

New Employment Packet

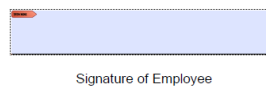
Creating Your Digital Signature and New Employment Packet Instructions

Welcome to Pittsburgh Public Schools! Provided below are step by step instructions on how to complete and submit the New Employment Packet electronically. To assist you, we have provided you with pdf fillable forms and directions on how to create a digital signature. Additionally, it is best to utilize Adobe Reader when completing your employment packet and creating your digital signature. If you use some other form of a PDF Reader the below directions and fillable forms may not work. Please note that the steps listed below must be completed accurately before you can be cleared to begin work.

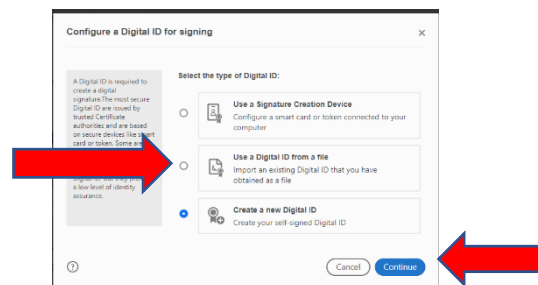
CREATING YOUR DIGITAL SIGNATURE:

As you complete the various components of the New Employment Packet your digital signature will be required on various documents. Please follow the directions below in order to create a digital signature.

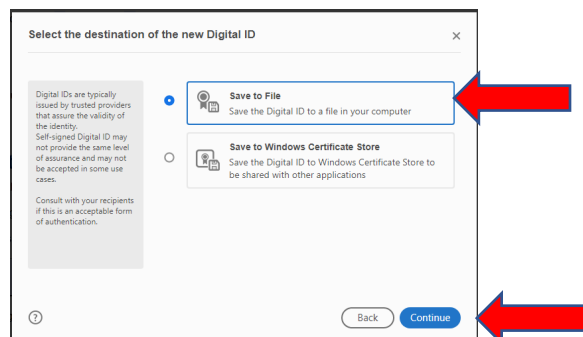
1. Open the PDF document and locate the “Signature” field and click on it.



2. The following screen will pop up. Select “Create a new Digital ID” then click “Continue”



3. Select “Save to File” then click “Continue”



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4. Enter your “first and last name”, as well as “your email address” into the designated fields. Then click “Continue”

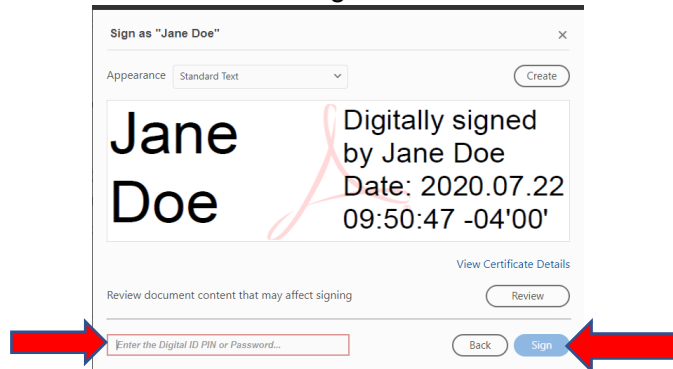
5. Select where on your computer you would like to save your digital signature by clicking the browse button. Most save the digital signature to their desktop or a designated folder on their computer. Once you have selected a location then enter a password in the designated password boxes and click “Save”

6. Select your “Digital ID” then click “Continue”

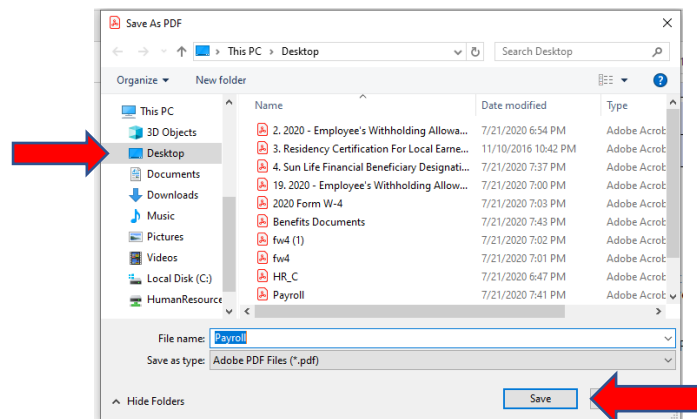
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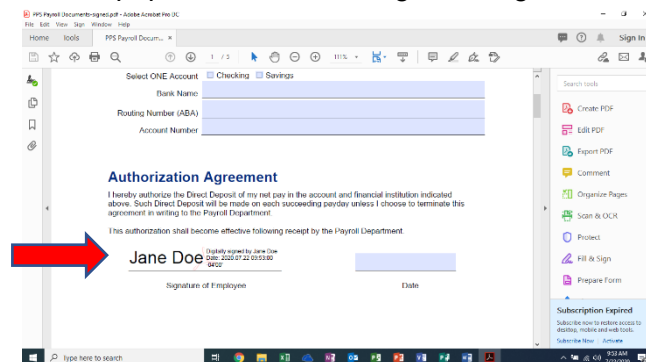
7. Enter your "Password" then click "Sign"



8. Save your signature to your desktop or designated folder on your computer.



9. The signature will auto populate into the designated signature box on the PDF form.



10. To add an additional signature on the document complete steps 1, 6, 7, and 8.

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