

A step by step guide on how to sign and send your application.

Click on the Applicant's Signature box.

The screenshot shows a web browser window with the address bar displaying `madisoncollege.edu/files/users/tweschep/Spring%202013%20Scholarship%20Application_distributed.pdf`. The browser tabs include "Scholarships | Madison A...", "madisoncollege.edu/files...", and "Take Your First Capture...". The browser's address bar also shows "PeopleSoft", "PS", "Central SA", "Dictionary.com", "Imported From IE", "Madison College", and "Scholarships".

The main content area of the browser displays a PDF form. At the top, a purple banner contains the text "Please fill out the following form. When finished, click Submit Form to return the completed form." and buttons for "Highlight Existing Form" and "Submit Form".

The form text includes:

- "I authorize access and release to the Scholarship Awards Selection Committee all relevant information concerning financial resources I may receive, as well as college academic records. This information will be used only for evaluating the application and not published or shared with others. Applications, less Student ID number and address information may be shared with donors or quoted in Foundation material."
- "To ensure a fair and objective review process, the Scholarship Awards Committee. Thus, the Foundation has made. No provisions exist for reconsideration of materials become the property of the Madison Area Technical College Foundation."
- "I certify that the information I have supplied is true and accurate to the best of my knowledge, and I understand that knowingly submitting incorrect information may result in denial or loss of any scholarship offers or awards."

Below the text are two blue rectangular boxes. The first box is labeled "Applicant's Signature:" and the second box is labeled "Date:". A "Add Digital ID" dialog box is overlaid on the form, asking "I want to sign this document using" and providing options: "My existing digital ID from:" (with sub-options "A file", "A roaming digital ID accessed via a server", and "A device connected to this computer") and "A new digital ID I want to create now". The dialog box has "Cancel", "Back", and "Next" buttons.

At the bottom of the form, the following text is displayed:

Application must be completed, signed, and emailed/dropped off by 4:30 p.m., Nov. 21, 2012.
Madison Area Technical College Foundation
foundationalumni@madisoncollege.edu

Click the button for: A new digital Id, I want to create now.
Click Next.

madisoncollege.edu/files/users/twineshpt/Spring%202013%20Scholarship%20Application_distributed.pdf

Please fill out the following form. When finished, click Submit Form to return the completed form.

I authorize access and release to the Scholarship Awards Selection Committee all relevant information concerning financial resources I may receive, as well as college academic records. This information will be used only for evaluating the application and not published or shared with others. Applications, less Student ID number and address information may be shared with donors or quoted in Foundation material.

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I certify that the information I have supplied is true and accurate to the best of my knowledge, and I understand that knowingly submitting incorrect information may result in denial or loss of any scholarship offers or awards.

Applicant's Signature: _____ Date: _____

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

Application must be completed, signed, and emailed/dropped off by 4:30 p.m., Nov. 21, 2012.
Madison Area Technical College Foundation
foundationalumni@madisoncollege.edu

Click Next.

The screenshot shows a web browser window displaying a scholarship application form from madisoncollege.edu. The form is titled "Please fill out the following form. When finished, click Submit Form to return the completed form." and includes a "Highlight Existing Form" button. The form contains several paragraphs of text, including a statement of authorization for the Scholarship Awards Selection Committee, a statement of certification, and a section for the applicant's signature and date. A dialog box titled "Add Digital ID" is overlaid on the form, asking the user to choose where to store their self-signed digital ID. The dialog box has two options: "New PKCS#12 digital ID file" and "Windows Certificate Store". The "New PKCS#12 digital ID file" option is selected. The dialog box also includes a "Cancel" button and "Back" and "Next" buttons.

I authorize access and release to the Scholarship Awards Selection Committee all relevant information concerning financial resources I may receive, as well as college academic records. This information will be used only for evaluating the application and not published or shared with others. Applications, less Student ID number and address information may be shared with donors or quoted in Foundation material.

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I certify that the information I have supplied is true and accurate to the best of my knowledge, and I understand that knowingly submitting incorrect information may result in denial or loss of any scholarship offers or awards.

Applicant's Signature: _____ Date: _____

Application must be completed, signed, and emailed/dropped off by 4:30 p.m., Nov. 21, 2012.
Madison Area Technical College Foundation
foundationalumni@madisoncollege.edu

Type in your name and email address.
Click Next.

