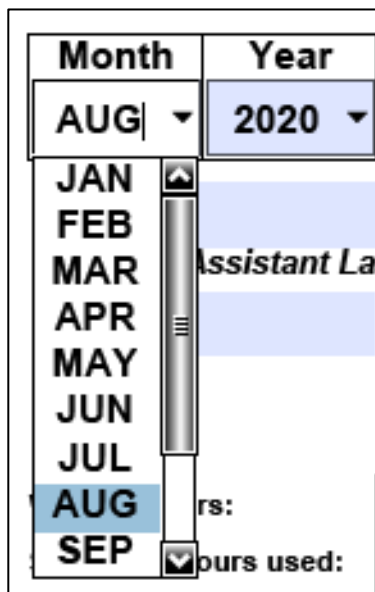


Instructions for Digital Signature in Adobe Acrobat Reader

These instructions are for Graduate Assistants who want to digitally sign the GA Time Log on a computer that runs Windows or Mac OS.

1. You must have Adobe Acrobat Reader software downloaded onto your computer/device in order to even view the e-signature option on the GA time log sheet. If your computer doesn't have Adobe Acrobat Reader downloaded onto it, visit <https://get.adobe.com/reader/> to download Acrobat Reader software free of charge.
2. Download the form to be signed and save it on your computer. Close the version of the form that was opened in the internet browser.
3. Open the file where you saved the form, and open the form. Be sure to open it using Adobe Acrobat Reader. If your computer is set to automatically open a pdf in a browser (e.g., Chrome, Edge, etc.), then you must right click on the icon or file name, then choose Open with... Adobe Acrobat Reader. Once open, check the top left of the form to confirm that it is open in Adobe Acrobat Reader.
4. On the form, click on the down arrow in the light blue section to enter Month and Year. It gives you a dropdown box with the list of months and years. Choose the appropriate month and year.



5. Now type the details of your name, FTE, Dawg Tag and Department/Unit in the light blue section for each field. You can use the tab button on the keyboard to navigate between the fields. It automatically takes you to the next field.

GRADUATE ASSISTANT TIME LOG: SIU Carbondale

Month	Year
AUG ▾	2020 ▾

KALUVAKURI, SWATHI

50%

Graduate Assistant Last Name, First Name

FTE (FTE for GA assignment, e.g., .25, .50)

854XXXXXX

GRAD SCHOOL

DawgTag

Department / Unit

6. Now fill the time log by entering the number of hours worked/ sick leave hours used or other leaves used for each date. Type the number and use the tab button to move to the next date.
Note: You don't have to manually enter 4.000, the adobe reader will automatically change number 4 to decimal 4.000 or enter 4.5 if you worked four and half hours that day. The numbers 4, 4.5 here are examples only. Monthly Total Hours will be populated automatically by Adobe.

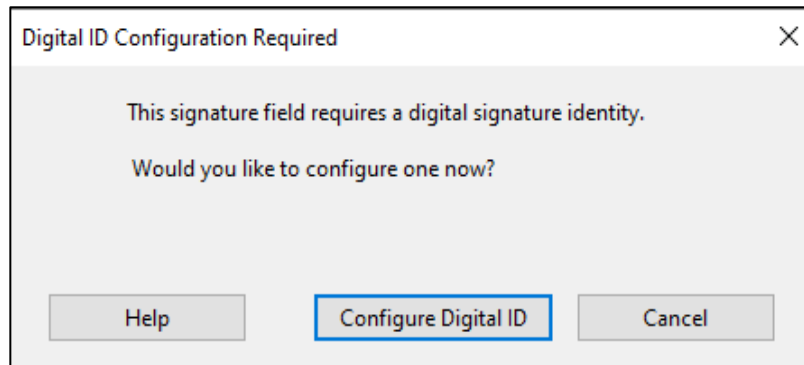
	1	2	3	4	5	6	7	8	9	10	11	12	13	14	15	
Worked hours:			4.000	4.000	4.000	4.500	4.000			4.000	4.000	4.000	4.000	4.000		
Sick leave hours used:																
Other Leave hours used:																
Total:			4.000	4.000	4.000	4.500	4.000			4.000	4.000	4.000	4.000	4.000		

