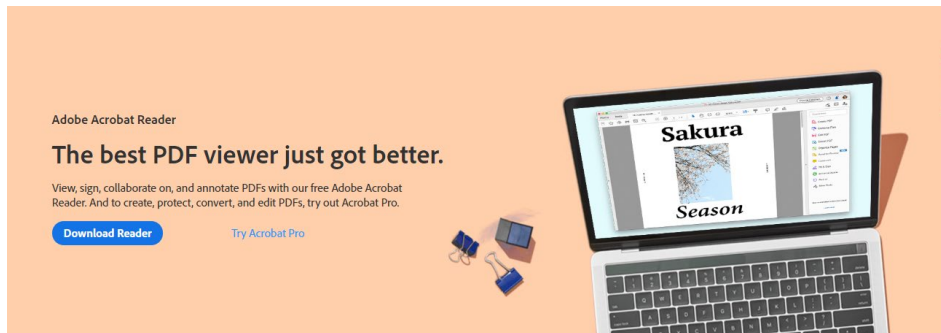


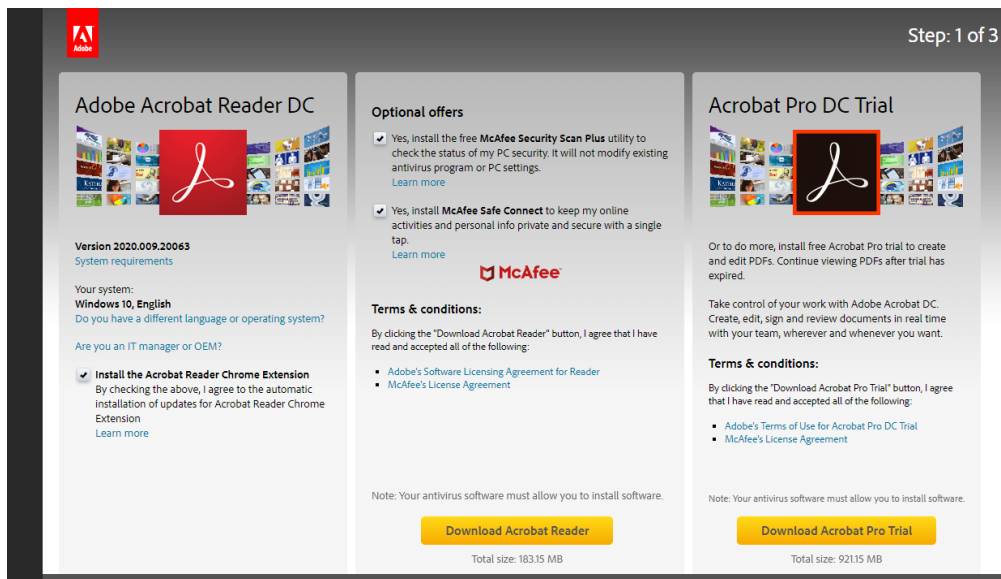
How to Digitally Sign a PDF Using Adobe Reader

This is a short step-by-step guide to digitally signing a PDF using the free software, Adobe Reader DC.

1. First, make sure you have installed the latest version of Adobe Reader DC on your computer or device:
 - a. On your computer visit: <https://acrobat.adobe.com/us/en/acrobat/pdf-reader.html>
 - b. Click the link that says “Download Reader”



- c. Click on the button that says “Download Adobe Reader” then follow the remaining prompts to install



****NOTE**** If you are using a device instead of a computer you will need to visit the Android or IOS, online software store to install.

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We are now ready to fill out and digitally sign your document.

2. Open the PDF document and accurately fill out all fields, saving the digital signature for last



C-TEC Adult Education

CARES ACT Student Application for Emergency Funding

This application is for emergency funding to assist students with unexpected expenses related to the COVID-19 pandemic. Emergency assistance for allowable expenses will be provided in accordance with institutional policy and guidance from the US Department of Education. The emergency grant can be used for expenses related to the disruption of campus operations as a result of the coronavirus such as food, housing, course materials, technology, health care and child care.

Student Name: C-TEC Program:

Are you also currently enrolled at another postsecondary institution, such as COTC or OSU Newark?

