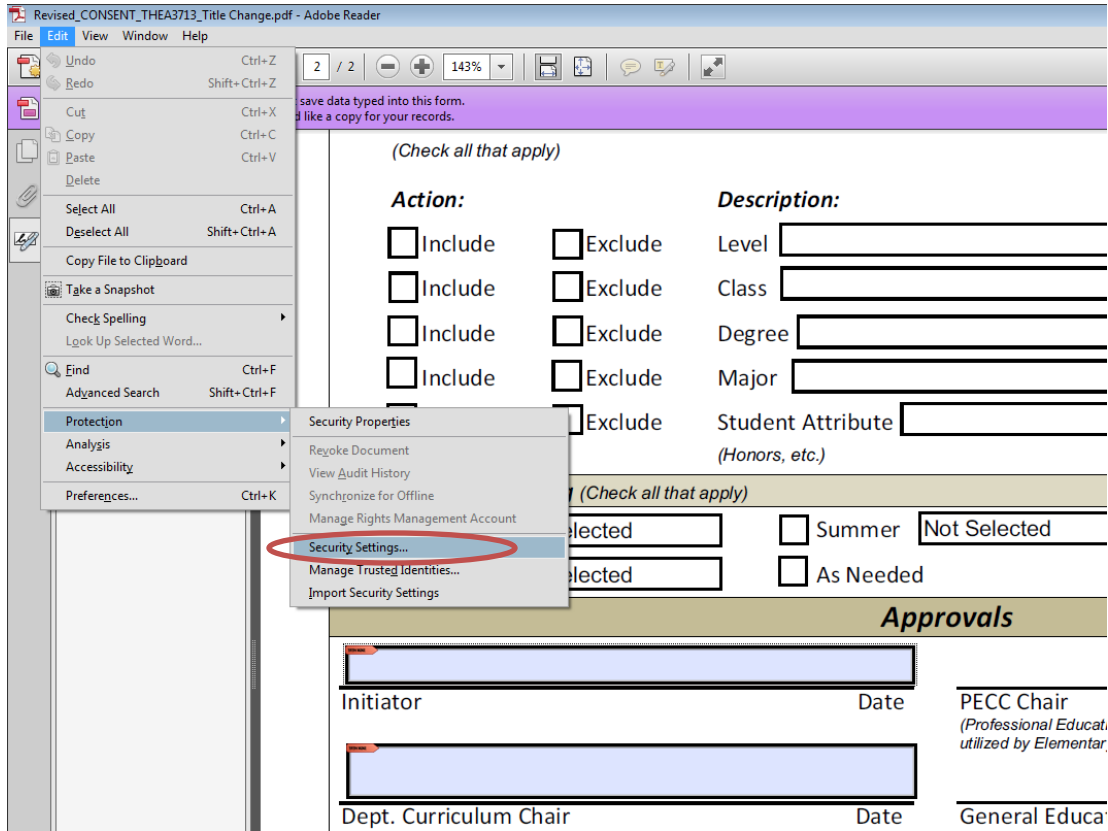
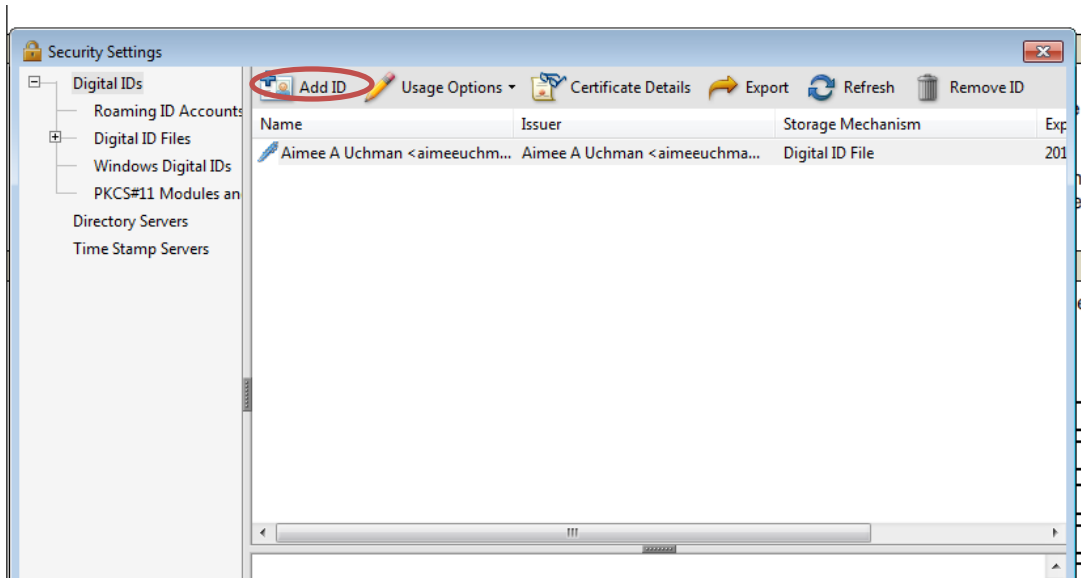


