

Digital Signatures for Leave Form

Use this tutorial to insert a Digital Signature into the Leave Form.



Please Note

You need to download the [PDF](#) to access Digital Signatures textbox.

Instructions

1. Click on the empty text box next to 'Employee Signature'

ADDITIONAL INFORMATION

Comments by Employee:

Please print this form out, sign the form and place in the Principal's pigeon hole for authorisation

AUTHORISATION

Employee's Signature: Date:

Principal's Approval: Date:

Office Use Only:

Entitlement Check

hours due as at Actioned: Date:

2. Click 'Configure Digital ID'.

Digital ID Configuration Required ×

This signature field requires a digital signature identity.

Would you like to configure one now?

3. Click 'Create a new Digital ID' then 'Continue'.


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. Click 'Save to File' then '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 Windows Certificate Store**
Save the Digital ID to Windows Certificate Store to be shared with other applications



Back

Continue

5. Fill in the Name, Email Address and select 'AU-Australia' as the 'Country/Region'. Click 'Continue' when done.

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	Roberta Jira
Organizational Unit	Enter Organizational Unit...
Organization Name	Enter Organization Name...
Email Address	robertajira@gmail.com
Country/Region	AU - AUSTRALIA
Key Algorithm	2048-bit RSA
Use Digital ID for	Digital Signatures

?BackContinue

7. Create a 6-digit password or greater, and 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 :

C:\Users\kellyn\OneDrive - Brigidine College Indooroop
Browse

Apply a password to protect the Digital ID:

Confirm the password:

?

BackSave

8. Select your digital signature then click 'Continue'.

Sign with a Digital ID

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

Roberta Jira (Digital ID file)
Issued by: Roberta Jira, Expires: 2023.09.26

RefreshView Details

?

Configure New Digital IDCancelContinue

9. You will be prompted to sign in. *Sign in* and then *click* 'Sign'.

Sign as "Roberta Jira" ×

Appearance Standard Text ▼

Create

Roberta Jira

Digitally signed
by Roberta Jira
Date: 2018.09.26
12:21:32 +10'00'

☐ Lock document after signing

[View Certificate Details](#)

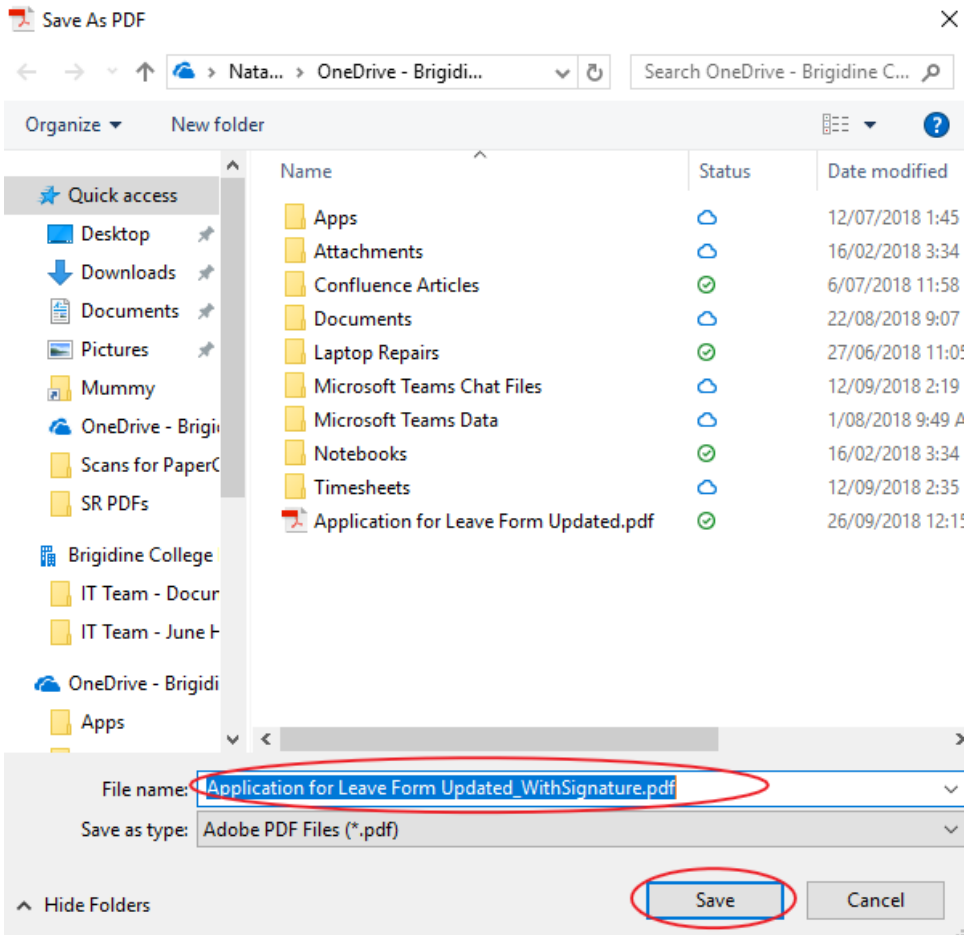
Review document content that may affect signing

