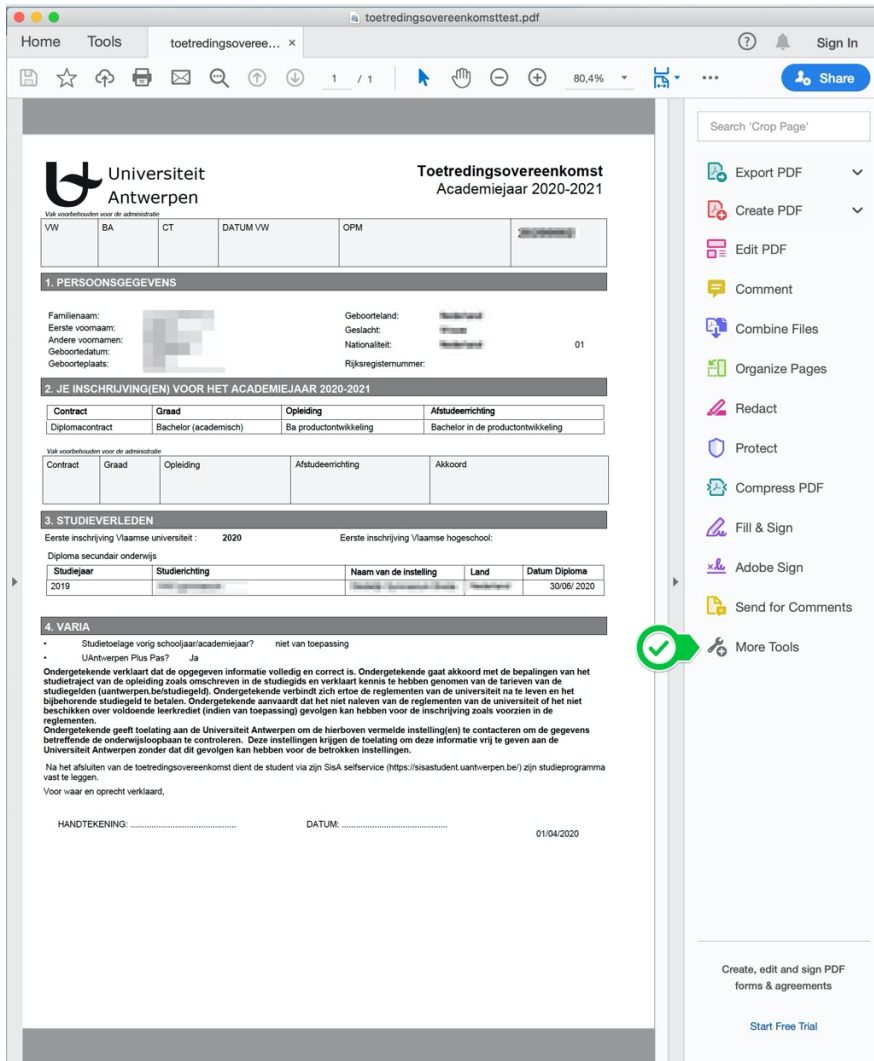


## A. Hoe teken ik een document digitaal met Acrobat Reader?

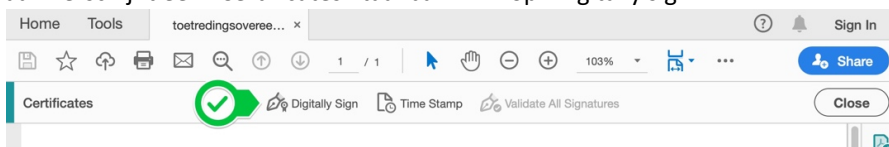
Tip: Zorg dat je beschikt over ten minste Acrobat Reader 6 of Acrobat Reader DC.

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 digitaal wil tekenen en klik op "More tools".



