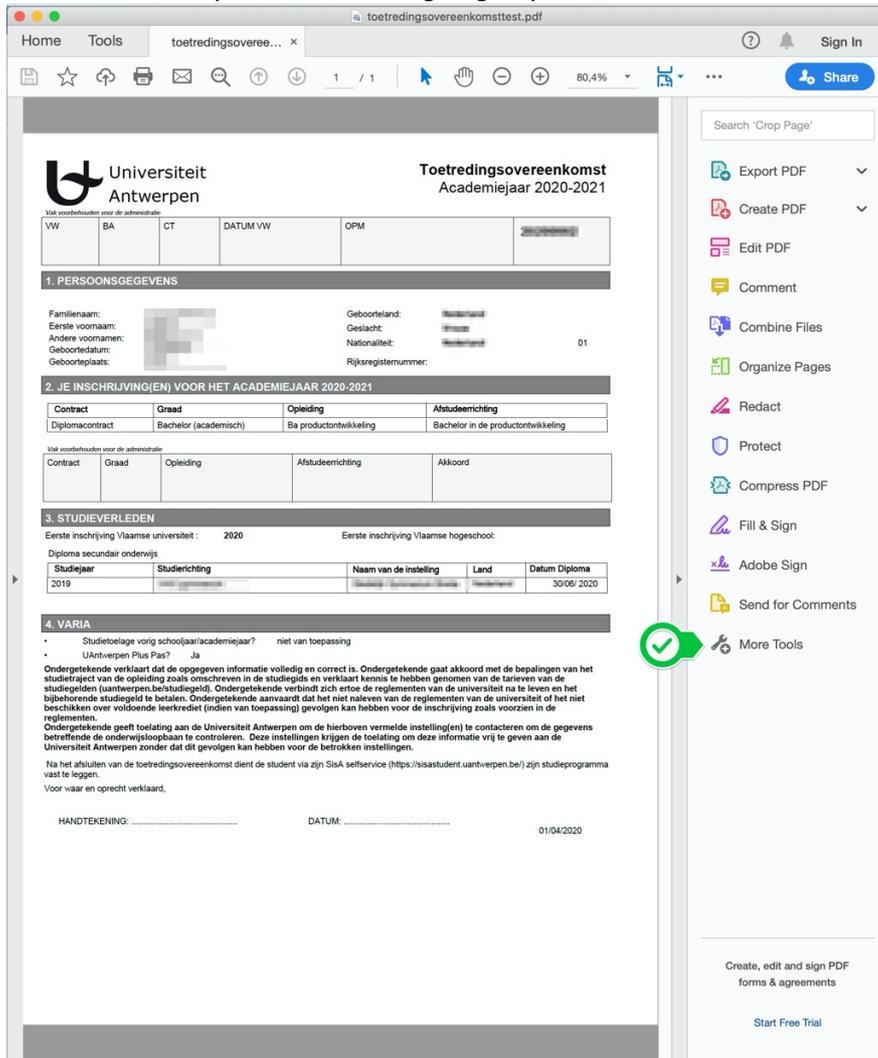


A. How do I digitally sign a document with Acrobat Reader?

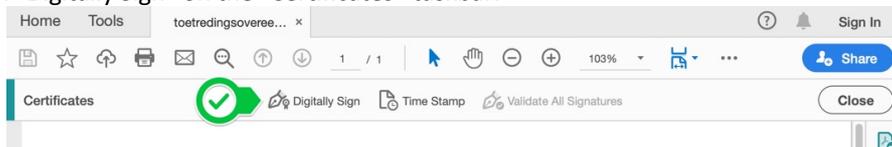
Tip: Use at least Acrobat Reader 6 or Acrobat Reader DC.

remark: this quick guide was made with the macOS version of Acrobat. The look of the screenshots may differ but the functionality stays the same in the Windows version.

1. Open the document that you would like to sign digitally and click on "More tools".



2. Klik on "Digitally Sign" on the "Certificates"-taskbar.



3. Follow the instructions and draw with your cursor a rectangle in the document where you would like to place your digitale signature.

Na het afsluiten van de toetredingsovereenkomst dient de student via zijn SisA selfservice (<https://sisastudent.uantwerpen.be/>) zijn stuc vast te leggen.