	16	17	18	19	20	21	22	23	24	25	26	27	28	29	30	31	Monthly Total Hours
Worked hours:		4.000	4.000	4.000	4.000	4.000			4.000	4.000	4.000	4.000	4.000			4.000	84.5
Sick leave hours used:																	
Other leave hours used:																	
Total:		4.000	4.000	4.000	4.000	4.000			4.000	4.000	4.000	4.000	4.000			4.000	84.5

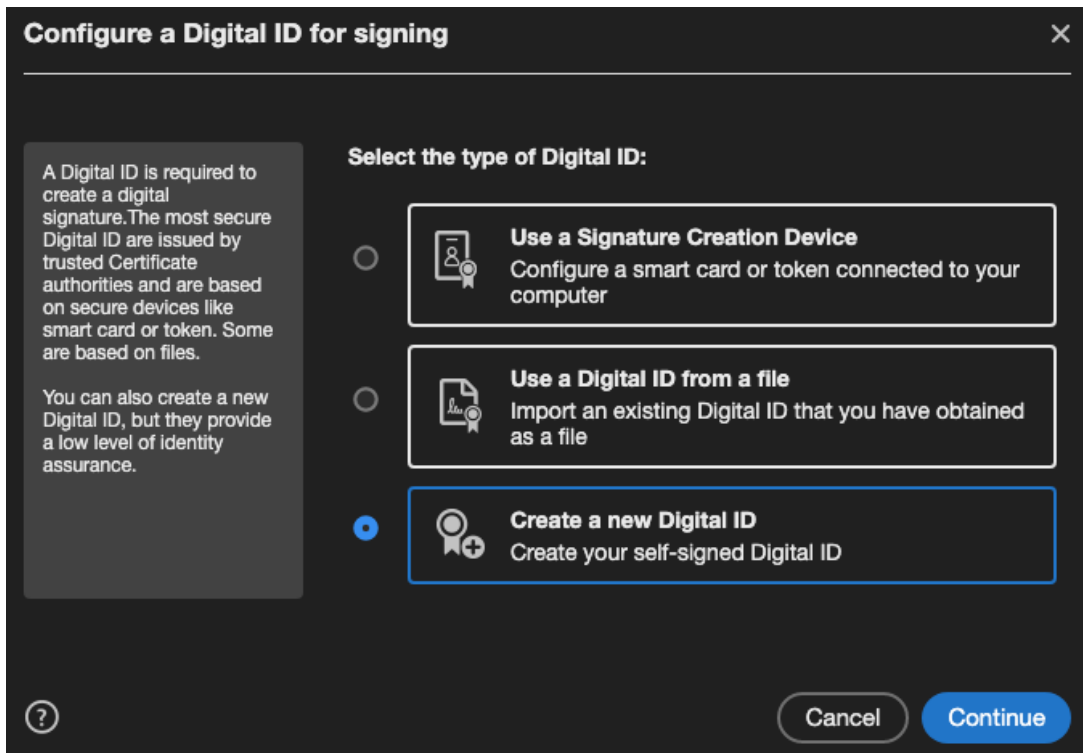
7. In the same way, type the explanation of other leave or any additional comments in the blue boxes, if needed.

