Electronic Signature Pages

A Guide for Committee Members

Introduction

At the request of numerous school administrators, and with the approval of the Council of Deans and the Provost's Office, Boston College Libraries has created a unified thesis and dissertation approval signature page that accepts electronic signatures. The Library has chosen to accept signature pages that have been digitally signed with Adobe Acrobat. This process allows for the most flexibility in completing signature pages for committee members, while also minimally changing the existing workflow. It is free for everyone throughout the world, and can be done on a computer/laptop or mobile device. Committee members may choose to use the electronic signature workflow or to provide a wet-ink signature as they feel comfortable. However, we strongly encourage all committee members to take advantage of the electronic signature process.

First-Time Setup (Desktop and Laptop Computers)

First time users of the electronic signature process will need to create a digital certificate and store it on their local machines. **This only needs to be done once on each device.** Once a certificate has been created, it can be reused to sign on that device indefinitely. Note: this tutorial shows how to set up electronic signatures using Adobe Acrobat Reader DC. The instructions for Adobe Acrobat Pro or Acrobat DC will be similar, but slightly different.

<u>Step 1</u>

UnifiedSigPage.pdf - Adobe Acrobat Reader DC

Open the signature page document in Adobe Acrobat Reader. Click in the signature box (highlighted in yellow).

– n ×

File Edit View W	Vindow Help		
Home Tools	s UnifiedSigPage.pdf >	×	🕐 🌲 Sign In
🖺 ዮ 🖶		⑦ ④ 1 / 1 ▶ ⑦ ⊖ ⊕ 100% - ☐ = ♥ ₽ ₽ ₺	1 Share
	The Disse entitled submitted in partial Doctor of PI Robert J.	ertation of Josiah Carberry ORCID 0000-0002-1825-0097 Full Title of the Thesis or Dissertation: Including Any Subtitles d to the Department of Department I fulfillment of the requirements for the degree of	Search 'Crop Page' Image: Search 'Crop Page' Image: Start Free Trial Image: Search 'Crop Page' Image: Search for Review Image: Search for Search Pages Image: Search for Review Image: Search for Review

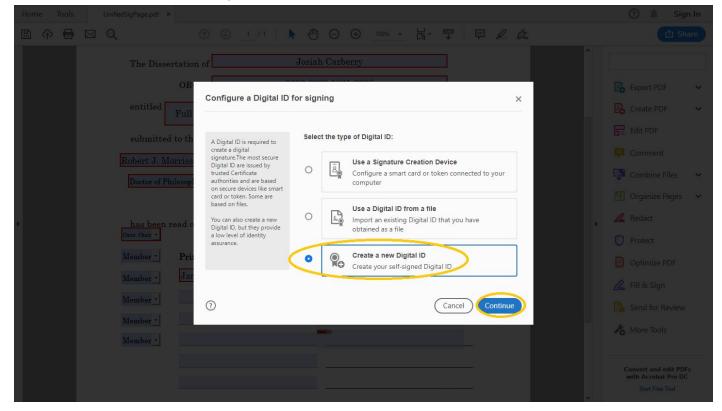
<u>Step 2</u>

Click "Configure Digital ID" in the popup window.

UnifiedSigPage.pdf - Adobe Acrobat Reader DC File Edit View Window Help	- 0 ×
Home Tools UnifiedSigPage.pdf ×	? 🌲 Sign In
	1 Share
The Dissertation of Josiah Carberry ORCID 0000-0002:1825-0097 entitled Full Title of the Thesis or Dissertation: Including Any Subtitles submitted to the Department of Department in partial fulfillment of the re Dector of Philosophy in in Robert J. Morrissey College of has been read on this date Hep Configure Digital D Configure D Configure Digital D Configure D Configure D Configure D Configure D Confi	Search 'Crop Page' Image: Export PDF ✓ Image: Edit PDF ✓ Image: Combine Files ✓ Image: Companize Pages ✓ Image: Companize Page ✓ Image: Companize Page <td< td=""></td<>