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

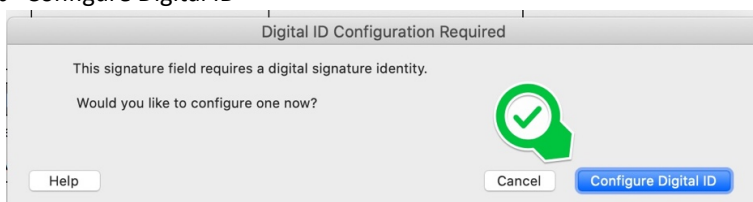


3. Volg de instructies en teken met je cursor een rechthoek in het document waar je de handtekening wenst te plaatsen.

Na het afsluiten van de toetredingsovereenkomst dient de student via zijn SisA selfservice (<https://sisastudent.uantwerpen.be/>) zijn stuk vast te leggen.  
Voor waar en oprecht verklaard,

HANDEKENING: ..... DATUM: ..... 01/0

4. Klik op "Configure Digital ID"



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

**Configure a Digital ID for signing**

A Digital ID is required to create a digital signature. The most secure Digital ID are issued by trusted Certificate authorities and are based on secure devices like smart card or token. Some are based on files.

You can also create a new Digital ID, but they provide a low level of identity assurance.

**Select the type of Digital ID:**

- Use a Signature Creation Device  
Configure a smart card or token connected to your computer
- 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 Continue

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

**Select the destination of the new Digital ID**

Digital IDs are typically issued by trusted providers that assure the validity of the identity. Self-signed Digital ID may not provide the same level of assurance and may not be accepted in some use cases.

Consult with your recipients if this is an acceptable form of authentication.

- Save to File**  
Save the Digital ID to a file in your computer
- Save to Apple Keychain  
Save the Digital ID to Apple Keychain to be shared with other applications

Back 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 Digital ID**

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.

Name	Jan Pieters
Organizational Unit	Enter Organizational Unit...
Organization Name	Enter Organization Name...
Email Address	jan.pieters@gmail.com
Country/Region	BE - BELGIUM
Key Algorithm	2048-bit RSA
Use Digital ID for	Digital Signatures

Back Continue

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

The dialog box is titled "Save the self-signed Digital ID to a file". It contains the following elements:

- A close button (X) in the top right corner.
- A text box for the save location: "/Users/.../Library/Application Support/Adobe/" with a "Browse" button to its right.
- Two password input fields, both with a green progress bar on the right. The first is labeled "Apply a password to protect the Digital ID:" and the second is labeled "Confirm the password:". Both fields are highlighted with a red border.
- A "Back" button and a "Save" button at the bottom right.
- A green checkmark icon above the "Save" button.
- A help icon (?) in the bottom left corner.

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

The dialog box is titled "Sign with a Digital ID". It contains the following elements:

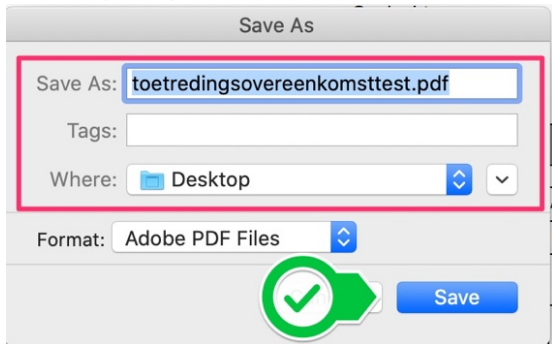
- A close button (X) in the top right corner.
- A text box: "Choose the Digital ID that you want to use for signing:" with a "Refresh" button to its right.
- A list of Digital IDs. The first one is selected with a blue dot and a document icon: "Jan Pieters (Digital ID file)", Issued by: Jan Pieters, Expires: 2025.07.05. A "View Details" link is to its right.
- At the bottom, there are three buttons: "Configure New Digital ID", "Cancel", and "Continue".
- A green checkmark icon above the "Continue" button.
- A help icon (?) in the bottom left corner.

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

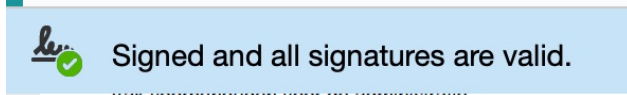
The dialog box is titled "Sign as 'Jan Pieters'". It contains the following elements:

- A close button (X) in the top right corner.
- An "Appearance" dropdown menu set to "Standard Text" with a "Create" button to its right.
- A large text area showing the signature: "Jan Pieters" in a large font, followed by "Digitally signed by Jan Pieters" and "Date: 2020.07.05 11:57:13 +02'00'".
- A checkbox "Lock document after signing" with a "View Certificate Details" link to its right.
- A text box: "Review document content that may affect signing" with a "Review" button to its right.
- A password input field with a green progress bar on the right, highlighted with a red border.
- At the bottom, there are three buttons: "Back", "Sign", and a green checkmark icon above the "Sign" button.
- A help icon (?) in the bottom left corner.

