

## Creating Electronic Signature for CAP Submission

To facilitate the approval process for LEA CAPs, the Ohio Department of Education (ODE), Office for Exceptional Children (OEC) designed the CAP as an Adobe .pdf form. Once your LEA has completed the CAP, it is ready for signature by the Superintendent using a self-signed digital ID.

*Note: The CAP signature page is formatted with an electronic signature process so districts do not need to print the page for signatures. Once signed electronically, the district can email to OEC by selecting the "Email to OEC" button (without printing and scanning the document).*

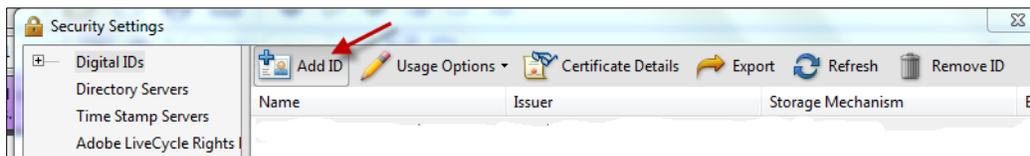
### Create a self-signed digital ID

A *digital ID* is like an electronic driver's license or passport that proves your identity. A digital ID usually contains your name and email address, the name of the organization that issued it, a serial number, and an expiration date. Digital IDs are used for certificate security and digital signatures.

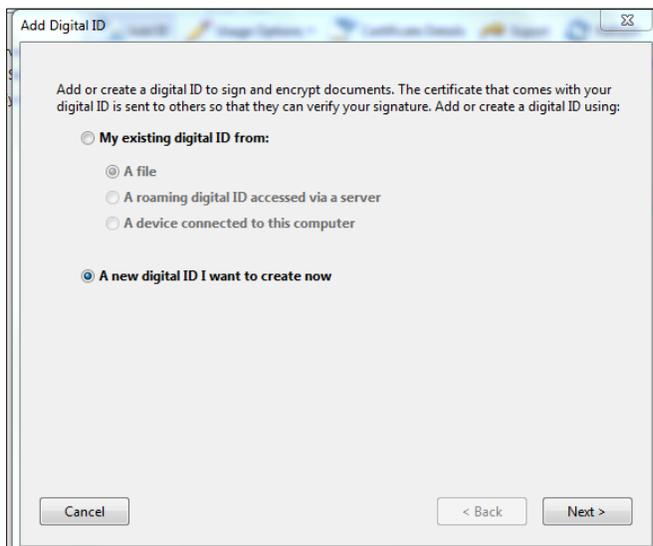
1. Do one of the following:
  - o Click in the Superintendent Signature box and continue to Step 3
  - o In Acrobat, choose View >Tools > Sign & Certify > More Sign & Certify > Security Settings.
  - o In Reader, choose Edit > Protection > Security Settings.



2. Select Digital IDs on the left, and then click the Add ID button .



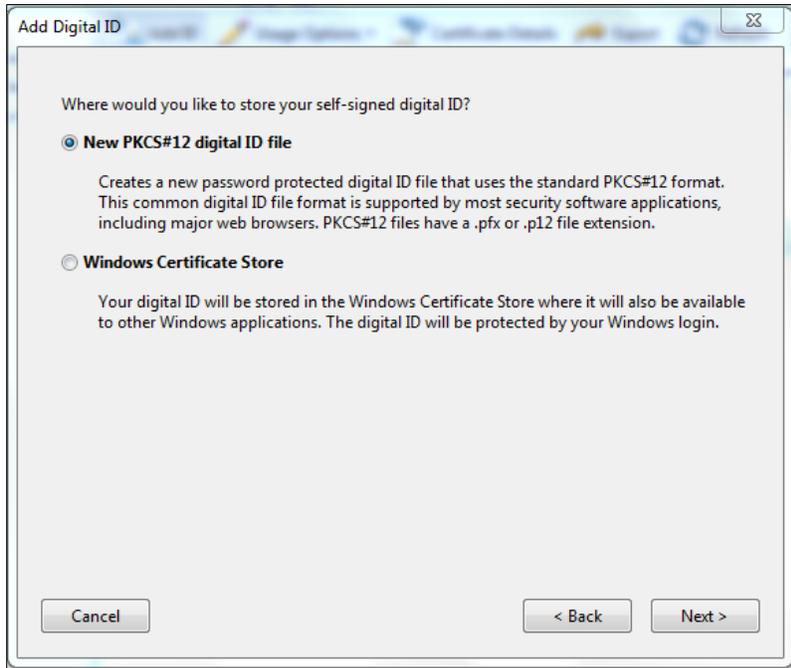
3. Select the option "A New Digital ID I Want To Create Now", and click Next.



