# Appendix B: How to Create a Digital Signature in Adobe Reader

The NPCS Informed Consent form is not considered complete, and may not be used as the basis for requesting a police check, until it is signed by the student. This is obtained at the end of the form (Section 5) using Adobe Reader digital signature functionality.

Adobe Reader can be downloaded for free from https://get.adobe.com/reader/ and includes a version for MAC users:
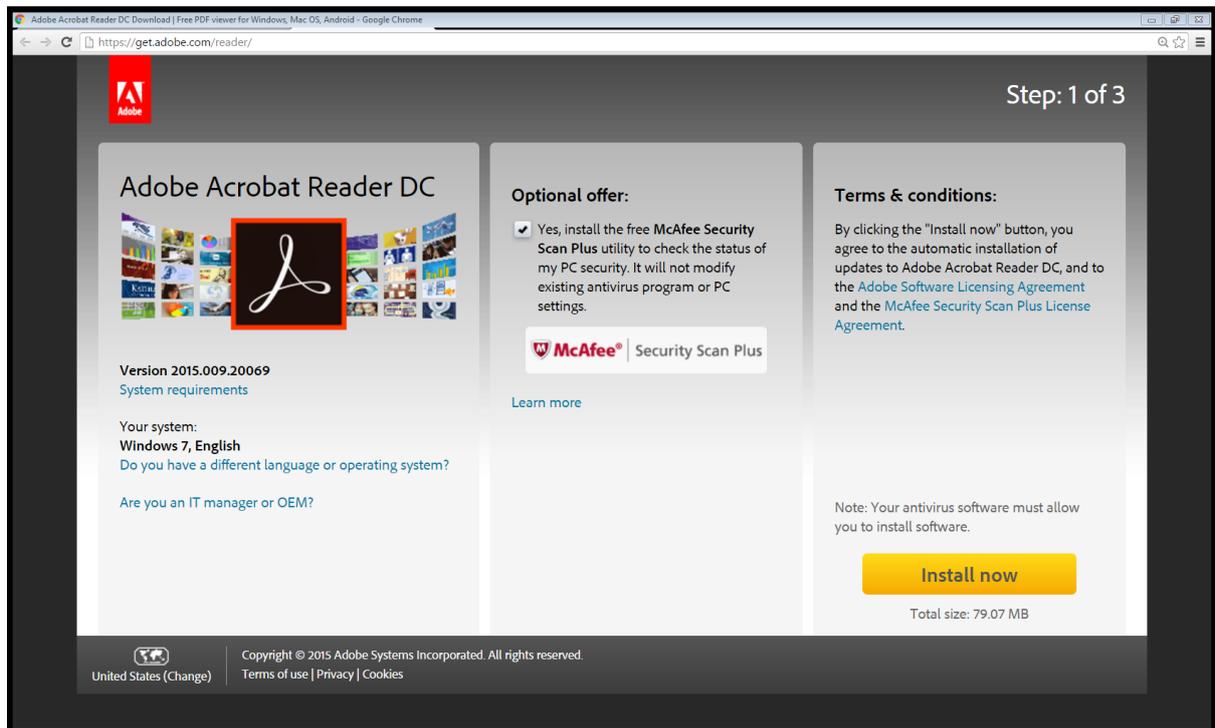

The instructions below will take you through the steps needed to create and add a signature the first time you attempt to sign your NPCS Informed Consent form.

The signature field at the end of section 5 has a red-orange tag in the top left-hand corner:


Click on the signature field. You will be presented with a window "Add Digital ID". Select the option to sign using "A new digital ID I want to create now" and click "Next >"[1]:

