

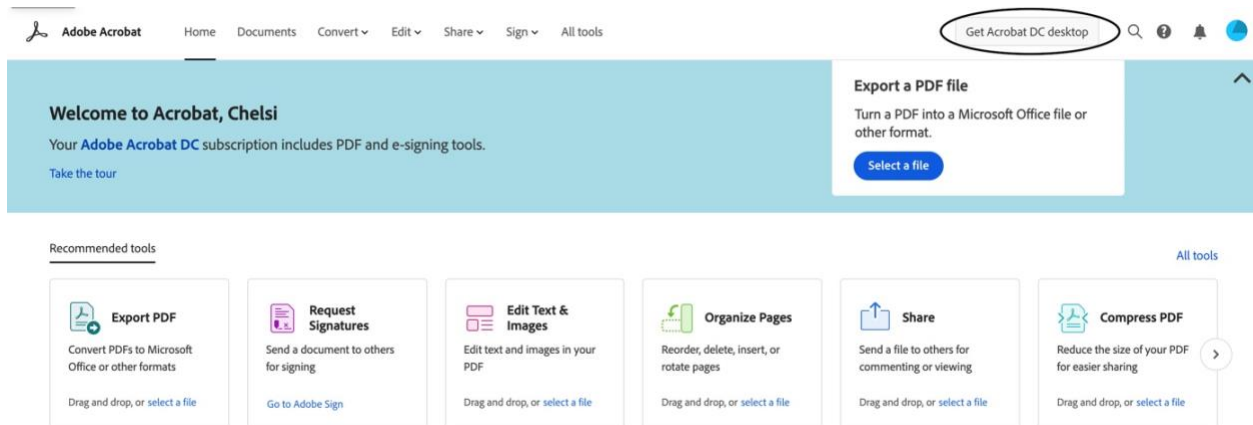
Digital IDs (E-Signatures) in Adobe Acrobat for Comprehensive Exam Report

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1. Sign into Adobe Creative Cloud with your net id via the doit website linked here: <https://doit.txstate.edu/services/adobecreativecloud.html>
2. Select “Open Acrobat Online” under the “Document Cloud” option as demonstrated below.



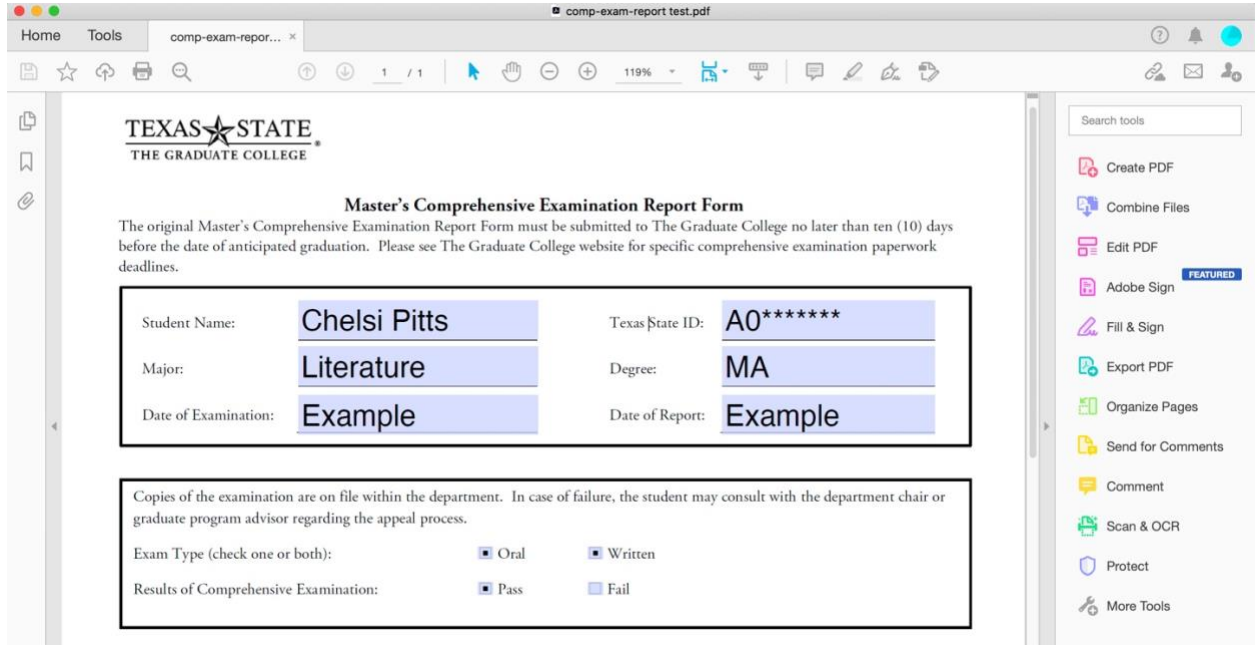
3. On the next page, select the “Get Acrobat DC Desktop” option in the top right corner and install Acrobat DC.