<i>Explanation of other leave:</i>	<i>Additional comments or note:</i>
<div style="border: 1px solid black; padding: 5px; width: fit-content;">Explanation of other leave:</div>	No leaves used

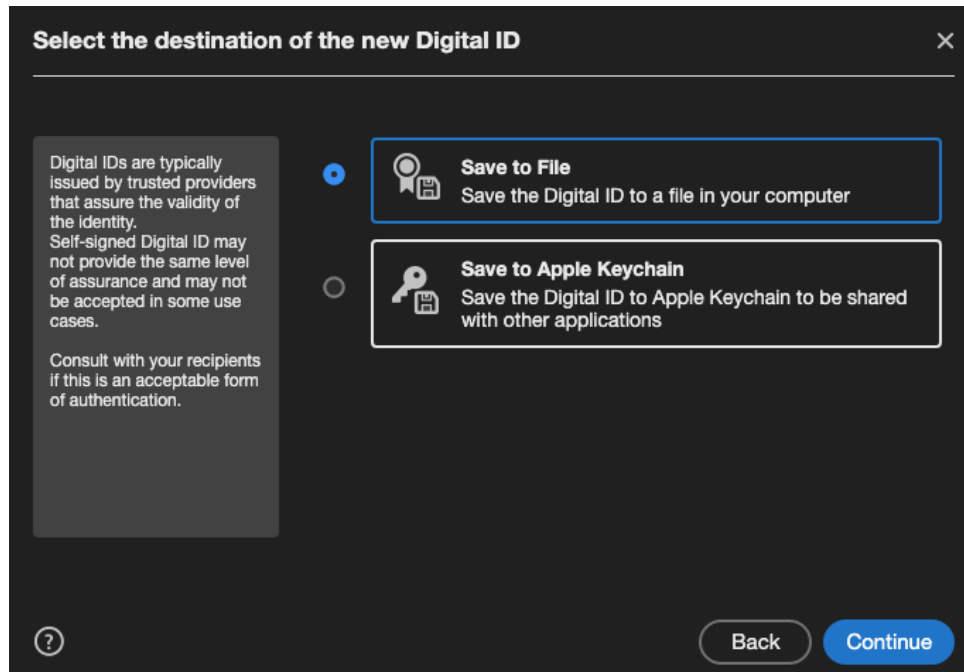
8. Here is the most important thing to do, to digitally sign your time log. Click on the blue box above Graduate Assistant Signature.
9. If you already have a Digital ID configured with Adobe Acrobat Reader, then skip to step 15 below.
10. If you do not already have a Digital ID configured with Adobe Acrobat Reader, the “Digital ID Configuration Required” box should pop up. Click on “Configure Digital ID.”



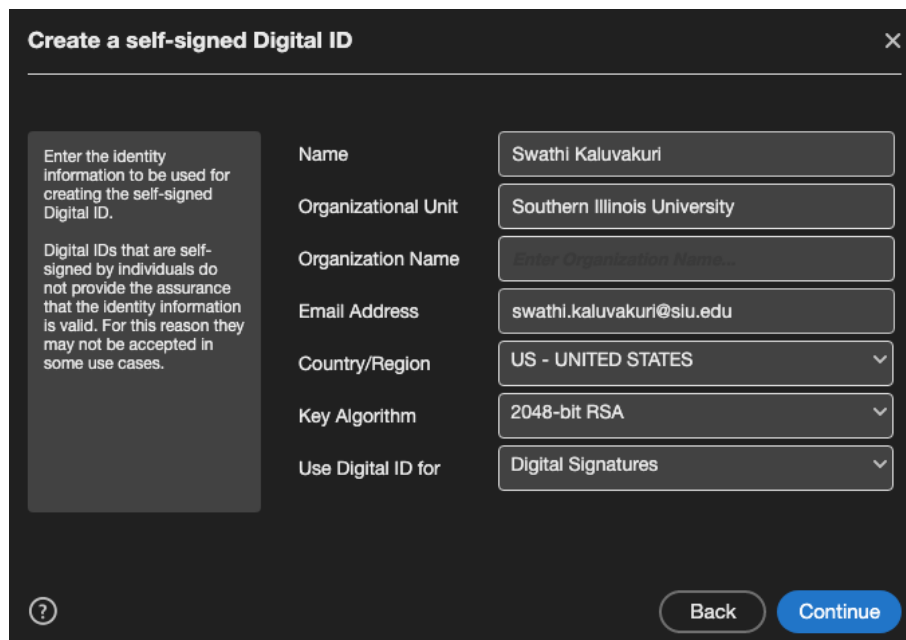
11. In the “Configure a Digital ID for signing” popup box, click on “Create a new Digital ID” then click on “Continue.”