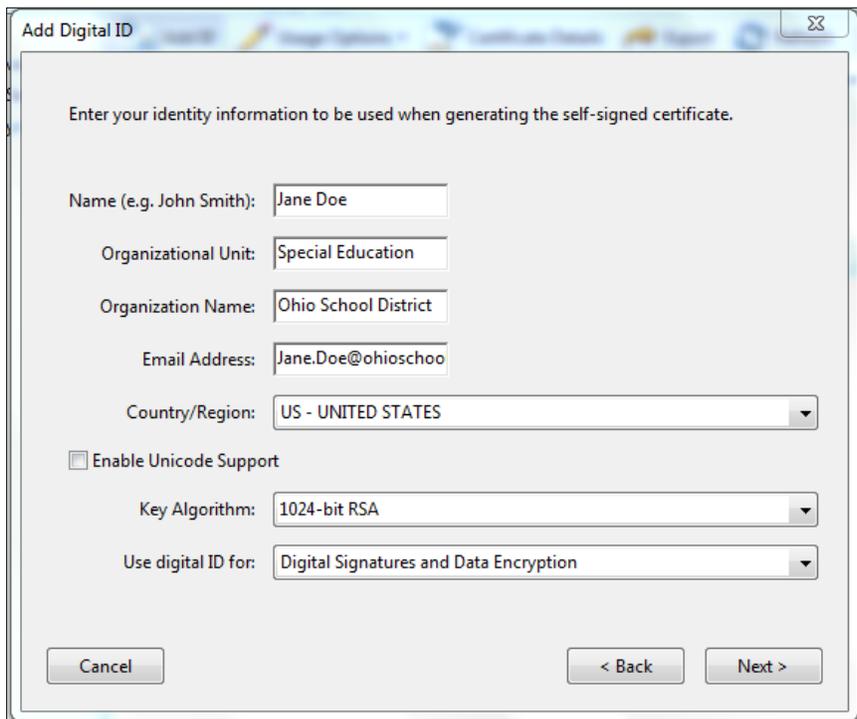
4. Specify where to store the digital ID, and click Next.

**New PKCS#12 Digital ID File:** Stores the digital ID information in a file, which has the extension .pfx in Windows and .p12 in Mac OS. You can use the files interchangeably between operating systems. If you move a file from one operating system to another, Acrobat still recognizes it.

**Windows Certificate Store (Windows only):** Stores the digital ID to a common location from where other Windows applications can also retrieve it.



5. Type a name, email address, and other personal information for your digital ID. When you certify or sign a document, the name appears in the Signatures panel and in the Signature field.



6. (Optional) To use Unicode values for extended characters, select Enable Unicode Support, and then specify Unicode values in the appropriate boxes.

7. Choose an option from the Key Algorithm menu. The 2048-bit RSA option offers more security than 1024-bit RSA, but 1024-bit RSA is more universally compatible.
8. From the Use Digital ID For menu, choose whether you want to use the digital ID for signatures, data encryption, or both.
9. Type a password for the digital ID file. For each keystroke, the password strength meter evaluates your password and indicates the password strength using color patterns. Reconfirm your password.

**Add Digital ID**

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:

C:\AppData\Roaming\Adobe\Acrobat\10.0\Security\JaneDoe.pfx

Password:

■■■■ **Not Rated**

Confirm Password:

## To sign the Corrective Action Plan using your digital ID

### 1. Click in the Superintendent Signature box

The screenshot shows the Adobe Acrobat Pro interface with a PDF form titled "Office for Exceptional Children FY 2014 Corrective Action Plan". The form is from the Ohio Department of Education. It contains several sections for data entry:

- Header:** "Ohio Department of Education" logo and "Office for Exceptional Children FY 2014 Corrective Action Plan". Buttons for "Save", "Print Form", and "Email to OEC" are visible.
- Form Fields:** District, ISN, Address, City, State, Zip Code, Superintendent, Special Education Contact, Email Address, E-Mail Address, Phone, Superintendent Signature, Date, and SST Consultant Signature.
- Review Sections:** "To be completed by OEC:", "Special Education School-Age/Preschool CAP Review", "Fiscal CAP Review", and "Gifted Education CAP Review". Each section includes "Reviewer's Notes/Comments", "ODE Reviewer Signature", and "Date Approved".
- Footer:** "Add New Section", "Additional Activities", and "Page 2 of 2".

A yellow tooltip is visible over the "SST Consultant Signature" field, stating: "Create a self signed digital ID. See instructions for signing and submitting CAP".

