



Using Adobe Reader to Create a Digital Signature

Our internship documents can be digitally signed using Adobe Reader and returned via email to the internship sponsors or academic advisor. The following instructions will help you set up a digital signature on your computer if you haven't already:

Step 1: Download, and save the document in Adobe Reader

Step 2: Open the document and click in your appropriate signature box

Student Signature: [Signature Box] Date: [Date Box]

Supervisor Signature: [Signature Box] Date: [Date Box]

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→ [Arrow pointing to Supervisor Signature box]

Step 3: Select “A new digital ID I want to create now” and click “Next”

Add Digital ID

I want to sign this document using:

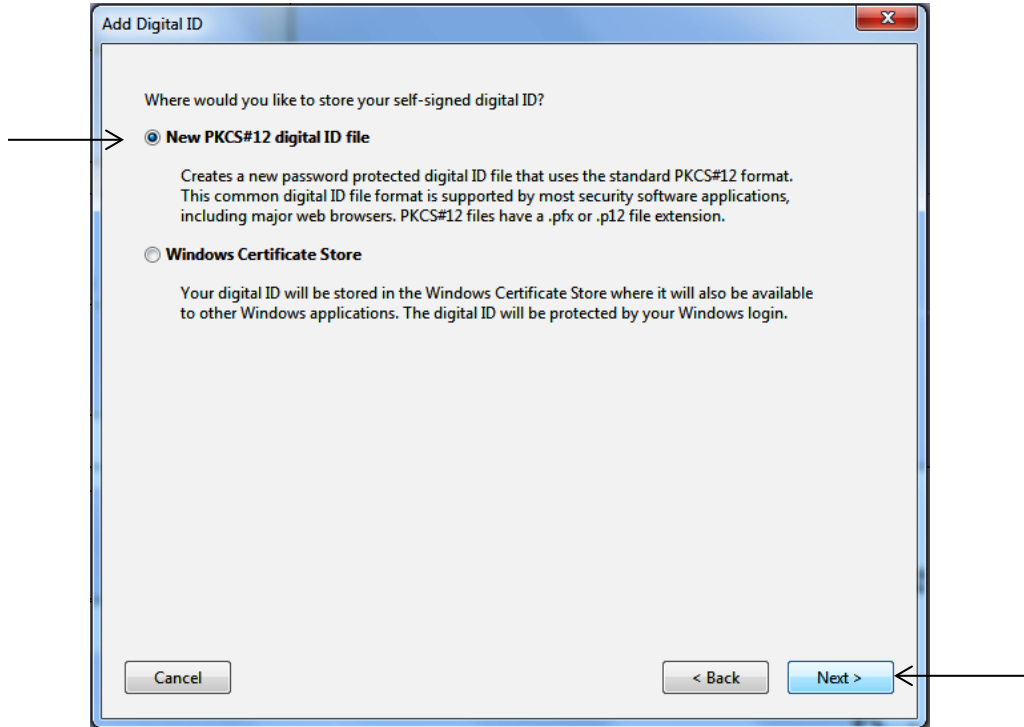
- My existing digital ID from:
 - A file
 - A roaming digital ID accessed via a server
 - A device connected to this computer
- A new digital ID I want to create now

Cancel < Back Next >

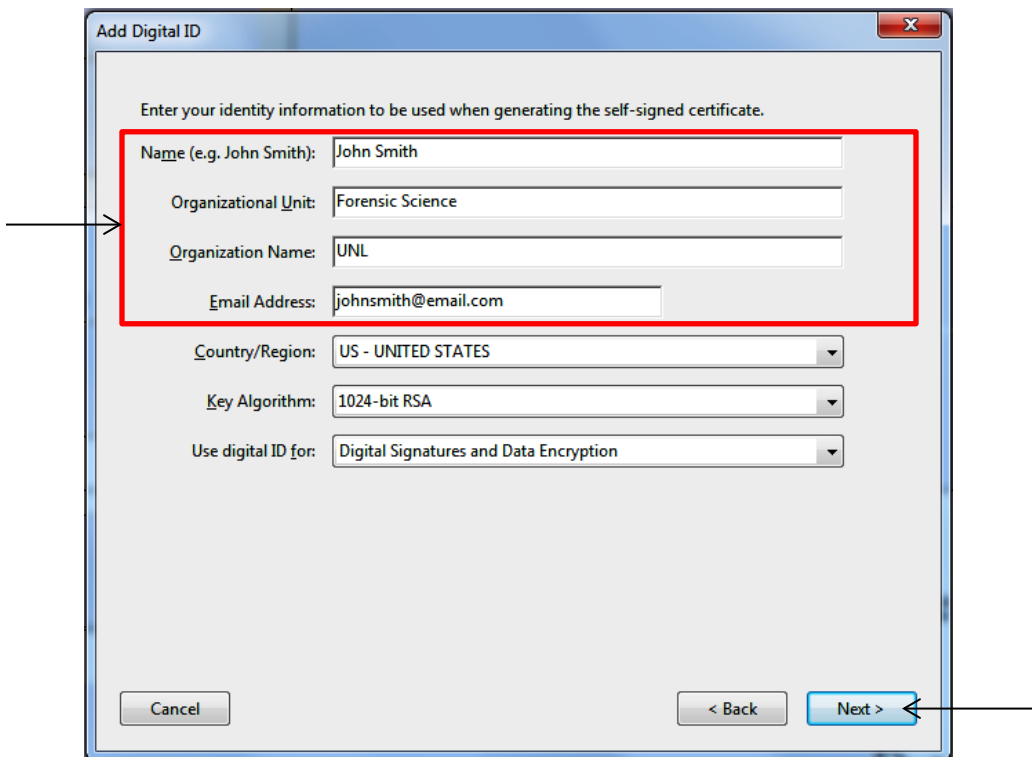
→ [Arrow pointing to 'A new digital ID I want to create now']