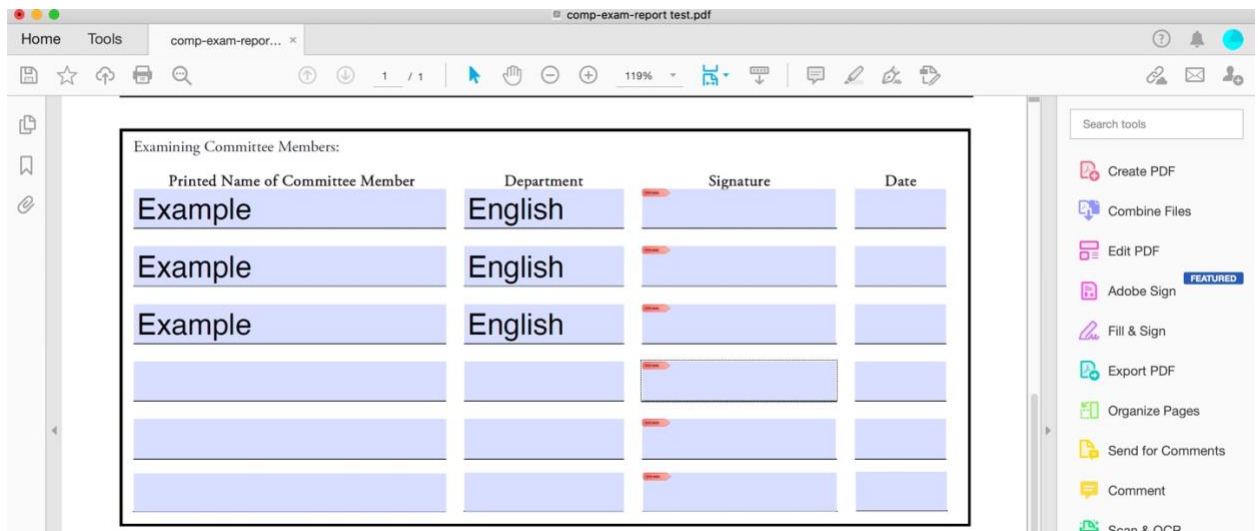
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1. To create a digital ID, the form must be downloaded from the [forms](https://www.gradcollege.txstate.edu/forms.html) section of the graduate college website. All thesis and comprehensive exam forms can be accessed at <https://www.gradcollege.txstate.edu/forms.html>.
 - a. Open and/or save the form as an Adobe Acrobat PDF. Save with this format: LastnameDocumentTitle

- Click on the PDF from the designated location in your files and it will open in Adobe DC and fill out the top two boxes with your information as follows (the first date will reflect when you completed your general exam, the second will reflect the completion of either your area exam if you are non-thesis track, or your defense if you are thesis track):



- The second box will reflect your status as thesis track or non-thesis track. If you are thesis track, under the “Exam Type” section, you will select both “Oral” and “Written,” and if you are non-thesis track, you will only select “Written”
 - For “Results of Comprehensive Examination,” you will select “Pass”
- In the third box, you will need to fill in the names of your chair and committee members alongside their departments, as demonstrated below:



- In the fourth box, you will only need to fill in the names of the Graduate Program Advisor and the Department Chair.

Signatures below indicate the departmental approval of the above recommendation:

Printed Name	Signature	Date
Graduate Program Advisor Dr. Teya Rosenberg		
Department Chair Dr. Victoria Smith		

