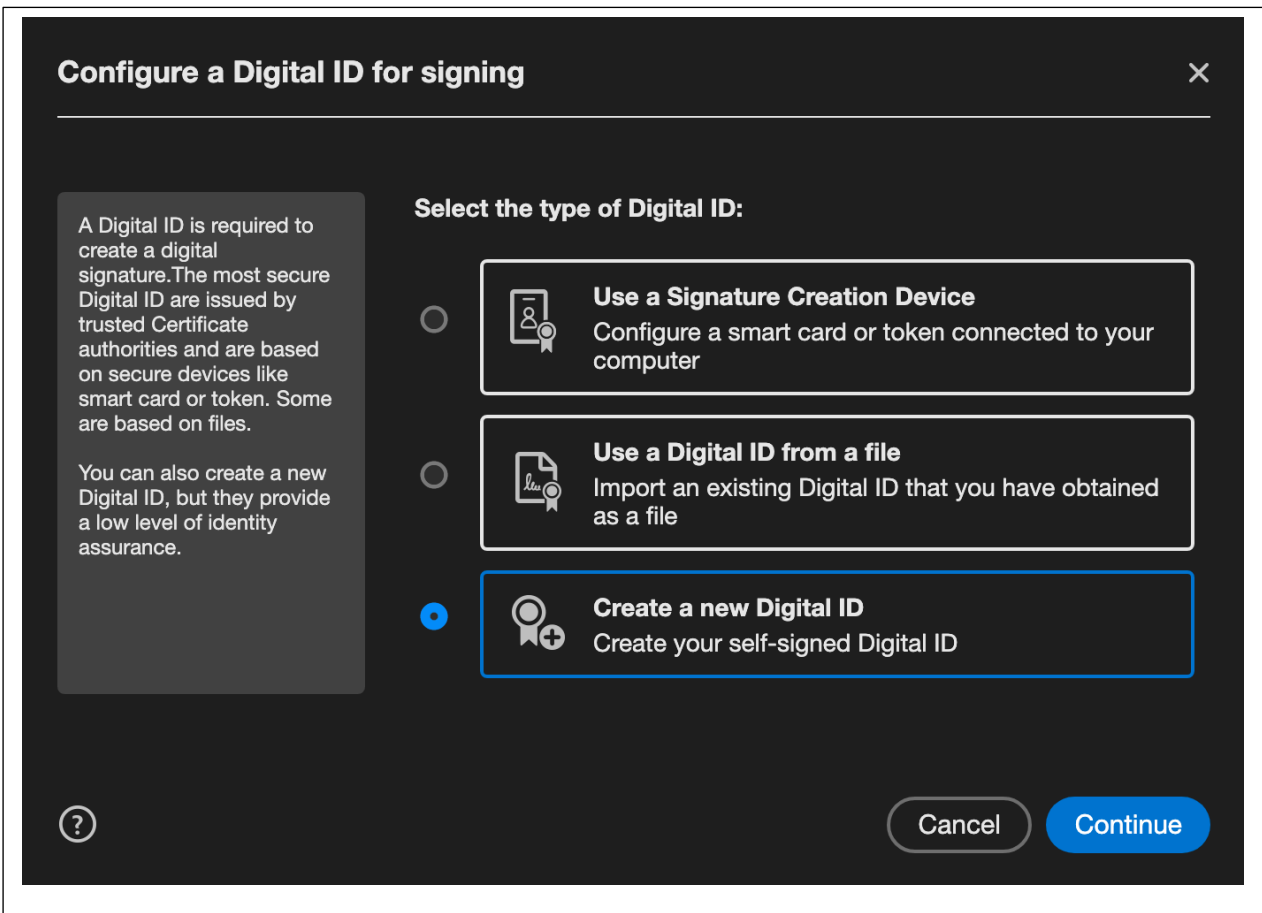


Electronic Signature

Instructions:

To digitally sign the form, click in the signature box in the VECTOR application. A dialogue box will appear. As you may not already have a digital ID, you will be directed to the “SIGN WITH DIGITAL ID” dialogue box. If you **do not have** a digital ID, select “CONFIGURE NEW DIGITAL ID”. Then “CREATE A NEW DIGITAL ID”. If you **have** a digital ID, you can select “MY EXISTING DIGITAL ID” to use your existing ID. Click the “NEXT” button on the bottom of the dialogue box.



The screenshot shows a dark-themed dialog box titled "Configure a Digital ID for signing" with a close button (X) in the top right corner. On the left, there is a text box explaining that a Digital ID is required for signing and that the most secure ones are issued by trusted Certificate authorities and based on secure devices like smart cards or tokens. It also mentions that new Digital IDs can be created but provide a lower level of identity assurance. On the right, under the heading "Select the type of Digital ID:", there are three radio button options. The first option is "Use a Signature Creation Device" with a smart card icon and the description "Configure a smart card or token connected to your computer". The second option is "Use a Digital ID from a file" with a document icon and the description "Import an existing Digital ID that you have obtained as a file". The third option is "Create a new Digital ID" with a person and plus icon and the description "Create your self-signed Digital ID"; this option is selected with a blue radio button and has a blue border. At the bottom left is a help icon (question mark in a circle), and at the bottom right are "Cancel" and "Continue" buttons.

Configure a Digital ID for signing [X]

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]

Click “CONTINUE”.


Click “SAVE TO FILE”. Then, click “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

VECTOR Application_Supplemental Instructions

Complete the fields on the next window by entering your identity and contact information. For the Organization Unit, enter the College and VECTOR APPLICATION. For example, “VALENCIA COLLEGE-VECTOR APPLICATION”. Click the “NEXT” button on bottom of the dialogue box.

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	Jane Doe
Organizational Unit	VALENCIA COLLEGE - VECTOR
Organization Name	VALENCIA COLLEGE
Email Address	janedoe@valenciacollege.edu
Country/Region	US - UNITED STATES ▼
Key Algorithm	2048-bit RSA ▼
Use Digital ID for	Digital Signatures ▼

?BackContinue

VECTOR Application_Supplemental Instructions

Next, select the location you would like to save your password. Then, type in your chosen password. Keep track of where the file is saved in the event you need to access it. Click “SAVE”.

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 :

Apply a password to protect the Digital ID:

Confirm the password:

Once you have saved your password, complete the VECTOR application and sign the application by clicking on the signature field. Follow the prompts to locate your password file to apply your signature. The signature will be time and date stamped.