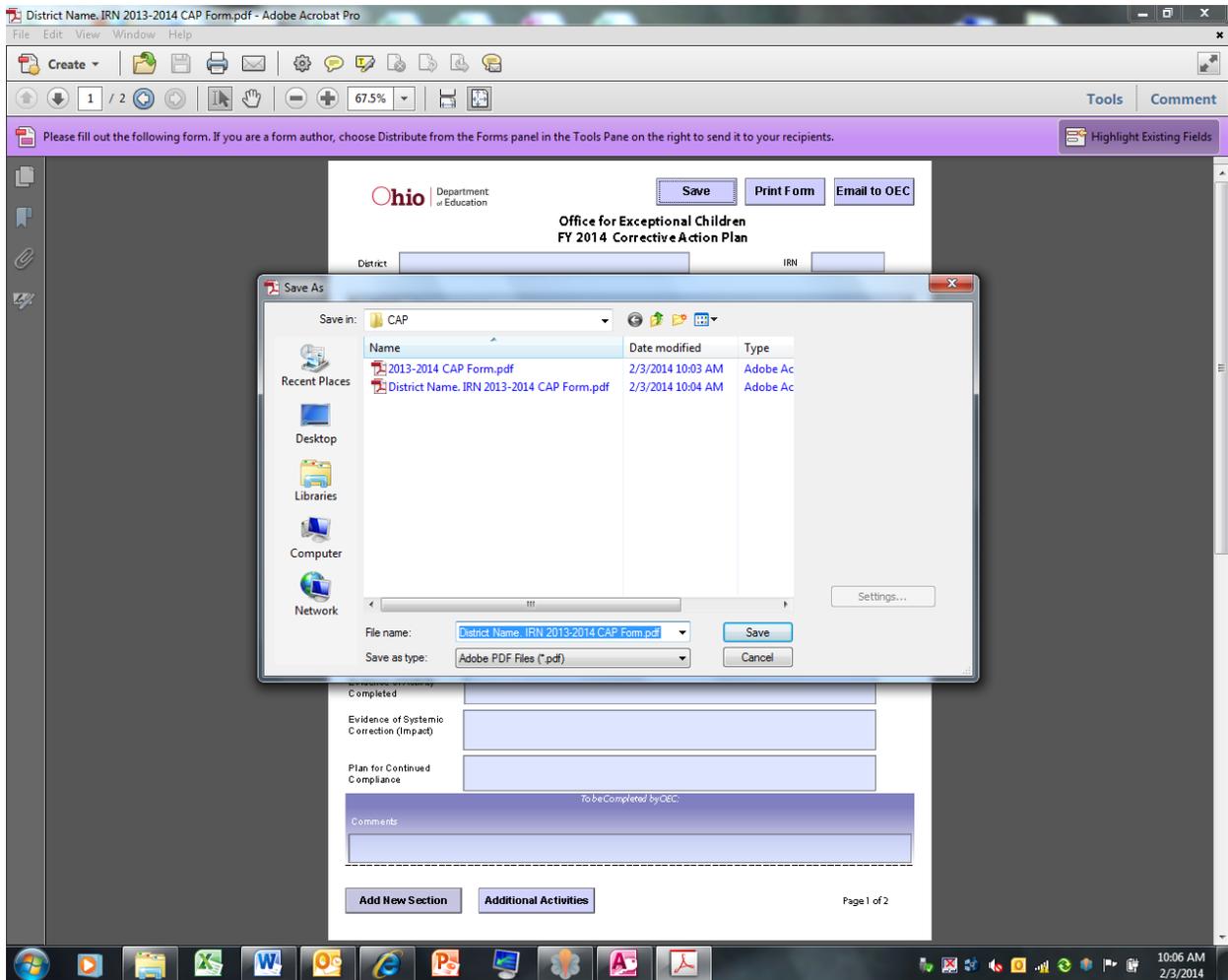
### 2. Enter your password and then click "Sign".

The screenshot shows the "Sign Document" dialog box. It contains the following information:

- Sign As:** Jane Doe <Jane.Doe@ohioschooldistrict.org>
- Password:** A text input field with a red arrow pointing to it.
- Certificate Issuer:** Jane Doe
- Appearance:** Standard Text
- Digitally signed by Jane Doe:** DN: cn=Jane Doe, o=Ohio School District, ou=Special Education, email=Jane.Doe@ohioschooldistrict.org, c=US. Reason: I approve this CAP. Date: 2012.04.28 17:28:31 -04'00'
- Additional Signature Information:** Reason: I approve this CAP

Buttons for "Sign" and "Cancel" are at the bottom.

3. Select the "Save" button (before submitting) to save the form and rename it using the District Name and IRN in the Title



4. Select the "Email to OEC" button to submit the CAP for approval.