Creating a Digital ID

Using Adobe Reader or Adobe Acrobat to create a Digital ID and using it to sign documents is easy. Just follow these simple steps:

Adobe Acrobat Pro 9 (for Acrobat version X scroll down for instructions)
1. Open the Adobe program. Be sure to know which program you have on your computer. Most clients have both Adobe Acrobat and Adobe Reader. Although you can sign using either program it is best to use Adobe Acrobat. If you do not have this please install it from here: www.baylor.edu/appcenter.
2. From the toolbar, select: Advanced>Security Settings.
3. Select Digital IDs on the left, click Add ID on the right, and then follow the instructions in the Add Digital ID dialog box.
4. Select Create a Self-Signed Digital ID.
5. In the next window, select New PKCS#12 Digital ID file (Mac users will not see this screen) and Next.

Manage My Digital IDs

This is a list of the Digital IDs that are available for your use on this computer. Digital IDs are private and should not be shared. They are used when you create a digital signature or when you decrypt documents that are encrypted for you using Certificate Security.
. On the next window, complete the following information:
   a. Name,
   b. Organizational Unit (College/School),
   c. Organization Name (Baylor),
   d. Email Address,
   e. Select Finish (Mac click Next)

8. And in the final window, complete the Password and Confirm Password fields, and select Finish. (note: Remember this Password. This password is not tied. If you use the same password as your Bear_ID then remember this one will not change even when you change your password in the 180 day timeframe.)

You have now created your Digital ID.

Adobe Acrobat Pro X
If you have Acrobat X the beginning steps are slightly different than above. To access the Security Settings click on Tools.

From the Menu select Sign & Certify>More Sign & Certify> Security Settings.

Proceed to follow steps 3-8 from above.