Voor waar en oprecht verklaard,

HANDEKENING:

DATUM:

01/0

4. Click on "Configure Digital ID"



5. Select "Create a new Digital ID" and click on "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. Select "Save to File" and click on "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. Complete your name and email address. Select your country and "Digital Signatures". Click on "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. Choose a safe password for your Digital ID. Click on "Save".

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

- Instructions: "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."
- Location field: "Your Digital ID will be saved at the following location : /Users/.../Library/Application Support/Adobe/" with a "Browse" button.
- Two password input fields: "Apply a password to protect the Digital ID:" and "Confirm the password:", both highlighted with a red box.
- Buttons: "Back" and "Save".
- Green checkmark icon.

9. Choose the Digital ID you have just created and click on "Continue".

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

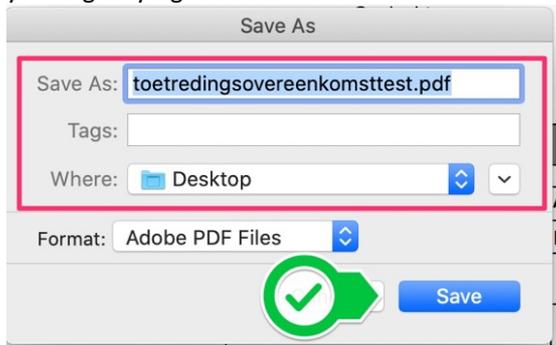
- Text: "Choose the Digital ID that you want to use for signing:" with a "Refresh" button.
- Selected Digital ID: "Jan Pieters (Digital ID file)" with a blue selection dot, issued by "Jan Pieters" and expires on "2025.07.05". A "View Details" link is next to it.
- Buttons: "Configure New Digital ID", "Cancel", and "Continue".
- Green checkmark icon.

10. Enter your password for your Digital ID and click on "Sign".

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

- Appearance: "Standard Text" with a "Create" button.
- Signature preview: "Jan Pieters" in large font, followed by "Digitally signed by Jan Pieters Date: 2020.07.05 11:57:13 +02'00'".
- Options: "Lock document after signing" (unchecked) and "View Certificate Details" link.
- Text: "Review document content that may affect signing" with a "Review" button.
- Input field: A password input field highlighted with a red box.
- Buttons: "Back" and "Sign".
- Green checkmark icon.

11. Save your digitally signed document.



12. On top of the document, a blue ribbon will appear.



A digital signature will appear in the document.

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

You have now digitally signed your form.

Go to part B to generate the corresponding certificate.

B. How do I generate a valid certificate which is needed to verify my digital signature?

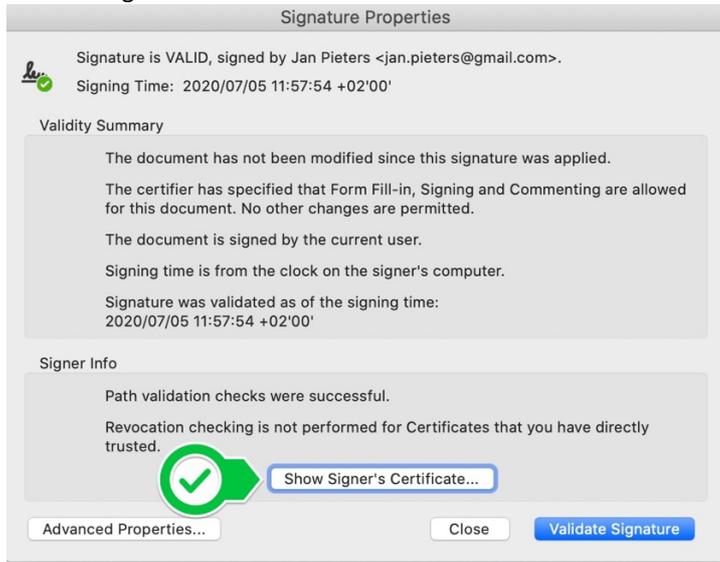
1. Click on the digital signature in your form, for which you want to generate the certificate.

