A. Hoe teken ik een document digitaal met Acrobat Reader?

Tip: Zorg dat je beschikt over ten minste Acrobat Reader 6 of Acrobat Reader DC. opmerking: deze handleiding werd gemaakt met de Engelse versie van Acrobat Reader voor macOS. De screenshots kunnen verschillen van de Windows-versie.

1. Open	het bestand	dat je digitaa	l wil tekenen	en klik op	"More tools".

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2. Bovenaan verschijnt een "Certificates"-taakbalk. Klik op "Digitally sign".

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Certificates	🕢 🖉 Digi	ally Sign C Time Stamp 🖉 Validate All Signatures	Close

3. Volg de instructies en teken met je cursor een rechthoek in het document waar je de handtekening wenst te plaatsen.

Na het afsluiten van de toetredingsovereenkomst dient d vast te leggen.	e student via zijn SisA selfservice (https://sisastudent.uantwerpen.be/) zijn	stuc
Voor waar en oprecht verklaard,		
HANDTEKENING:	DATUM:	01/0

4. Klik op "Configure Digital ID"

 0	0			
	Digital ID C	onfiguration Required		
This signatu Would you I	re field requires a digital signa like to configure one now?	ture identity.		Ī
Help		Cancel	Configure Digital ID	ī

5. Selecteer "Create a new Digital ID" en klik op "Continue"

Configure a Digital ID	for sign	ing		3
A Digital ID is required to create a digital	Selec	t the typ	e of Digital ID:	
signature. The most secure Digital ID are issued by trusted Certificate authorities and are based on secure devices like smart card or token. Some	0		Use a Signature Creation Device Configure a smart card or token connected to your computer	
You can also create a new Digital ID, but they provide a low level of identity assurance.	0	L	Use a Digital ID from a file Import an existing Digital ID that you have obtained as a file	
	•		Create a new Digital ID Create your self-signed Digital ID	
			Cancel Continu	е

6. Selecteer "Save to File" en klik op "Continue"



7. Vul je naam, emailadres en land in. Laat "Use Digital ID for " op "Digital Signatures" staan. Klik op "Continue"

Create a self-signed Di	gital ID	×
Enter the identity information to be used for	Name	Jan Pieters
creating the self-signed Digital ID.	Organizational Unit	Enter Organizational Unit
Digital IDs that are self- signed by individuals do	Organization Name	Enter Organization Name
that the identity information is valid. For this reason they	Email Address	jan.pieters@gmail.com
may not be accepted in some use cases.	Country/Region	BE - BELGIUM
	Key Algorithm	2048-bit RSA 🗸
	Use Digital ID for	Digital Signatures
3		Back Continue

8. Kies een veilig paswoord voor je Digitale ID (het balkje moet groen worden). Klik op "Save".

Save the self-signed D	igital ID to a file
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.	Your Digital ID will be saved at the following location : /Users/i/Library/Application Support/Adobe// Browse
Save the Digital ID file in a known location so that you can copy or backup it.	Apply a password to protect the Digital ID:
	Confirm the password:
3	Back Save

9.Kies de Digitale ID die je hebt aangemaakt en klik op "Continue".



10. Vul opnieuw het paswoord van de Digitale ID in en klik op "Sign"

Sign as "Ja	n Pieters"		×
Appearance	Standard Text	~	Create
Ja Pie	n eters	Digita by Ja Date: 11:57	ally signed n Pieters 2020.07.05 ':13 +02'00'
Lock docu	ument after signing		View Certificate Details
Review docur	ment content that may	affect signing	Review Back Sign

11. Bewaar het digitaal getekende document.

Save As	
Save As: toetredingsovereenkomsttest.pdf	
Tags:	
Where: 🛅 Desktop 📀 🗸	
Format: Adobe PDF Files	E
Save	

12. Bovenaan het document zal je nu de volgende blauwe balk zien verschijnen.



Ook verschijnt de handtekening in het document.

	lan	Digitally signed
HANDTEKENING:	Jan	by Jan Pieters
	Diatore	Date: 2020.07.05
	Pieters	11:57:54 +02'00'

Je document is nu digitaal ondertekend.

Ga naar deel B om het certificaat dat erbij hoort te kunnen aanmaken.

B. Hoe bekom ik een geldig certificaat om mee te sturen met mijn digitaal getekende toetredingsovereenkomst?

1. Klik op de digitale handtekening in het document.

HANDTEKENING:	Jan	Digitally signed by Jan Pieters
	Pieters	Date: 2020.07.05 11:57:54 +02'00'

2. Volgend venster verschijnt. Klik op "Signature properties..."



3. Klik op "Show Signer's Certificate..."



4. Klik op "Export".

	Certificate Viewer						
This dia corresp	This dialog allows you to view the details of a certificate and its entire issuance chain. The details correspond to the selected entry.						
Sho	w all certification paths f	found					
	Jan Pieters <jan.piete< th=""><th>Summary</th><th>Details</th><th>Revocation</th><th>Trust</th><th>Policies</th><th>Legal Notice</th></jan.piete<>	Summary	Details	Revocation	Trust	Policies	Legal Notice
		٦	J	lan Pieters <jan.p< th=""><th>ieters@g</th><th>mail.com></th><th></th></jan.p<>	ieters@g	mail.com>	
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		Valid	from: 2	2020/07/05 11:57:	00 +02'0	00'	
		Val	id to: 2	2025/07/05 11:57:	00 +02'0	00'	
		Intended us	sage:	Digital Signature	9		
			6	Expo	ort		
⊙ ⊺	his is a self-signed certi	ficate. The sele	cted cert	tificate path is val	id.		
т 2	he path validation check 020/07/05 11:57:54 +02	s were done as	of the si	gning time:			
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5. Selecteer de optie "Acrobat FDF DataExchange"en klik op "Next".

