

Instructions for ctc37 or Advanced CTE37 USING ADOBE READER DC---PAGES 1-3

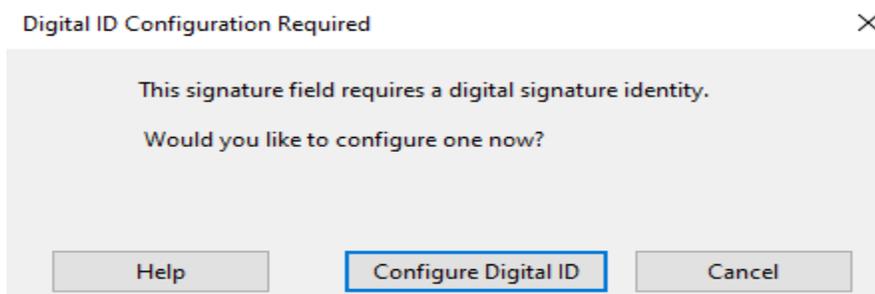
These forms must be digitally signed and filled out by you and then forwarded to the superintendent for his digital signature. Once the superintendent signs it, and gets it back to you, you can submit it to the proper person for ODE purposes.

1. Download and save the proper form you need from the ODE website. Do not write in the form yet. Just download and save it on your computer.
2. Open up Adobe Reader DC. Once Adobe Reader DC is opened, (if it was never used before) it might ask you to make this your default program instead of Microsoft Edge. Make sure you make it your default program and apply it. The Adobe Professional Program will also work, but those instructions will begin on PAGE 4 IF YOU USE THE ADOBE PROFESSIONAL PROGRAM.
3. Now open up the Adobe Reader DC and click on file, open, and call up the CTE form you saved on your computer.

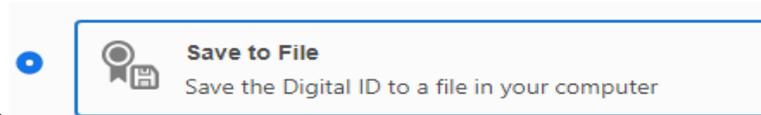
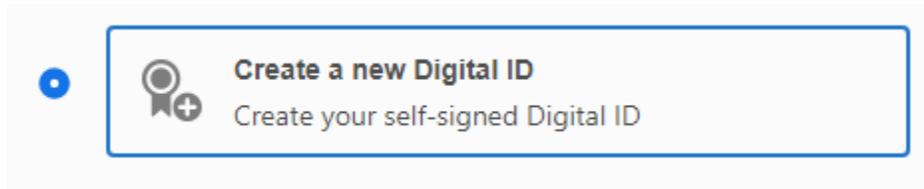
Fill out all the top information until you get down to the applicant signature---you should


see a red **Applicant Signature** arrow

4. Click in the box, and you will get a message that says ---CLICK ON CONFIGURE DIGITAL ID



5. Click on create a new Digital ID and **click on Continue**



Click save to file

And click Continue

6. Fill in your name and email and **click continue**

Name	<input type="text" value="Enter Name..."/>
Organizational Unit	<input type="text" value="Enter Organizational Unit..."/>
Organization Name	<input type="text" value="Enter Organization Name..."/>
Email Address	<input type="text" value="Enter Email..."/>
Country/Region	US - UNITED STATES <input type="button" value="v"/>
Key Algorithm	2048-bit RSA <input type="button" value="v"/>
Use Digital ID for	Digital Signatures <input type="button" value="v"/>

7. Browse where you want to save the id, **and** Apply a password and then confirm it and **click on save**

Your Digital ID will be saved at the following location :

C:\Users\MCCTCSTAFF\OneDrive\Desktop\Joannasantill... Browse

Apply a password to protect the Digital ID:

Confirm the password:

Back Save

8. Choose the **digital Id** that you want to use (there should only be one unless you created one for another person---**AND CLICK ON CONTINUE**

10. Click **inside** the BLUE BOX in the document where you want to sign



11. Enter your digital password that you created **AND CLICK SIGN**

Enter the Digital ID PIN or Password...

Back Sign

You will then see the information in your document that says it was digitally signed.

- 12 Type in the date in the date box

13. Check to see that everything is done correctly and then re-save it and EMAIL IT TO THE SUPERINTENDENT. ONCE THE SUPERINTENDENT SIGNS IT, he/she WILL FORWARD IT BACK TO YOU SO THAT YOU CAN SEND IT TO THE PROPER PLACE.

Instructions for ctc37 or advanced cte37
USING ADOBE PROFESSIONAL PROGRAM---PAGES 4, 5, 6

These forms must be digitally signed and filled out by you and then forwarded to the superintendent for his digital signature. Once the superintendent signs it, and gets it back to you, you can submit it to the proper person for ODE purposes.

1. Download and save the proper form you need from the ODE website. Do not write in the form yet. Just download and save it on your computer.
2. Open up the Adobe Professional Program, and click FILE, OPEN, AND CALL UP THE CTE FORM THAT YOU saved on your computer.
3. Now open up the Adobe Reader DC and click on file, open, and call up the CTE form you saved on your computer.

Fill out all the top information until you get down to the applicant signature---you

should see a red  arrow

4. Create a new digital ID (if this is your first time)
AND THEN CLICK NEXT

I want to sign this document using:

My existing digital ID from:

- A file
- A roaming digital ID stored on a server
- A device connected to this computer

A new digital ID I want to create now

5. Click the circle like shown below **AND THEN CLICK NEXT**

Where would you like to store your self-signed digital ID?

New PKCS#12 digital ID file

Creates a new password protected digital ID file that uses the standard PKCS#12 format. This common digital ID file format is supported by most security software applications, including major web browsers. PKCS#12 files have a .pfx or .p12 file extension.

Windows Certificate Store

Your digital ID will be stored in the Windows Certificate Store where it will also be available to other Windows applications. The digital ID will be protected by your Windows login.

→

5. Type in Your **name and email address** and click next

Enter your identity information to be used when generating the self-signed certificate.

Name (e.g. John Smith):

Organizational Unit:

Organization Name:

Email Address:

Country/Region:

Enable Unicode Support

Key Algorithm:

Use digital ID for:

6. Create a password and then confirm that password **AND CLICK FINISH**

Enter a file location and password for your new digital ID file. You will need the password when you use the digital ID to sign or decrypt documents. You should make a note of the file location so that you can copy this file for backup or other purposes. You can later change options for this file using the Security Settings dialog.

File Name:

Password:

Confirm Password:

7. Click in THE BOX WITH THE APPLICANT SIGNATURE



AND THEN type in the password and it will have you save the document by any name you wish---**I always use a different rather than the form name** in case I need to call up the form again.

THEN CLICK ON THE SIGN BUTTON----

Your document is now digitally signed----you should now see your document digitally signed.

8. Type in the date in the date box

9. Check to see that everything is done correctly and then **re-save it** and **EMAIL IT TO THE SUPERINTENDENT**. ONCE THE SUPERINTENDENT SIGNS IT, he/she WILL FORWARD IT BACK TO YOU SO THAT YOU CAN SEND IT TO THE PROPER PLACE.