# How to use digital forms

All of our forms are now available in a digital, fillable format! This gives you more options to easily access and submit forms. Detailed below are several ways you are now able to do this.
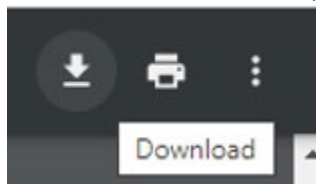
When you click on the name of the form you need, the form will open in a new tab of your browser. From here, you have several options to fill out the form.

For each of the options below, you will need to either print or download the form. These options will appear in the top right-hand corner of the tab. The download button is the arrow icon on the left, and the print button is the printer icon on the right.
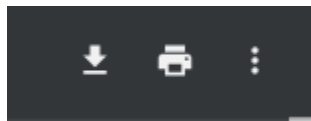
When accessing form from a computer, you have the following options:
- If you have access to a printer and scanner:
    - You can print the form, fill it out by hand, and either scan it and send it to registrar@antiochcollege.edu, or drop it off in the Registrar's office in McGregor 213. (Please use the drop box located to the right of the door if you come by outside of business hours.)
    - You can fill out the form in the browser, then print, sign, and either scan and email or drop off in the Registrar's office.

- If you do not have access to a printer and scanner/want to complete the form digitally:
    - Download and open with Adobe Acrobat Reader. (A free download can be found at https://get.adobe.com/reader/otherversions/)
        - Click the **Download** button (the arrow icon located on the top right-hand side of the screen).
        - The Save As window will open, asking where you would like to save the form on your computer. Make your selection, rename the form if you wish, make sure the Save as type is Adobe Acrobat Document, and click **Save**.
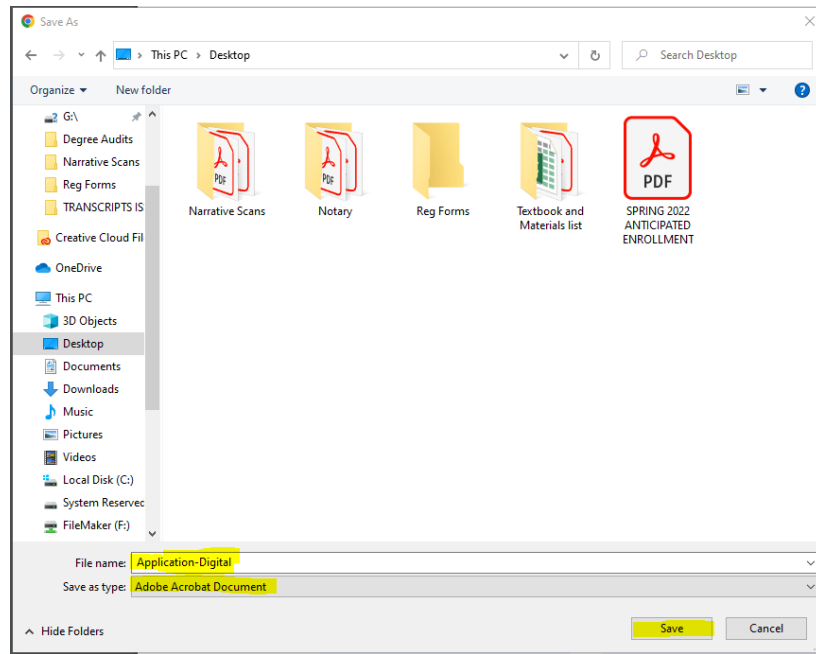
- Once you save, the form will download. Navigate to where you saved it, and double click to open it.
- Click any of the light blue boxes where you want to fill in information. A cursor will appear, allowing you to type in your response.
- Use the Tab key on your keyboard or your mouse to move between fillable fields. Most fields will require a typed response, but some require a check mark. For these, just click within the field to check or uncheck.

How to add a digital signature in Adobe:

1. Double click in a box with the small tab indicating a signature is needed

2. If you have already set up your digital signature, proceed to step 9.
3. If you have not set up a digital signature, when you double click, the following box will pop up:
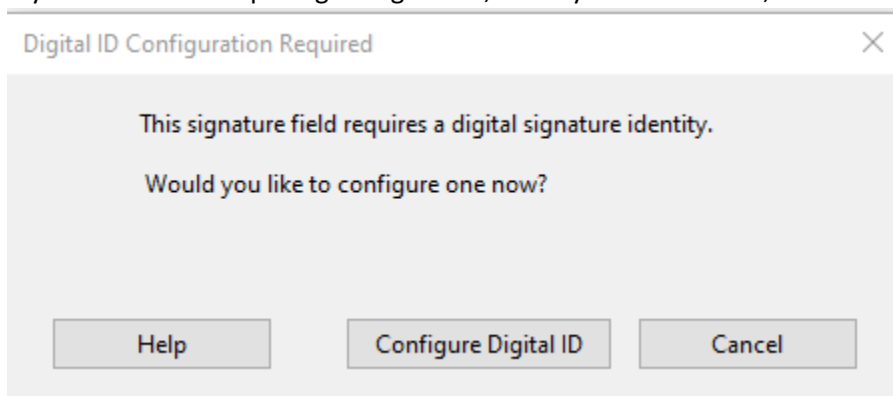
4. Click **Configure Digital ID**.
5. Click **Create a new Digital ID** and **Continue**.

