

How to sign the registration form digitally

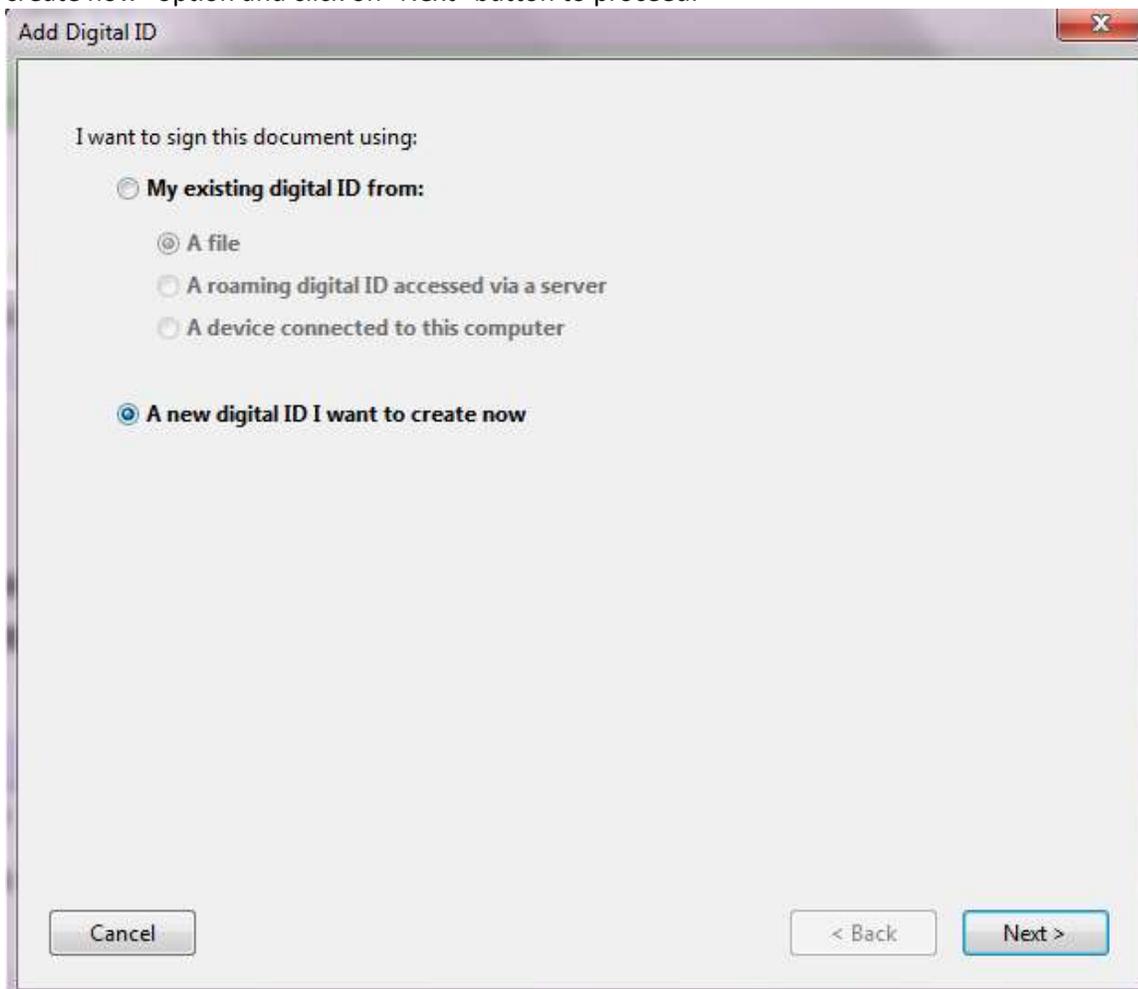
1. Fill out the registration form by clicking on the appropriate checkboxes and filling out information on all the required fields (highlighted in light blue).
2. At the bottom of the registration form, you will see a signature section shown below. Click on the orange arrow on the top left corner of the highlighted field where you want to digitally sign (Signature of Mother or Father).

I hereby certify that the information presented on this form is true, accurate and complete. I understand that it is my responsibility to update any and all information as it changes.

					
	Signature of Father or Guardian	Date		Signature of Mother or Guardian	Date

A check for the registration fee of \$200.00 should accompany this application. This is a non-refundable fee.

3. The "Add Digital ID" window would come up as shown below. Make sure to select "A new digital ID I want to create now" option and click on "Next" button to proceed.