Review

Back

Sign

10. Save the file in your OneDrive under a new name (e.g. Leave Form Signed).



The digital signature will now appear as below.

ADDITIONAL INFORMATION

Comments by Employee:

Please print this form out, sign the form and place in the Principal's pigeon hole for authorisation

AUTHORISATION

Employee's Signature: **Roberta Jira** Digitally signed by Roberta Jira
Date: 2018.09.26 12:22:31 +10'00' Date:

Principal's Approval: Date:

Office Use Only:

Entitlement Check

hours due as at Actioned: Date:

1. Click on the empty text box next to 'Employee Signature'

ADDITIONAL INFORMATION

Comments by Employee:

Please print this form out, sign the form and place in the Principal's pigeon hole for authorisation

AUTHORISATION

Employee's Signature: Date:

Principal's Approval: Date:

Office Use Only:

Entitlement Check

hours due as at / / Actioned: Date: / /

2. Click 'Use a Digital ID from a file' then 'Continue'.

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

3. Click 'Browse' then find and open the digital signature previously saved to your Onedrive.

Find a Digital ID file

Digital ID files generally have a PFX or P12 extension and contain the public key file (Certificate) and the associated private key file.

To sign with a digital ID available as a file, follow the prompts to browse and select the file and type the password protecting the private key.

Browse for a Digital ID file. Digital ID files are password protected. You cannot access the Digital ID if you don't know its password.

Browse

Enter the Digital ID password

?

Create New Digital ID

Back

Continue

Locate Digital ID File

← → ↑ OneDrive - Brigidine... Search OneDrive - Brigidine C...

Organize New folder

Name	Status	Date modified
Apps	☁	12/07/2018 1:45 P
Attachments	☁	16/02/2018 3:34 P
Confluence Articles	✓	6/07/2018 11:58 A
Documents	☁	22/08/2018 9:07 A
Laptop Repairs	✓	27/06/2018 11:05
Microsoft Teams Chat Files	☁	12/09/2018 2:19 P
Microsoft Teams Data	☁	1/08/2018 9:49 AM
Notebooks	✓	16/02/2018 3:34 P
Timesheets	☁	12/09/2018 2:35 P
RobertaJira.pfx	✓	26/09/2018 12:21

File name: RobertaJira.pfx Digital ID Files (*.p12,*.pfx)

Open Cancel

4. Enter the 'Digital ID' password then *click* 'Continue'.

Find a Digital ID file



Digital ID files generally have a PFX or P12 extension and contain the public key file (Certificate) and the associated private key file.

To sign with a digital ID available as a file, follow the prompts to browse and select the file and type the password protecting the private key.

Browse for a Digital ID file. Digital ID files are password protected. You cannot access the Digital ID if you don't know its password.

C:\Users\kellyn\OneDrive - Brigidine College Indooroo

Browse

Enter the Digital ID password

.....