11. Bewaar het digitaal getekende document.



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



Ook verschijnt de handtekening in het document.

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

**Je document is nu digitaal ondertekend.**

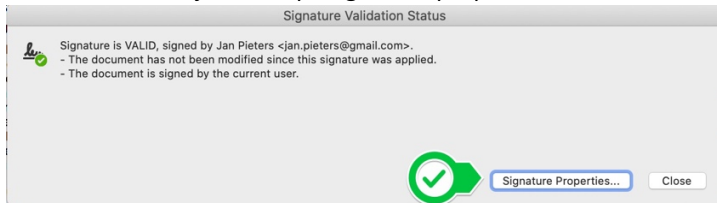
*Ga naar deel B om het certificaat dat erbij hoort te kunnen aanmaken.*

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

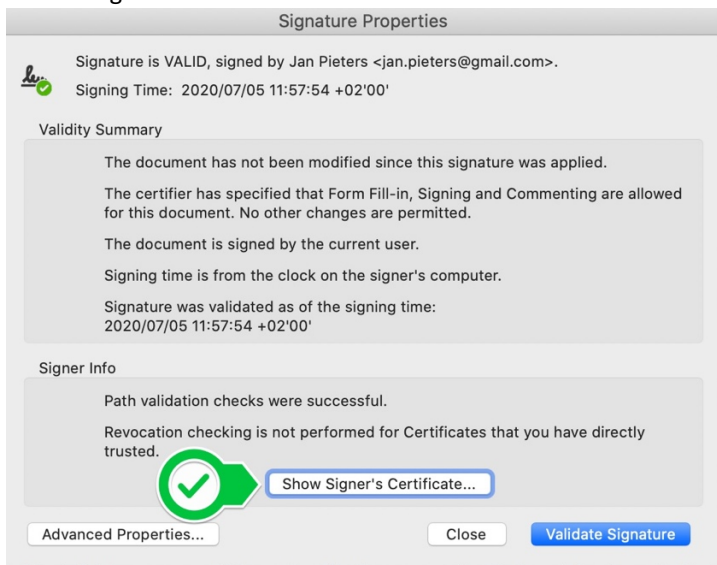
1. Klik op de digitale handtekening in het document.

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

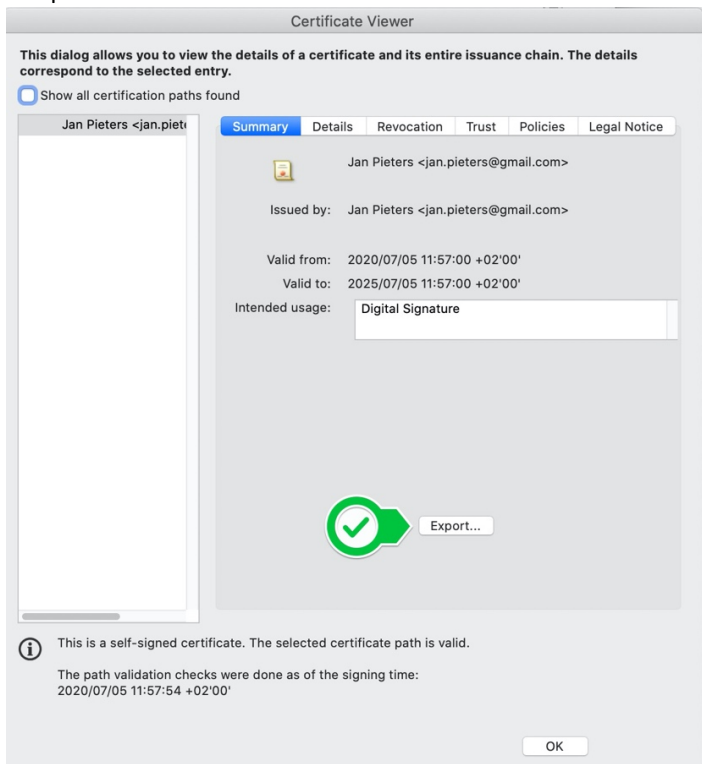
2. Volgend venster verschijnt. Klik op "Signature properties..."



