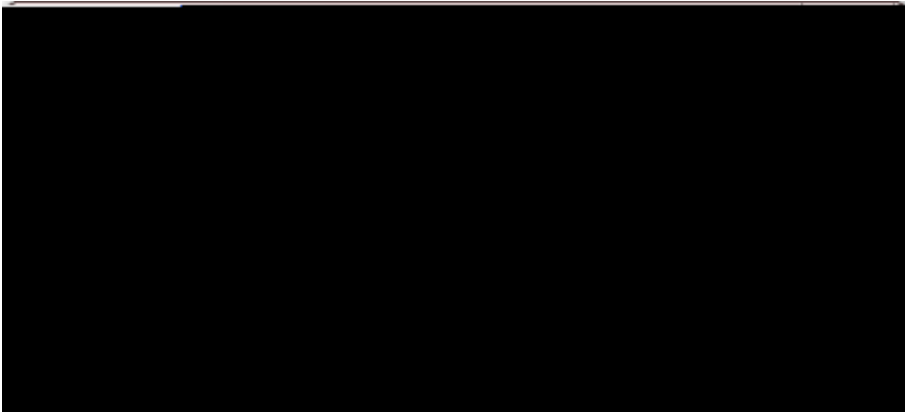


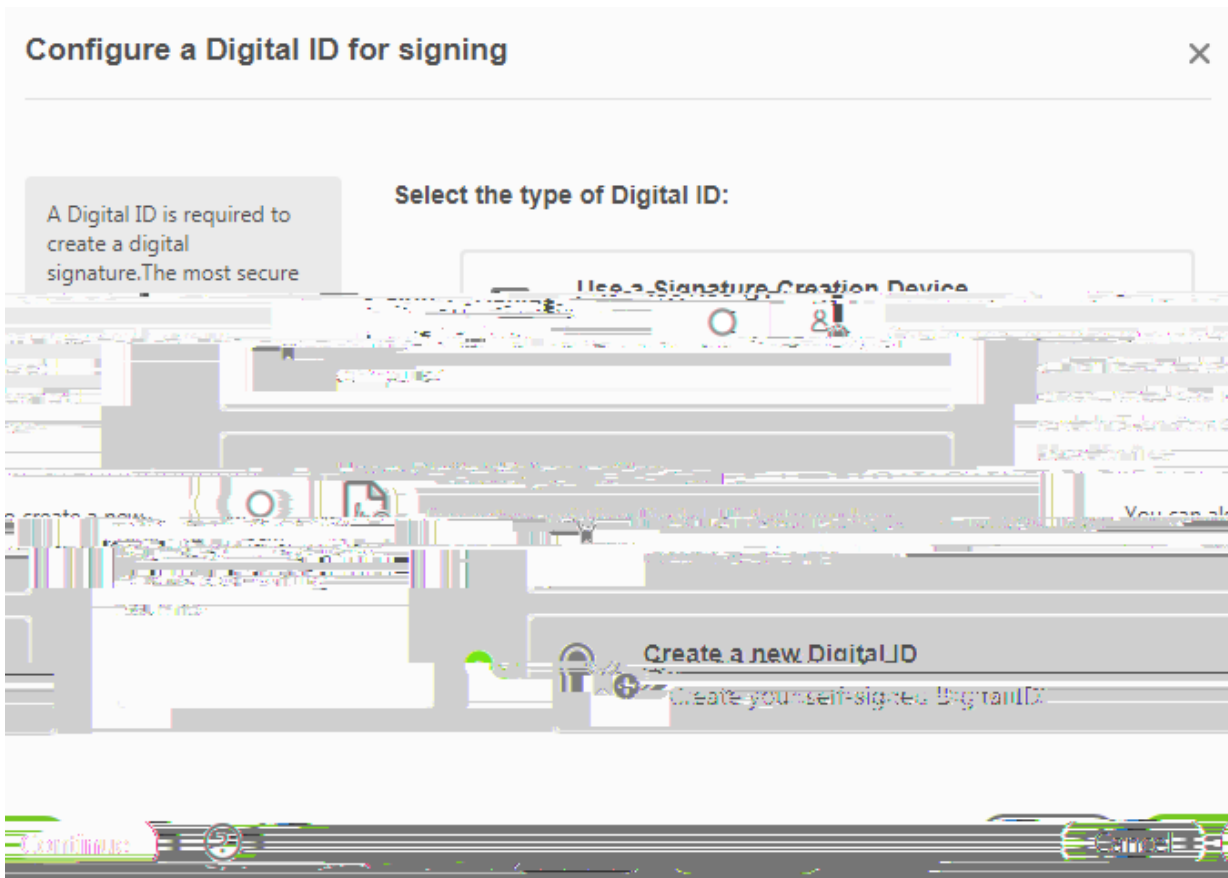
Outside Activity Questionnaire Digital Signature Instructions

1. Click on the Employee Relations web page, Ethics tab at: <http://www.ramapo.edu/er/?Ethics=open>
2. Under the Forms section, click on Outside Activity Questionnaire.
3. The file will open in Adobe Reader. [Before you complete the form, please read the following information: 812\(a\)-31\(c\)\(10\)-612 To uhu yu](#)

7. If you do not already have a digital ID, the following box will appear. Click on “Configure digital ID”.



8. The following box will appear. Select “Create a new Digital ID” followed. Next, click the “Continue” button.



9. The following box will appear. Click on “Save to file” followed by the “Continue” button.



10. Complete the blank areas with your information. Next, click the “Save” button.

A screenshot of a web form titled "Create a self-signed Digital ID". On the left, a grey box contains the text: "Enter the identity information to be used for creating the self-signed Digital ID." The form has the following fields:

- Name: Janet Faber
- Organizational Unit: Employee Relations
- Organization Name: Ramapo College of New Jersey
- Email Address: jfaber@ramapo.edu

Below these fields, there is a section for "Key Algorithm" with a dropdown menu showing "2048-bit RSA". At the bottom of the form, there are two buttons: "Back" and "Continue".

11. Enter a password for your digital ID twice and click the "Save" button.

12. Ente