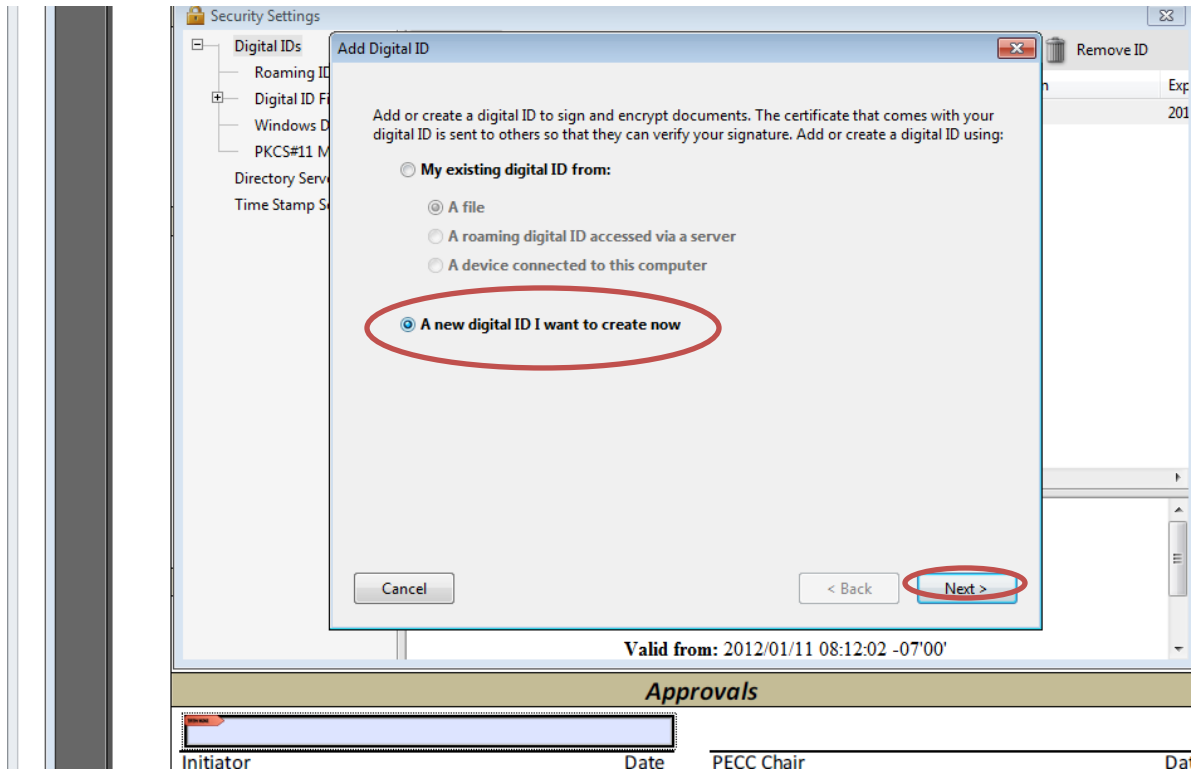
Once you have opened the document with Adobe Reader, go to Edit>Protection>Security Settings



