

Quick Start Guide to Making a Signature

(If you already have Adobe Reader installed on your computer)

1. Open a form that requires a digital signature.
 - a. Your IGDP may be the first form you NEED this signature for. (It's on the BRIC website under FORMS)
 - b. Make SURE you Download the form and save to your computer, rather than open in a web browser tab.
 - c. You'll know it's downloaded properly when the **RED TABS** appear on the signature lines.

BRIC SPECIAL EDUCATION SERVICES

**Teacher Self-Assessment/
Individual Growth and Development Plan (IGDP)**

Name _____ Position _____ Building _____

Teacher Signature _____ School Year _____

Submit Steps 1-3 to BRIC Supervisor by Oct. 1: BRIC SUPERVISOR SIGNATURE: _____

Submit Completed Document to BRIC Supervisor by June 1: BRIC SUPERVISOR SIGNATURE: _____

Step 1: Complete Self Assessment

2. Double Click on the SIGNATURE TAB.
 - a. You may already have signatures created, or this may be blank.
 - b. Click "CONFIGURE NEW DIGITAL ID" to create a new signature for yourself.
 - c. Click CONTINUE

Sign with a Digital ID

Choose the Digital ID that you want to use for signing:

- tyler johnson** (Digital ID file)
Issued by: Tyler Johnson, Expires: 2025.04.21
- Jen Grabow** (Digital ID file)
Issued by: Jen Grabow, Expires: 2024.02.08
- Jen Johnson** (Digital ID file)
Issued by: Jen Johnson, Expires: 2024.08.05
- member: EDF90242-31CD-42C1...** (Keychain Digital ID)
Issued by: member: EDF90242-31CD-42C1-8... Expires: 2021.08.21

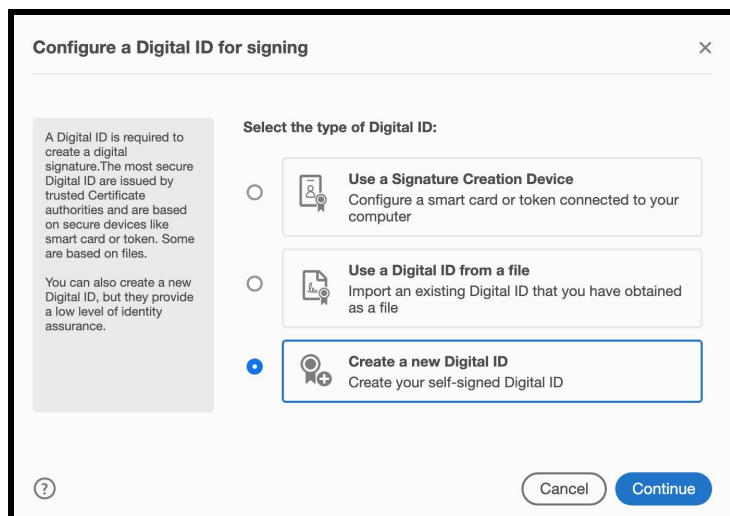
Buttons: Refresh, View Details, Configure New Digital ID, Cancel, Continue

Quick Start Guide to Making a Signature

(If you already have Adobe Reader installed on your computer)

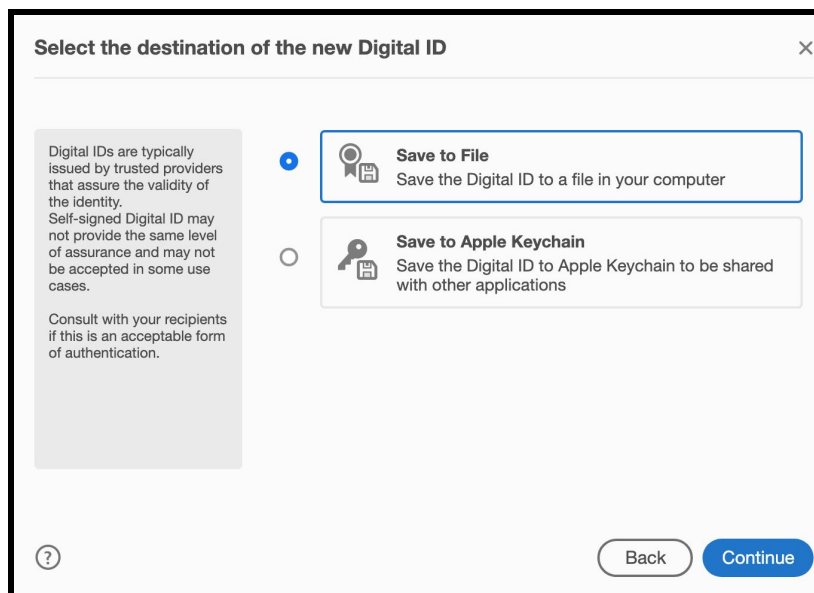
3. Click "CREATE A NEW DIGITAL ID"

