

Instructions for Completing Electronic Forms

In this document you will find instructions on how to:

- I. Complete the Electronic Form on a PC
- II. Sign the Electronic Form on a PC
- III. Complete the Electronic Form on a Mobile Device
- IV. Sign the Electronic Form on a Mobile Device

Instructions for Completing & Signing Electronic Forms on a PC

Complete the Electronic Form on a PC

1. Download the form from andersonuniversity.edu/registrar.
2. Enter the information in the fields
3. Save the file
4. Sign the document electronically. (See Instructions on [how to Sign the Electronic Form on a PC](#).)
5. Email the signed form to the individuals who need to sign/approve. (Note: Only send your form to one person at a time. For example, if you need your advisor and instructor to sign, send it to either your instructor or advisor first. Ask that person to forward your form either back to you or to the next person in line. This will keep your form complete and less confusing to all involved.)

Sign the Electronic Form on a PC

1. Double click in the signature field. (If you have not set up a digital signature/ID, follow the steps below).
2. Click “Configure New Digital ID”. Click “Continue”.
3. Click “Create a new Digital ID”. Click “Continue”.
4. Select the preferred destination of the new Digital ID. Click “Continue”.
5. Complete the information for the Digital ID. Click “Continue”.
6. Enter a password for your Digital ID. (Note: This Digital ID will be set up for future use; therefore, set up a password that will be secure yet easy to remember.)
7. With your new Digital ID selected, click “Continue”.
8. Enter your password (the one you just set up for the Digital ID). Click “Sign”.
9. Save the file in your desired, secure location.

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Sign with a Digital ID

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

Refresh

Configure New Digital ID

Cancel

Continue

3

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

4

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 Windows Certificate Store**

Save the Digital ID to Windows Certificate Store to be shared with other applications



Back

Continue

5

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

Enter Name...

Organizational Unit

Enter Organizational Unit...

Organization Name

Enter Organization Name...

Email Address

Enter Email...

Country/Region

US - UNITED STATES

Key Algorithm

2048-bit RSA

Use Digital ID for

Digital Signatures



Back

Continue

6

Save the self-signed Digital 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.

Save the Digital ID file in a known location so that you can copy or backup it.

Your Digital ID will be saved at the following location :

C:\Users\ecranford\AppData\Roaming\Adobe\Acrobat\

Browse

Apply a password to protect the Digital ID:

Confirm the password:



Back

Save

7

Sign with a Digital ID

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

Refresh

**Jane Adivsor** (Digital ID file)

Issued by: Jane Adivsor, Expires: 2025.03.24

[View Details](#)

Configure New Digital ID

Cancel

Continue

8

Sign as "Jane Adivsor"

Appearance

Standard Text

Create

Jane Adivsor Digitally signed by Jane Adivsor
Date: 2020.03.24 18:36:12 -04'00'

[View Certificate Details](#)

Review document content that may affect signing

Review

Enter the Digital ID PIN or Password...

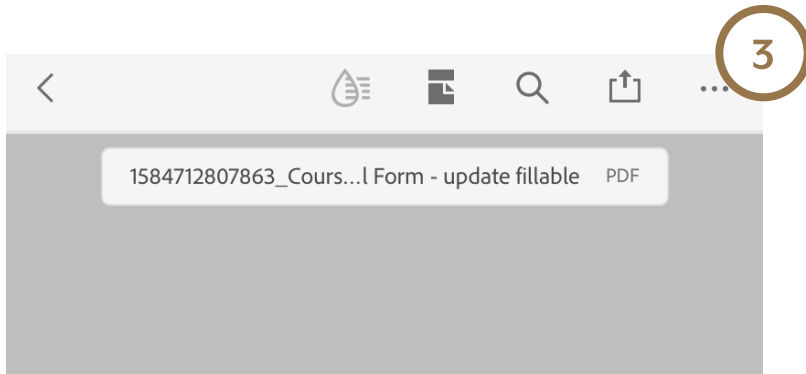
Back


Sign

Instructions for Completing & Signing Electronic Forms on a Mobile Device

Complete the Electronic Form on a Mobile Device

1. Download the Adobe Reader app from the Play Store or App Store.
2. Install the app.
3. Enter the information in the fields on the form.
4. Sign the document electronically. (See Instructions on [how to Sign the Electronic Form on a Mobile Device.](#))
5. Once the form has been signed, share the form with the next approver.