To be eligible for consideration for the emergency funding, students must meet the following criteria. Please check all that apply to you:

- You filed a Free Application for Federal Student Aid (FAFSA) for your program at C-TEC
- You have filed a FAFSA in the past, for a different school or program
- You have not been convicted of a drug-related felony while receiving student financial aid

-----OR-----

- You did not file a FAFSA for your program at C-TEC, but you:
 - Are a U.S. citizen or eligible non-citizen
 - Have a valid Social Security Number
 - Have registered with the Selective Service (if you are male)

3. Now that you have filled out all appropriate fields, click on the box next to "Student Signature"

Have registered with the Selective Service (if you are male)

Have a high school diploma or GED

As a result of the COVID-19 pandemic, which of the following financial hardships have you experienced? Not having enough money for: (check all that apply)

- | | |
|---|--|
| <input type="checkbox"/> Food for you or your family | <input type="checkbox"/> Books, supplies or tools for your program |
| <input checked="" type="checkbox"/> Housing (rent, mortgages) for you or your family | <input type="checkbox"/> Health care |
| <input checked="" type="checkbox"/> Technology (internet access, electronic devices) | <input type="checkbox"/> Child care |
| <input type="checkbox"/> Other expenses related to the COVID-19 pandemic (List): <input type="text" value="Rent and a new computer"/> | |

If you were to receive emergency funding, which of the above areas would you be most likely to use the grant for?

Under the penalty of perjury, I acknowledge that all of the information on this form is true and complete to the best of my knowledge. I know I may be required to provide further information if necessary. I understand that the information I submit may be shared with C-TEC Adult Education staff that have a need to know for purposes of reviewing and processing this application, and/or to comply with C-TEC policy or law.

Email completed application to fletcher@c-tec.edu.

Student Signature Date

Applications must be submitted to C-TEC Adult Education by 05/29/2020. Contact C-TEC's Financial Aid Office at 740-364-2359 for additional assistance or questions.

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4. A prompt will appear, click on the button that says “Configure Digital ID”

Have a high school diploma or GED

As a result of the COVID-19 pandemic, which of the following financial hardships have you experienced? Not having enough money for: (check all that apply)

Food for you or your family

Housing (rent, mortgages) for you or your family

Technology (internet access, electronic devices)

Other expenses related to the COVID-19 pandemic

If you were to receive emergency funding, what would you use it for?

Rent and a new computer

Under the penalty of perjury, I acknowledge that the information I have provided is true and correct to the best of my knowledge. I know I may be required to provide further information if necessary. I understand that the information I submit may be shared with C-TEC Adult Education staff that have a need to know for purposes of reviewing and processing this application, and/or to comply with C-TEC policy or law.

Email completed application to jfletcher@c-tec.edu.

Student Signature **Date** 5/15/20

Applications must be submitted in writing to C-TEC Adult Education by 05/29/2020. Contact C-TEC's Financial Aid Office at 740-364-2359 for additional assistance or questions.

Digital ID Configuration Required

This signature field requires a digital signature identity.

Would you like to configure one now?

5. On the next prompt, select “Create New Digital ID” and then select “Continue”

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

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- The next prompt will ask you where to save the digital ID, select “Save to File” and then click “continue”

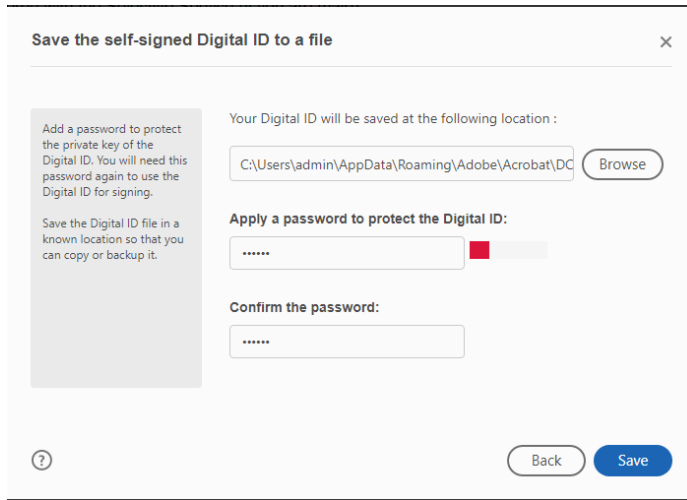
The dialog box is titled "Select the destination of the new Digital ID" and has a close button (X) in the top right corner. On the left, there is a grey informational box with the following text: "Digital IDs are typically issued by trusted providers that assure the validity of the identity. Self-signed 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." Below this box is a question mark icon. On the right, there are two radio button options. The first option, "Save to File", is selected and highlighted with a blue border; it includes a sub-option "Save the Digital ID to a file in your computer". The second option is "Save to Windows Certificate Store", with a sub-option "Save the Digital ID to Windows Certificate Store to be shared with other applications". At the bottom right, there are "Back" and "Continue" buttons.