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

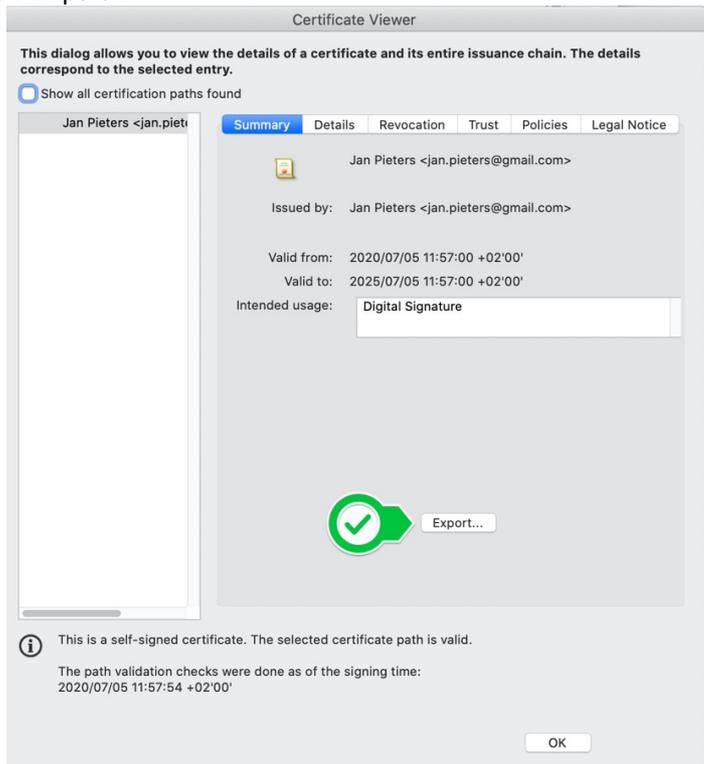
2. The window below appears. Click on "Signature properties..."



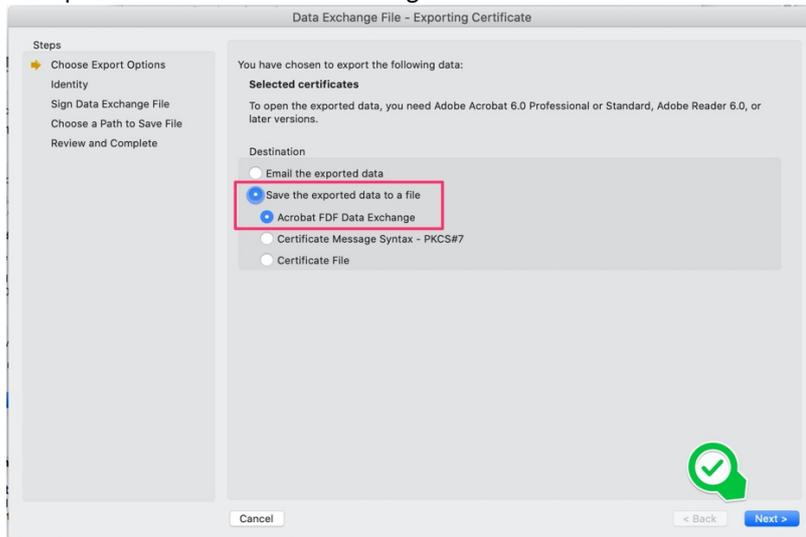
3. Click on "Show Signer's Certificate..."



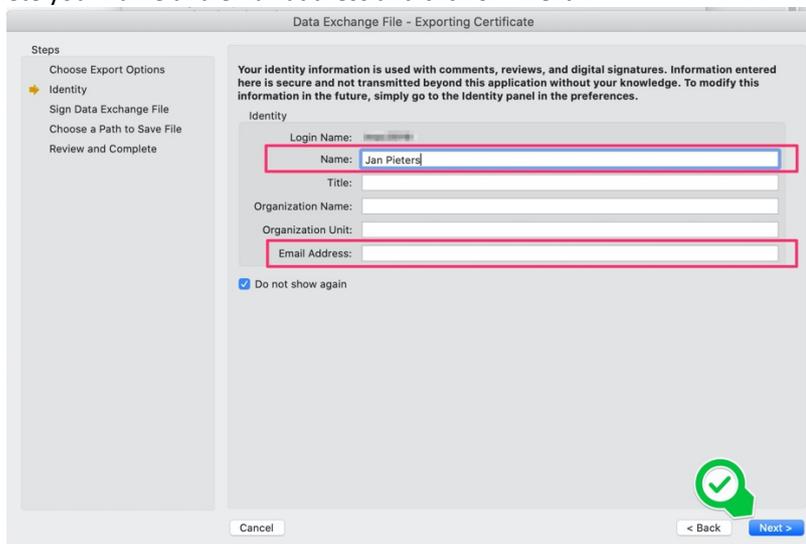
4. Click on "Export".



