Many MSU forms now require a signature using a digital ID in Adobe Acrobat. The following instructions show how to set up the digital ID for the first time and how to use the digital ID to sign documents once created.

Adobe Acrobat Reader DC (or Adobe Acrobat Pro DC if you have a license subscription) must be installed on the computer prior to setting up or using the digital ID. Please see the Install Acrobat Reader document if necessary.

If a digital ID is not already set up, it can be completed in advance, or the first time you try to apply it in a supported document. Both methods are included below. The digital ID setup only needs to be completed once on each computer used. If multiple computers are used, it must be set up individually on each machine.

**METHOD ONE: One-Time Setup of Digital ID—Using the Preferences Window**

If a digital ID has not already been created for the computer being used, and it is desired to set one up in advance of needing to use it, complete the following steps.

**Step 1:** Open Adobe Acrobat Reader DC using the desktop icon or from the Start menu (Start→Adobe Acrobat Reader DC).
Step 2: Open the Preferences Window from the Edit Menu in Acrobat Reader DC (Edit → Preferences).

Step 3: Select the Signatures option in the Categories pane of the Preference window, then click the More... button under the Identities & Trusted Certificates section.
**Step 4:** Select the **Add ID** option from the Digital ID and Trusted Certificate Settings window. If a digital ID has already been created on this computer, it will be shown in the list. *NOTE: The button may only show the icon depending on the window size.*

![Digital ID and Trusted Certificate Settings window](image)

**Step 5:** Select ‘**A new digital ID I want to create now**’ option from the first Add Digital ID window. Click Next.

![Add Digital ID window](image)
**Step 6:** Select ‘**Windows Certificate Store**’ option from the second Add Digital ID window. Click **Next**.

**Step 7:** Type the full name as it should be displayed in a digital signature in the **Name** field and type the corresponding mayvilestate.edu email address in the **Email Address** field on the last Add Digital ID window. It is not necessary to add any additional information or modify any pre-populated selections in this window. Click **Finish**.
**Step 8:** The new digital ID will now be set up and should be shown in the Digital ID and Trusted Certificate Settings window. Review the details to ensure that it is correct and click the **Close** button in the top right corner of the window, then click the **OK** button to close the Preferences window.
METHOD TWO: One-Time Setup of Digital ID—Directly From A Document

The digital signature field in a PDF document will look similar to the following:

If a digital ID has not already been created for the computer being used, a prompt will appear when clicking on the digital signature field. Use the following steps to set up the digital ID directly from the document to be signed.

**Step 1:** Click the **Configure Digital ID** button on the Digital ID Configuration Required prompt.

![Configure Digital ID button](image)

**Step 2:** Select the ‘Create a new Digital ID’ option on the ‘Configure a Digital ID for signing’ window. Click **Continue**.

![Configure a Digital ID for signing](image)
**Step 3:** Select the ‘Save to Windows Certificate Store’ option on the ‘Select the destination of the new Digital ID’ window. Click **Continue**.

**Step 4:** Type the full name as it should be displayed in a digital signature in the **Name** field and type the corresponding mayvillestate.edu email address in the **Email Address** field on the ‘Create a self-signed Digital ID’ window. It is not necessary to add any additional information or modify any pre-populated selections in this window. Click **Save**.
At this point, a prompt will appear to complete the digital signing of the document. Continue with the next procedure to complete the signature process.

**Singing A Document With A Digital ID**

Once a digital ID has been set up, it can be used to sign documents configured to accept a digital signature. It is advised to save a copy of the form with a descriptive file name before starting the form fill process. Additionally, once a PDF form has been signed and saved, it is generally not possible to modify any other fields on the form. Make sure that all necessary fields have been completed or modified prior to signing and saving the form. Complete the following steps to sign a document using a digital ID.

**Step 1:** Click on the digital signature field within the document. The digital signature field in a PDF document will look similar to the following:

![Digital Signature Field Example]

**Step 2:** Select the appropriate digital ID to use from the ‘Sign with a Digital ID’ window. All digital IDs configured on the computer will be displayed. Be sure to select the appropriate ID. Click **Continue**.

![Sign with a Digital ID Window Example]

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

- **Test User (Windows Digital ID)**
  - Issued by: Test User; Expires: 2025.07.31
Step 3: Verify that the signature is correct in the ‘Sign as “username”’ field. Click Sign.

![Digitally signed by Test User](image)

Step 4: A prompt will appear requesting that the document be saved. Resave using the original name or save a copy using a new file name. Click Save.

A completed digital signature field will look similar to the following:

![Test User](image)

Signature

The document is now signed, saved and ready for distribution.