

Digital Signatures – Adobe Reader

In an effort to recognize the professional work-embedded nature and busy schedules of participants and faculty, where possible we have adopted Digital Signatures. To download Adobe Reader, click [here](#) or [here](#).

Please start by saving the document you wish to sign to your local computer and ***open the document with Adobe Reader***. On a PC this is accomplished by right-clicking on the file and selecting “Open with... Adobe Reader.”

Special note to Mac users Many Mac computers default to a program called Preview to look at .pdf files, which does not reveal the signature links on an Adobe PDF. You will need to open the documents requiring digital signatures using Adobe Reader.

Setting your Digital Signature

Documents that allow for a digital signature are indicated by the small red arrow above the signature space. Hover over the signature mark and “click to sign.”

The Digital ID Configuration window opens, allowing you to select from an existing digital signature or create one. If you don’t already have one on this computer, select “Configure Digital ID.”

The next window asks you to select the type of Digital ID. We recommend you use the *Create a new Digital ID* option. Select *Continue*.

The next window asks you to select the destination. We recommend you use the *Save to File* option. Select *Continue*.

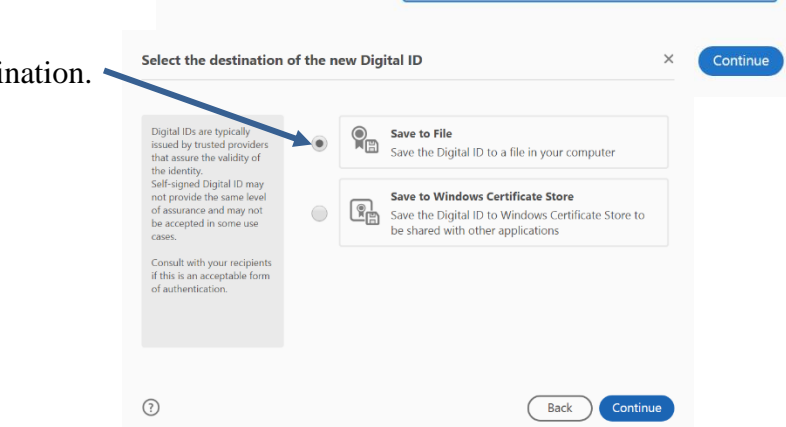
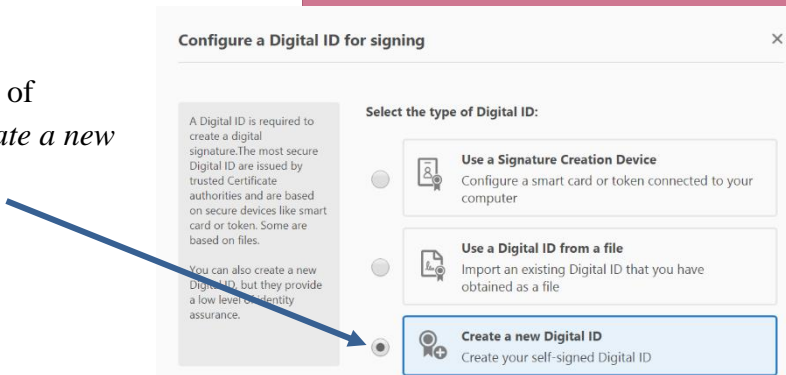
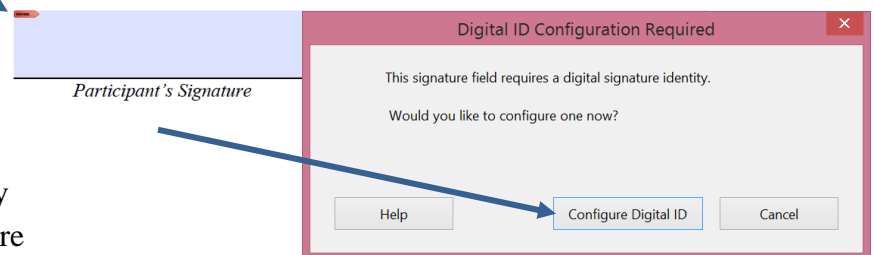
Standard 3: Confidentiality

A participant in the Learning and Leadership program is expected to:

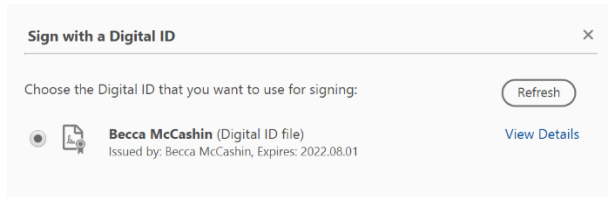
- Respect the rights of others’ privacy and confidentiality.
- Maintain confidentiality regarding class discussion topics.
- Maintain the confidentiality of subjects.
- Follow all stipulations of the IRB regarding research with human subjects.