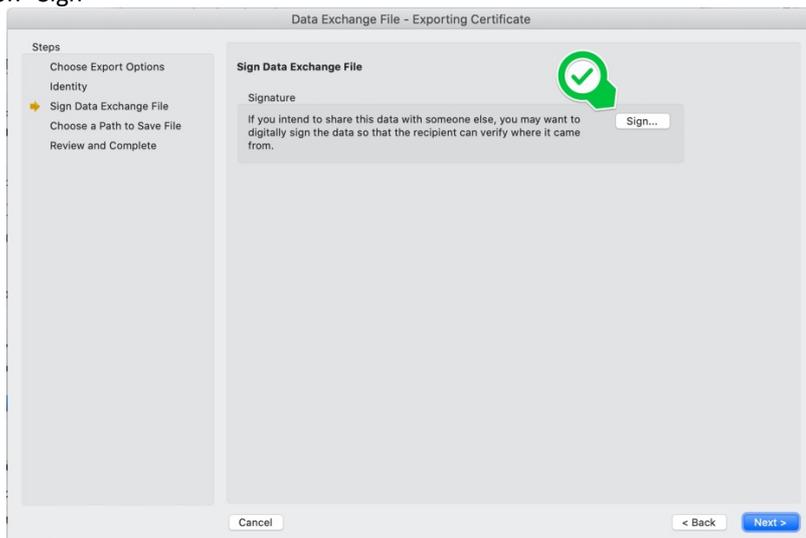
5. Select the option "Acrobat FDF DataExchange" and click on "Next".



6. Complete your name and email address and click on "Next".



7. Click on "Sign"



8. Enter your password and click on "Sign"

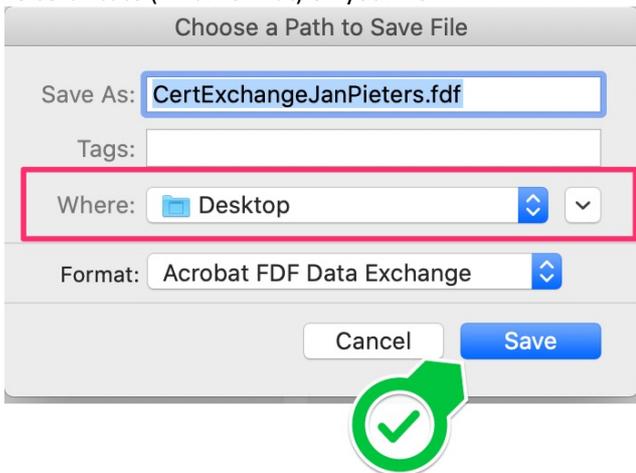


The "Sign Data" dialog box shows the following fields and buttons:

- Sign As: Jan Pieters (Jan Pieters) 2025.07.05
- Issued by: Jan Pieters
- More Details button
- Enter certificate password and click the 'Sign' button (instructional text)
- Password field (highlighted with a red box)
- Help, Cancel, and Sign buttons

A green checkmark icon is positioned to the right of the password field.

9. Save the certificate (in fdf format) on your PC.

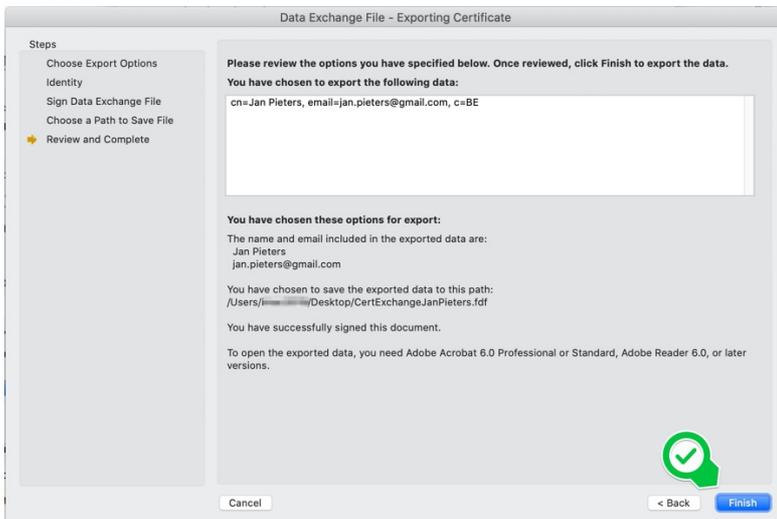


The "Choose a Path to Save File" dialog box shows the following fields and buttons:

- Save As: CertExchangeJanPieters.fdf
- Tags: (empty)
- Where: Desktop (highlighted with a red box)
- Format: Acrobat FDF Data Exchange
- Cancel and Save buttons

A green checkmark icon is positioned below the dialog box.