The screenshot shows a web browser window with the address bar displaying `madisoncollege.edu/files/users/twieshepi/Spring%202013%20Scholarship%20Application_distributed.pdf`. The page content includes a consent statement: "I authorize access and release to the Scholarship Awards Selection Committee all relevant information concerning financial resources I may receive, as well as college academic records. This information will be used only for evaluating the application and not published or shared with others. Applications, less Student ID number and address information may be shared with donors or quoted in Foundation material." Below this is a section for the applicant's signature and date, with labels "Applicant's Signature:" and "Date:". A "Add Digital ID" dialog box is overlaid on the form, prompting the user to "Enter your identity information to be used when generating the self-signed certificate." The dialog contains fields for Name (John Smith), Organizational Unit, Organization Name, Email Address (jsmith@madisoncollege.edu), and Country/Region (US - UNITED STATES). It also has checkboxes for "Enable Unicode Support" and "Use digital ID for:" (Digital Signatures and Data Encryption). At the bottom of the page, a bold notice states: "Application must be completed, signed, and emailed/dropped off by 4:30 p.m., Nov. 21, 2012." followed by the contact information for the Madison Area Technical College Foundation: `foundationalumni@madisoncollege.edu`.

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Applicant's Signature: _____ Date: _____

Application must be completed, signed, and emailed/dropped off by 4:30 p.m., Nov. 21, 2012.
Madison Area Technical College Foundation
foundationalumni@madisoncollege.edu

Type your Password.

Type and confirm your Password.

Click Finish.

Scholarships | Madison Area Technical College

madisoncollege.edu/files/users/twineshpt/Spring%202013%20Scholarship%20Application_distributed.pdf

Comment Share

Please fill out the following form. When finished, click Submit Form to return the completed form.

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Applicant's Signature: _____ **Date:** _____

Application must be completed, signed, and emailed/dropped off by 4:30 p.m., Nov. 21, 2012.

Madison Area Technical College Foundation
foundationalumni@madisoncollege.edu

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: C:\Users\jones\AppData\Roaming\Adobe\Acrobat\10.0\Security\JohnSmith. _____