- The next prompt will ask for your personal information. You only need to enter your Name and E-mail address, leave everything else as is, and click “Continue”

The dialog box is titled "Create a self-signed Digital ID" and has a close button (X) in the top right corner. On the left, there is a grey informational box with the following text: "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." Below this box is a question mark icon. On the right, there is a form with the following fields: "Name" (filled with "Teddy Ruxspin"), "Organizational Unit" (placeholder "Enter Organizational Unit..."), "Organization Name" (placeholder "Enter Organization Name..."), "Email Address" (filled with "TeddyBearsRule@gmail.com"), "Country/Region" (dropdown menu showing "US - UNITED STATES"), "Key Algorithm" (dropdown menu showing "2048-bit RSA"), and "Use Digital ID for" (dropdown menu showing "Digital Signatures"). At the bottom right, there are "Back" and "Continue" buttons.

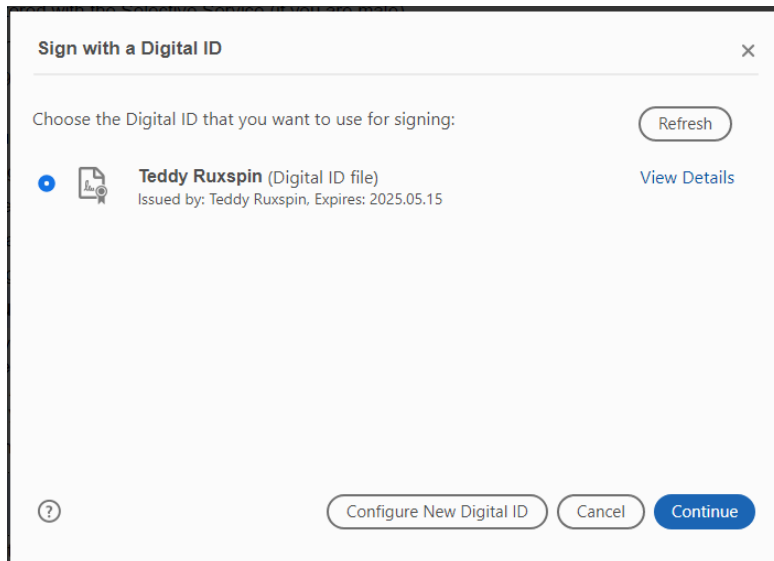
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8. You will be asked where to save your digital signature and to create a 6 character password. Pick a simple password that you will remember, you may be prompted to enter it again. When you are done click “Save”



The screenshot shows a dialog box titled "Save the self-signed Digital ID to a file". On the left, there is a grey box with instructions: "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." and "Save the Digital ID file in a known location so that you can copy or backup it." The main area contains the text "Your Digital ID will be saved at the following location :" followed by a text field containing the path "C:\Users\admin\AppData\Roaming\Adobe\Acrobat\DC" and a "Browse" button. Below this, there are two password fields: "Apply a password to protect the Digital ID:" and "Confirm the password:", both containing six dots. At the bottom, there are "Back" and "Save" buttons, and a help icon (?) on the left.

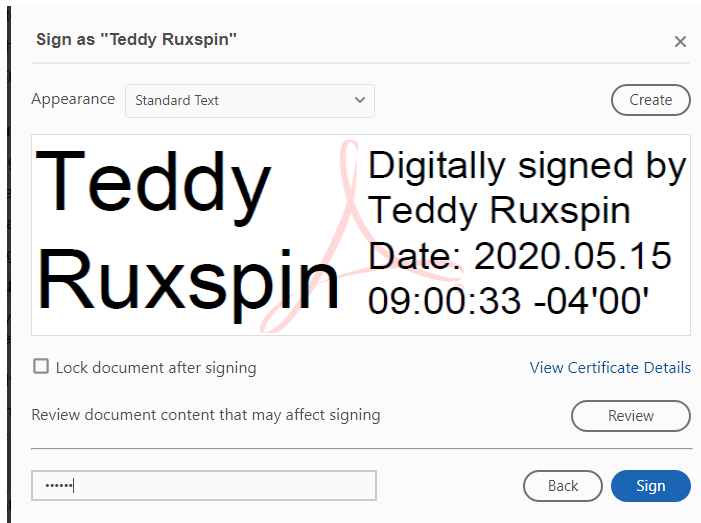
9. A box will appear showing your options for digital signature, simply click “Continue”



