DIGITAL ID

APPROVED FOR INTERNAL USE. I.E. SIGNING DOCUMENTS REGARDING PHD EDUCATION AT FACULTY OF INFOMATION 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.

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- In Foxit Reader: Choose «Image Annotation» in the Home menu.
- Please make sure to place the signature correctly!

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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.

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



Sig	n with	a Digital ID	×
ho	ose the	Digital ID that you want to use for signing:	Refresh
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Continue

Continue

Cancel

Configure a Digital ID for signing

Select the type of Digital ID, Configure a Digital ID for signing х any will work in the forms. • Alt. 1: Create a new Digital ID Select the type of Digital ID: A Digital ID is required to • Alt. 2: Use a Image for Digital ID, create a digital signature. The most secure Use a Signature Creation Device cf. last slide in this presentation. Digital ID are issued by ā Configure a smart card or token connected to your trusted Certificate authorities and are based computer Commonly you will choose to on secure devices like smart card or token. Some are **Create a new Digital ID** based on files. Use a Digital ID from a file R Import an existing Digital ID that you have You can also create a new Digital ID, but they provide obtained as a file a low level of identity assurance. Create a new Digital ID 0 Create your self-signed Digital ID

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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	n of the r	new Dig	gital ID	2
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.	0		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	

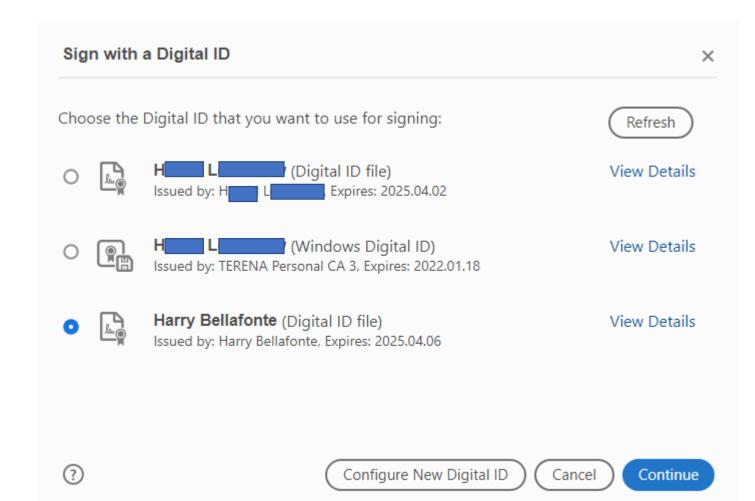
• Complete the form:

Create a self-signed Digital ID Create a self-signed Digital ID X X Name Enter Name... Name Harry Bellafonte Enter the identity Enter the identity information to be used for information to be used for creating the self-signed creating the self-signed **IE - FACULTY ADMINISTRATION** Organizational Unit Enter Organizational Unit... Organizational Unit Digital ID. Digital ID. Enter Organization Name... NTNU Organization Name Organization Name Digital IDs that are self-Digital IDs that are selfsigned by individuals do not signed by individuals do not provide the assurance that Enter Email... provide the assurance that harry.bellafonte@ntnu.no Email Address Email Address the identity information is the identity information is valid. For this reason they valid. For this reason they \sim US - UNITED STATES NO - NORWAY Country/Region Country/Region may not be accepted in may not be accepted in some use cases. some use cases. \sim \sim 2048-bit RSA 2048-bit RSA Key Algorithm Key Algorithm **Digital Signatures** \sim **Digital Signatures** \sim Use Digital ID for Use Digital ID for ? ?) Back Back Save

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Sign with a Digital ID

Select your Digital ID



Sign as «Harry Bellafonte»

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

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

Sample List of attachments

Documented education, formal qualifications i.e. certified diploma and transcripts Documentation of external funding, cf. section 3 in this Form.

The PhD Agreement concerning admission to organized doctoral degree education (optional) Project description (Research plan).

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	or by individuals (research subjects, patients, parents, etc.). If possible, such permission should be obtained in writing and be attached to the application.
Additional comments (if any):	
Applicant's signature:	
Harry Bellafonte Digitally signed by Harry Bellafonte Date: 2020.04.07 11:58:11 +02'00'	
If the document includes personal sensitive data (e.g. diplomas and	l certificates) all correspondance need to be <u>encrypted</u> if email is to be used.

Additional attachments (if any):

Documentation of funding (does not apply for NTNU employment), cf. Form section 3.

Details of any restrictions related to intellectual property rights, to protect the rights of others.

Documentation of courses in the required coursework (academic training) from other institutions, cf. form section 11.

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

Descriptions of course(s) with individual syllabus for PhD. cf. form section 11.

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