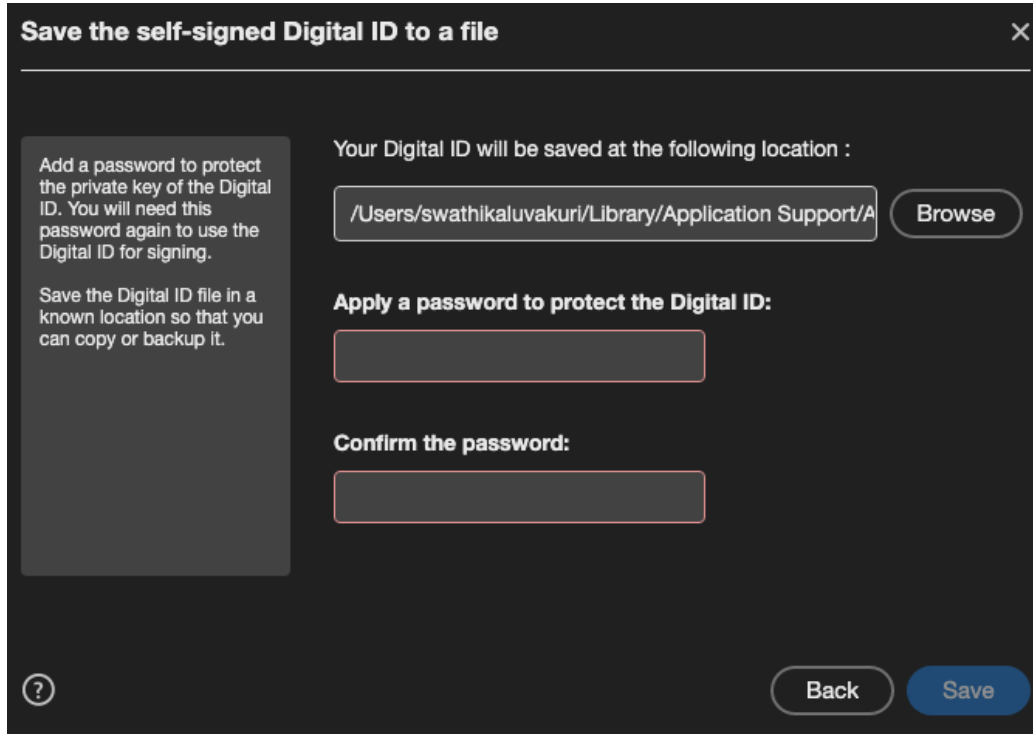
12. The next step asks whether you want to save your Digital ID to a file on your computer or save to the Windows Certificate Store if you are using Windows or Save to Apple Key Chain if you are using Mac OS. Choose either of the options. Both will work. If you want more information, click on the little question mark in the lower left corner of the dialogue box. Make a selection, and then click on “Continue.”



