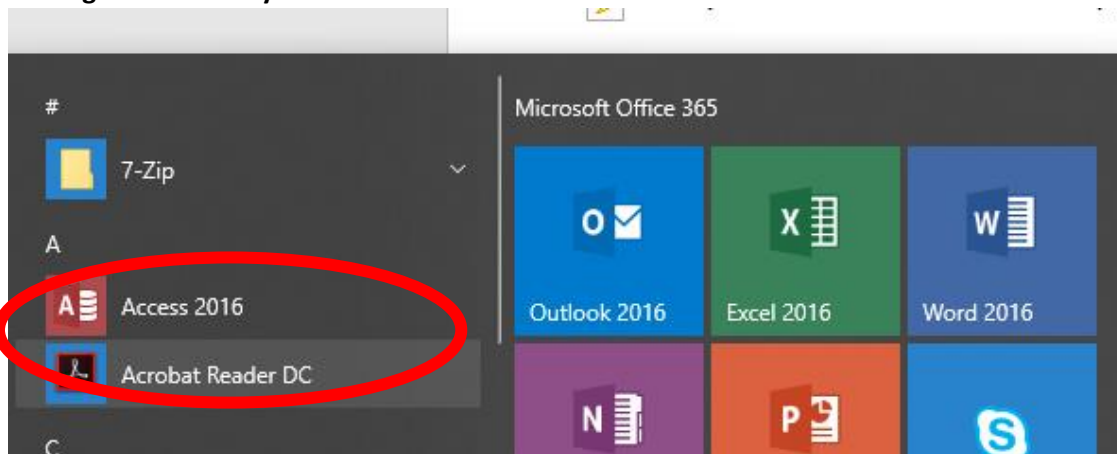


How to add an electronic signature to the Placement Paperwork

If you have difficulties with this process, please just send the unsigned paperwork to the PGR office with a comment that you approve of its contents.

1. Open the file in Adobe Acrobat Reader. Many computers are configured to open a PDF file in Internet Explorer or Google Chrome: this will not allow proper completion of the form. If using Windows 10 you should find an icon like this on the Start Menu.



2. At the end of the form, you will find a section that looks a bit like this. Click in the box under 'Signed by Supervisor'.

At Mid-Placement Review, please confirm that:

The Trainee has reviewed the contents of this form and discussed the ratings given with their supervisor. They have been given opportunity to comment and contribute, agrees to undertake proposed learning objectives, and has had the opportunity to ask questions about the basis of ratings made.

The Supervisor confirms that the ratings above reflect an accurate evaluation of the trainee's current development of competencies. Learning needs have been discussed with the trainee, who has been set appropriate learning objectives in response to these needs. The supervisor confirms they have explained to the trainee the basis for my overall rating given above.

Signed by Trainee:

A form for the trainee's signature. It consists of a light blue rectangular box for the signature and a smaller white box below it containing a camera icon for adding a photo of the signature.

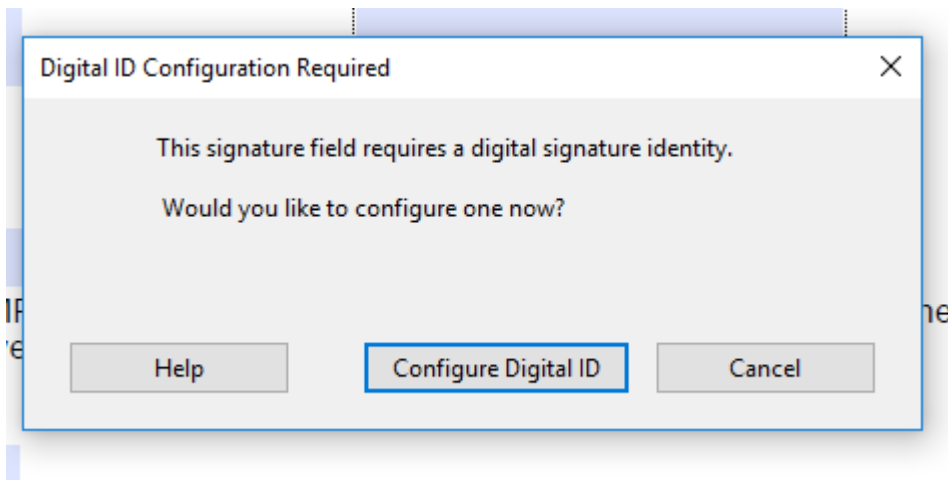
Signed by Supervisor:

A form for the supervisor's signature. It consists of a light blue rectangular box for the signature and a smaller white box below it containing a camera icon for adding a photo of the signature. A red arrow points from the camera icon to the 'Signed by Supervisor' text above.