	Data Exchange File - Exporting Certificate
Steps Choose Export Options Identity Sign Data Exchange File Choose a Path to Save File Review and Complete	You have chosen to export the following data: Selected certificates To poin the exported data, you need Adobe Acrobat 6.0 Professional or Standard, Adobe Reader 6.0, or Later versions. Destination • Email the exported data • Acrobat FDF Data Exchange • Certificate Message Syntax - PKCS#7 • Certificate File
	Cancel < Back Next

6. Vul je naam en emailadres in en klik op "Next".

	Data Excita	nge File - Exporting Certificate
Steps Choose Export Options Identity Sign Data Exchange File Choose Dath to Data File	Your identity informati here is secure and not information in the futur Identity	on is used with comments, reviews, and digital signatures. Information entered transmitted beyond this application without your knowledge. To modify this re, simply go to the Identity panel in the preferences.
Choose a Path to Save File Review and Complete	Login Name: Name:	Jan Pieters
	Title: Organization Name:	
	Organization Unit: Email Address:	1B
	Do not show again	
	Cancel	< Back Next

7. Klik op "Sign"

	Data Exchange File - Exporting Certificate			
Steps Choose Export Options Identity Sign Data Exchange File Choose a Path to Save File Review and Complete	Sign Data Exchange File Signature If you intend to share this data with someone else, you may want to digitally sign the data so that the recipient can verify where it came from.	Sign		
	Cancel	<	Back Next	>

8. Vul het paswoord van het certificaat in en klik op "Sign"



9. Bewaar het certificaat op je computer.

Choose a Pa	ath to Save File	e
Save As: CertExchange	JanPieters.fdf	
Tags:		
Where: 🛅 Desktop		
Format: Acrobat FDF	Data Exchang	e 🗘
	Cancel	Save

10. Klik op "Finish".

	Data Exchange File - Exporting Certificate
Steps Choose Export Options Identity Sign Data Exchange File Choose a Path to Save File Review and Complete	Please review the options you have specified below. Once reviewed, click Finish to export the data. You have chosen to export the following data: cn=Jan Pleters, email=jan.pieters⊛gmail.com, c=8E
	We have chosen these options for export: The name and email included in the exported data are: jan pieters jan, pieters@pmail.com You have chosen to save the exported data to this path: /Users/im Desktop/CertExchangeduanPieters.Idt You have successfully signed this document. To open the exported data, you need Adobe Acrobat 6.0 Professional or Standard, Adobe Reader 6.0, or later versions.
	Cancel < Back Finish

11. Klik op "OK".

	oorane			
This dialog allows you to view correspond to the selected er	the details of a certi htry.	ficate and its entire	e issuance chain. T	he details
Show all certification paths	found			
Jan Pieters <jan.piete< th=""><th>Summary Deta</th><th>ils Revocation</th><th>Trust Policies</th><th>Legal Notice</th></jan.piete<>	Summary Deta	ils Revocation	Trust Policies	Legal Notice
	٦	Jan Pieters <jan.pi< td=""><td>eters@gmail.com></td><td></td></jan.pi<>	eters@gmail.com>	
	Issued by:	Jan Pieters <jan.pi< td=""><td>eters@gmail.com></td><td></td></jan.pi<>	eters@gmail.com>	
	Valid from:	2020/07/05 11:57:0	00 +02'00'	
	Valid to:	2025/07/05 11:57:0	00 +02'00'	
	Intended usage:	Digital Signature		
		Expo	rt	
This is a self-signed certi The path validation check 2020/07/05 11:57:54 +02	ficate. The selected c cs were done as of the '00'	ertificate path is vali	d.	Ø

12. Klik op "Close".

	Signature Properties
<u>k</u> o	Signature is VALID, signed by Jan Pieters <jan.pieters@gmail.com>. Signing Time: 2020/07/05 11:57:54 +02'00'</jan.pieters@gmail.com>
Vali	dity Summary
	The document has not been modified since this signature was applied.
	The certifier has specified that Form Fill-in, Signing and Commenting are allowed for this document. No other changes are permitted.
	The document is signed by the current user.
	Signing time is from the clock on the signer's computer.
	Signature was validated as of the signing time: 2020/07/05 11:57:54 +02'00'
Sig	ner Info
	Path validation checks were successful.
	Revocation checking is not performed for Certificates that you have directly trusted.
	Show Signer's Certificate
Ad	vanced Properties Close Validate Signature

Laad nu de digitaal getekende toetredingsovereenkomst samen met het certificaat op in een ticket in de helpdesk, samen met de andere documenten, volgens de instructies op www.uantwerpen.be/inschrijven.