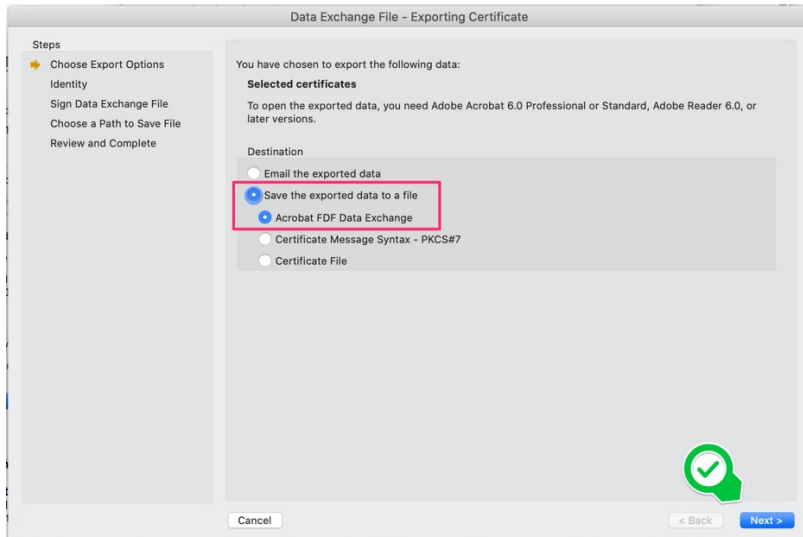
3. Klik op "Show Signer's Certificate..."



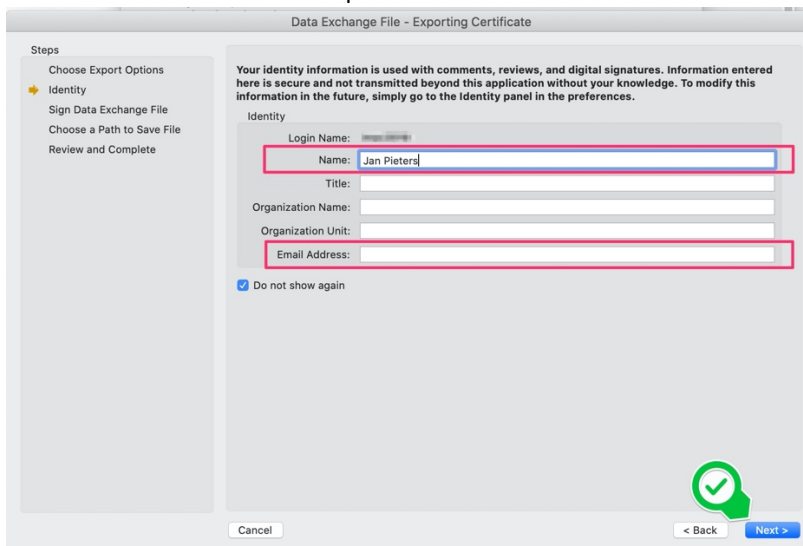
4. Klik op "Export".



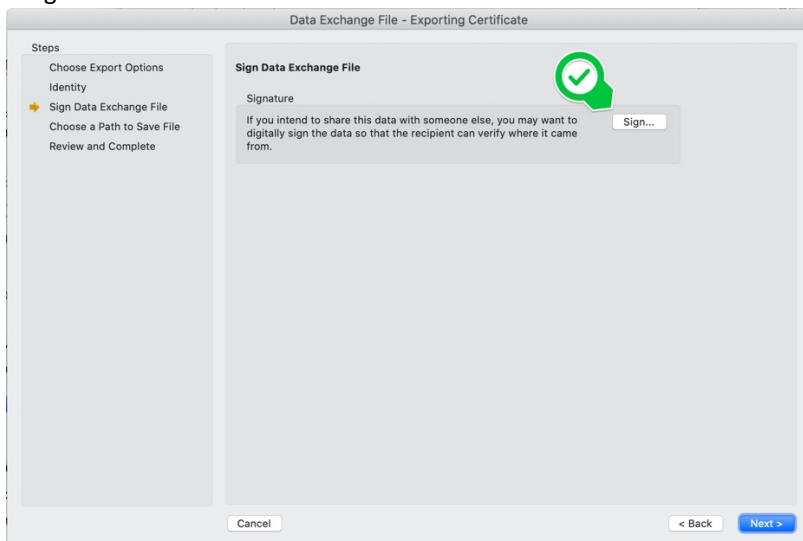
5. Selecteer de optie "Acrobat FDF DataExchange"en klik op "Next".



