UNIVERSITY OF LIMERICK | **Doctoral College**
OLLSCOIL LUIMNIGH

Adobe Reader PDFs Digital Signature Guidance Notes

If you are having problems downloading a Postgraduate Research (PGR) form or completing the Digital signatures on the PGR form or the UL Application form a Postgraduate Research Degree, please follow the instructions below.

It is advised that it might be a good idea to delete the Postgraduate Research (PGR) form you have stored on your PC before commencing and ensure that you have the most up to date Adobe reader downloaded on your system.

Important Note: Even though many browsers (Internet Explorer, Google Chrome, etc.) are capable of completing an application form, you are likely to encounter difficulties when filling out an application within a browser. This is often due to your personal browser settings, a shortcoming within the browser or perhaps the browser requires an update.
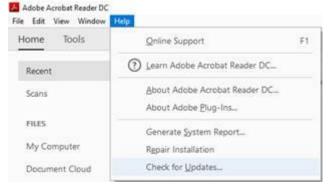
To avoid these problems, it is **highly recommended** that you complete the form using **the latest version Adobe Reader**. Here are instructions on how to download Adobe Reader and the relevant PGR Form.

Downloading Adobe Reader DC:
- You can download the latest version of **Adobe Reader DC** from: http://get.adobe.com/reader/

Updating Adobe Reader DC:
- Open **Adobe Reader DC**
- Click **Help > Check for Updates…**

-

Download the PGR Form:
- Go to https://www.ul.ie/research/doctoral-college/postgraduate-research-forms
- Click on the relevant form and then download the form.
- There are additional guides on the site including a video guide.

Postgraduate Research (PGR) Forms:

The Postgraduate Research (PGR) forms available below are used to underpin the administrative processes for research students.

Please Note: Some of the forms below (Nomination of Examiners' PGR-1, Research Confirmation Panel PGR-3a, Examiners' Report Masters Degree PGR-5, Examiners' Report PhD PGR-6) faciltate electronic signatures. Where possible these forms should be opened in Internet Explorer, downloaded and saved to your desktop/laptop.

- Where users are using a browser based PDF reader, it may not be fully compatible with the aforementioned forms,
- Where users are using an out of date version of Adobe Reader, it may not be fully compatible with the aforementioned forms

Where users of internet browsers(chrome or firefox) are having difficulty with the Nomination of Examiners' PGR-1, Research Confirmation Panel PGR-3a, Examiners' Report Master's Degree PGR-5, Examiners' Report PhD PGR-6 the first recommendation is to ensure that they are opening the form in **Adobe Acrobat Reader DC and that Adobe Acrobat Reader DC is up to date.** Please use this link to update your Adobe Acrobat Reader : https://get.adobe.com/reader/

Details on using Electronic Digital Signatures on the Postgraduate Research (PGR) forms:

/gps/sites/gps/files/user_media/How-to-create-Digital-Signature-in-Adobe-Acrobat2.mp4

/gps/sites/gps/files/user_media/Digital-Signature-while-on-Campus.mp4

-
- Save the form to a desired location on your PC/Laptop
- You can then open the form and complete it using **Adobe Reader**
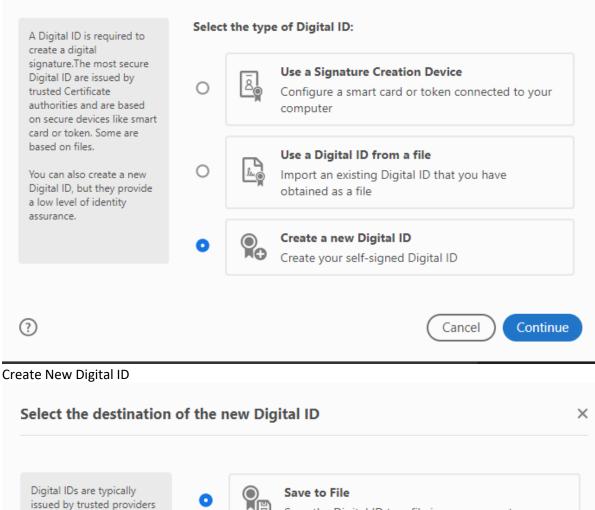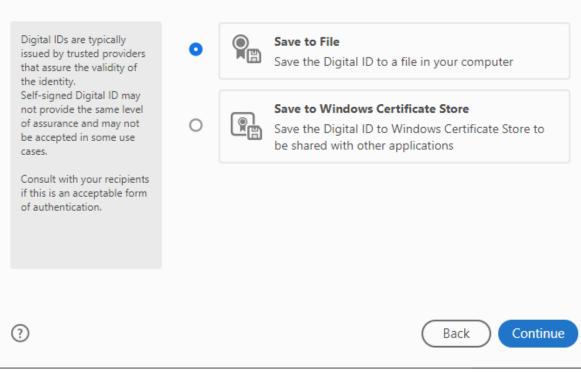
Signing a Form:
- To sign a form, you have to create a digital signature.
- Click on the Signature field.

-
- If you do not have a digital signature you have to create a digital signature.

-
- Click on Configure Digital ID

Configure a Digital ID for signing   ✕

A Digital ID is required to create a digital signature.The most secure Digital ID are issued by trusted Certificate authorities and are based on secure devices like smart card or token. Some are based on files.

You can also create a new Digital ID, but they provide a low level of identity assurance.

Select the type of Digital ID:

○ **Use a Signature Creation Device**
Configure a smart card or token connected to your computer

○ **Use a Digital ID from a file**
Import an existing Digital ID that you have obtained as a file

● **Create a new Digital ID**
Create your self-signed Digital ID

⑦   Cancel   Continue

-
- Create New Digital ID

Select the destination of the new Digital ID   ✕

Digital IDs are typically issued by trusted providers that assure the validity of the identity.
Self-signed Digital ID may not provide the same level of assurance and may not be accepted in some use cases.

Consult with your recipients if this is an acceptable form of authentication.

● **Save to File**
Save the Digital ID to a file in your computer

○ **Save to Windows Certificate Store**
Save the Digital ID to Windows Certificate Store to be shared with other applications

⑦   Back   Continue

-
- Save to File

Create a self-signed Digital ID   ✕

Enter the identity information to be used for creating the self-signed Digital ID.

Digital IDs that are self-signed by individuals do not provide the assurance that the identity information is valid. For this reason they may not be accepted in some use cases.

Name	Enter Name...
Organizational Unit	Enter Organizational Unit...
Organization Name	Enter Organization Name...
Email Address	Enter Email...
Country/Region	US - UNITED STATES ⌄
Key Algorithm	2048-bit RSA ⌄
Use Digital ID for	Digital Signatures ⌄

(?)   Back   Continue

-

- **Enter your Details.**

Save the self-signed Digital ID to a file   ✕

Add a password to protect the private key of the Digital ID. You will need this password again to use the Digital ID for signing.

Save the Digital ID file in a known location so that you can copy it or back it up.

Your Digital ID will be saved at the following location :

C:\Users\Attila-Arcane\AppData\Roaming\Adobe\Acro   Browse

Apply a password to protect the Digital ID:

Confirm the password:

(?)   Back   Save

-

- Choose a place to save your digital signature and add a password.

- After that. you can use your digital signature to sign the document.

-
- Click **Sign**
- You will be prompted to save the file. If you'd like to keep a copy of the unsigned file, assign a new filename and click **Save**
- The file now becomes **Read Only** and the Signature field looks like this:

-

If you encounter any technical issues, [please log a call via ITD TopDesk](#)

We hope this information helps.