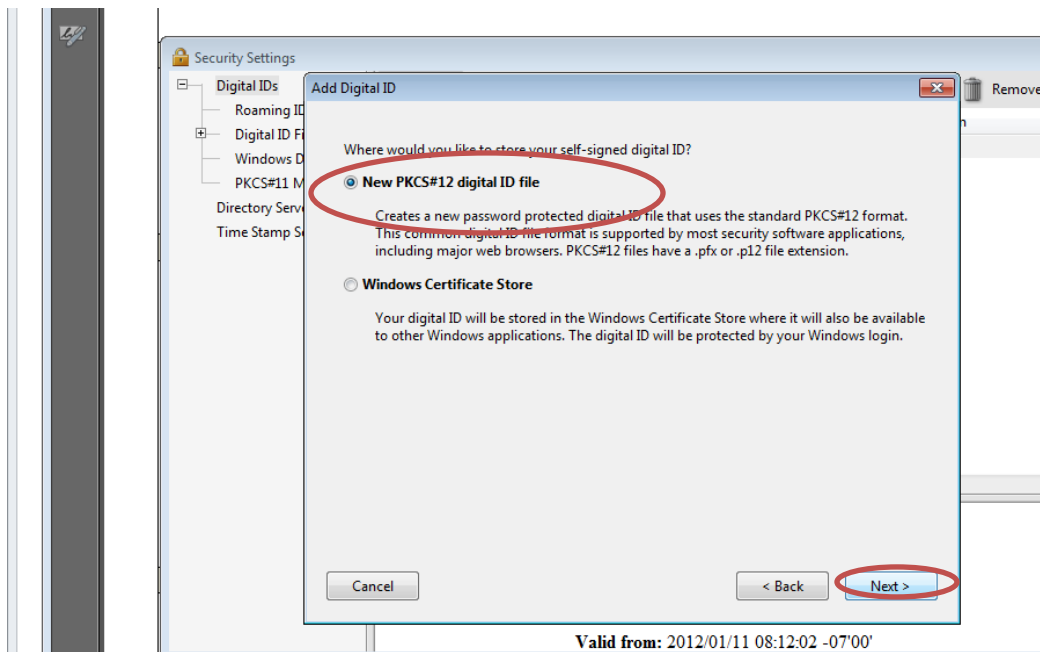
This will open a small window. Once it opens, select “Add ID”



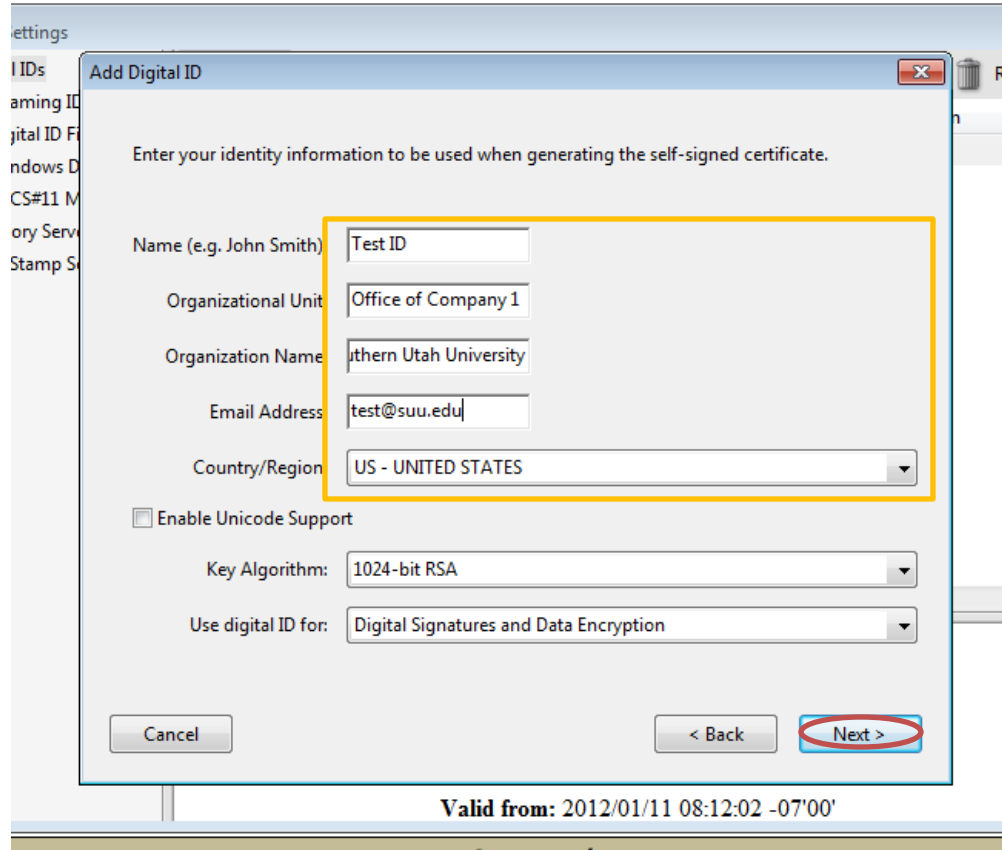
After you've clicked on "Add ID", a new screen will appear. Select the bottom option- "A new digital ID I want to create now" and click "Next."