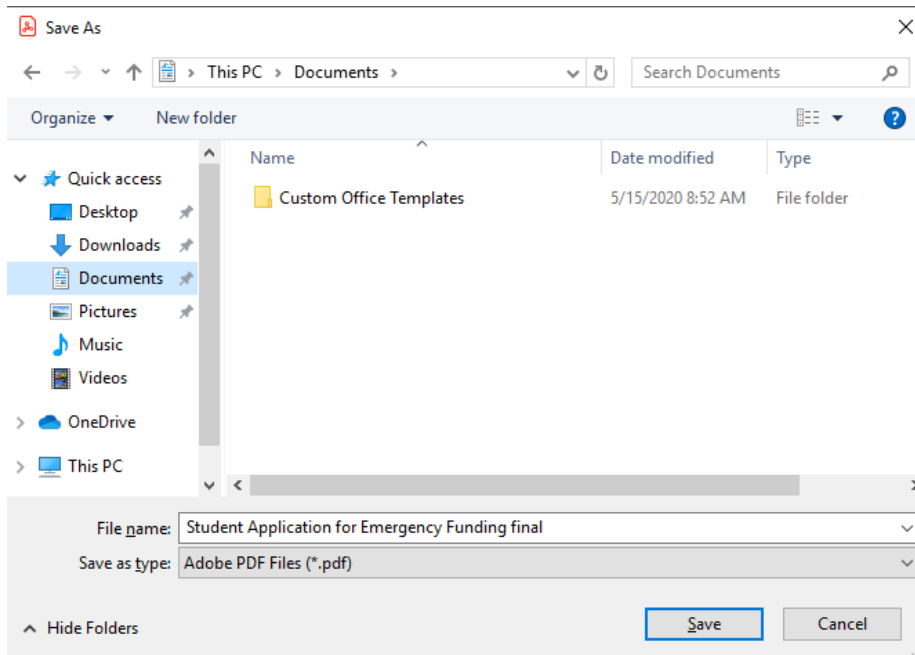
The screenshot shows a dialog box titled "Sign with a Digital ID". It prompts the user to "Choose the Digital ID that you want to use for signing:" with a "Refresh" button. A single digital ID is listed: "Teddy Ruxspin (Digital ID file)" with a subtext "Issued by: Teddy Ruxspin, Expires: 2025.05.15" and a "View Details" link. At the bottom, there are three buttons: "Configure New Digital ID", "Cancel", and "Continue". A help icon (?) is located in the bottom left corner.

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10. A box will appear displaying your digital signature, type in your password that you created and click "Sign"



11. Adobe Reader will now ask you where you want to save your modified PDF to. This is the document that you are going to email, so pick somewhere simple like your Documents folder. When you are finished click "Save"



How to Digitally Sign a PDF Using Adobe Reader

12. You can now see that your PDF document is digitally signed. You are now ready to attach it to whatever email service you use and send.

As a result of the COVID-19 pandemic, which of the following financial hardships have you experienced? Not having enough money for: (check all that apply)

- | | |
|--|--|
| <input type="checkbox"/> Food for you or your family | <input type="checkbox"/> Books, supplies or tools for your program |
| <input checked="" type="checkbox"/> Housing (rent, mortgages) for you or your family | <input type="checkbox"/> Health care |
| <input checked="" type="checkbox"/> Technology (internet access, electronic devices) | <input type="checkbox"/> Child care |
| <input type="checkbox"/> Other expenses related to the COVID-19 pandemic (List): | |

If you were to receive emergency funding, which of the above areas would you be most likely to use the grant for?

Rent and a new computer

Under the penalty of perjury, I acknowledge that all of the information on this form is true and complete to the best of my knowledge. I know I may be required to provide further information if necessary. I understand that the information I submit may be shared with C-TEC Adult Education staff that have a need to know for purposes of reviewing and processing this application, and/or to comply with C-TEC policy or law.

Email completed application to jfletcher@c-tec.edu.

Student Signature **Teddy Ruxspin** Digitally signed by Teddy Ruxspin
Date: 2020.05.15 09:02:26 -0400 Date **5/15/20**

Applications must be submitted in writing to C-TEC Adult Education by 05/29/2020. Contact C-TEC's Financial Aid Office at 740-364-2359 for additional assistance or questions.