OBERLIN

Change in Appointment/Status Form INSTRUCTIONS

COLLEGE & CONSERVATORY

- 1) Open the form in Adobe or Adobe Reader
- 2) The form is fillable, click each section and complete the required information.
- 3) SIGN

To sign the document you will need to configure a signature if you haven't done so previously. Follow these instructions:

Department Head	Date
Divisional Budget Manager (if appropriate)	Date

Select your signature line



Click "Configure Digital ID"

A Digital ID is required to	Select	the typ	e of Digital ID:
create a digital signature.The most secure Digital ID are issued by trusted Certificate authorities and are based on secure devices like smart	0	<u>a</u>	Use a Signature Creation Device Configure a smart card or token connected to your computer
card or token. Some are based on files. You can also create a new Digital ID, but they provide a low level of identity	0	h	Use a Digital ID from a file Import an existing Digital ID that you have obtained as a file
assurance.	•		Create a new Digital ID Create your self-signed Digital ID

Select "Create a New Digital ID" and click Continue

On the following page select where to save your Digital ID, Computer file or Certificate Store.

Enter the identity information to be used for creating the self-signed Digital ID.	Name	Enter Name	
	Organizational Unit	Enter Organizational Unit	
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.	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	~

- > Fill out the required information on the following screen.
- Click **Continue** on the following page.

Sign as "Jose Garcia"		×	
Appearance Standard Text	~	Create	
Jose Caraia	Digitally signed by Jose Garcia Date: 2018.11.20		
Garcia	11:	:04:51 -05'00'	
		View Certificate Details	
Review document content that may affect	signing	Review	
		Back Sign	

- The final page will show your digital signature. Click Sign to finalize (You will automatically be prompted to save the document).
- 4) Once the form has been completed, *e-mail the form to the next required approver:*
 - > Department head
 - Divisional Budget Manager (if appropriate)
 - Dean/Division Head
 - Chief Human Resources Officer
 - > VP for Finance and Administration
- 5) The form will be considered complete once all signatures are received.