[Arrow pointing to 'Next >' button]

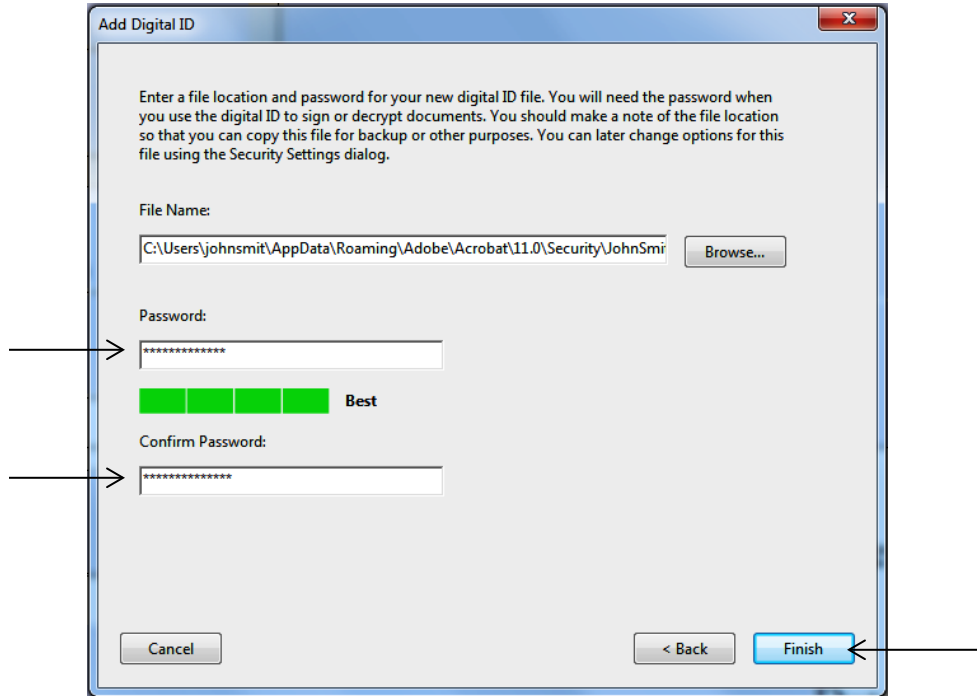
Step 4: Select “New PKCS#12 digital ID file” and click “Next”



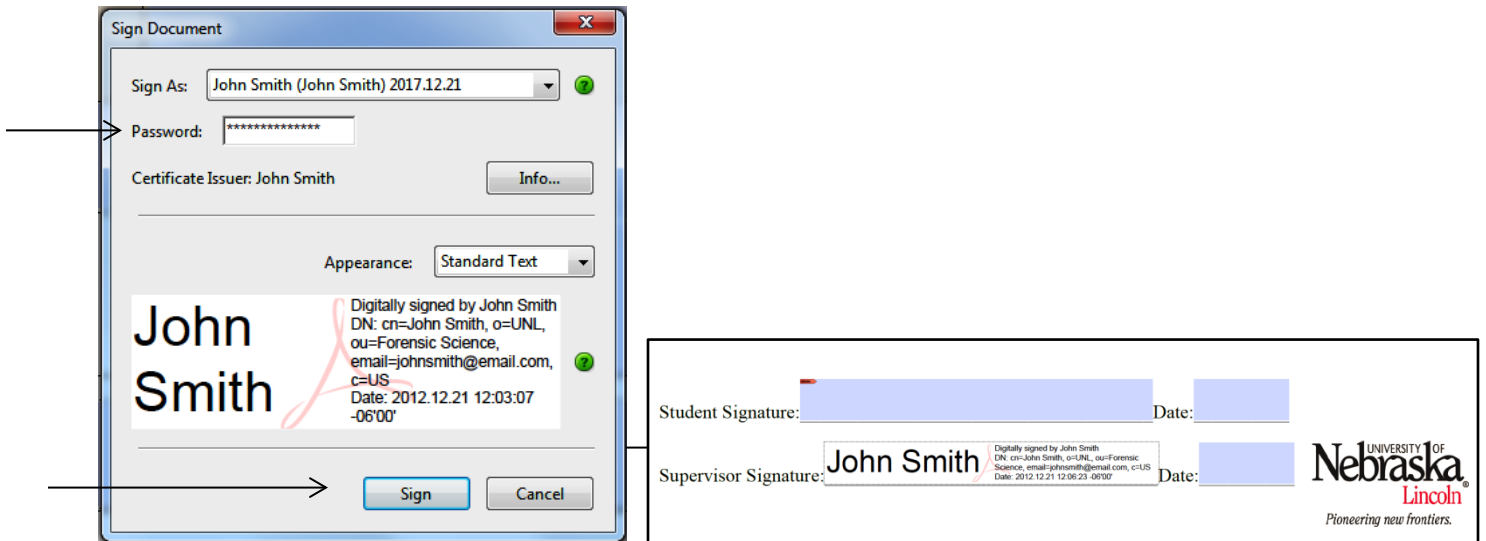
Step 5: Fill in the first 4 lines of the identity information (then click “Next”)



Step 6: Create and confirm a Password (then click “Finish”)



Step 7: Enter your Password and “Sign”



Step 8: When document is complete, send to Internship Sponsor or Academic Advisor