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[1] If you have previously signed a PDF document using the Adobe Reader digital signature functionality, you may use your existing digital signature, or if you prefer you may create a new one as per these instructions.
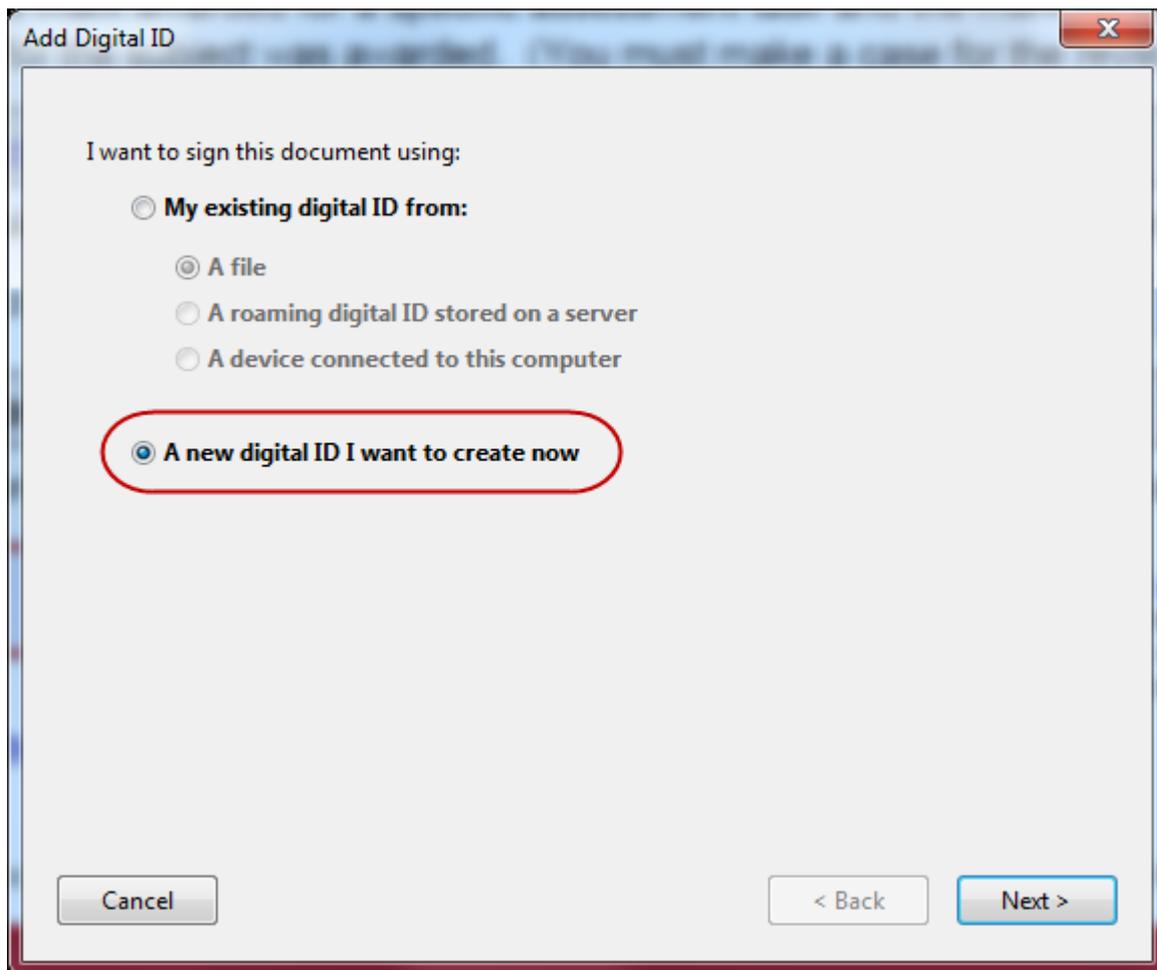
On the next window, select "New PKCS#12 digital ID file" and click "Next >":
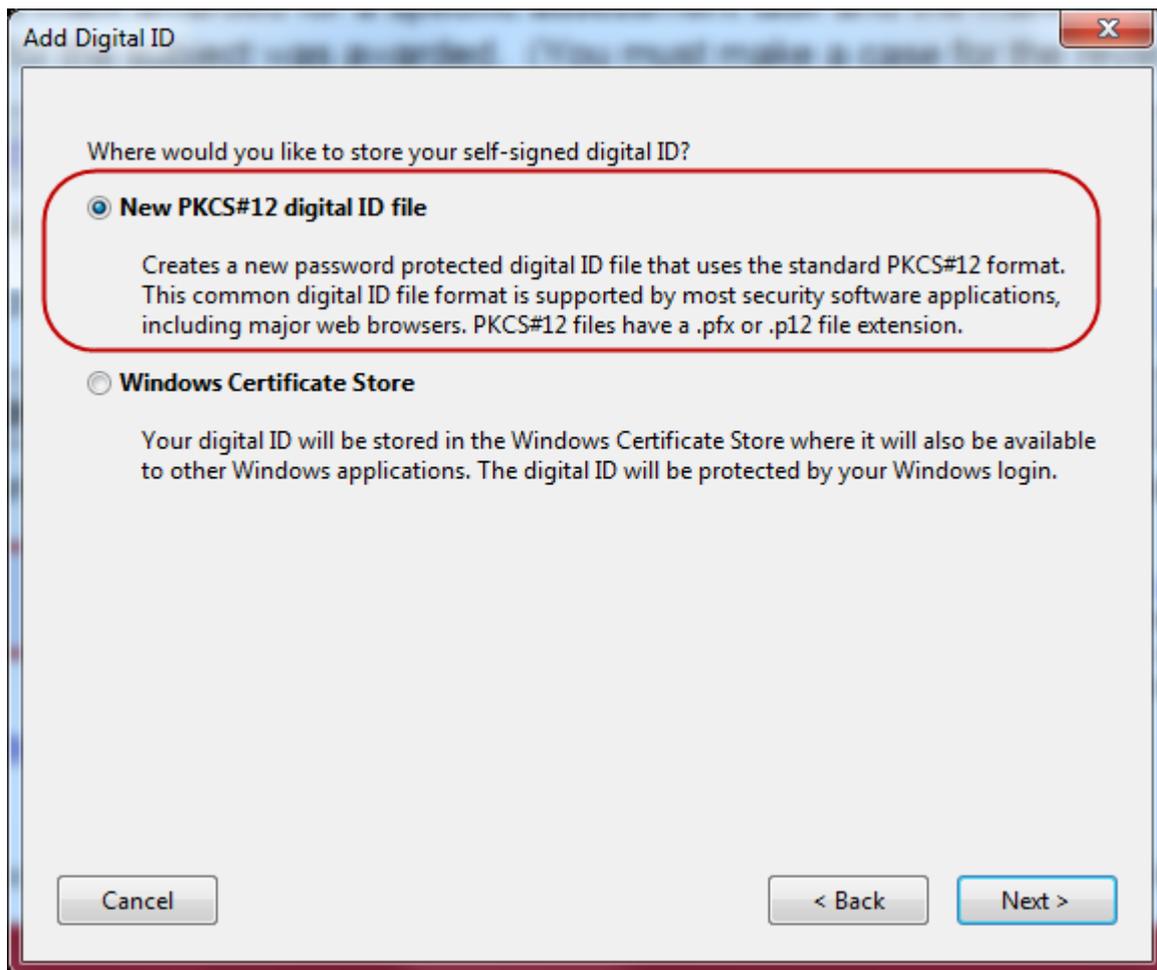