Add Digital ID

I want to sign this document using:

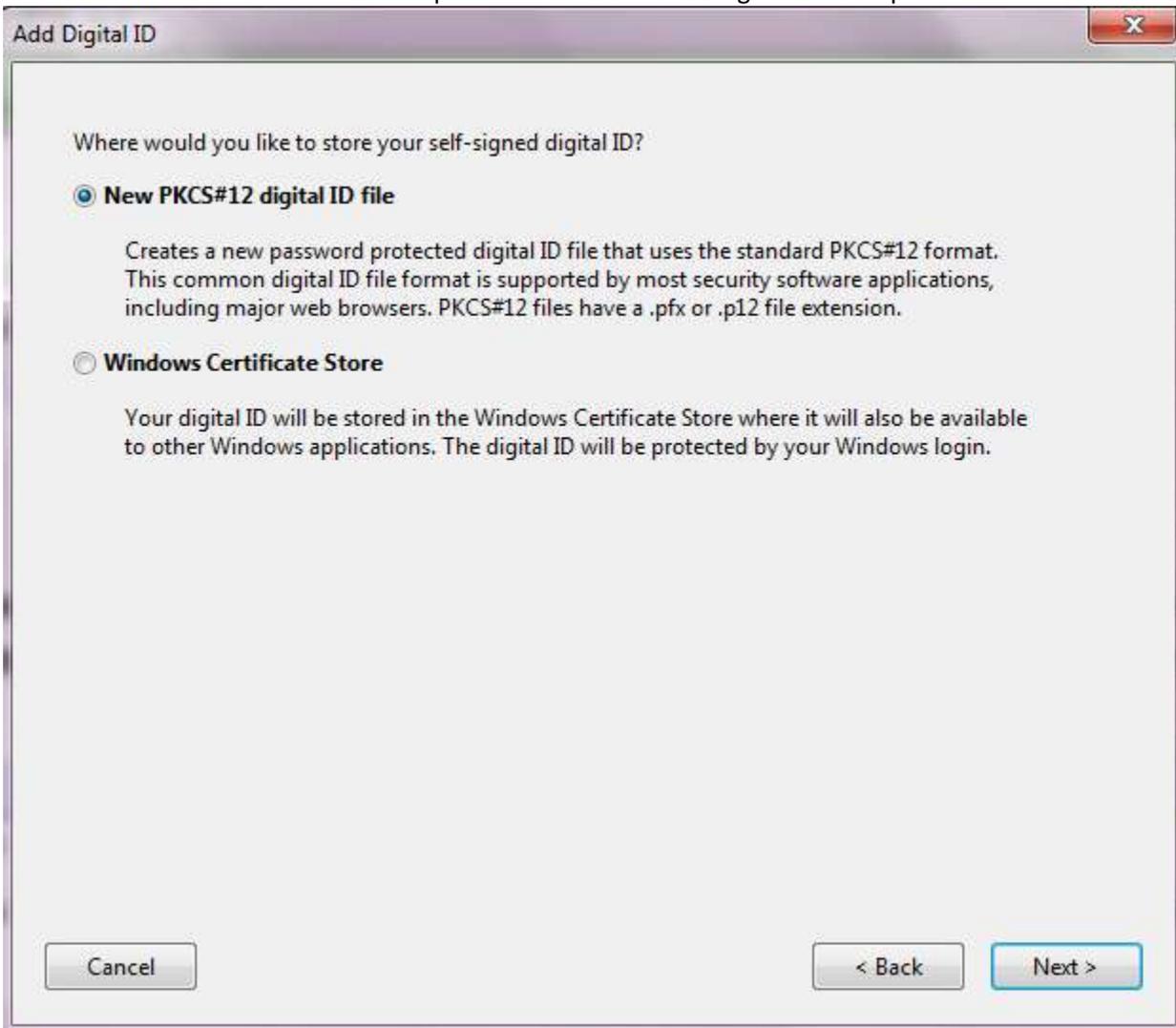
My existing digital ID from:

- A file
- A roaming digital ID accessed via a server
- A device connected to this computer

A new digital ID I want to create now

Cancel < Back Next >

4. The window shown below will come up. Select "New PKCS#12 digital ID file" option here and click on "Next".



5. Then the window shown below will come up. Type in your Name, email address and select "Digital Signatures" from the drop-down menu for "Use digital ID for:" field, then click on "Next" button.

