1. Click on the signature part of the document.

	Monthl	y Training		
	Sigr	nature*		
2010A				
Sign Document				
Sign As: Maria Smith <maria.s< th=""><th>mith@lausd.net</th><th>></th><th>@</th><th></th></maria.s<>	mith@lausd.net	>	@	
Password:				
Certificate Issuer: Maria Smith		Info.		
	Appearance:	Standard Text	~	
Maria Smith	Digitally sign Smith DN: cn=Mari email=maria c=US Date: 2012.0 -07'00'	ed by Maria ia Smith, o, ou, .smith@lausd.net,)8.28 09:47:01	0	
	Siç	jn Canc	el	

2. Click on the Down arrow by your signature.

Sign Docu	ment		
Sign As:	Maria Smith <maria.smith@lausd.net></maria.smith@lausd.net>	~	(7)
	Maria Smith <maria.smith@lausd.net></maria.smith@lausd.net>		
Password:	Refresh ID List		
Certificate	New ID Issuer: Maria Smith		

- 3. Select "New ID".
- 4. Select "A new digital ID I want to create now." Click Next.

Add or create sent to other	a digital ID to sign so that they can	n and encrypt doo verify your signa	uments. The certifi ture. Add or create	icate that comes a digital ID usin	with your digita g:	l ID is
	cisting digital II) from:				
() A	file					
() A	roaming digital	ID stored on a	server			
OA	device connect	ed to this com	puter			
0.	h n lan s		_			

5. Select either a New PDCS#12 or a Windows Certificate Store ID. Both essentially work the same way. Click Next.



6. Enter your identity information. Click next.

Name (e.g. John Smith):	John Smith		
Organizational Unit:	11223344		
Organization Name:	ABC school		
Email Address:	john.smith@lausd.net		
Country/Region:	US - UNITED STATES		~
Enable Unicode Suppo	t		
Key Algorithm:	1024-bit RSA		~
Use digital ID for:	Digital Signatures and Data Encry	/ption	*

7. Create a password for the digital ID.

The password will be used every time you sign a document. Click Finish.

Enter a file location the digital ID to si copy this file for b Settings dialog.	n and password for gn or decrypt docur ackup or other purj	r your new digital ID filo ments. You should make poses. You can later ch	a. You will need the password e a note of the file location so ange options for this file using	when you use that you can g the Security
File Name: ents and Settings	\Administrator\App	lication Data\Adobe\Ac	rabat(9.0)Security(Clint.pf×	Browse
Password:				
Confirm Password	(
handler				

8. You have now created a digital ID.