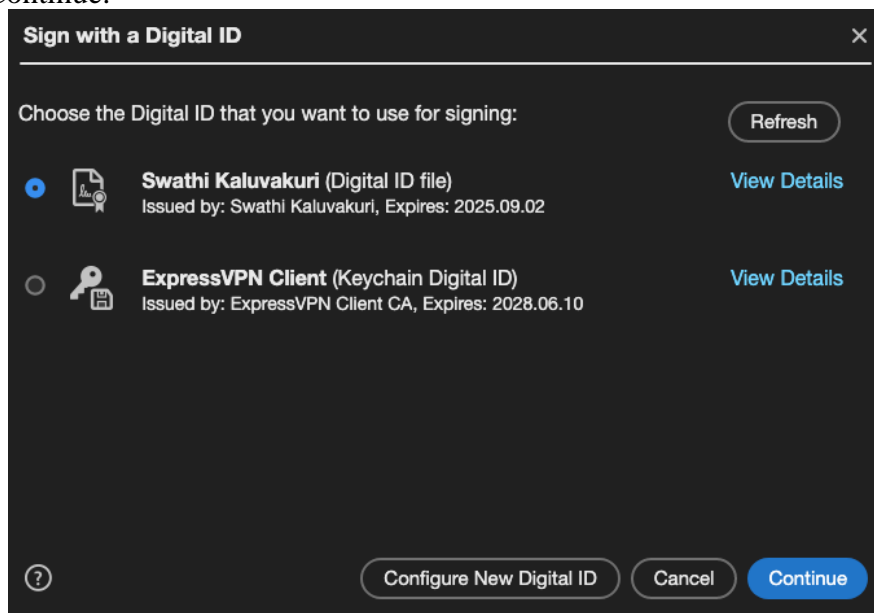
13. Create a Self-Signed Digital ID – Enter your name, organization (optional), and email address, then click on “Save.”



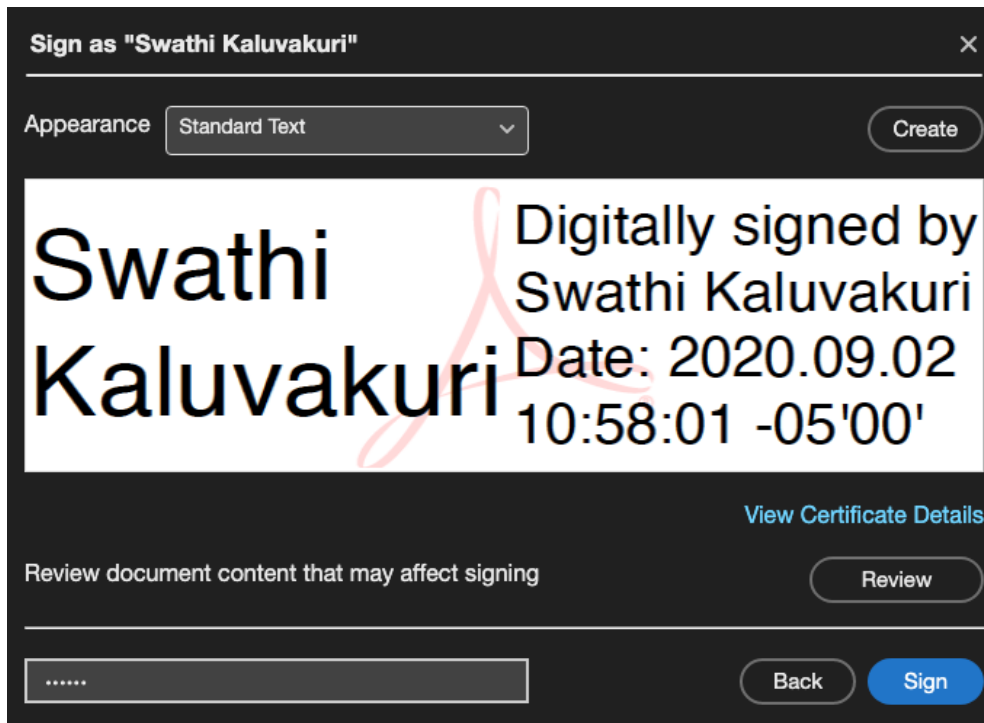
14. If you chose to save the Digital ID to a file, then the next box asks you to choose which file to save it in. You can use the one that automatically populates the box, or you can click on “Browse” to choose a different one. Below that, you’ll create a password. You’ll use this password in the future for any forms that you’ll sign on this same computer. Type the password in the red box, and then type it again in the second red box, to confirm. Then click “Save.”