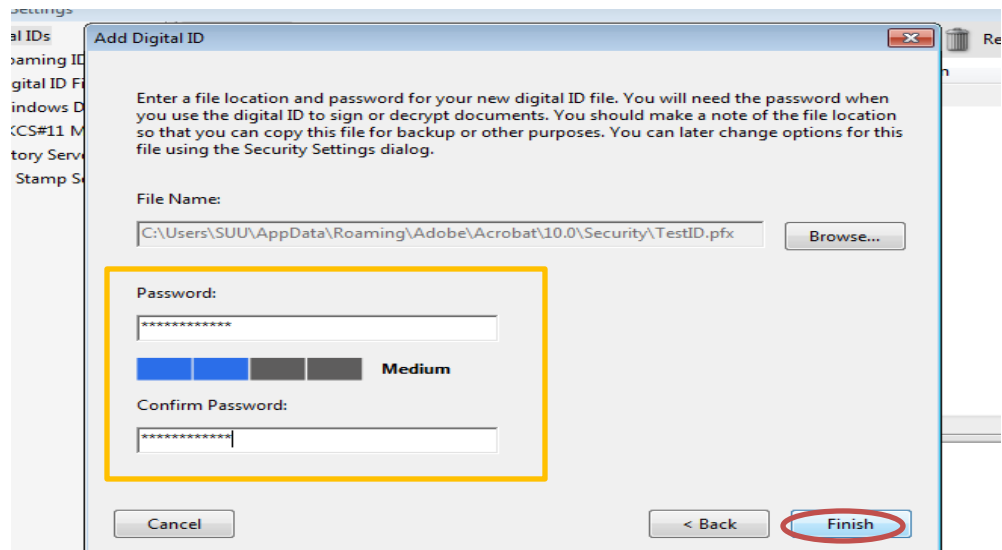
The setting will default to the top option. Leave it that way and click "next" again.



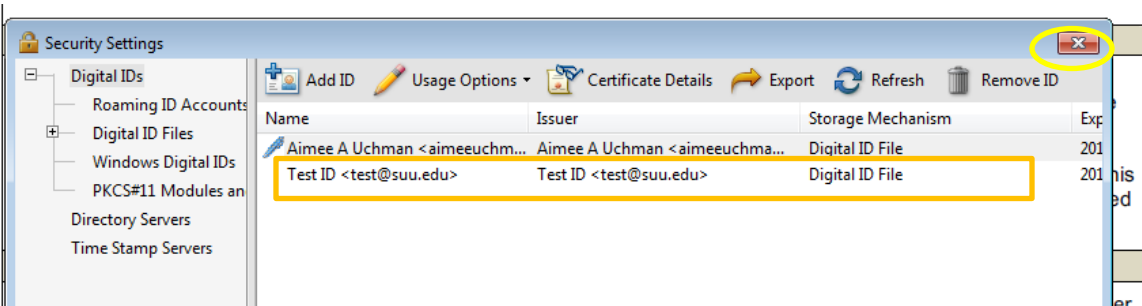
A new screen will open. Enter the information requested, and click “Next”



