

Outside Activity Questionnaire Digital Signature Instructions

1. Click on the Employee Relations web page, Ethics tab at: <http://www.ramapo.edu/er/?Ethics=open>
 2. Under the Forms section, click on Outside Activity Questionnaire.
 3. The file will open in Adobe Reader. Before you complete the form, save a blank copy of the form to your desktop as name-2018 (ex. jfaber-2018). **If you do not complete this step, the digital signature fields will not appear. Next, open the form you just saved to your desktop.**
 4. Click on the blue areas to type your response, or press the Tab key to go to the next question.
 5. When you reach the last page of the document, click the blue area above “Employee Signature”.
- Please note the red flag on the top right of the blue area. If you do not see this, you will be unable sign the form using a digital signature.**

I certify that the above employment, if any, does not:

- a) Constitute a conflict of interest,
- b) Occur at a time when I am expected to perform my work for Ramapo College,
- c) Diminish my efficiency in performing my work at Ramapo College

I further certify that this questionnaire contains no willful misstatement or fact or omission of material facts and that after it is submitted, any future activity subject to disclosure will be reported before I engage in such activity.


Employee Signature

Date

6. For those who are familiar with and often use a digital signature, there is no need to create a new one. The following box will appear. You will be asked to “Choose the Digital ID you that you want to use for signing”. Click the “Continue” button then enter your password.

Sign with a Digital ID



Choose the Digital ID that you want to use for signing:

Refresh



Janet L. Faber (Digital ID file)

Issued by: Janet L. Faber, Expires: 2023.10.15

[View Details](#)