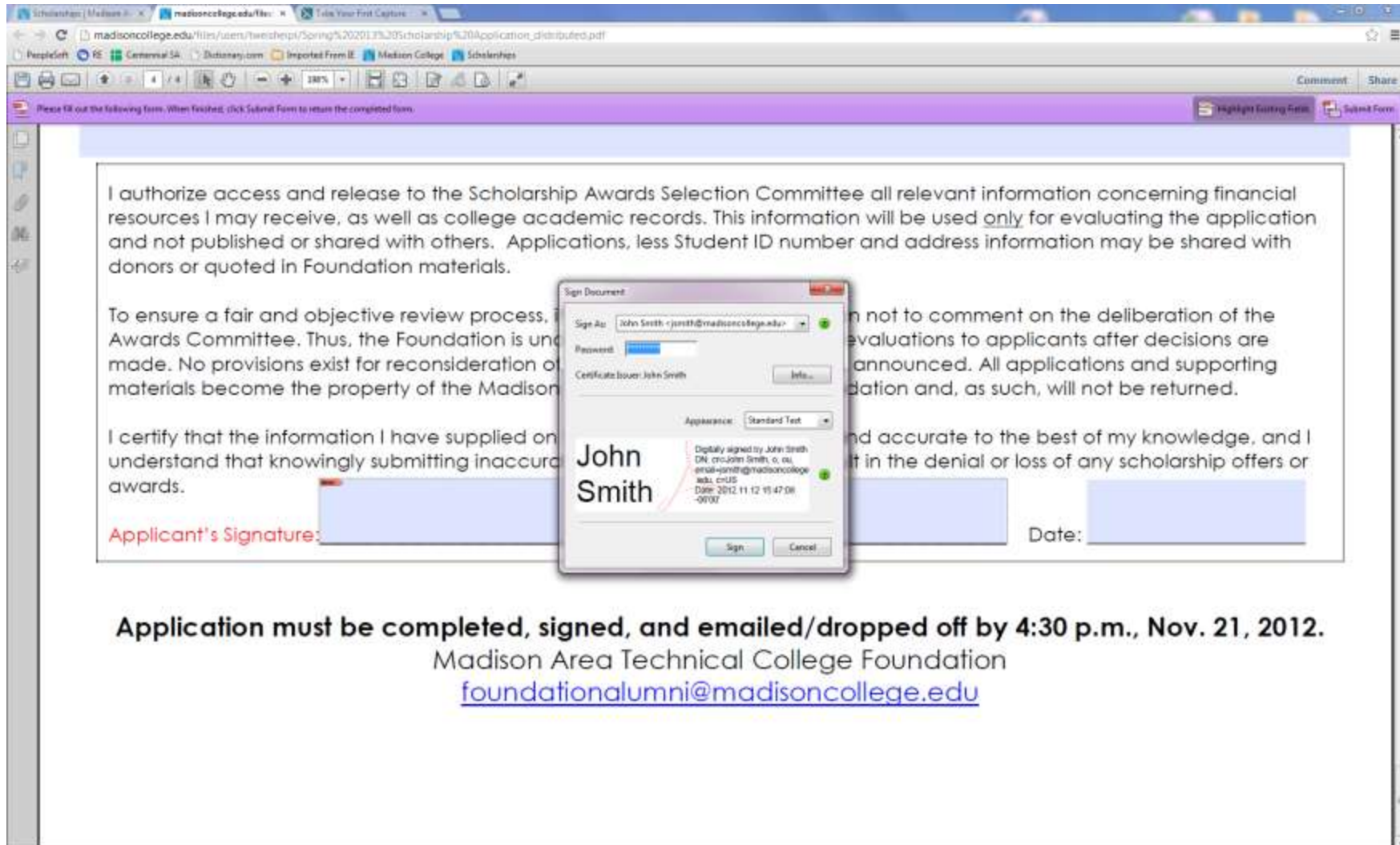
Password: _____

Strong

Confirm Password: _____

Cancel Back Finish

Type your Password.
Click Sign.



Your application should look like this.

Scholarships | Madison A. | madisoncollege.edu/files/... | Take Your First Capture

madisoncollege.edu/files/users/twincshp/2012/2012Scholarship%20Application_distributed.pdf

PeopleSoft | RE | Central Mail | Dictionary.com | Imported From IE | Madison College | Scholarships

Comment | Share

Signed and all signatures are valid. Please fill out the following form. When finished, click Submit Form to return the completed form.

Signature Panel | Highlight Scoring Fields | Submit Form

I authorize access and release to the Scholarship Awards Selection Committee all relevant information concerning financial resources I may receive, as well as college academic records. This information will be used only for evaluating the application and not published or shared with others. Applications, less Student ID number and address information may be shared with donors or quoted in Foundation materials.

To ensure a fair and objective review process, it is the policy of the Foundation not to comment on the deliberation of the Awards Committee. Thus, the Foundation is unable to provide written or oral evaluations to applicants after decisions are made. No provisions exist for reconsideration of awards after scholarships are announced. All applications and supporting materials become the property of the Madison Area Technical College Foundation and, as such, will not be returned.

I certify that the information I have supplied on this application is complete and accurate to the best of my knowledge, and I understand that knowingly submitting inaccurate or false information will result in the denial or loss of any scholarship offers or awards.

Applicant's Signature: **John Smith**

Digitally signed by John Smith
DN: cn=John Smith, o, ou,
email=jsmith@madisoncollege.edu, c=US
Date: 2012.11.12 15:47:36 -06'00'

Date:

Application must be completed, signed, and emailed/dropped off by 4:30 p.m., Nov. 21, 2012.
Madison Area Technical College Foundation
foundationalumni@madisoncollege.edu

Click on the Submit Form Button.
Type your email address.
Click on Send.

Scholarships | Madison A... | madisoncollege.edu/files... | Take Your First Capture...

madisoncollege.edu/files/users/tweisheipi/Spring%202013%20Scholarship%20Application_distributed.pdf

PeopleSoft | RE | Centennial SA | Dictionary.com | Imported from IE | Madison College | Scholarships

Comment | Share

At least one signature requires validating. Please fill out the following form. When finished, click Submit Form to return the completed form.

Signature Panel | Highlight Existing Field | Submit Form

I authorize access and release to the Scholarship Awards Selection Committee all relevant information concerning financial resources I may receive, as well as college academic records. This information will be used only for evaluating the application and not published or shared with others. Applications, less Student ID number and address information may be shared with donors or quoted in Foundation materials.

To ensure a fair and objective review of the Scholarship Awards Committee. Thus, the Foundation made. No provisions exist for reconsideration of materials become the property of the Foundation.

I certify that the information I have supplied is true and correct to the best of my knowledge, and I understand that knowingly submitting false information may result in denial or loss of any scholarship offers or awards.

Applicant's Signature: **John S**

Date: **11/01/12**

Application must be completed, signed, and emailed/dropped off by 4:30 p.m., Nov. 21, 2012.
Madison Area Technical College Foundation
foundationalumni@madisoncollege.edu

Send Form

Madison Area Technical College Foundation
Scholarship Application - Spring 2013
2013-14, No search

To: FoundationAlumni@madisoncollege.edu
Subject: Submitting Completed Form
Attachment: Spring 2013 Scholarship Application_distributed.pdf

From:
Email Address:
Full Name:
Madison College Foundation
☐ Remember me

To save your email address and name in Acrobat's Identity preferences, check Remember me. Do not check this box if you are using a public computer.