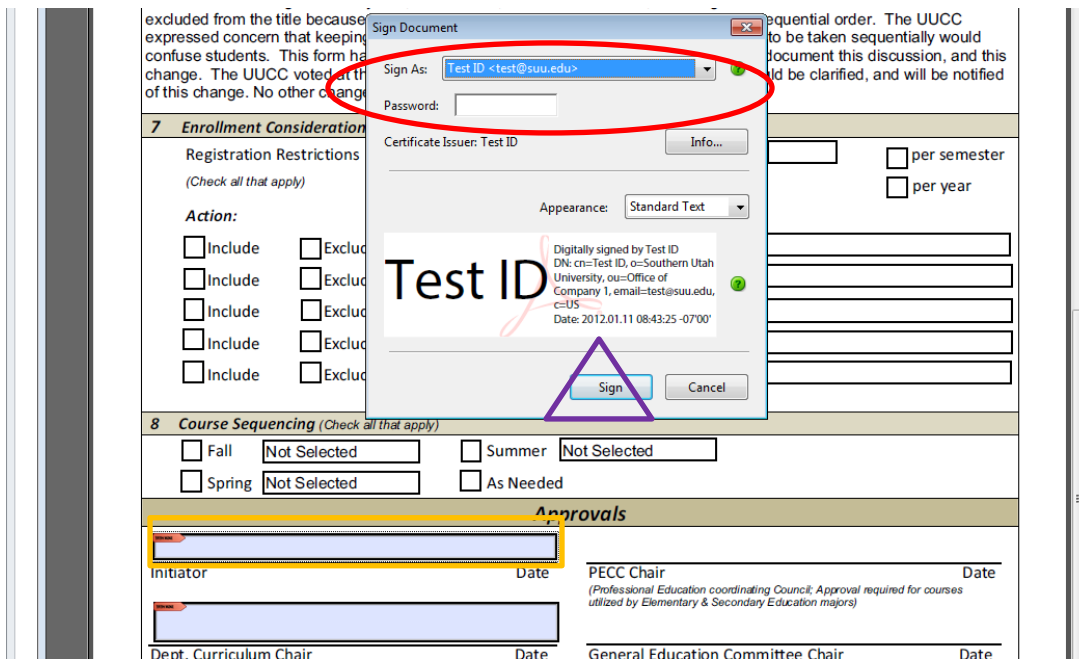
A new screen will appear. Enter a password to protect your signature, and then click “Finish”



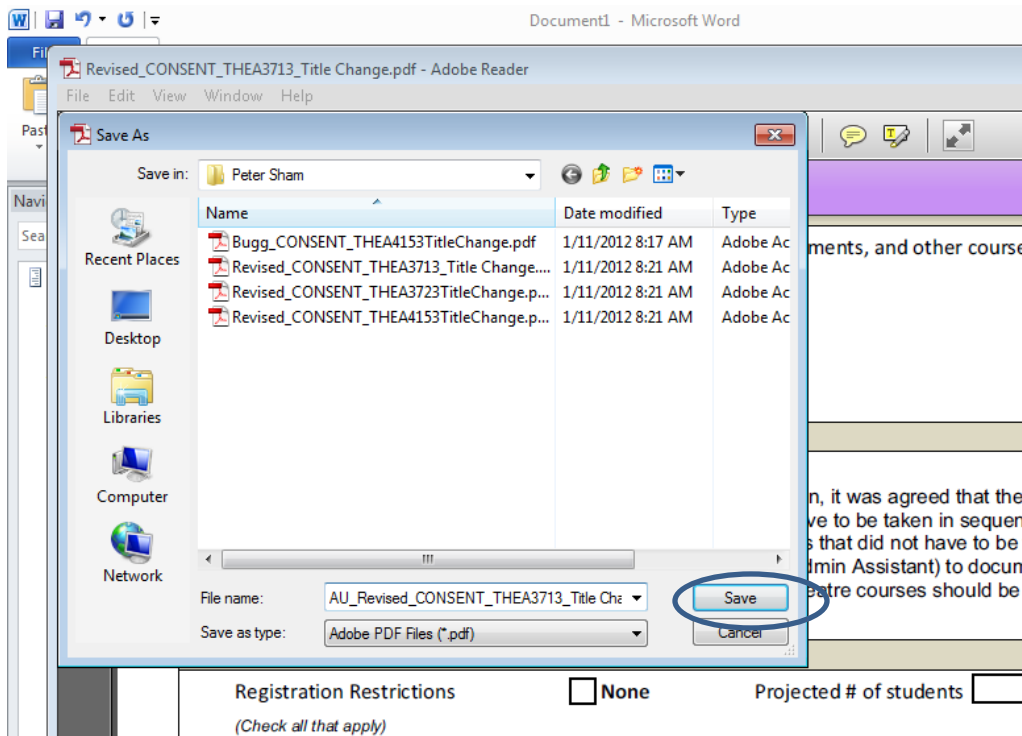
The screen will close, and you'll find yourself back at the starting screen. Your digital ID will appear in the list. Click the red X to close the window and return to your document.



