





How to sign the Portfolio Review Panel Report

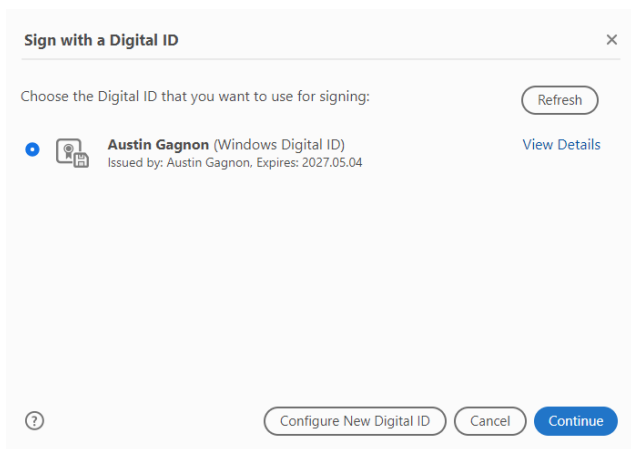
After the Portfolio Review Panel Report has been completed and agreed upon by all contributors, it is time to sign and submit it to TLA. Each signing party will add their signature, save a copy of the signed document, and share it with those still needing to sign. Once all signatures have been completed, this document can be shared with TLA. These instructions will guide how to add a signature to this document.

*Note: After any person signs the Portfolio Review Panel Report document all future editing will be disabled excluding other awaiting signatures.

- 1) Select the signature field you wish to sign indicated by their red 'tags'.

Faculty Candidate's Name		Panel Meeting Date	
Dean/Director Name		Approval Signature and Date	
Panelist Name		Approval Signature and Date	
Panelist Name		Approval Signature and Date	
Panelist Name		Approval Signature and Date	
Date Report Sent to Candidate and TLA			

- 2) A prompt will appear to select a Digital ID. Select your ID and press continue to save your signed file. If you do not have a Digital ID set up, select Configure New Digital ID and continue to step 3.



- 3) Select Create a new Digital ID

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 Save to Windows Certificate Store

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

5) Enter your full name and Valencia email address. Leave all preset values the same and select save. Go to step 2.

*Optional

- Organizational Name: Valencia
- Organizational Unit: Department

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	<input type="text" value="Bob Test"/>
Organizational Unit	<input type="text" value="Enter Organizational Unit..."/>
Organization Name	<input type="text" value="Enter Organization Name..."/>
Email Address	<input type="text" value="bttest@valenciacollege.edu"/>
Country/Region	<input type="text" value="US - UNITED STATES"/>
Key Algorithm	<input type="text" value="2048-bit RSA"/>
Use Digital ID for	<input type="text" value="Digital Signatures"/>

?
Back
Save