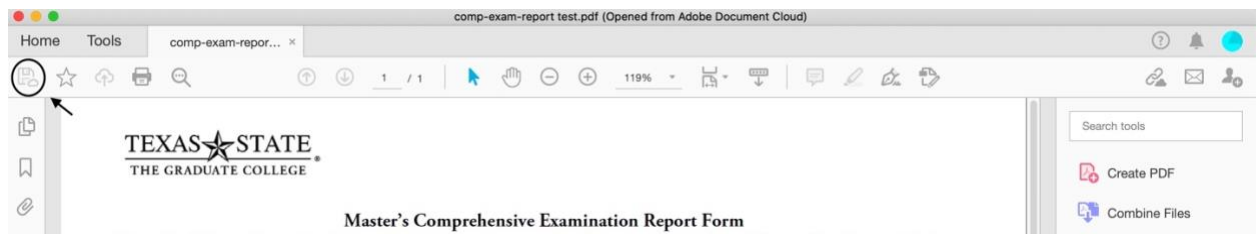
Revised: September 5, 2019

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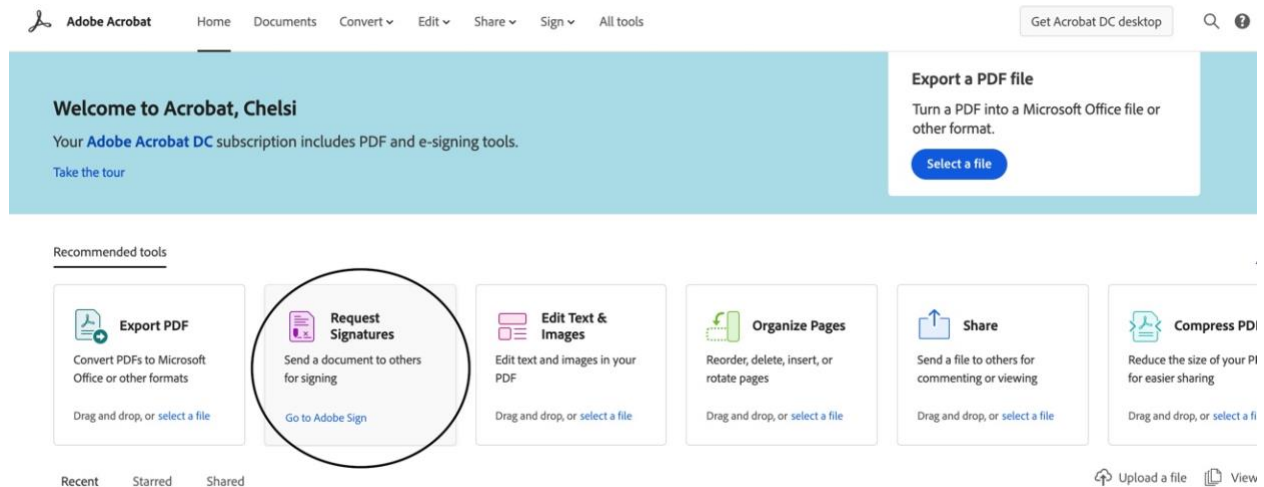
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Sending the PDF out for signatures

- Return to the Adobe document cloud hub via the website linked here: <https://documentcloud.adobe.com/link/home/>
- Select the “Request Signatures” option.



- Make sure that the toggle under “Recipients” is set to “Complete in Order,” and then enter your recipients in order.



Recipients

Complete in Order Complete in Any Order [Add Me](#) [Add Recipient Group](#) ?

1 Enter recipient email

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Message

Agreement Name

Please review and complete this document.

Options ?

Password Protect

Completion Deadline

Add your signers in the next fields in the following order, your Chair, your Readers, Dr. Rosenberg, Dr. Smith, GCDEGSPCL@txstate.edu. *Enter ALL EMAILS using this format: NETID@txstate.edu. Please do not use their email alias. If you don't know the net id, you can ask the person or search their name on the Texas State website. Click on the name in the People box to the right to get complete information, including net id.

4. Move to the "Files" Section, select "Add Files," and upload your PDF before clicking "Next"

Message

Agreement Name

Please review and complete this document.

Add Files

Files

Drag & Drop Files Here

Options ?

Password Protect

Completion Deadline

Set Reminder

Recipients' Language

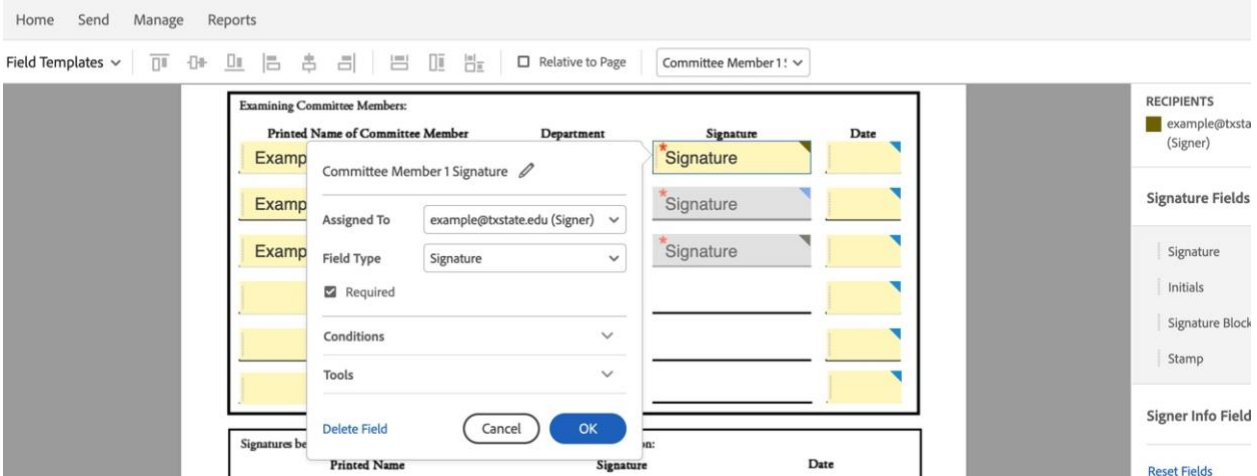
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Preview & Add Signature Fields

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5. Scroll to the third box. Use the "Assigned To" drop down menu to assign the signature slots and click the blue OK button. Once you have successfully assigned a signature slot to its correct signer, the triangle in the top right corner will change color to match the square next to the assigned signer's name. The form will automatically include extra signature slots. If you have extra signature slots, right click on them select "delete."



6. Repeat this step in the next section.



7. Once you have assigned all of the necessary signature slots, take one last look over the document and select the blue “Sign, then Send” button at the bottom, left corner of the page.

