How to create a Digital Signature for your Six Monthly Report
Click into the Signature panel to begin the process of inserting your digital signature.
Click to create a new digital ID, then click next.
**SIGNATURES - PART 3**

Please ensure all signatures are clearly visible. Use a signature pen with a red or blue ink. If possible, please sign in the margin provided. If the margin is insufficient, please write your name in the space provided below.

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**Add 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.

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Automatically selects New PKCS#12 digital ID file, so just need to click next.
Insert your details. Then click next.
SIGNATURES – PART 3

Please ensure all forms are signed this month. The Graduate Association of University Women have a new template for the next six months.

SUPERVISOR

1. __________________________
2. __________________________
3. __________________________
4. __________________________
5. __________________________
6. __________________________

CO-SUPERVISOR

1. __________________________
2. __________________________
3. __________________________
4. __________________________
5. __________________________
6. __________________________

CANDIDATE SIGNATURE __________________________

DATE __________________________

How to create a Digital Signature for your
Wendy Dixon
CIT Administrator
Contact

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:

Password:

Password:

Confirm Password:

Password:

Need to insert a Password and then confirm your password and then click Finish.
SIGNATURES - PART 3

Please ensure the candidate, supervisor, co-supervisor(s), and Head of Academic Unit have signed this report prior to forwarding the completed proforma and email coversheet to the Graduate Research School.

Please ensure that the Graduate Research School and Academic Unit retain a photocopy of this report and any other documentation related to the candidate's progress. The academic unit will retain a photocopy of the next six monthly report.

CANDIDATE SIGNATURE: ___________________________ DATE: ____________

SUPERVISOR NAME
1. ___________________________
2. ___________________________
3. ___________________________
4. ___________________________
5. ___________________________
6. ___________________________

CO-SUPERVISOR
2. ___________________________
3. ___________________________
4. ___________________________
5. ___________________________

Just need to enter your password, click on sign and your digital signature will automatically be inserted into the document.
SIGNATURES - PART 3

Please ensure that the candidate, supervisor, co-supervisor(s), and Head of Academic Unit have signed this report prior to forwarding the completed proforma and email coversheet to the Graduate Research School.

Please ensure that the candidate, supervisor, and Head of Academic Unit retain a photocopy of this report for information, and for use when completing of the next six monthly report.

SUPERVISOR NAME

1. 

2. 

3. 

4. 

5. 

6. 

CO-SUPERVISOR NAME(S)

1. 

2. 

3. 

4. 

5. 

6. 

CANDIDATE SIGNATURE

DATE

Wendy Dixon

DATE