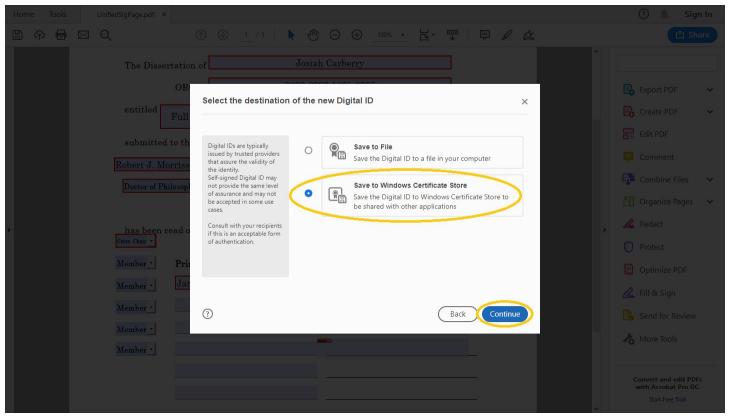
<u>Step 3</u>

Ensure that the "Create a new Digital ID" radio button is chosen and click "Continue".



<u>Step 4</u>

Ensure that the "Save to Windows Certificate Store" radio button is chosen and click "Continue".



<u>Step 5</u>

Fill out the requested information. Add as much information as makes sense for your department. Use your BC or other institutionally affiliated email address if you have one. If not, use a personal email address. Click "Save".

Home Tools	UnifiedSigPage.pdf ×					🕐 🔔 Sign In	
B 🕈 🖯		D 🕘 🔟 /1 📘	• • • •	100% * 🔛 * 🙀	I da		
	The Dissertation o	of	Josiah Carberry	-		A Export PDF	
	entitled Full	Create a self-signed D	igital ID		×	Create PDF 🗸	
	submitted to th	Enter the identity	Name	Jane Doe			
	Robert J. Morriss	information to be used for creating the self-signed Digital ID.	Organizational Unit	Department Name			
	Doctor of Philosop	Digital IDs that are self-	Organization Name	Boston College	j	Combine Files 🗸	
		signed by individuals do not provide the assurance that the identity information is	Email Address	doej@bc.edu	j	📶 Organize Pages 🗸	ł
	has been read o	valid. For this reason they may not be accepted in	Country/Region	US - UNITED STATES	~	Redact	
	Cmte, Chair +	some use cases.	Key Algorithm	2048-bit RSA	~		
	Member Priz		Use Digital ID for	Digital Signatures	~		
	Member - Jar						
	Member *						
	Member *	0		Back	Save		
						🔏 More Tools	
	Member <u>*</u>						
						Convert and edit PDFs with Acrobat Pro DC Start Free Trial	

Complete: Certificate Created

At this point, you have created a digital signature certificate. Adobe will automatically lead you through the process to <u>digitally sign this document</u>.

Signing Documents on Desktop/Laptop

Once you have created a digital certificate, you will be able to sign signature page documents by simply clicking the signature field.

<u>Step 1</u>

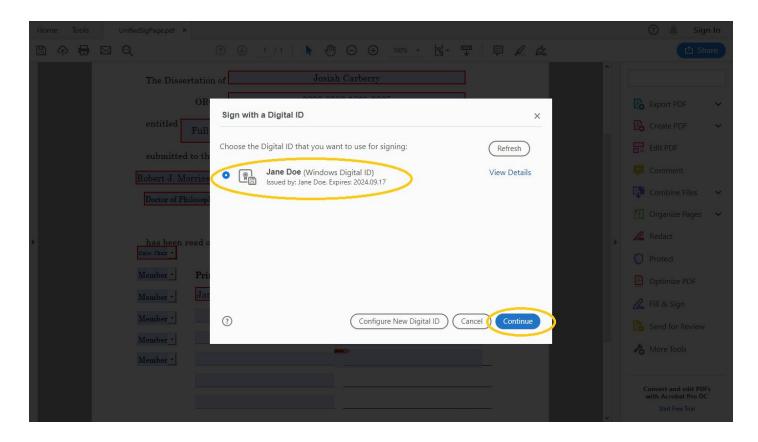
If you have not already done so, open the signature page document, fill out your role and print name, and click on the signature field. Note: If continuing from the certificate creation guide above, this step is unnecessary.

You will automatically be presented with the screen in Step 2 below once the certificate is created.

