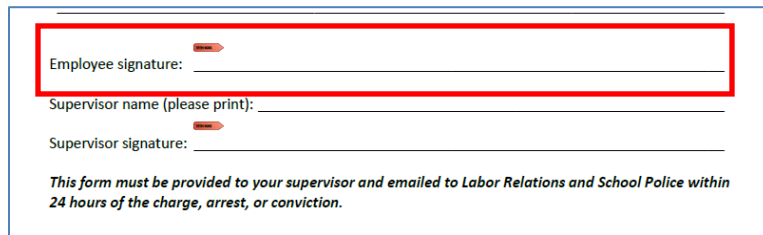


## How to create an electronic signature:

1. Click on the Employee or Supervisor Signature fields as shown below:



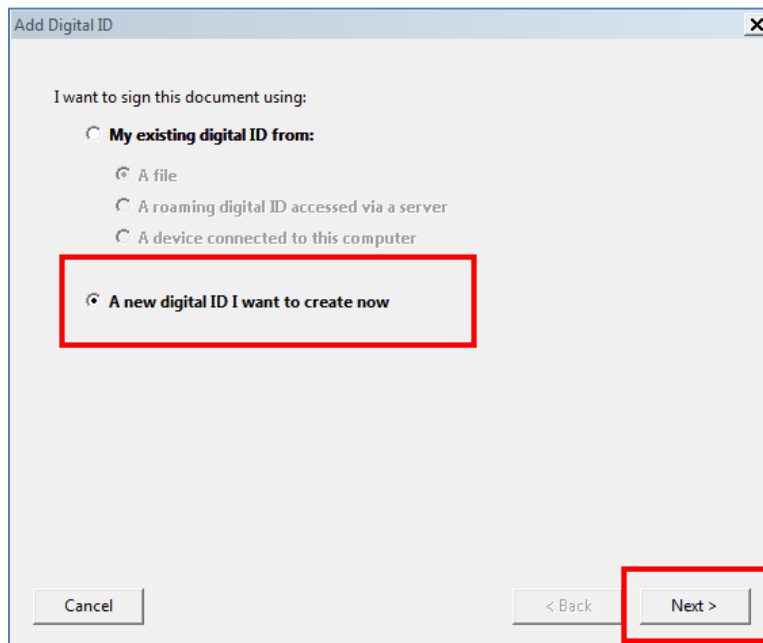
Employee signature: \_\_\_\_\_

Supervisor name (please print): \_\_\_\_\_

Supervisor signature: \_\_\_\_\_

*This form must be provided to your supervisor and emailed to Labor Relations and School Police within 24 hours of the charge, arrest, or conviction.*

2. Click in the circle in front of "A new digital ID I want to create now". Click Next.



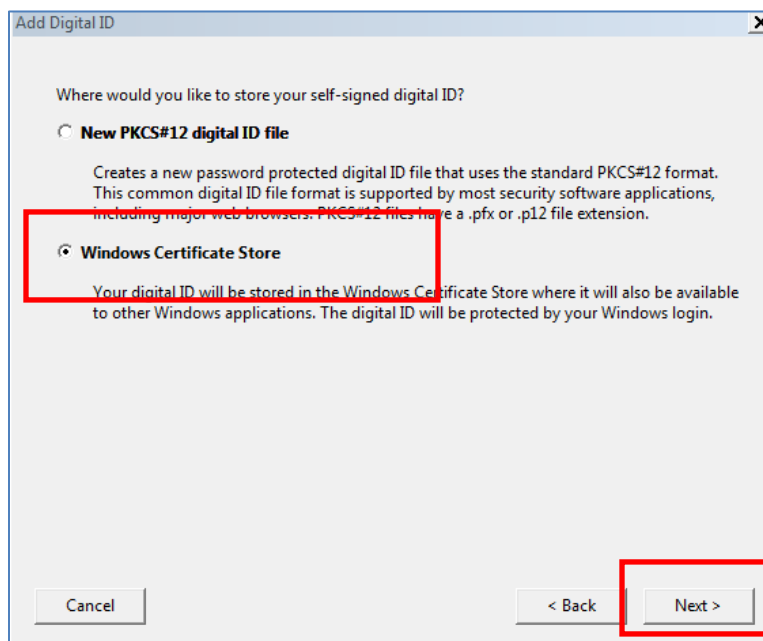
Add Digital ID

I want to sign this document using:

- My existing digital ID from:
  - A file
  - A roaming digital ID accessed via a server
  - A device connected to this computer
- A new digital ID I want to create now

Cancel < Back Next >

3. Select Windows Certificate Store. Click Next.



Add Digital ID

Where would you like to store your self-signed digital ID?

- New PKCS#12 digital ID file  
Creates a new password protected digital ID file that uses the standard PKCS#12 format. This common digital ID file format is supported by most security software applications, including major web browsers. PKCS#12 files have a .pfx or .p12 file extension.
- Windows Certificate Store  
Your digital ID will be stored in the Windows Certificate Store where it will also be available to other Windows applications. The digital ID will be protected by your Windows login.

Cancel < Back Next >

4. A new message box will appear and ask you to enter your personal information. Enter your name, Organizational Unit (school/department), Organization Name (Washoe County School District), and your email address. You do not need to change or add anything else in this window. Click Finish.

Add Digital ID

Enter your identity information to be used when generating the self-signed certificate.

Name (e.g. John Smith):

Organizational Unit:

Organization Name:

Email Address:

Country/Region: US - UNITED STATES

Enable Unicode Support

Key Algorithm: 1024-bit RSA

Use digital ID for: Digital Signatures and Data Encryption

Cancel < Back Finish