HOW TO FILL & SIGN A PDF DOCUMENT

Get Adobe Reader

FORMS MUST BE FILLED OUT FROM A COMPUTER, NOT A PHONE

Forms must be filled out within the Adobe software and not the browser window. Below are instructions on how to save the form in the browser window and open it in Adobe Reader. Scroll down for instructions on creating a digital signature.

CHROME Browser

The PDF file will open in a new browser window

From the browser window, click on the down arrow to download and save the form to your computer. Open the saved file with Adobe Acrobat Reader.



FIREFOX Browser

The PDF file will open in a new browser window Click on the down arrow and select "Open with Adobe Acrobat Reader Select "Do this automatically for files like this from now on" The form will open in Adobe Acrobat Reader

If the form does not open in Adobe Acrobat, click on the arrow shown in the yellow bordered box and select the name of the file you want to open.

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INTERNET EXPLORER

Allows you to fill out the form within the browser window.

MAC OS

Choose "Open In...Adobe Acrobat" to complete the form and sign it.

To create your first digital signature: (subsequent form submissions will not require steps 1-5)

Click in the signature box on the form

1. You will be prompted to 'Configure Digital ID'

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Student Body, copies of which I have received, read and understand.
In accordance therewith, I hereby affirm that I will not only abstain from committing or aiding any dishonest act, but will also report to the Honor Board of the Medical Student Body all offenses of this nature and all evidence of such within my knowledge.
Hand Book Digital ID Configuration Required
I acknowledge that I have received the This signature field requires a digital signature identity.
DATE:
PRINT NAME:
SIGNATURE:
Health Sciences Center 1430 Tulane Ave., #8010, New Orleans, LA 70112-2699 tel 504.988.5331 fax 504.988.6462 www.som.tulane.edu

2. Select "Create a new Digital ID"



3. Select "Save to File"



4. Fill in your full name and email address

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5. Choose a password for your digital signature

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6. Your digital signature is now ready for use.

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7. Click 'Continue'



Enter the Password in the box at the bottom Click 'Sign'

You will be prompted to save the file to your computer. After saving, your signature will appear on the form Click SUBMIT.