The image shows a Windows-style dialog box titled "Add Digital ID". The dialog contains the following fields and controls:

- Name (e.g. John Smith):** Text input field containing "Tomoko Creed".
- Organizational Unit:** Empty text input field.
- Organization Name:** Empty text input field.
- Email Address:** Text input field containing "tomoko.creed@gmail.com".
- Country/Region:** Dropdown menu showing "US - UNITED STATES".
- Key Algorithm:** Dropdown menu showing "1024-bit RSA".
- Use digital ID for:** Dropdown menu showing "Digital Signatures".

At the bottom of the dialog, there are three buttons: "Cancel", "< Back", and "Next >".

6. Then the window shown below will come up. Type in your password (You should use at least 1 Upper case character, 1 Lower case character, 1 Number and a special character such as !, ?, #, @, ", ., %, \$), and type it again in the "Confirm Password" field. Then, click on "Finish" button.

Add Digital ID

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:

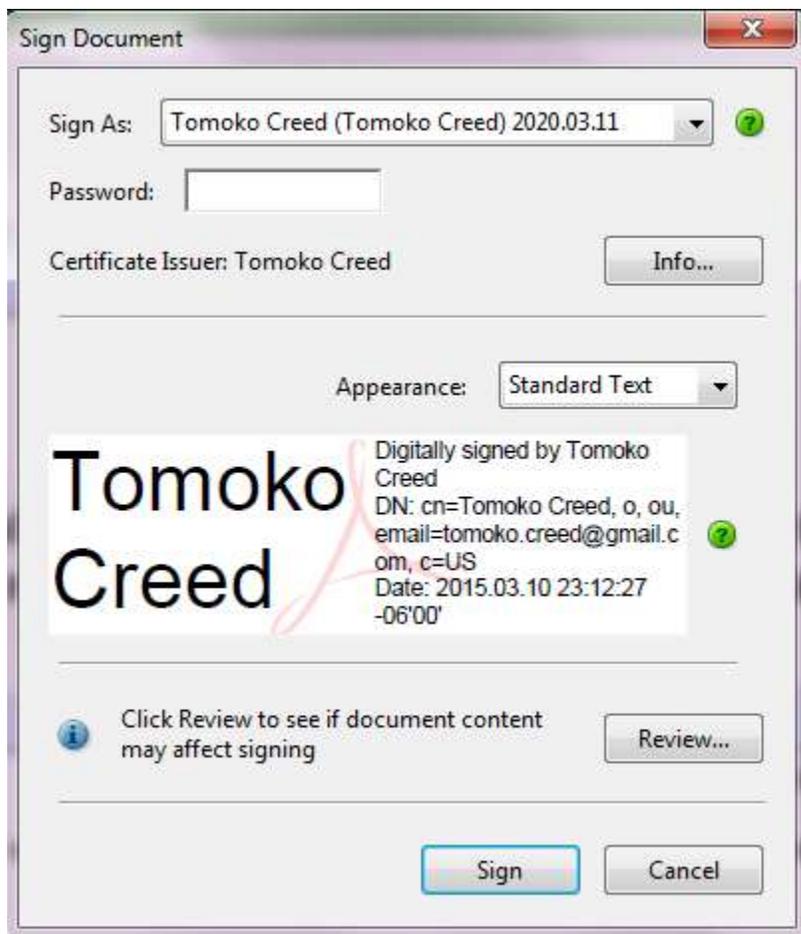
tomokoc\AppData\Roaming\Adobe\Acrobat\11.0\Security\TomokoCreed.pfx

Password:

Best

Confirm Password:

7. Now the "Sign Document" window shown below would pop up. Type in your password that you created in the step 6 and click on "Sign" button.



8. Now "Save As" window would pop up, prompting to save this file on your computer. Go ahead save it to the default location with the default file name, or you can select the folder location you would like, and rename the file to something else. (Note: Remember to note the location of this file, because you will be sending the final version to the office electronically.)

If you are the only parent to sign this document, you are done signing digitally. Send the saved file to Bernadine Smalley via FastDirect or her St. Mary email bsmalley@stmarycs.net . (If you do not know how to do this, please contact Mrs. Smalley in the office)

9. You can continue to have other parent digitally sign by going back to the step 2. If you are doing this on the same computer, it would bring up the same window shown on the step #7. You will then need to select "New ID..." from the drop down for "Sign As" field. Then, "Add Digital ID" window shown on the step 3 would open. Follow the step 3-8 and send the final version of the document to Mrs. Smalley via FastDirect or her St. Mary email bsmalley@stmarycs.net .

NOTE: You can use this same digital signature to sign other documents.

If you are on Mac, please refer to the following URLs:

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

<http://9to5mac.com/2014/02/15/how-to-use-preview-to-put-signatures-on-pdfs-pages-documents-and-mail-messages/>