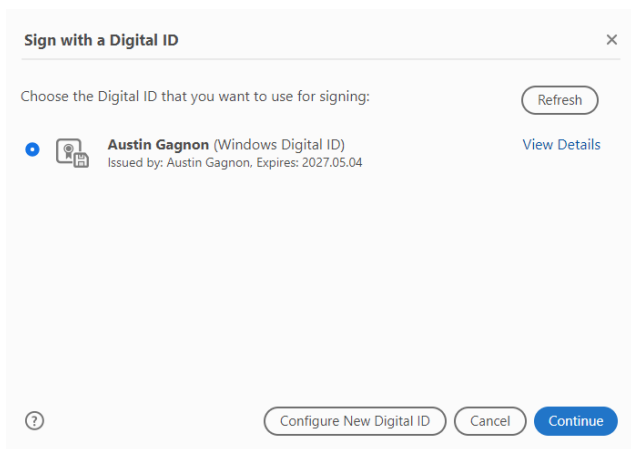## How to sign the Portfolio Review Panel Report

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	SIGN HERE
Panelist Name		Approval Signature and Date	SIGN HERE
Panelist Name		Approval Signature and Date	SIGN HERE
Panelist Name		Approval Signature and Date	SIGN HERE
	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

4) Select Save to Windows Certificate Store

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