10. Click on "Finish".

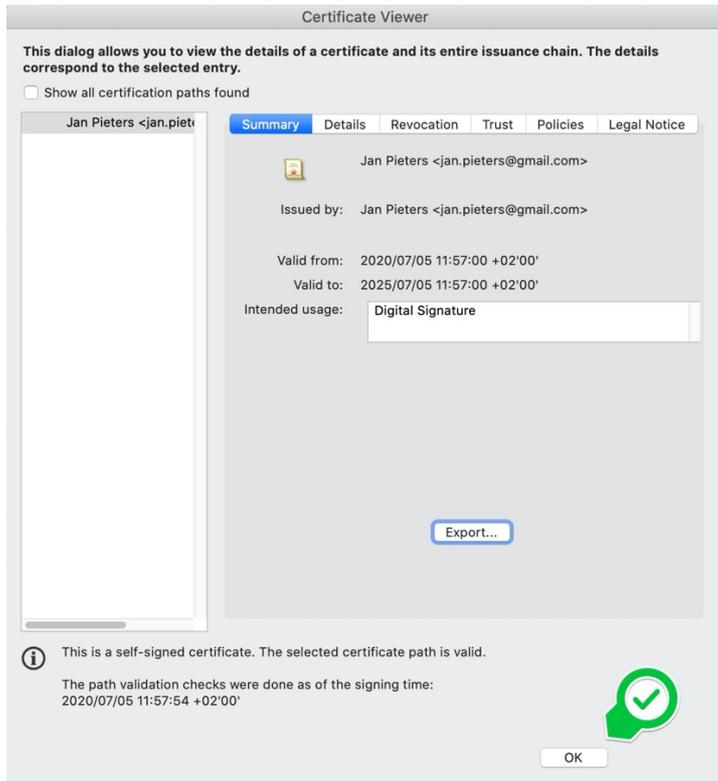


The "Data Exchange File - Exporting Certificate" dialog box shows the following steps and information:

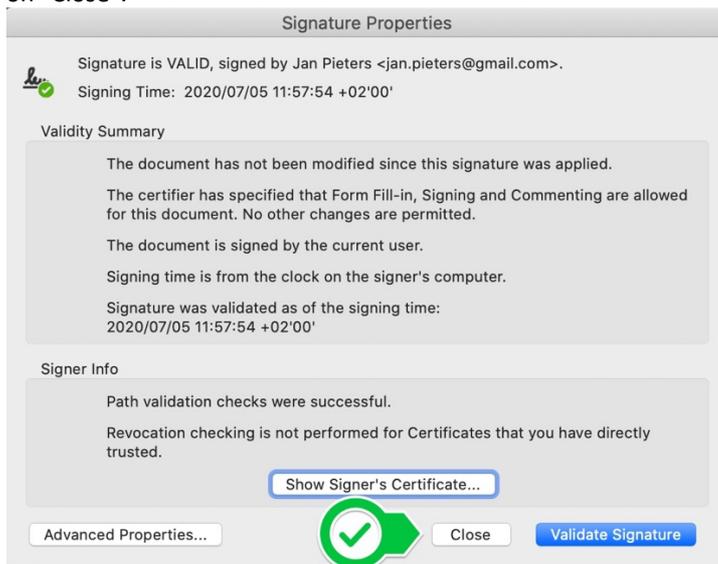
- Steps: Choose Export Options, Identity, Sign Data Exchange File, Choose a Path to Save File, Review and Complete (highlighted with a yellow star)
- Please review the options you have specified below. Once reviewed, click Finish to export the data.
- You have chosen to export the following data: cn=Jan 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/Jan Pieters/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, and Finish buttons

A green checkmark icon is positioned in the bottom right corner of the dialog box.

11. Click on "OK".



12. Click on "Close".



Upload your digitally signed preregistration form, together with your generated certificate and the other required documents, in a ticket in the international helpdesk. Please read the instructions on www.uantwerpen.be/enrolment.