Any unprofessional or unethical conduct on my part, even if inadvertent, may result in evaluation for disciplinary action. I understand that the university has the sole discretion in determining whether my conduct warrants dismissal.

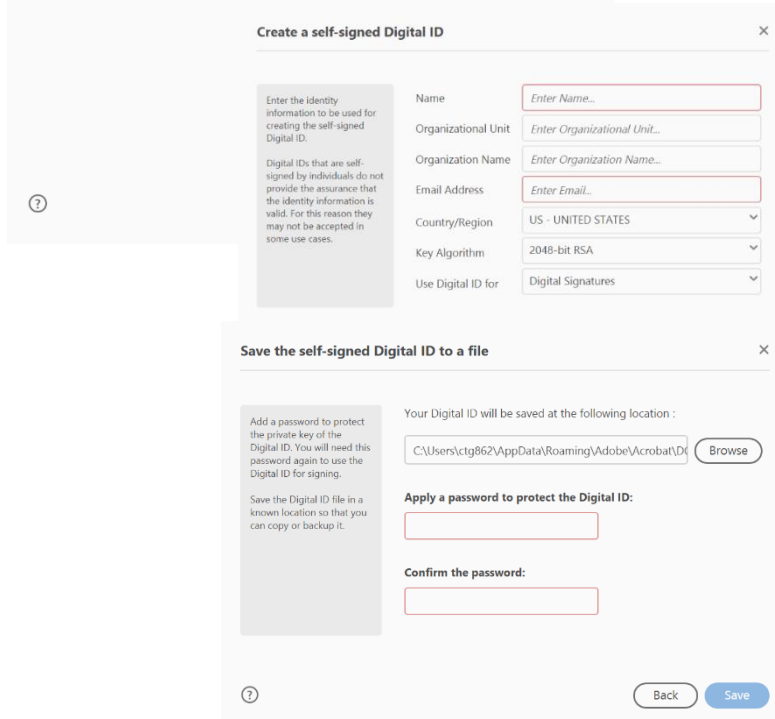
I have reviewed the Learning and Leadership Doctoral Program Guide and the information provided in the guide. I understand and agree to the terms and conditions of the Learning and Leadership Doctoral Program.



Digital Signatures – Adobe Reader (version DC)

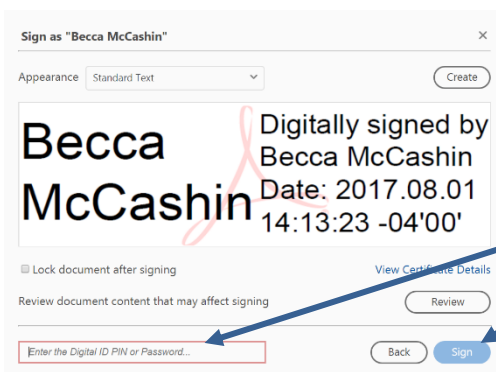


Choose the Digital ID that you want to use for signing and select *Continue*.



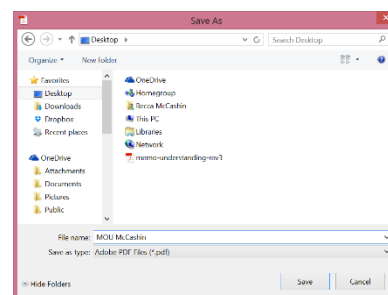
Enter your information (*including your email address*) in the fields provided and select *Continue*.

The next screen confirms the location for storing your digital signature, as well as a password protecting your signature from being used by others without your knowledge or permission. After setting a password you will remember, select *Save*.



The resulting screen allows you to review your digital signature before signing the document. Enter your password in the box and select *Sign*.

Signing a document prompts you to store a digital copy on your computer. Path to your selected location and select *Save*.



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 - Maintain the confidentiality of subjects.
 - Follow all stipulations of the IRB regarding research with human subjects.

Any unprofessional or unethical conduct on my part, even if inadvertent, may result in evaluation for understanding that the university has the sole discretion in determining whether my conduct warrants di

I have reviewed the Learning and Leadership Doctoral Program Guide and the Information pro Understanding. I recognize that I am responsible for knowing and adhering to the regulations an Leadership Doctoral Program.

Becca McCashin Digitally signed by Becca McCashin
Date: 2017.08.01 14:14:29 -04'00'

Participant's Signature Date

The result is a copy of the document with your digital signature, date and time stamped. You may now forward the signed document to the appropriate party via approved organizational guidelines (currently email at UTC).