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



7. Klik op "Sign"



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

Sign Data

Sign As: Jan Pieters (Jan Pieters) 2025.07.05

Issued by: Jan Pieters [More Details](#)

Enter certificate password and click the 'Sign' button

.....

Help Cancel Sign

9. Bewaar het certificaat op je computer.

Choose a Path to Save File

Save As: CertExchangeJanPieters.fdf

Tags:

Where: Desktop

Format: Acrobat FDF Data Exchange

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 Pieters, email=jan.pieters@gmail.com, c=BE

You have chosen these options for export:

The name and email included in the exported data are:  
Jan Pieters  
jan.pieters@gmail.com

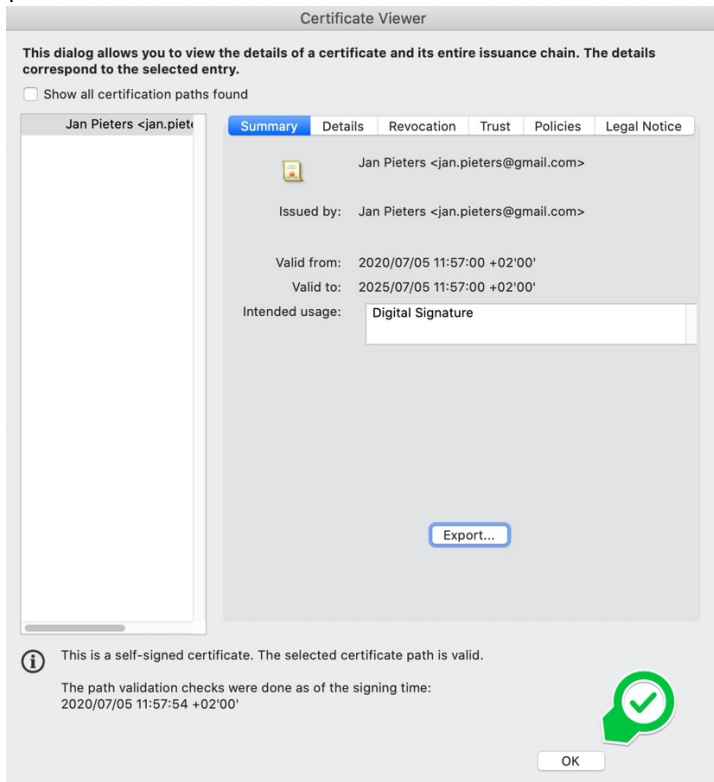
You have chosen to save the exported data to this path:  
/Users/.../Desktop/CertExchangeJanPieters.fdf

You have successfully signed this document.

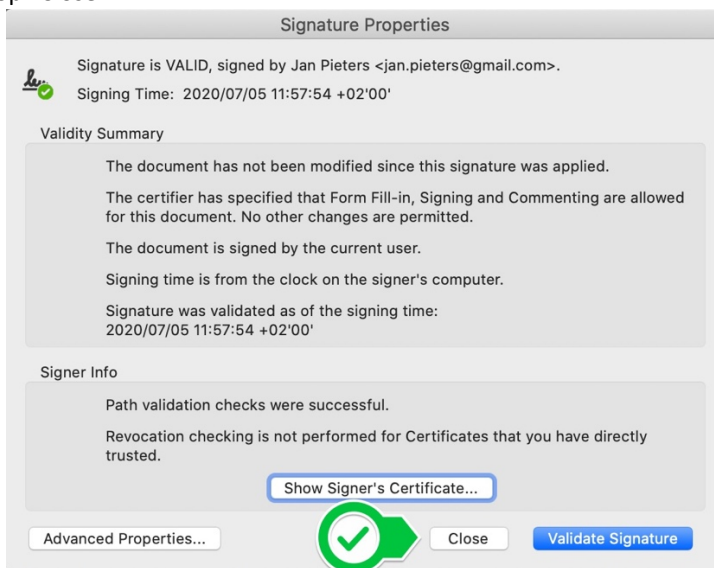
To open the exported data, you need Adobe Acrobat 6.0 Professional or Standard, Adobe Reader 6.0, or later versions.

Cancel < Back Finish

11. Klik op "OK".



12. Klik op "Close".



**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](http://www.uantwerpen.be/inschrijven).**