In your document, click on the signature field. A new window will pop up. Select your signature from the first drop down field that says "Sign As" and then enter your password



Before your signature will appear, you'll have to save the document somewhere on your computer. Click "Save" and save the document in a place where you'll be able to find it again.



The "Save As" window will disappear, and your signature will appear in the box!

The screenshot shows a 'Course Sequencing' form. The 'Test ID' field is circled in red. The form includes sections for 'Course Sequencing', 'Approvals', and 'Signatures'. The 'Test ID' field is highlighted with a red circle.

**Course Sequencing (Check all that apply)**

Fall   Summer

Spring   As Needed

**Approvals**

**Test ID**

**Initiator**  **Date**

Digitally signed by Aimee A Uchman  
DN: cn=Aimee A Uchman, o=Southern Utah University, ou=Office of the Provost, email=auchman@suu.edu, c=US  
Date: 2012.01.11 08:52:05 -0700

**Dept. Curriculum Chair**  **Date**

**Department Chair**  **Date**

**College Curriculum Chair**  **Date**

**PECC Chair**  **Date**   
(Professional Education coordinating Council; Approval required for courses utilized by Elementary & Secondary Education majors)

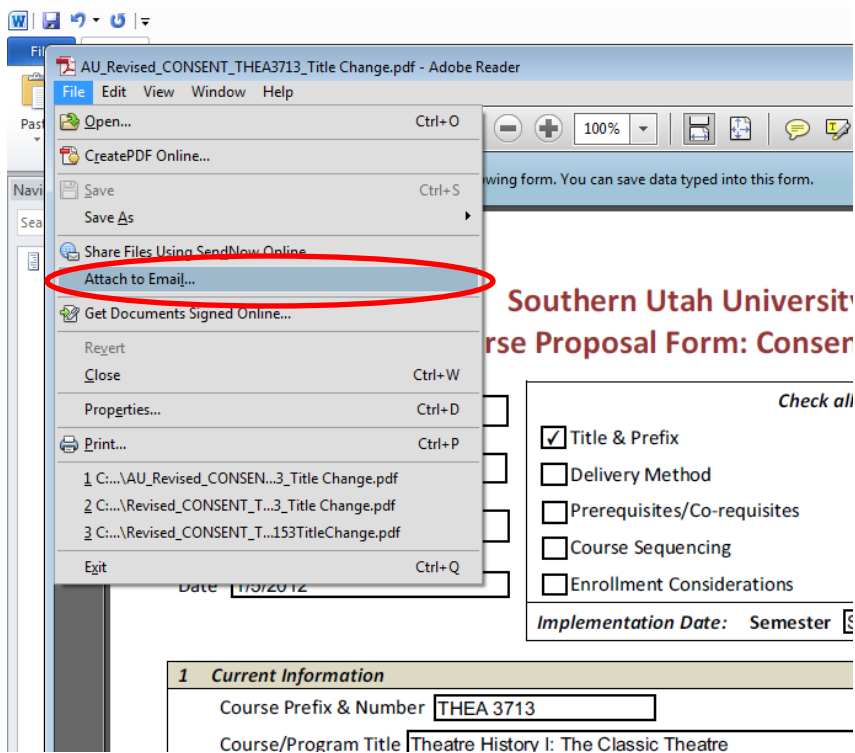
**General Education Committee Chair**  **Date**   
(If course is to be a General Education course)

