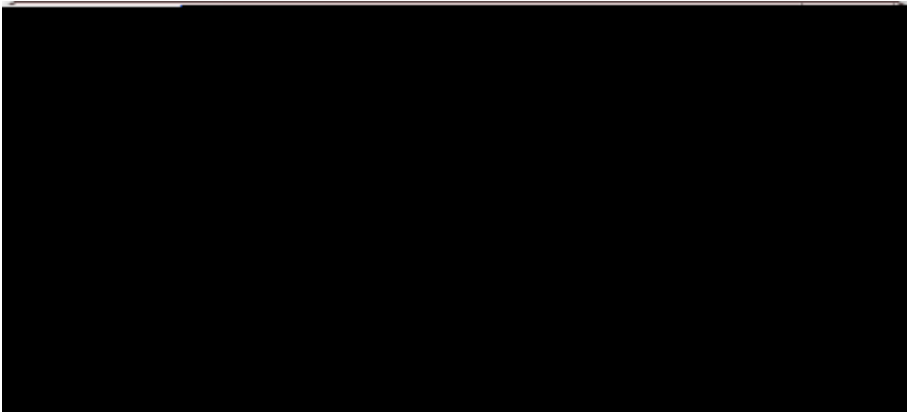


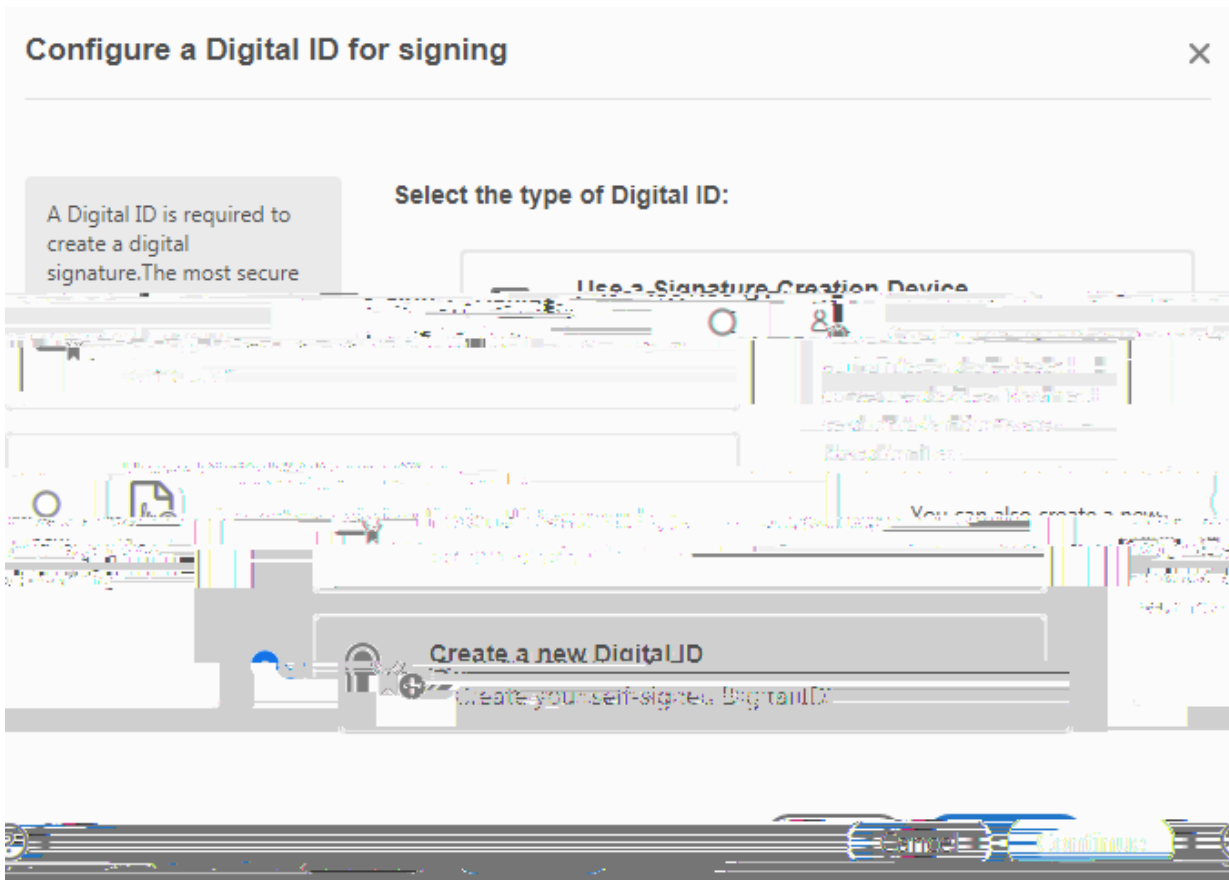
Outside Activity Questionnaire Digital Signature Instructions

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 call \(201\) 612-3100 or \(201\) 612-3100.](#)

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.