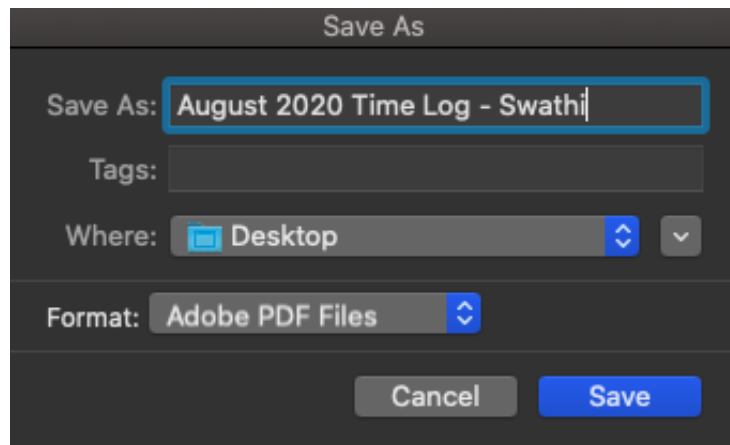
15. Sign with a Digital ID – Choose the digital ID that you want to use for signing, and then click “Continue.”



16. Enter your password in the red box, and then click on “Sign.”



17. Adobe Acrobat Reader will automatically prompt you to save the form you are signing. You can save as the existing file name, or save using a new file name. You can also choose the location (file) the form will be saved. Make those choices and then click “Save.”



18. After you click the save button, it takes you back to the PDF document on Adobe Reader. Click on the light blue box above the Date. You can type the date or use the drop down button to choose from the Calendar. This is how it looks after entering the date. Now don't forget to save one more time after filling the date. You can do that by using Control+ S buttons on the key board or go to File option and click Save.

Explanation of other leave:

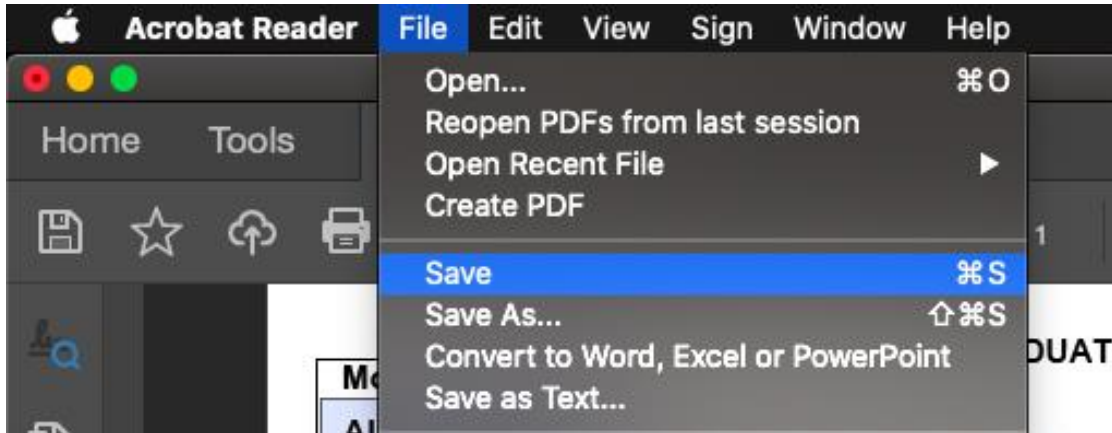
Additional comments or note:

No leaves used

I certify that the above information is correct:

Swathi Kaluvakuri Digitally signed by Swathi Kaluvakuri
Date: 2020.09.02 10:56:53 -05'00' 02 Sep 2020
Graduate Assistant Signature: Date:

Unit Administrator Signature: Date:



Note:

If you encounter any issues in digitally signing the forms even after following the instructions above, there might be an older version of Adobe Reader saved on your system, and it must be updated. See Step 1 of this document for instructions available on how to update the Adobe Reader software.

Graduate Assistant Time Log form can be found at the Graduate School's webpage at <https://gradschool.siu.edu/common/documents/forms/graduate-assistant-time-log.pdf>

September 11, 2020