**University Curriculum Chair**  **Date**

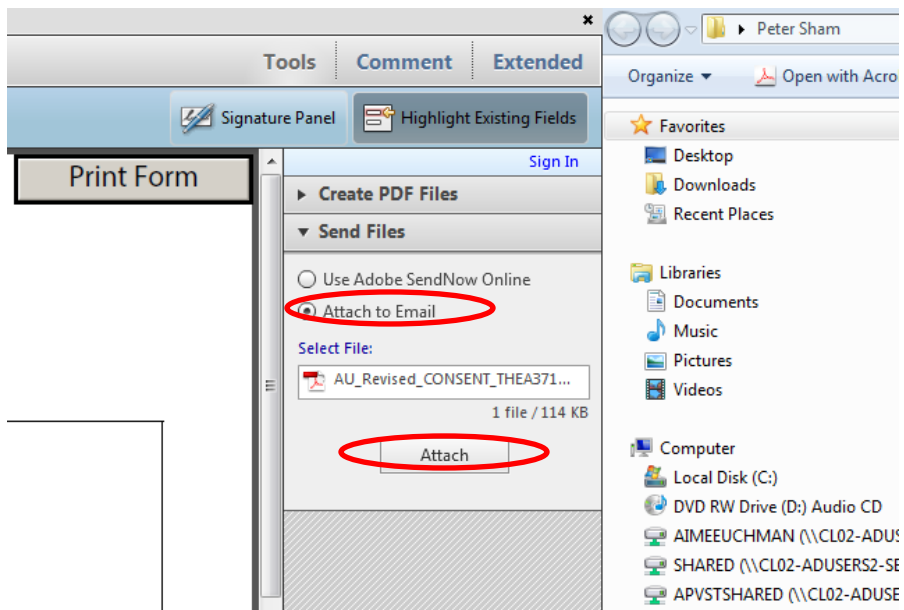
**Provost**  **Date**   
(Timeframe for Provost's signature stipulated in 6.8.2.I.E)

Consent Item ~ Revised 10/2011

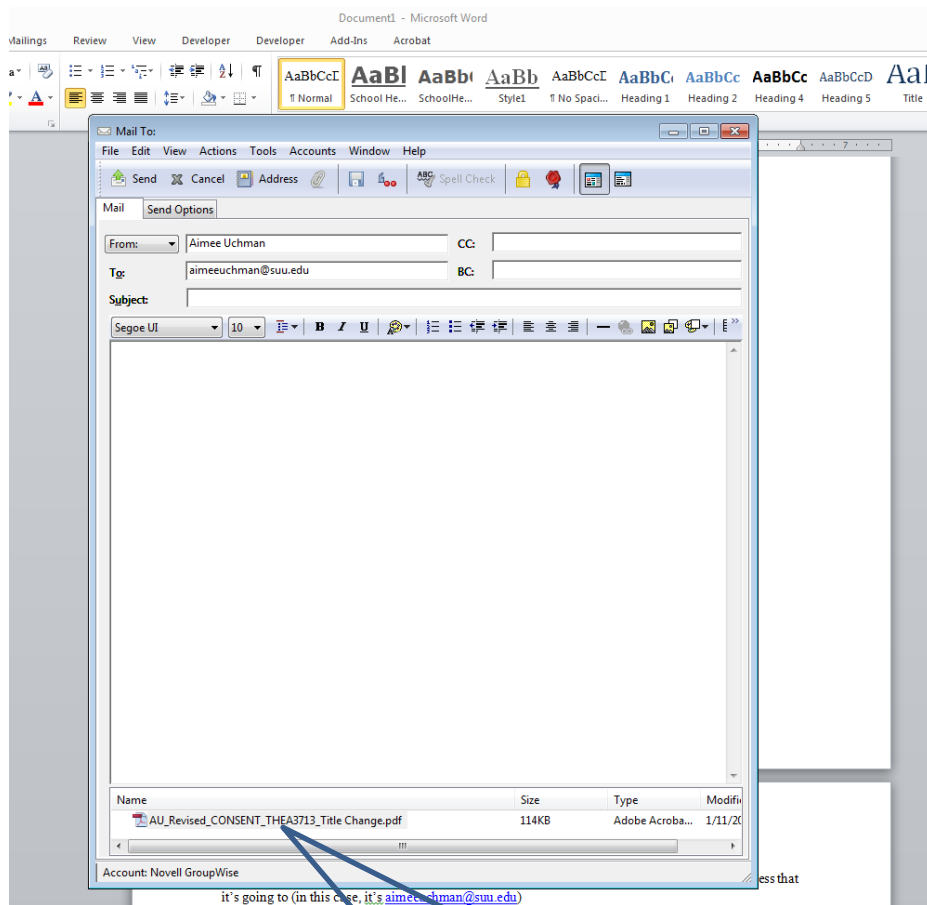
Go to the top of the document. Click on File> Attach to email



A small window will pop up. Make sure “Attach to email” is selected, and click “attach”



A new email message screen will appear in groupwise, with the file attached. Type the email address that it's going to (in this case, it's [aimeeuchman@suu.edu](mailto:aimeeuchman@suu.edu)) and send your message!



**Look! It's our file!**