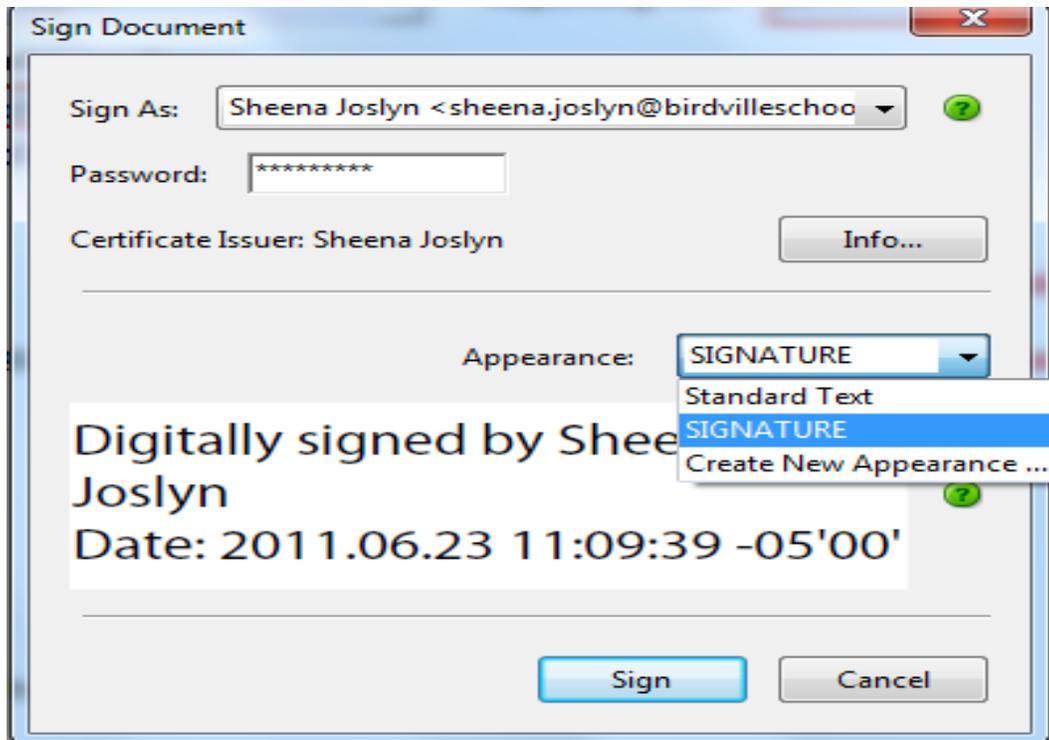
After you've created your "digital ID:"



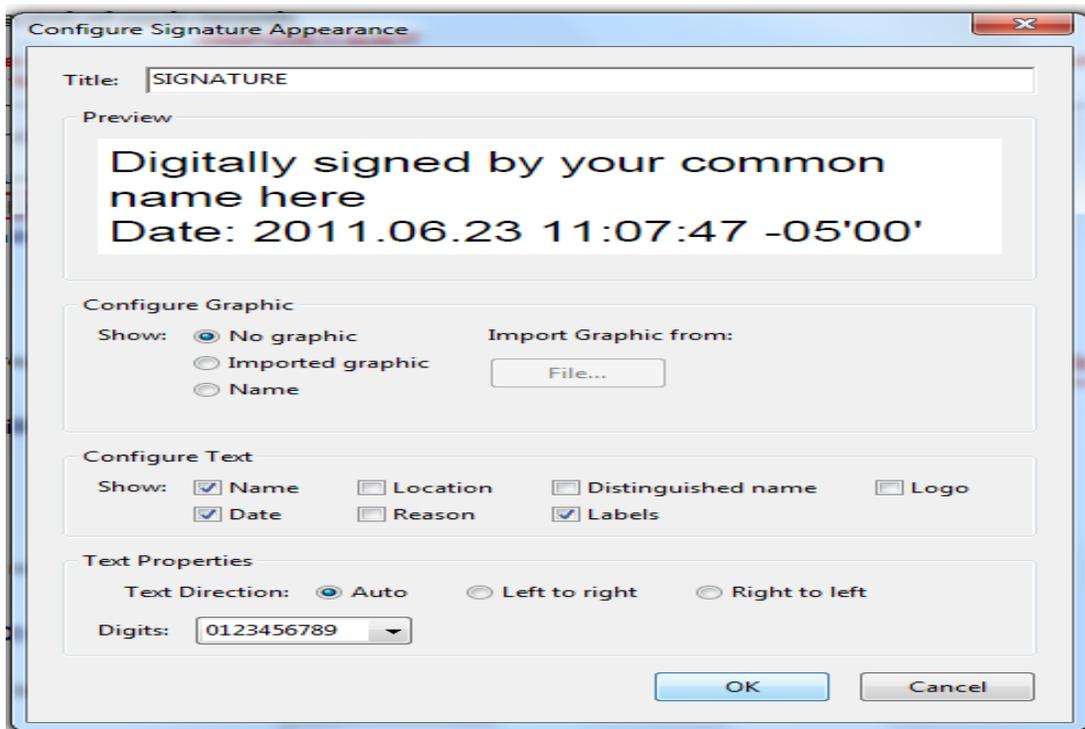
The "Sign Document" dialog box contains the following elements:

- Title Bar:** "Sign Document" with a close button (X).
- Sign As:** A dropdown menu showing "Sheena Joslyn <sheena.joslyn@birdvilleschoo" with a help icon (?) to its right.
- Password:** A text box containing "*****".
- Certificate Issuer:** "Sheena Joslyn" with an "Info..." button to its right.
- Appearance:** A dropdown menu showing "Standard Text".
- Signature Preview:** A white box containing the name "Sheena Joslyn" in a large font, a red signature scribble, and the text: "Digitally signed by Sheena Joslyn
DN: cn=Sheena Joslyn, o=BISD,
ou=BISD-Administration,
email=sheena.joslyn@birdvillesc
hools.net, c=US
Date: 2011.06.23 11:07:02 -05'00'". A help icon (?) is to the right of the text.
- Buttons:** "Sign" and "Cancel".

If you want to change the appearance of your signature from the default, you can click “appearance” and “create new appearance:”



Here you can select any changes or insertions you’d like and click ok



After you click “Sign,” your signature/digital id will insert into the form

- * **If you don’t need to submit the form at this time, just exit the form and don’t save, but your digital id will be available when you need it, just remember where it’s stored and the password**