

DIGITAL ID

APPROVED FOR INTERNAL USE. I.E. SIGNING DOCUMENTS REGARDING PHD EDUCATION AT FACULTY
OF INFORMATION TECHNOLOGY AND ELECTRICAL ENGINEERING



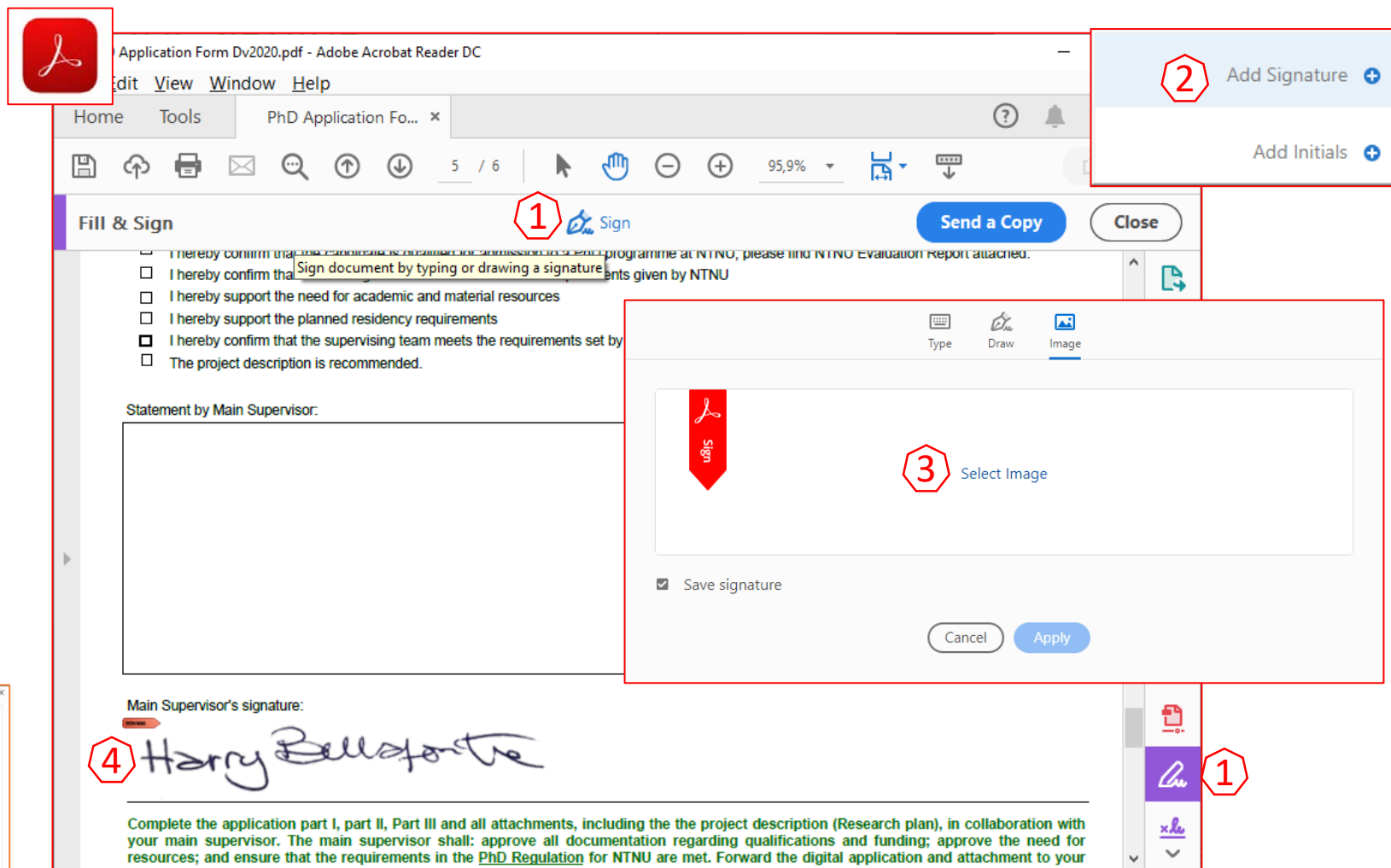
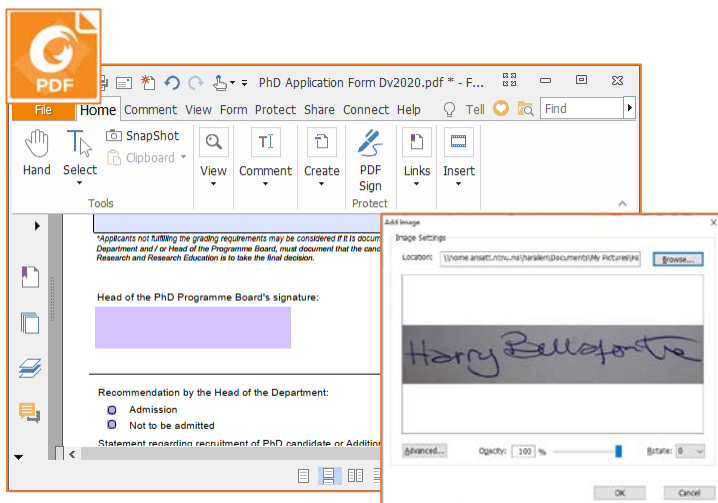
FOR ENVIRONMENTAL FRIENDLY FORMS @ IE

Use Adobe Acrobat Reader or Foxit Reader!



Image file as alternative Digital ID for signing

- In **Adobe Acrobat Reader**:
Select «Sign» in Fill & Sign menu, follow steps 1-2-3-4.
- In **Foxit Reader**:
Choose «Image Annotation» in the Home menu.
- Please make sure to place the signature correctly!