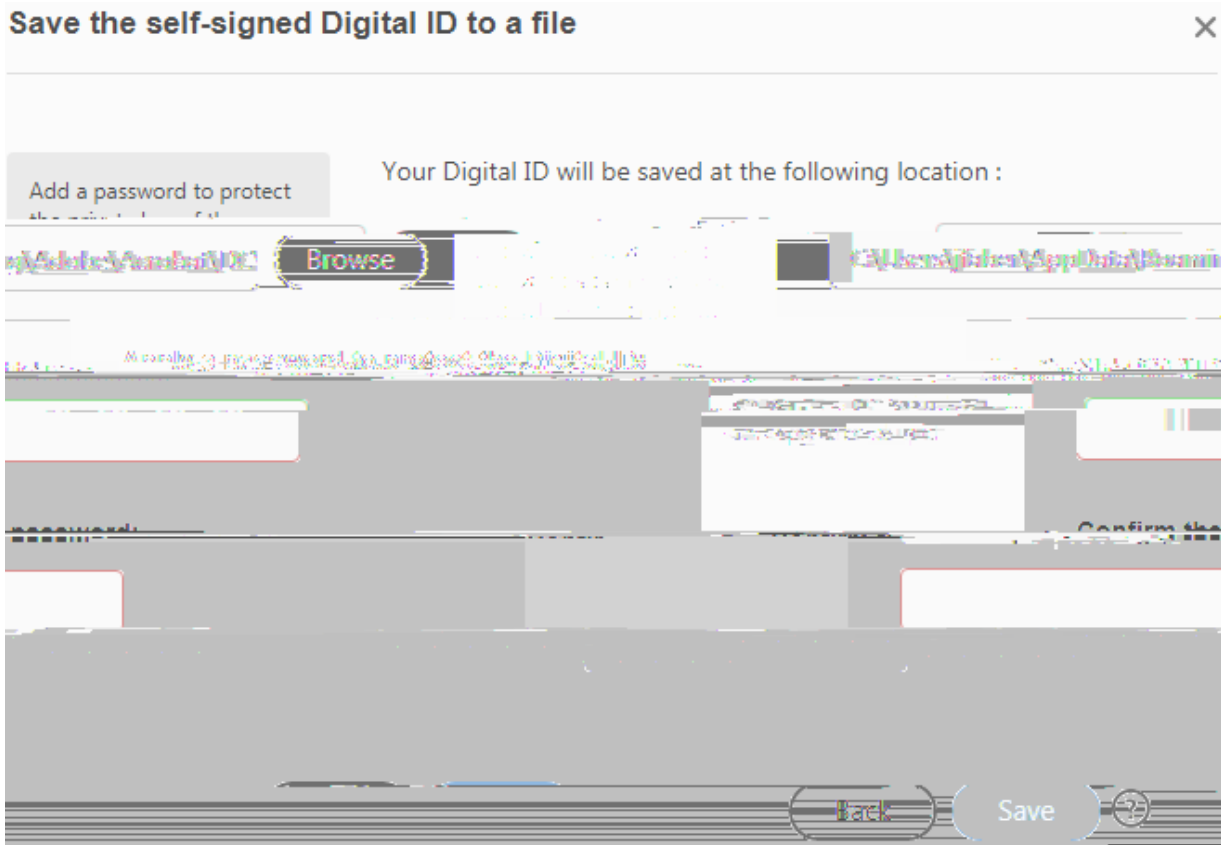
10. Complete the blank areas with your information. Next, click the “Save” button.

A screenshot of a form titled "Create a self-signed Digital ID" with a close button (X) in the top right corner. The form contains the following fields and options:

- Name:** Janet Faber
- Organizational Unit:** Employee Relations
- Organization Name:** Ramapo College of New Jersey
- Email Address:** jfaber@ramapo.edu
- Key Algorithm:** 2048-bit RSA
- Digital Signature:** (dropdown menu)

At the bottom of the form, there are three buttons: "Back", "Continue", and a help icon (?).

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



12. Enter your password to insert the signature into the document and click on the “Sign” button.