UnifiedSigPage.pdf File Edit View Wi	- Adobe Acrobat Read ndow Help	r DC	– Ø ×
Home Tools	UnifiedSig	Page.pdf ×	? 🌲 Sign In
🖺 🕈 🖶		⑦ ④ 1 / 1 ▶ ⑦ ○ ⊕ 100% · ☐ · ♥ 𝑘 𝔅	1 Share
	r e s i E F E	The Dissertation of Josiah Carberry ORCID 0000-0002-1825-0097 Intitled Full Title of the Thesis or Dissertation: Including Any Subtitles ubmitted to the Department of Department in partial fulfillment of the requirements for the degree of botor of Philosophy • in the Robert J. Morrissey College of Arts and Sciences • has been read on this date 2050-04-25 and approved by the Committee: tole Print Name Signature Member • Signature (Merk to sign) Member •	Search 'Crop Page' Image: Search 'Crop Page'
	1	Member · _	Convert and edit PDFs with Acrobat Pro DC Start Free Trial

<u>Step 2</u>

If you have only created one certificate, that certificate is the only one that should be available to you. This screen is presented to you immediately after creating the certificate the first time or after clicking on a signature field each time after that. Click "Continue".



<u>Step 3</u>

Choose "Standard Text" in the Appearance dropdown and click "Sign".



Adobe will prompt you to save the file. Type a filename that makes sense to you (such as the student's last name) and click "Save".

UnifiedSigPage.pdf - Adobe Acrobat Reader File Edit View Window Help	DC		– 0 ×
Home Tools UnifiedSigPa	age.pdf ×		🕐 🌲 Sign In
🖹 🏟 🖥 Save As		×	L Ó. 11 Share
← → * ↑	Users > oconnowy > Downloads	✓ ひ Search Downloads 、	^
Organize 👻 New f	older	∥≕ ▼ (2)	Search 'Crop Page'
This PC Jost Jos	NamepersonalSigPage_LSOE.pdfUnifiedSigPage.pdfUnifiedSigPage.pdft abtemySigned.pdf;	Date modified Type 2019-04-24 14:24 File folder 2019-08-05 11:02 Adobe Acrobat D 2019-09-17 13:25 Adobe Acrobat D 7 Subtitles	Image: Section of the sec
> Save as type: An	endersyspineeriger inter chair • Jane Doe ember • _ ember • _ ember • _ ember • _ ember • _ ember • _	Save Cance	 Redact Protect Optimize PDF Fill & Sign Send for Review More Tools Convert and edit PDFs with Acrobat Pro DC Start Free Trial

<u>Step 5</u>

Your electronic signature will be visible next to your name. You have successfully signed the document.

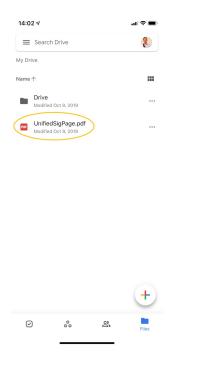
CarberrySigned.pdf - Adobe Acrobat Read File Edit View Window Help	ler DC	- 0 ×
	īgned.pdf ×	🧿 🌲 Sign In
B 🕈 🖶 🖂 🔍	$\textcircled{\begin{tabular}{cccccccccccccccccccccccccccccccccccc$	1 Share
e s i <u>r</u>	The Dissertation of Josiah Carberry ORCID 0000-0002-1825-0097 entitled Full Title of the Thesis or Dissertation: Including Any Subtitles submitted to the Department of Department in partial fulfillment of the requirements for the degree of Dector of Philosophy • in the Robert J. Morrissey College of Arts and Sciences •	Search 'Crop Page' Image: Search 'Crop Page'
F E	has been read on this date 2050-04-25 and approved by the Committee: Role Print Name Signature Jane Doe Digitally signed by Jane Doe Date 2010 00 17 13 494 6 Out Member • Member •	 Redact Protect Optimize PDF Fill & Sign Send for Review More Tools Convert and edit PDFs with Acrobat Pro DC Start Free Trial

Signing Documents on iOS mobile devices (iPhone and iPad with iOS 13+)

Note: this tutorial assumes that you have already installed the <u>Adobe Acrobat Reader for PDF</u> and <u>Google</u> <u>Drive</u> applications on your device. If you need help installing those applications, visit <u>Apple support</u>. If you are accessing the file from an email application, skip to Step 2.