 **ANDERSON UNIVERSITY**

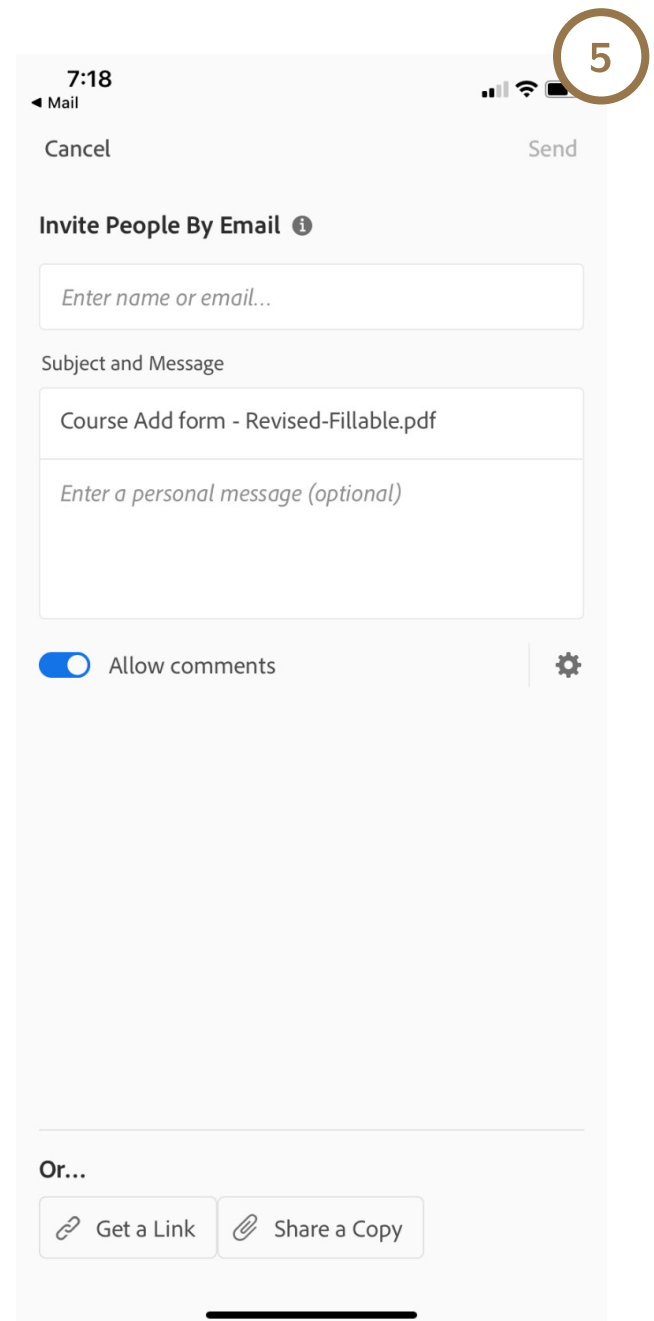
Course Withdrawal Form

This form is to be used when the student needs to withdraw from one or more courses AFTER the drop/add period has ended. Students withdrawing from a course(s) prior to the date of financial responsibility for the respective semester/term will have the course removed from their record (No Grade). Withdrawals after the date of financial responsibility will receive a grade of "W" for the course(s) and the student is financially responsible. This form is NOT to be used for official withdrawals from Anderson University. Only completed forms will be accepted by the University Registrar and will not be accepted after the stated deadline.

PLEASE PRINT.

Step 1: Student & Course Information

AU Student ID 000999999	Last Name Doe	First Name Jane	Middle Initial A
Semester/Year (choose one): Fall 2020 Spring 20 Summer 20			
Course Deficit	Course Min	Section	Instructor's Signature
		Last Date of Attendance	Registrar's Use Only



Sign the Electronic Form on a Mobile Device

1. Click on the pencil icon in the bottom right corner of the screen.
2. Select "Fill & Sign" from the options.
3. Click the pen icon at the bottom of the page.
4. Click "Create Signature."
5. Sign. Click. "Done."
6. Place your signature on the appropriate line. (Note: You will be able to size the signature.)

Step 4: Submission of form

Upon completion of information above, student should submit this form to the Office of the University Registrar, Suite B, Merritt Administration Building, 1st floor.

1

University Registrar use only:

Date processed: _____ Processed by: _____



Course Add Form

3

This form is to be used ONLY if the course(s) may not be added through Self Service. Forms will not be accepted after the add period for each respective semester/term. Students are responsible for any charges incurred by adding courses. Carefully read the options below and complete the appropriate section. Begin the process with your advisor. Forms should be submitted to the Dean of the College for the course(s) requested. If approved, the Administrative Assistant for the respective college will register the student.

Student Information (Please Print)

000999999 Doe Jane I

AU Student ID Last Name First Name Middle Initial

Semester/Year (choose one): Fall 2020 Spring 2020 Summer 2020

Enrollment Exceptions

Students should complete this portion if they are attempting to add a course that meets the following criteria:

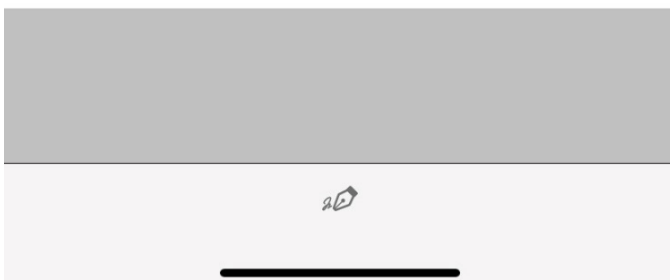
- Check all that apply:
- ☒ Need course for graduation; specify date: Fall 2020
 - ☐ Pre-requisite has not been met
 - ☐ Time conflict (must obtain permission from all faculty involved)
 - ☐ Override Course Capacity

Course Prefix	Course No.	Section	Instructor's Signature	Dean of College/Department Chair Signature
ENG	101	St1		

Student Signature: Jane Doe Date: _____

Advisor Signature: _____ Date: _____

Date processed: _____ Processed by: _____



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Course Prefix	Course No.	Section	Instructor's Signature	Dean of College/Department Chair Signature
ENG	101	St1		

Student Signature: _____ Date: _____

Advisor Signature: _____ Date: _____

Date processed: _____ Processed by: _____

Comment

Fill & Sign

Edit PDF

Organize Pages

4



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Course Prefix	Course No.	Section	Instructor's Signature	Dean of College/Department Chair Signature
ENG	101	St1		

Student Signature: _____ Date: _____

Advisor Signature: _____ Date: _____

Date processed: _____ Processed by: _____

Create Signature

Create Initials

Cancel

Cancel

Draw Image Camera

Done



Sign Here

Save to Online Profile

Cancel

Draw Image Camera

5



Jane Doe

Clear

Save to Online Profile

6



Course Add Form

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Student Signature: _____ Date: _____

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