Applying a Digital Signature

When you have made an admissions decision, you need to add the decision, with your digital signature, to the applicant’s Profile Sheet and electronically route the application back to the Graduate Admissions Office.

Only the Graduate Program Director may apply a digital signature.

- After opening the Application Summary from the Ready for Review queue, select the Profile Sheet from the Related Documents view and double-click to open it. Use the tools at the bottom of the document to navigate to its last page.

- Using either the Sticky Note icon or the Text Tool in the toolbar at the top of the page, specify any conditions relating to the decision.

- You may apply a checkmark or stamp by right-clicking on the or icon on the toolbar, selecting the appropriate option and clicking on the Profile Sheet.

- Click on the Digital Signature icon on the toolbar at the top of the page. Important: Do not use the Digital Signature icon in the File menu or in the Actions panel.

- Click the Profile Sheet on the “Graduate Program Representative” line.

  The first time you click on the Digital Signature icon, you will need to create a password. The password need not be the same as your email password and will not automatically be updated when you change your email password.

  Enter the password a second time to confirm.

  Each time you click on the Digital Signature icon, you will need to enter this password.

- Click on the dropdown menu in the Digital Signature box and select the appropriate decision.

- Click OK. The document is now locked.

- Close the Profile Sheet and return to the Application Summary. Send the application back to the Graduate Admissions Office by clicking on the Route Forward button located at the bottom of the document.