<u>Step 1</u>

Find the signature page file in Google Drive and tap on the file name to open it.



<u>Step 2</u>

Tap on the more options button in the top right (signified as 3 dots/an ellipsis)



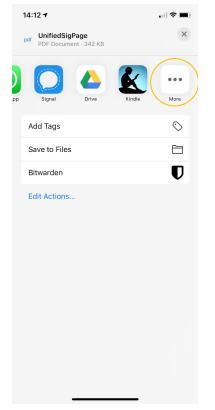
<u>Step 3</u>

Swipe down and tap "Open In"

14:12	27	
\times	UnifiedSigPage.pdf	
0°+	Share	
☆	Add to starred	
(Make available offline	
60	Link sharing off	
	Copy link	
\rightarrow	Send a copy	
	Open in	
0	Rename	
+	Add to workspace	
Þ	Move	
Ľ	Make a copy	
i	Details & activity	
•	Print	
Ū	Remove	

<u>Step 4</u>

Swipe right and choose "More" at the end of the list of default apps



<u>Step 5</u>

Tap "Copy to Acrobat" in the list of choices. You will automatically be taken to that app.

14:13	1	ıı २ वि
Done	Apps	Edit
i.	Slack	
ß	WhatsApp	
	Signal	
	Drive	
K	Kindle	
м	Gmail	
	Trello	
Q	Chrome	
	Google Keep	
L	Copy to Acrobat	
	Copy to Books	
Q	Copy to Chrome	
K	Copy to Kindle	
i.	Copy to Slack	
		_

<u>Step 6</u>

Once signature page has loaded in Acrobat, tap the blue pencil in the bottom left of the screen

14:13 7 Drive					ul Ş	—)
<		Ø	E	Q	(<u>†</u>)	
	BOST	TON C	OLLE	EGE		
The Disse	rtation of		ah Carberry			
	ORCID	0000-0	002-1825-009			
	Full Title of the Th				tles	
submitted	to the Department	of	Departm	ent		
	fulfillment of the rec		the degree of			
	ilosophy 🔻 in t					
	Morrissey College of					
has been 1	ead on this date	2030-04-25	and approv	red by the Co	mmittee:	
Role	Print Name		Signature			
Canto. ChWe	Jane Doe					
Member Member						
Member						
Member						
Member						
	Ad	cess key	tools			×
		uickly ad		onto or fi	ill and sid	
		ur PDF.	J COMIN	ents or n		<u>ş</u> ıı
	•	• •			Ne	xt
	_			_		

<u>Step 7</u>

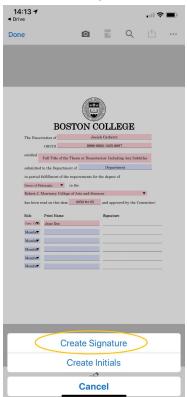
Tap the pen image at the bottom of the screen. If you have already created a signature on your mobile device, skip to Step 9.5.





<u>Step 8</u>

Tap "Create Signature". Note: this step, as well as step 9 only need to be done the first time.



<u>Step 9</u>

Draw your signature with your finger or with a stylus if you prefer. Ensure that the "Save to Device" slider is engaged and tap "Done". After tapping done, you will move to Step 10.



<u>Step 9.5</u>

If you have already created a signature on your device previously, Acrobat will present the image of that signature for you to choose.

09:47 √					. ∥≎	
Done		O		Q	[[†]]	
	BOST					
The Disser	BUSI tation of		ah Carberry	GE		
outitled	ORCID				_	
	Full Title of the Theat to the Department of					
	ulfillment of the requ					
	lessphy 💌 in th forrissey College of /				-	
	ad on this date				mmittee:	
Role	Print Name		Signature			
	Jane Doe					
Member						
Member						
Member						
Member						
	_					
	Fo	nl	Do	e		•
Create Initials						
		Can	cel			
		_		_		_

<u>Step 10</u>

Tap the line where your signature should appear. You will be able to adjust the placement in Step 11.



