

# HOW TO CREATE A DIGITAL ID & ELECTRONICALLY SIGN A FORM

1. The form must be downloaded, the digital signature field is not available in the internet browser view. If using a Mac, you must open with Adobe Reader :  
<https://acrobat.adobe.com/us/en/acrobat/pdf-reader.html>
2. Select “A new digital ID I want to create now,” unless you have already made a digital signature.
3. Select “New PKCS#12 digital ID file.”

BU College of Engineering

Declaration of Concentration in  
Manufacturing Engineering

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 >

Office Use Only

Hegis code Records Office Verification Date posted on UIS

01/08/16

BU College of Engineering

Declaration of Concentration in  
Manufacturing Engineering

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 >

Office Use Only

Hegis code Records Office Verification Date posted on UIS

01/08/16

**Questions?** Please contact the Graduate Programs Office, 44 Cummington Mall, Room 114 at [enggrad@bu.edu](mailto:enggrad@bu.edu).

# HOW TO CREATE A DIGITAL ID & ELECTRONICALLY SIGN A FORM

4. Complete, at minimum, the “Name” and “Email Address” fields.

**BU College of Engineering**

Declaration of Concentration in  
**Manufacturing Engineering**

Add Digital ID

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

Name (e.g. John Smith): Rhett Terrier

Organizational Unit:

Organization Name:

Email Address: rhett@terrier.net

Country/Region: US - UNITED STATES

Key Algorithm: 1024-bit RSA

Use digital ID for: Digital Signatures and Data Encryption

Cancel < Back Next >

**Office Use Only**

Hegis code Records Office Verification Date posted on UIS

01/08/16

5. Enter the location you would like your digital ID file to be stored on your computer, and create a password for your digital ID file. Under these credentials, your digital ID file may be used to electronically sign documents in the future.

**BU College of Engineering**

Declaration of Concentration in  
**Manufacturing Engineering**

Add Digital ID

Enter a file location and password for your new digital ID file. You will need the password when you use the digital ID to sign or decrypt documents. You should make a note of the file location so that you can copy this file for backup or other purposes. You can later change options for this file using the Security Settings dialog.

File Name:  
\\ad\eng\users\r\y\ryanps\Desktop\RhettTerrier.pfx Browse...

Password:  
\*\*\*\*\*

Best

Confirm Password:  
\*\*\*\*\*

Cancel < Back Finish


**Office Use Only**

Hegis code Records Office Verification Date posted on UIS

01/08/16

# HOW TO CREATE A DIGITAL ID & ELECTRONICALLY SIGN A FORM

6. Your digital ID will be visible in the signature field, stamped with relevant information validating the authorized signature.

 College of Engineering

Declaration of Concentration in  
Manufacturing Engineering

Completed forms are to be submitted to the Undergraduate Records Office at [engrec@bu.edu](mailto:engrec@bu.edu).

Student Name:

BU I D#

Dept/Major:

Email Address:

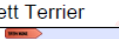
Advisor:

Class Year:

**Instructions:** Engineering students declaring a Concentration in Manufacturing Engineering should complete this form, obtain the signature of their Faculty Advisor below, and submit this form to the Undergraduate Records Office for processing at [engrec@bu.edu](mailto:engrec@bu.edu). Please review the Instructions for the Declaration of Concentration in Manufacturing Engineering. Note: Students applying for the Concentration must have a declared major on record.

| PROPOSED COURSES FOR CONCENTRATION                      | CREDITS | SATISFIES<br>(Major Requirement) | OFFICE USE ONLY |       |
|---|---------|----------------------------------|-----------------|-------|
|   |         |                                  | Sem/Yr          | Grade |
| <b>REQUIRED COURSES</b>                                 |         |                                  |                 |       |
| 1. ENG ME 345 – Automated Manufacturing                 | 4.0     | Advanced Elective                |                 |       |
| 2. ENG EK 409 – Engineering Economy                     | 4.0     | Advanced Elective                |                 |       |
| 3. ENG ME 420 – Supply Chain Engineering                | 4.0     | Advanced Elective                |                 |       |
| <b>ELECTIVE COURSE (see list of courses on reverse)</b> |         |                                  |                 |       |
| 4.  | 4.0     | Advanced Elective                |                 |       |
| <b>EXPERIENTIAL COMPONENT *</b>                         |         |                                  |                 |       |
|   | 0       |                                  |                 |       |
| Total credits for Concentration:                        |         | 16.0                             |                 |       |

\* In addition to the courses listed above, the Manufacturing Engineering Concentration requires a Manufacturing Experiential Component. A senior design project, laboratory research, industrial internship or a directed study can satisfy this requirement. A separate **Experiential Component Approval Form** is required and can be attached to this form or submitted separately.

Student Signature:  Rhett Terrier  
Digitally signed by Rhett Terrier  
Date: 2016.01.14 10:22:52 -05'00'

Date:

Faculty Advisor Signature:

Date:

Office Use Only

Hegis code

Records Office Verification

Date posted on UIS

Questions? Please contact the Graduate Programs Office, 44 Cummington Mall, Room 114 at [enggrad@bu.edu](mailto:enggrad@bu.edu).