6. Click **Save to File** and **Continue.**

7. Fill out all fields and click **Continue.**

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	Enter Name...
Organizational Unit	Enter Organizational Unit...
Organization Name	Enter Organization Name...
Email Address	Enter Email...
Country/Region	US - UNITED STATES
Key Algorithm	2048-bit RSA
Use Digital ID for	Digital Signatures

(?)   Back   Continue

8. Use the **Browse** button to choose where you want the digital signature to be saved. Create a password, retype, and **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 it or back it up.

Your Digital ID will be saved at the following location :

C:\Users\ewhite\AppData\Roaming\Adobe\Acrobat\DC   Browse

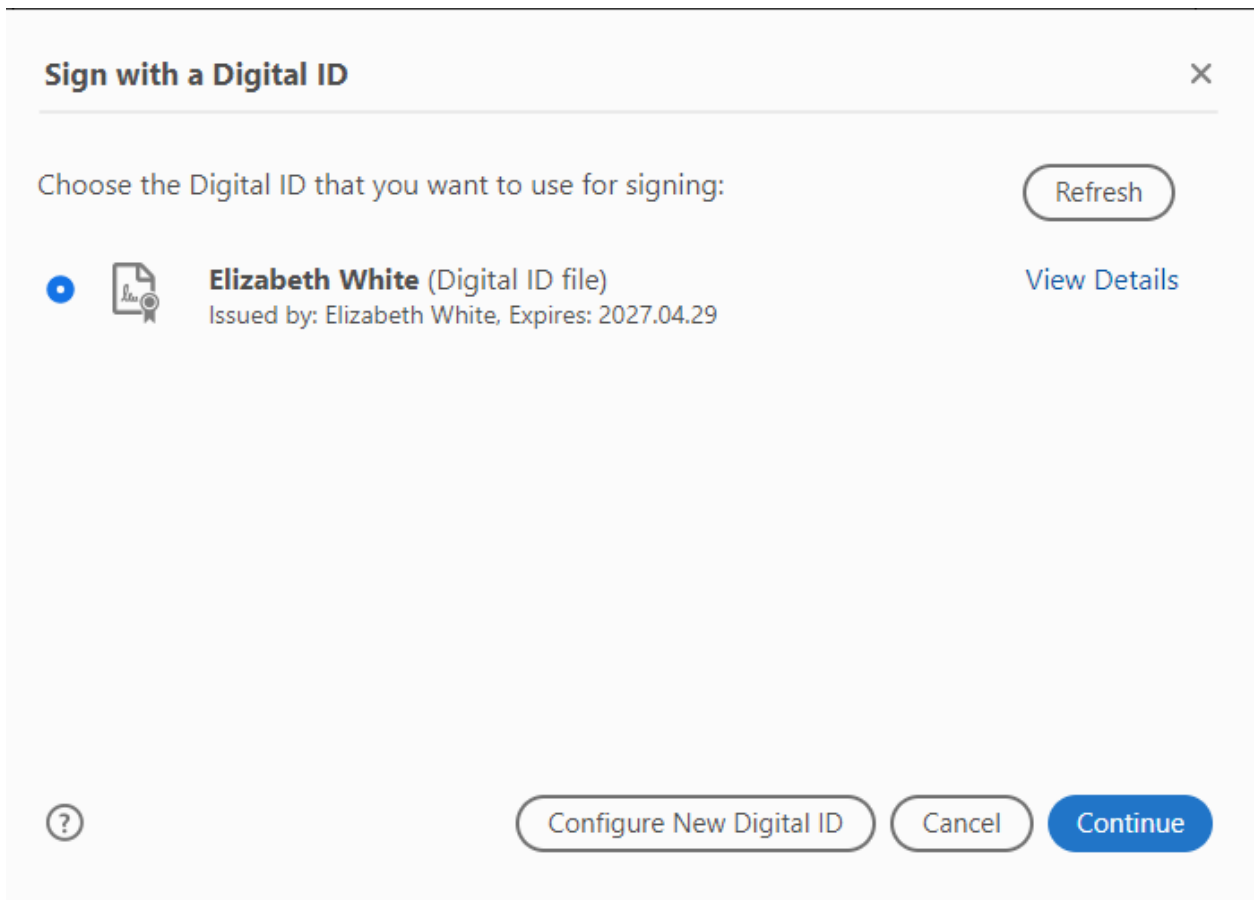**Apply a password to protect the Digital ID:**

Confirm the password:

(?)   Back   Save

9. Now that you have created your digital signature, you can sign the form. Make sure the signature you just created is chosen, then click **Continue**.

Sign with a Digital ID

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

(Refresh)

⦿ 📄 **Elizabeth White** (Digital ID file)
Issued by: Elizabeth White, Expires: 2027.04.29

View Details

? (Configure New Digital ID) (Cancel) (Continue)

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10. You can optionally customize the appearance of your signature by clicking **Create**. Once you have, or if you do not want to do this, enter the password you set in step 8 and click **Sign**.

Sign as "Elizabeth White"

Appearance [Standard Text ⌄] (Create)

Elizabeth White

Digitally signed by Elizabeth White
Date: 2022.04.29 14:37:11 -04'00'

☐ Lock document after signing

View Certificate Details

Review document content that may affect signing (Review)

[Enter the Digital ID PIN or Password...] (Back) (Sign)

11. A pop up will appear asking you where you want to save the signed form. You can either navigate to where the unsigned form was saved and replace it, or save it as a separate document. Once you click **Save**, your document has been digitally signed! From here, you can either submit the form as an attachment to registrar@antiochcollege.edu, or email it to your advisor/faculty if you need their signatures.

Elizabeth White Digitally signed by Elizabeth White
Date: 2022.04.29 14:44:40 -04'00'