<u>Step 11</u>

Adjust the placement of the signature to your liking by tap-and-dragging it to where it should be. Adjust the color you your liking as well. We **strongly recommend** that you use either blue or black as your signature color.

14:14 ◀ ◀ Drive					I Ş	•
Done		Ō		Q	[_]	
BOST			I FC	Ē		
on of		th Carbo		T.C.		
CID		002-182				
	D: .					
l Title of the Thesis					tles	
he Department of		Dep	artment			
llment of the requi	rements for	the degr	ee of			
phy 🔻 in the						
rissey College of Ar	ts and Scien	nces			•	
on this date2	0) 🖻	the Co	mmittee:	
int Name		Signs	iture			
ine Doe		fo	ml	100	0	_
		i				
		_				



<u>Step 12</u>

After the signature is placed, tap "Done" in the top left corner. Note: you will receive a warning that the file cannot be edited after you save it with your signature. You may safely ignore this warning.





<u>Step 13</u>

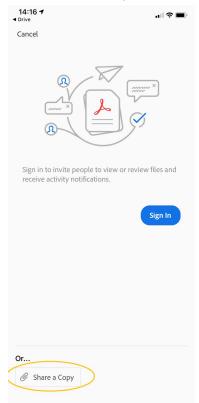
To share the signature page with other committee members, you can either upload it to Google Drive or email it. To begin, tap the "Share" symbol at the top of the screen.

14:15 7 Drive				ull 🗢 🔳
<		0	Ľ	Q (1)
	BOST	ONC	OLLI	EGE
The Disse	rtation of	Josi	ah Carberry	
	ORCID	0000-0	002-1825-005	97
entitled	Full Title of the Thes	is or Dissert:	ation: Includi	ing Any Subtitles
submitted	to the Department of		Departm	sent
in partial	fulfillment of the requ	irements for	the degree of	r
Doctor of Pi	ilosephy 🔻 in th	e		
Robert J.	Morrissey College of A	rts and Scien	8956	•
has been	read on this date	050-04-25	and appro-	ved by the Committee:
Role	Print Name		Signature	
Caste, Chiller	Jane Doe		Jone	_ Dol
Member			U	
Member				
Member				
Member				



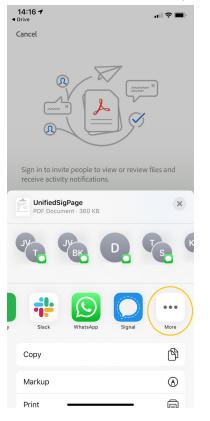
<u>Step 14</u>

Tap "Share a Copy"



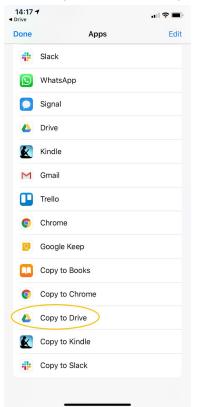
<u>Step 15</u>

If Google Drive or your mail app (whichever you are using to share the signed document with others) don't appear in the second row by default, swipe right and tap "More".



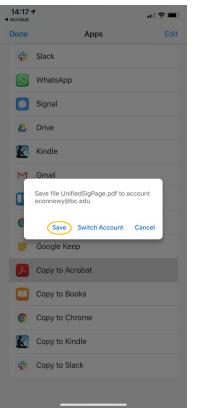
<u>Step 16</u>

Tap "Copy to Drive". Note: you can also email the document using either the Gmail or Mail application.



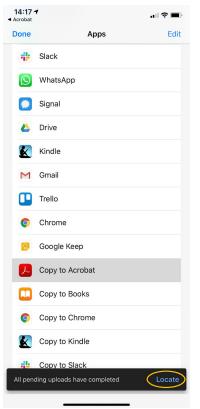
<u>Step 17</u>

Ensure that the document is being uploaded into the correct Google Drive account and tap "Save".



<u>Step 18</u>

In order to find the document in your Google Drive, tap "Locate" in the bottom right or navigate to the Google Drive app.



Step 19: Complete

Note that the signed version of the document is available in your Drive. You can share this version by tapping on the 3 dots/ellipsis symbol to the right of the filename.