On the next window, enter your name and University of Melbourne email address in the provided fields. Ensure that the Country/Region field is set to Australia and click "Next >":
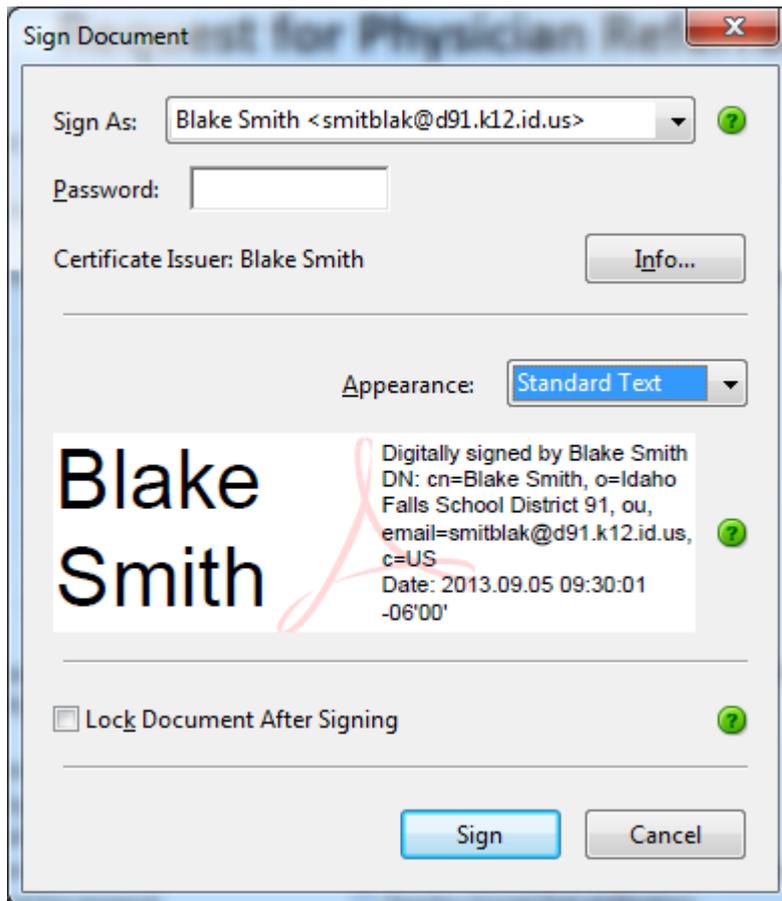
On the next window, nominate a location and password for your Digital ID and click "Finish". **IMPORTANT: There is NO way to recover this password. Make sure it is one you will not forget.**
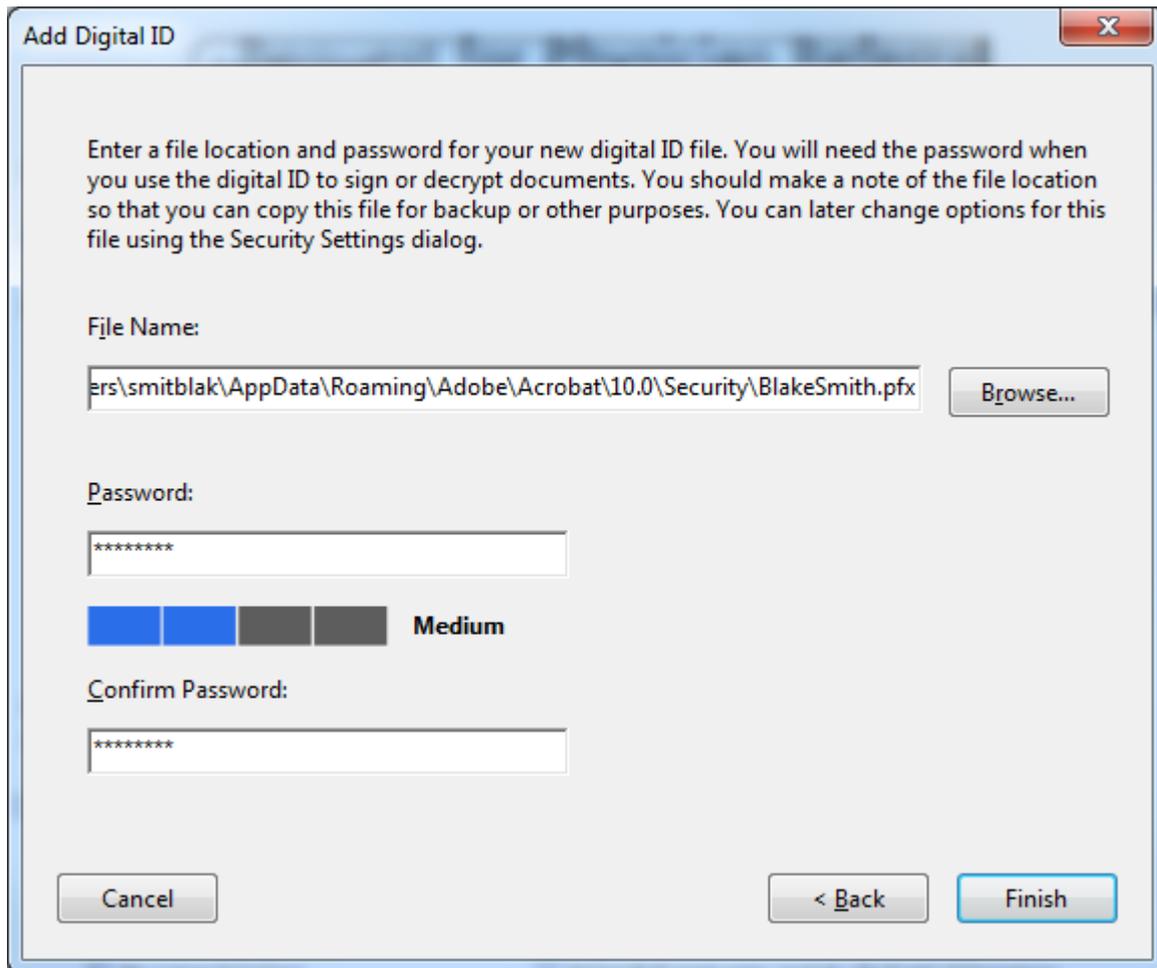
You have now created your digital signature. You will then be presented with the following screen on which you will need to enter the password you just specified in the previous step:

After entering your password, click "Sign". Your digital signature should now appear in the signature field on the form. If necessary, you can remove your signature by right-clicking on the signature field and selecting "Clear Signature".