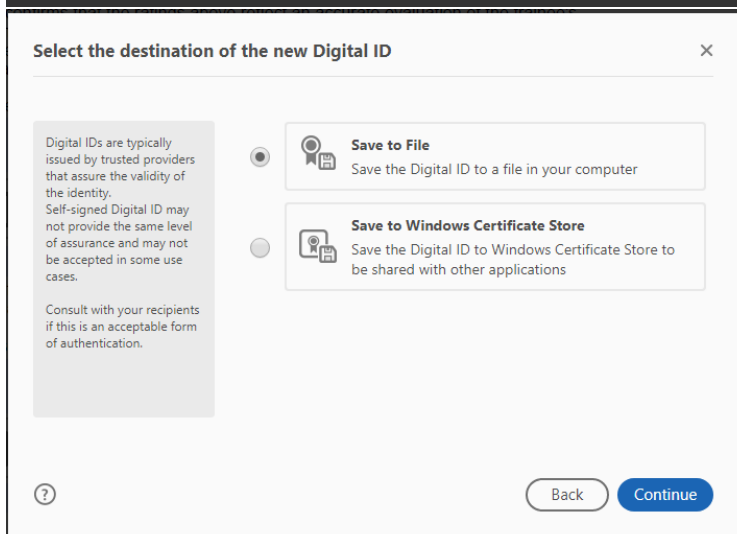
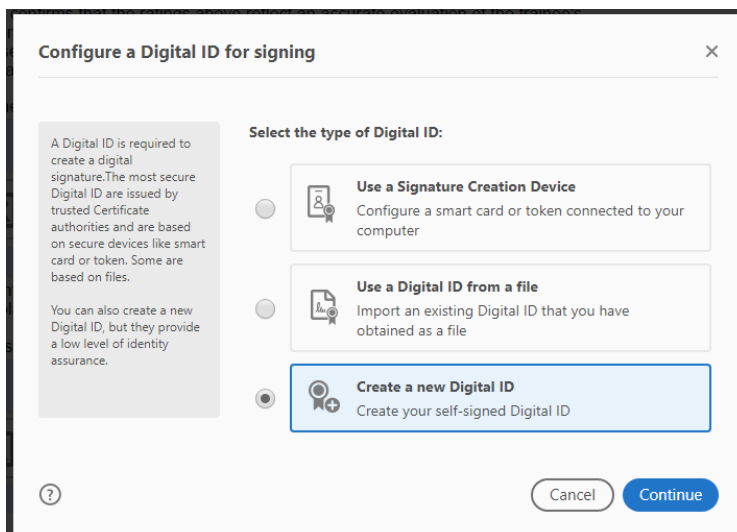
This bit is for a proper Adobe Acrobat electronic signature
CLICK HERE

If you have troubles with the Acrobat signature you can use this box to add an image of your signature instead

3. If you haven't got an Adobe Digital Signature Identity, Acrobat will ask something like. Click 'Configure Digital ID'.



4. Now select 'Create a New Digital ID', and then 'Save to File'



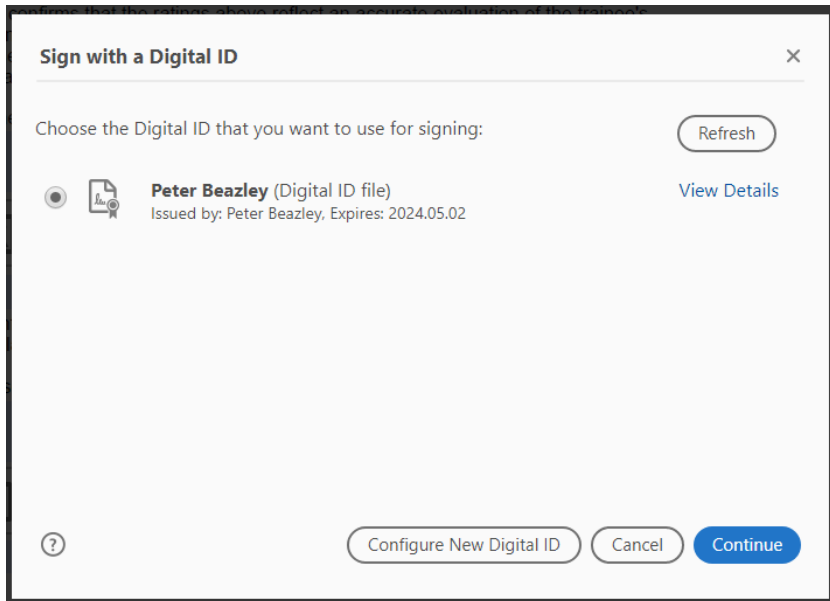
5. Now enter in your details to create a Digital ID. Note that the country is listed as 'GB'

The screenshot shows a dialog box titled "Create a self-signed Digital ID" with a close button (X) in the top right corner. On the left, there is a grey informational box with a question mark icon at the bottom. The text in the box reads: "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." To the right of the box are several input fields: "Name" (Peter Beazley), "Organizational Unit" (Dept Clinical Psychology), "Organization Name" (UEA), "Email Address" (p.beazley@uea.ac.uk), "Country/Region" (GB - UNITED KINGDOM), "Key Algorithm" (2048-bit RSA), and "Use Digital ID for" (Digital Signatures). At the bottom right, there are "Back" and "Continue" buttons.

6. Now enter a password and press save..

The screenshot shows a dialog box titled "Save the self-signed Digital ID to a file" with a close button (X) in the top right corner. On the left, there is a grey informational box with a question mark icon at the bottom. The text in the box reads: "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 or backup it." To the right, there is a section titled "Your Digital ID will be saved at the following location :" followed by a text input field containing "C:\Users\cdy16evu\AppData\Roaming\Adobe\Acrobat\" and a "Browse" button. Below this is a section titled "Apply a password to protect the Digital ID:" with an empty text input field. Underneath is a section titled "Confirm the password:" with another empty text input field. At the bottom right, there are "Back" and "Save" buttons.

7. You should then be able to sign the form using your new Digital ID. From now, each time you click on the signature button you should be able to enter your password and then sign the form



8. When signed, the signature box should look a bit like this:

