

A. FOR ALL STUDENTS and Academic Advisors

NOTE: On many of our forms, the digital student signature locks the information that you enter above the signature line. So the student signature should be entered FIRST before having your advisor or department chair sign it. If you are a Mac computer user and ask me to sign a form on your behalf, I will sign it and return it to you to pass on to the next approval in the chain (unless that next person is the Dean, in which case I will pass it on to him as well as send you a copy).

PETITION WRITERS: While petitions technically originate with students, you should get help from your academic advisor to know how to fill out the petition form and phrase the petition properly. If the full scope of what is being asked in the petition is not spelled out clearly such that someone years later cannot figure out everything the petition implies without doing research (i.e. there is unstated implied situational information missing), then the petition will be returned to be rewritten. So please save us all time and effort by obtaining advisor help before submitting your petition.

While DIU does have on-campus students this Fall, the Academic Affairs Office is indefinitely located off campus so **paper forms and handwritten signatures are not accepted. Only pdf forms with verifiable digital signatures are accepted.** Note that if you print out a pdf with a digital signature and later scan it or take a photo of it, the digital signature is no longer verifiable and is just an image of a digital signature, so it is not valid. Please do not try to bypass the requirement of a true digital signature made via the free Adobe Acrobat Reader program, as that will cause us all extra work and you will just have to do it over.

PC users with a Windows operating system, go to section C below for instructions.

B. If you have an Apple Macintosh computer, we have two article links to help you use Adobe Acrobat Reader on your Mac.

<https://helpx.adobe.com/acrobat/kb/install-reader-dc-mac-os.html>

<https://www.macworld.com/article/2025983/how-to-sign-digital-documents.html>

In the second article, follow the process (toward the end of the article – using Adobe Acrobat Reader) to create a digital signature. **DO NOT** use any other program to digitally sign other than the free Adobe Acrobat Reader. Signatures from other programs “break” our DIU forms and create problems too involved to explain here. Broken forms will be rejected. The broken forms we have received were all signed on a Mac computer or with a program other than the free Adobe Acrobat Reader. You can’t tell that a form is broken by looking at it – but it becomes clear when pre-existing signatures are not visible in Adobe Acrobat or the form is frozen so it can’t be signed by someone else or can’t be printed. Note that your digital signature does not need to resemble a written signature. The digital signatures created by the Adobe Reader program are all printed – which also makes them more legible. If you can install and use the Adobe Reader program, go to Section D below for instructions on how to sign.

If you cannot use the free Adobe Acrobat Reader program on your Mac to create a digital signature, you have ONLY ONE other option:

Email the form as an attached file to daniel.boerger@diu.edu and in the email give permission for me to digitally sign the form on your behalf. I will then create a digital signature **in your name** using your diu.edu email and sign the form for you. I will email you a copy of the form after I sign on your behalf so you can see that I did not modify anything you entered. The digital signature will remain password protected on my computer, so will not be accessible to you unless you send me another email asking me to sign a form on your behalf. Your advisor could do this for you just as easily.

C. If you have a PC with Windows operating system, follow this procedure for Creating a free Digital Signature registered with the Windows Certificate Store:

Note: If you don't have the free Adobe Reader program on your computer, you can download it here: <https://get.adobe.com/reader/>

1. Open the fillable PDF using Adobe Reader. If the form has a digital signature field (indicated by an orange arrow in the upper left corner of the signature field) – click in the digital signature field.
2. A window labeled “**Sign with a Digital ID**” will open. Click on the “**Configure New Digital ID**” button at the bottom of the window.
3. In the next window, choose the third option: “**Create a new Digital ID**” then click on **Continue**.
4. In the next window labeled “**Select the destination of the new Digital ID**” choose the second option “**Save to Windows Certificate Store.**” Then click on **Continue**.
5. In the next window labeled “**Create a self-signed Digital ID**” enter the information asked for
Name – your name as you want it to appear in your signature
Organizational Unit – Specify your academic department
Organization Name – Dallas International University
Email Address – your diu.edu email address
The remaining three fields keep as their default.
Click **Save**.

You are done creating your digital signature. To sign the fillable PDF in the digital signature field you selected in step one select which signature to use (if there is more than one choice – if this is the first and only one you've created, there should be only one choice) and click on Continue.

Unless you know that yours will be the last digital signature on this form, do NOT select the “**Lock Document after signing**” box.

Click on the blue **Sign** button.

You will be prompted to save the fillable pdf document under its current name, or you can modify the document name. Click **Save**.

D. Procedure for digitally signing a fillable PDF that has a digital signature field using the Adobe Reader program.

1. Open the fillable PDF with Adobe Reader.

If you are the first person to sign this document then there is nothing to check. Be sure that if a student is supposed to sign this document that the student has already signed it with a typed signature in the appropriate place. If not, start the signature chain with the student or else you are breaking the chain of signature verifiability.

If you are not the first person to sign this document, verify that you received the document from one of the signers who sent you the document from their diu.edu email address. The address of the sender gives you the assurance that their digital signature is genuine.

2. Click in the digital signature field that you are supposed to sign.
3. A window labeled “**Sign with a Digital ID**” will open. Select the digital signature you will use (if there is more than one). Click **Continue**.
4. In the next window, click on the blue **Sign** button.
5. Click **Save**. Then when prompted to replace existing file, click **Yes**.
6. You are done, and can exit the file and forward it on to the next person in the chain for their signature. Please only email it forward from your diu.edu email address.
7. If you are sending the document on for the Dean of Academic Affairs’ signature, please send it to Daniel Boerger so he can track the document and pass it on to the Dean. Documents sent directly to the Dean can lose tracking, and if the status of the document is in question, Dan will be unable to verify its status (as to whether or not the Dean received it, and when) or recover it if the document is lost.