Complete the application part I, part II, Part III and all attachments, including the the project description (Research plan), in collaboration with your main supervisor. The main supervisor shall: approve all documentation regarding qualifications and funding; approve the need for resources; and ensure that the requirements in the [PhD Regulation](#) for NTNU are met. Forward the digital application and attachment to your

Sign with a Digital ID



- Create your own **Digital ID**

- In the given form click on the placeholder for signatures:

Applicant's signature:



- Click on: **Configure New Digital ID**

- If you already have created a Digital ID you may choose to sign the document right away.

- Use an **Image for Digital ID**, cf. last slide in this presentation.



Sign with a Digital ID



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

Refresh



H [redacted] L [redacted] (Digital ID file)

Issued by: H [redacted] L [redacted] Expires: 2025.04.02

[View Details](#)



H [redacted] L [redacted] (Windows Digital ID)

Issued by: TERENA Personal CA 3, Expires: 2022.01.18

[View Details](#)



Harry Bellafonte (Digital ID file)

Issued by: Harry Bellafonte, Expires: 2025.04.06

[View Details](#)



Configure New Digital ID

Cancel

Continue

Configure a Digital ID for signing

- Select the type of Digital ID, any will work in the forms.
 - Alt. 1: Create a new Digital ID
 - Alt. 2: Use a Image for Digital ID, cf. last slide in this presentation.
- Commonly you will choose to **Create a new 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

[?](#) Cancel Continue

Select the destination of the new Digital ID

- In order to have the Digital ID available for signing it is recommended to save it to the Windows Certificate Store (need login to windows account)
- If not Save to File (your computer) is just fine.

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](#)

Create a self-signed Digital ID (sample)

- Complete the form:

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 | <input type="text" value="Enter Name..."/> |
| Organizational Unit | <input type="text" value="Enter Organizational Unit..."/> |
| Organization Name | <input type="text" value="Enter Organization Name..."/> |
| Email Address | <input type="text" value="Enter Email..."/> |
| Country/Region | <input type="text" value="US - UNITED STATES"/> |
| Key Algorithm | <input type="text" value="2048-bit RSA"/> |
| Use Digital ID for | <input type="text" value="Digital Signatures"/> |

[?](#) [Back](#) [Save](#)

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 | <input type="text" value="Harry Bellafonte"/> |
| Organizational Unit | <input type="text" value="IE - FACULTY ADMINISTRATION"/> |
| Organization Name | <input type="text" value="NTNU"/> |
| Email Address | <input type="text" value="harry.bellafonte@ntnu.no"/> |
| Country/Region | <input type="text" value="NO - NORWAY"/> |
| Key Algorithm | <input type="text" value="2048-bit RSA"/> |
| Use Digital ID for | <input type="text" value="Digital Signatures"/> |


[?](#) [Back](#) [Save](#)


Sign with a Digital ID


- Select your Digital ID

Sign with a Digital ID

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

 **H [redacted] L [redacted]** (Digital ID file)
Issued by: H [redacted] L [redacted] Expires: 2025.04.02 [View Details](#)

 **H [redacted] L [redacted]** (Windows Digital ID)
Issued by: TERENA Personal CA 3, Expires: 2022.01.18 [View Details](#)

 **Harry Bellafonte** (Digital ID file)
Issued by: Harry Bellafonte, Expires: 2025.04.06 [View Details](#)

[?](#) [Configure New Digital ID](#) [Cancel](#) [Continue](#)

[Refresh](#)

Sign as «Harry Bellafonte»

- This is how it may look, confirm your signature by entering your Digital ID PIN or Password.

Sign as "Harry Bellafonte"

Appearance Create Edit

**Harry
Bellafonte** Digitally signed by
Harry Bellafonte
Date: 2020.04.07
11:55:09 +02'00'

[View Certificate Details](#)

Review document content that may affect signing Review

Back Sign



Save file and forward the new file to the next in line to sign or the administrative coordinator

• Sample

| | |
|---|---|
| <p>List of attachments</p> <ul style="list-style-type: none"> <input type="checkbox"/> Documented education, formal qualifications i.e. certified diploma and transcripts. <input type="checkbox"/> Documentation of external funding, cf. section 3 in this Form. <input type="checkbox"/> The PhD Agreement concerning admission to organized doctoral degree education (optional) <input type="checkbox"/> Project description (Research plan). <p>Additional comments (if any):</p> <div style="border: 1px solid black; height: 40px; width: 100%;"></div> <p>Applicant's signature:</p> <p> Harry Bellafonte Digitally signed by Harry Bellafonte Date: 2020.04.07 11:58:11 +02'00' <small>Valid signature</small> </p> <p style="font-size: 0.8em; color: green;">If the document includes personal sensitive data (e.g. diplomas and certificates) all correspondence need to be <u>encrypted</u> if email is to be used.</p> | <p>Additional attachments (if any):</p> <ul style="list-style-type: none"> <input type="checkbox"/> Documentation of funding (does not apply for NTNU employment), cf. Form section 3. <input type="checkbox"/> Descriptions of course(s) with individual syllabus for PhD, cf. form section 11. <input type="checkbox"/> Documentation of courses in the required coursework (academic training) from other institutions, cf. form section 11. <input type="checkbox"/> Details of any restrictions related to intellectual property rights, to protect the rights of others. <input type="checkbox"/> Description of any legal or ethical issues raised by the project and how these can be resolved. The application must state whether the project is dependent on permission granted by committees on research ethics or other authorities or by individuals (research subjects, patients, parents, etc.). If possible, such permission should be obtained in writing and be attached to the application. |
|---|---|