a. Then click CONTINUE



4. Select how you want this saved (to a file, preferred)

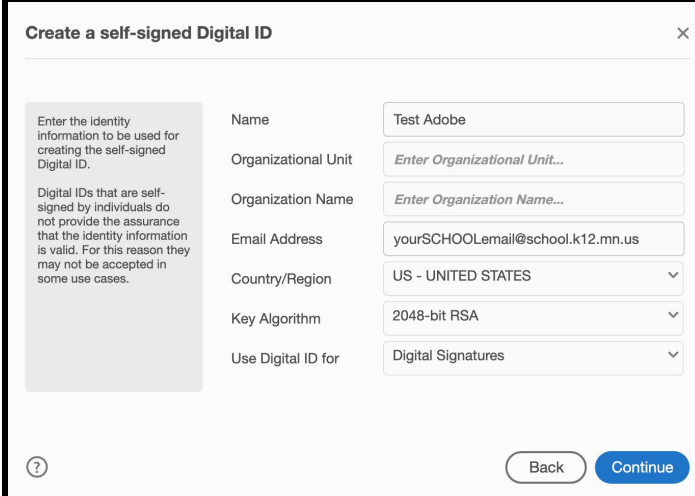
a. Click CONTINUE



Quick Start Guide to Making a Signature

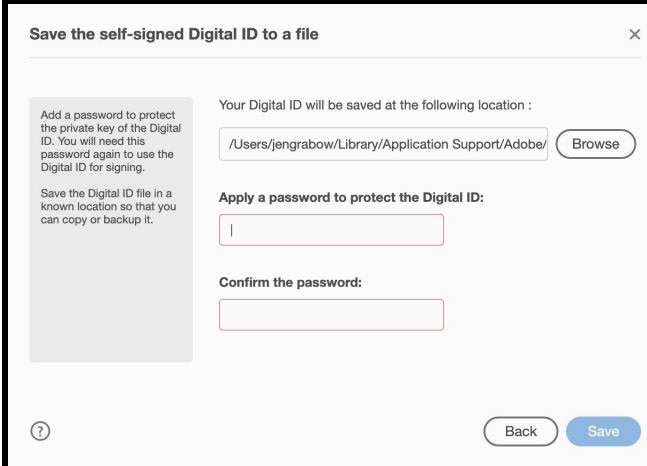
(If you already have Adobe Reader installed on your computer)

5. Fill in the signature details with your name, school and email.
 - a. Click CONTINUE



The screenshot shows a dialog box titled "Create a self-signed Digital ID". On the left, there is a grey box with text: "Enter the identity information to be used for creating the self-signed Digital ID. Digital IDs that are self-signed by individuals do not provide the assurance that the identity information is valid. For this reason they may not be accepted in some use cases." Below this is a question mark icon. On the right, there are several input fields: "Name" (with "Test Adobe" entered), "Organizational Unit" (with "Enter Organizational Unit..."), "Organization Name" (with "Enter Organization Name..."), "Email Address" (with "yourSCHOOLemail@school.k12.mn.us"), "Country/Region" (with "US - UNITED STATES" selected), "Key Algorithm" (with "2048-bit RSA" selected), and "Use Digital ID for" (with "Digital Signatures" selected). At the bottom right, there are "Back" and "Continue" buttons.

6. Create a password for your signature (write this down in a secure location, you'll use it often)
 - a. Click SAVE

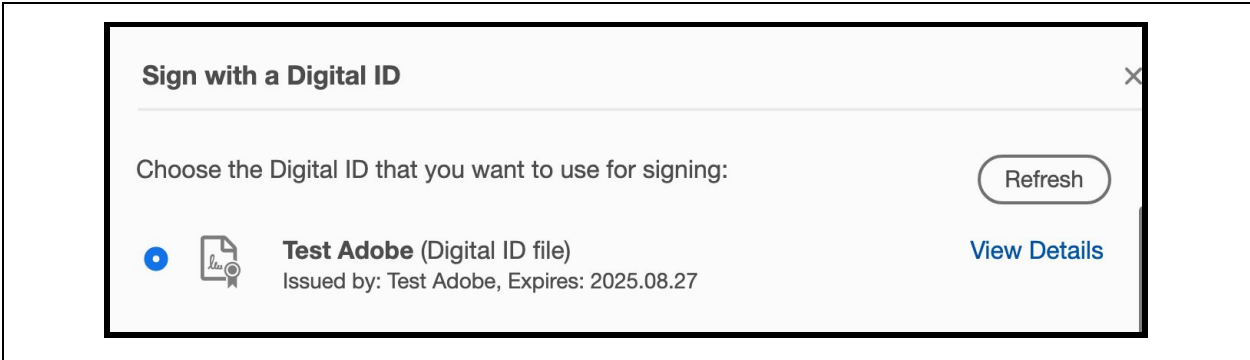


The screenshot shows a dialog box titled "Save the self-signed Digital ID to a file". On the left, there is a grey box with text: "Add a password to protect the private key of the Digital ID. You will need this password again to use the Digital ID for signing. Save the Digital ID file in a known location so that you can copy or backup it." Below this is a question mark icon. On the right, there is a section "Your Digital ID will be saved at the following location :" with a text field containing "/Users/jengrabow/Library/Application Support/Adobe/" and a "Browse" button. Below that is a section "Apply a password to protect the Digital ID:" with a text field containing "I". Below that is a section "Confirm the password:" with a text field. At the bottom right, there are "Back" and "Save" buttons.

7. You've created a signature! Now, go back into a form that requires a signature (Ex. IGDP).
8. Double click on a signature field (Make sure that RED TAB shows)
9. You should see this menu pop up to choose your digital signature:

Quick Start Guide to Making a Signature

(If you already have Adobe Reader installed on your computer)



- 10. When you choose a signature, you will see the following screen.
 - a. Enter your password to confirm your identity.
 - b. Click SIGN
- 11. SAVE the document once signed to a folder or to your desktop.
- 12. When sending to another person, EMAIL and ATTACH.