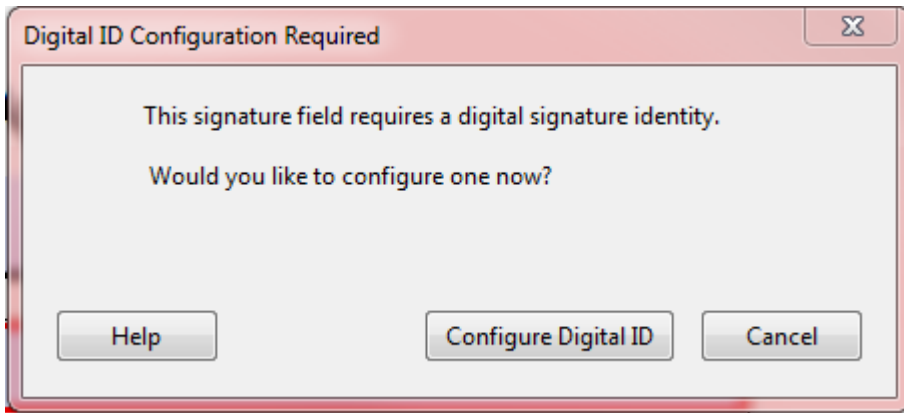


Configure New Digital ID

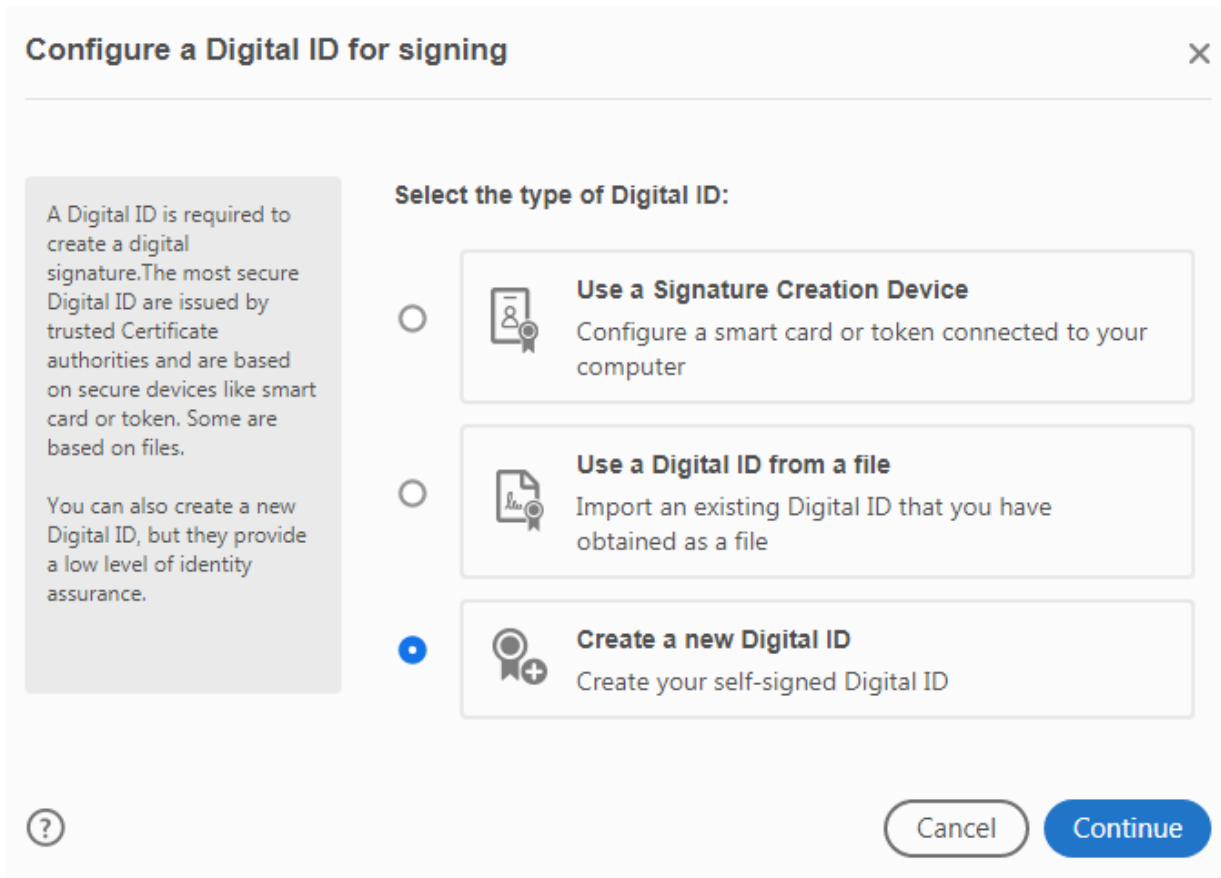
Cancel

Continue

7. If you do not already have a digital ID, the following box will appear. Click on “Configure digital ID”.



8. The following box will appear. Select “Create a new Digital ID” followed. Next, click the “Continue” button.



9. The following box will appear. Click on “Save to file” followed by the “Continue” button.

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

? Back Continue

10. Complete the blank areas with your information. Next, click the “Save” button.

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

Organizational Unit

Organization Name

Email Address

Country/Region

Key Algorithm

Use Digital ID for

? Back Continue

11. Enter a password for your digital ID twice and click the "Save" button.

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 or backup it.

Your Digital ID will be saved at the following location :

C:\Users\jfaber\AppData\Roaming\Adobe\Acrobat\DC Browse

Apply a password to protect the Digital ID:

Confirm the password:

? Back Save

12. Enter your password to insert the signature into the document and click on the "Sign" button.

Sign as "Janet L. Faber" ×

Appearance Standard Text ▼ Create

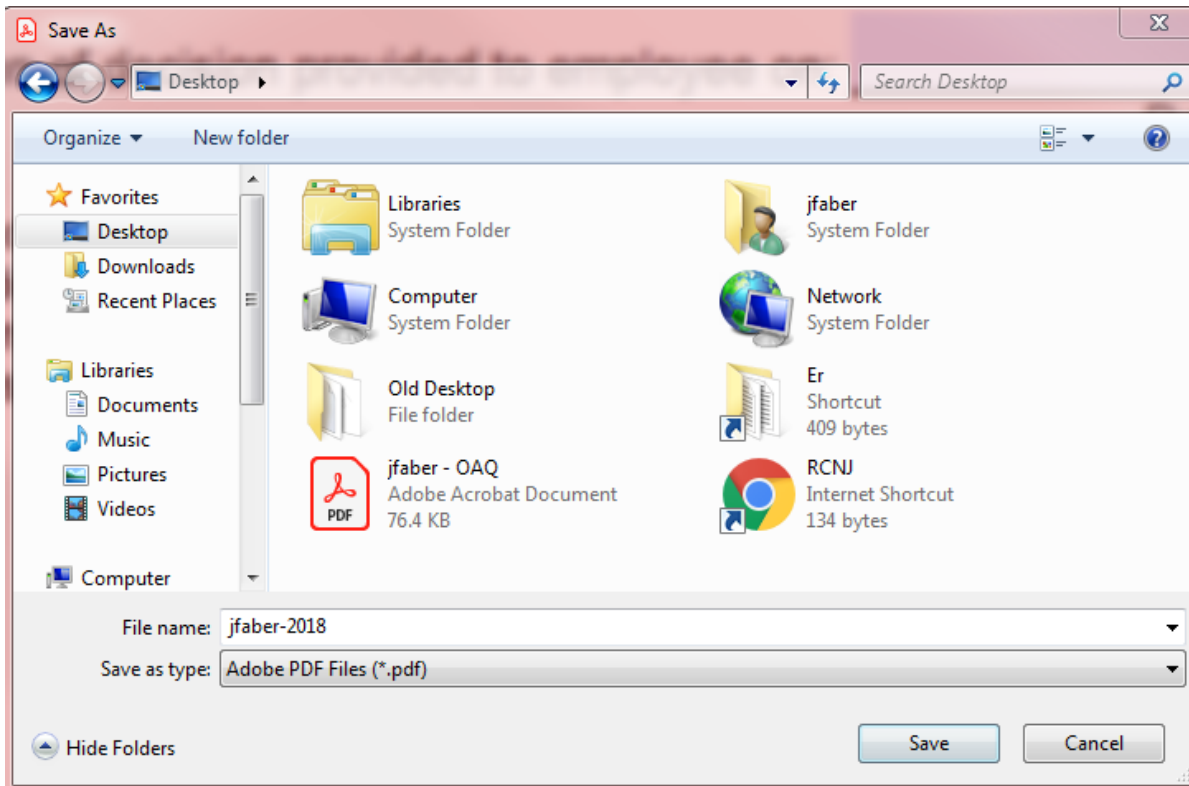
Janet L. Faber Digitally signed by Janet L. Faber
Date: 2018.10.15 11:49:19 -04'00'

[View Certificate Details](#)

Review document content that may affect signing Review

Back Sign

13. Next, you will be asked to save the document. Please change the name of your document to your name (ex. Jfaber-2014) and save it to your desktop.



14. Lastly, you will need to email the completed document that you saved to your desktop to your supervisor.