Create New Digital ID

Back

Continue

5. Confirm this is the correct Digital ID then *click* 'Continue'.

Add Digital IDs from a file



The following Digital ID will be added to your list of Digital ID that you can use for digitally signing:



Roberta Jira

[View Details](#)

Issued by: Roberta Jira, Expires: 2023.09.26 02:21:19 Z





Back

Continue

6. Ensure you have the correct Digital ID selected then *click* 'Continue'.

Sign with a Digital ID ×

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

  **Roberta Jira** (Digital ID file)
Issued by: Roberta Jira, Expires: 2023.09.26 View Details

? Configure New Digital ID Cancel Continue

7. Enter the Digital ID password then *click* 'Sign'.

Sign as "Roberta Jira" ×

Appearance Standard Text ▼ Create

Roberta Jira

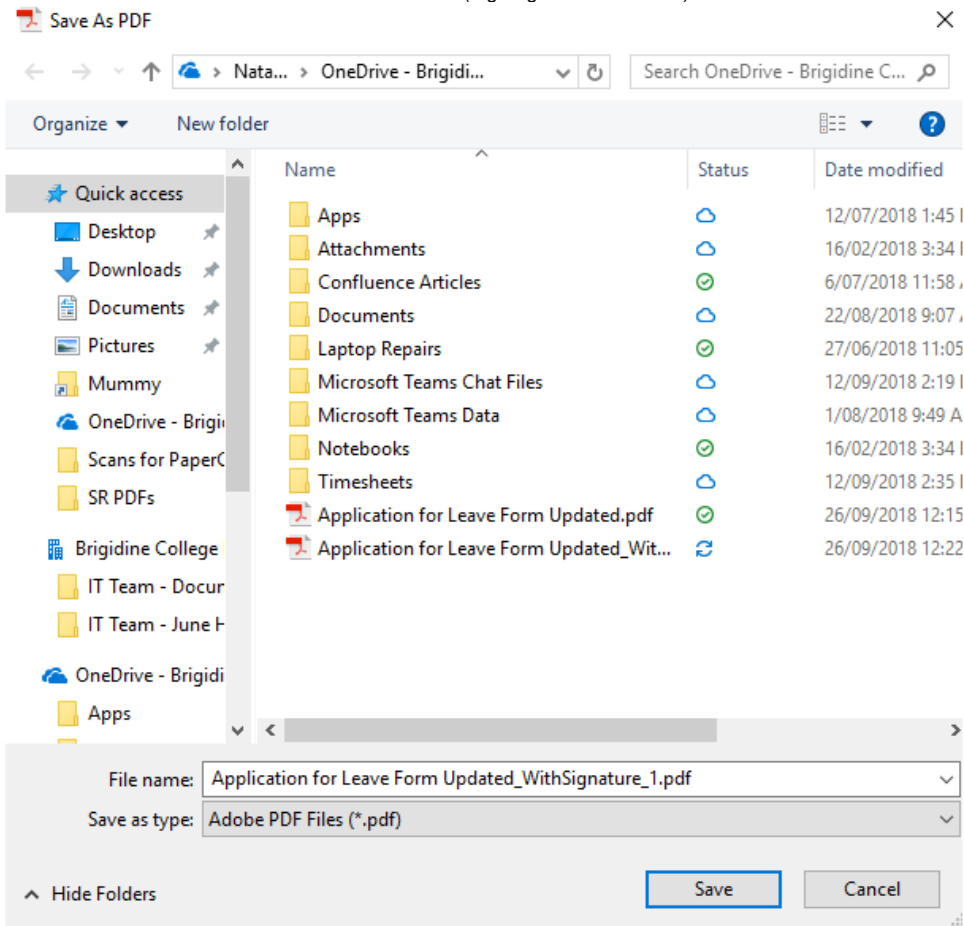
Digitally signed
by Roberta Jira
Date: 2018.09.26
13:23:38 +10'00'

☐ Lock document after signing View Certificate Details

Review document content that may affect signing Review

Enter the Digital ID PIN or Password... Back Sign

8. Save the PDF form to OneDrive under a new name (e.g. Signed Leave Form).



The Digital Signature is now inserted and should appear as below.

AUTHORISATION

Employee's Signature: **Roberta Jira** Digitally signed by Roberta Jira
Date: 2016.09.26 13:24:18 +10:00 Date:

Principal's Approval: Date:

Office Use Only:

Entitlement Check

hours due as at / / Actioned: Date:

Related articles

- [Email Signatures in Outlook](#)
- [Adobe CC](#)
- [Digital Signatures for Leave Form](#)
- [Splitting PDFs](#)