Send Cancel

If you have a desktop email application like Outlook or have your Gmail or other internet email account set up to send emails automatically for you, you can use the Desktop Email Application button. Click OK

The screenshot shows a web browser window displaying a scholarship application form from madisoncollege.edu. The form contains several paragraphs of text regarding authorization, review process, and certification. A signature of 'John Smith' is present, along with a date of '11/01/12'. A modal dialog box titled 'Select Email Client' is open in the center, asking the user to choose between 'Desktop Email Application' (selected) and 'Internet Email'. The dialog box also includes a 'Don't show again' checkbox and 'OK' and 'Cancel' buttons. At the bottom of the form, there is a bold instruction: 'Application must be completed, signed, and emailed/dropped off by 4:30 p.m., Nov. 21, 2012.' followed by the contact information for the Madison Area Technical College Foundation: 'foundationalumni@madisoncollege.edu'.

Scholarships | Madison Area Technical College | Take Your First Capture

madisoncollege.edu/files/users/twineshpt/Spring%202013%20Scholarship%20Application_distributed.pdf

Comment Share

Signed and all signatures are valid. Please fill out the following form. When finished, click Submit Form to return the completed form. Signature Panel Highlight Scoring Fields Submit Form

I authorize access and release to the Scholarship Awards Selection Committee all relevant information concerning financial resources I may receive, as well as college academic records. This information will be used only for evaluating the application and not published or shared with others. Applications, less Student ID number and address information may be shared with donors or quoted in Foundation materials.

To ensure a fair and objective review process, the Scholarship Awards Committee. Thus, the Foundation is unable to make. No provisions exist for reconsideration of applications. All materials become the property of the Madison Area Technical College Foundation.

I certify that the information I have supplied on this application is true and accurate to the best of my knowledge, and I understand that knowingly submitting inaccurate information may result in the denial or loss of any scholarship offers or awards.

Applicant's Signature: **John Smith** Date: **11/01/12**

Application must be completed, signed, and emailed/dropped off by 4:30 p.m., Nov. 21, 2012.
Madison Area Technical College Foundation
foundationalumni@madisoncollege.edu

You will see the following message.
Check your Sent Folder to make sure the application was sent.

The screenshot shows a web browser window with the address bar displaying `madisoncollege.edu/files/users/bwerhepl/Spring%202013%20Scholarship%20Application_distributed.pdf`. The browser's toolbar includes buttons for Print, Back, Forward, and a search icon. The page content is a scholarship application form. It contains several paragraphs of text, including an authorization statement, a policy statement, and a certification statement. A signature, "John Smith", is written in the "Applicant's Signature:" field. The date "11/01/12" is entered in the "Date:" field. A pop-up window titled "Outgoing Message Notification" is displayed over the signature area. The pop-up contains the following text: "An email message with 'Spring%202013%20Scholarship%20Application_distributed.pdf' attached has been given to your default email application. If your email application is configured to send email automatically on a schedule, the email will be sent automatically. If not, you will need to send the message manually." The pop-up also has a "Don't show again" checkbox and an "OK" button. At the bottom of the form, there is a bold statement: "Application must be completed, signed, and emailed/dropped off by 4:30 p.m., Nov. 21, 2012." followed by the text "Madison Area Technical College Foundation" and the email address foundationalumni@madisoncollege.edu.

I authorize access and release to the Scholarship Awards Selection Committee all relevant information concerning financial resources I may receive, as well as college academic records. This information will be used only for evaluating the application and not published or shared with others. Applications, less Student ID number and address information may be shared with donors or quoted in Foundation materials.

To ensure a fair and objective review process, it is the policy of the Foundation not to comment on the deliberation of the Awards Committee. Thus, the Foundation is unable to provide information to applicants after decisions are announced. All applications and supporting materials become the property of the Madison Area Technical College Foundation and, as such, will not be returned.

I certify that the information I have supplied is true and accurate to the best of my knowledge, and I understand that knowingly submitting inaccurate information may result in the denial or loss of any scholarship offers or awards.

John Smith
Applicant's Signature: _____ Date: 2012.11.12 15:47:36 -0600

11/01/12
Date: _____

Application must be completed, signed, and emailed/dropped off by 4:30 p.m., Nov. 21, 2012.
Madison Area Technical College Foundation
foundationalumni@madisoncollege.edu

OR

Click on Internet Email button.

Click OK.

The screenshot shows a web browser window with the address bar displaying `madisoncollege.edu/files/users/twieshept/Spring%202013%20Scholarship%20Application_distributed.pdf`. The browser's toolbar includes buttons for Print, Back, Forward, Home, and a search bar. The page content is a scholarship application form. A signature dialog box titled "Select Email Client" is open in the center, asking the user to choose between "Desktop Email Application" and "Internet Email". The form text includes a statement of authorization, a disclaimer about the review process, and a certification of accuracy. The signature "John Smith" is written in the "Applicant's Signature:" field, and the date "11/01/12" is entered in the "Date:" field. At the bottom, there is a bold instruction: "Application must be completed, signed, and emailed/dropped off by 4:30 p.m., Nov. 21, 2012." followed by the contact information for the Madison Area Technical College Foundation: `foundationalumni@madisoncollege.edu`.

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To ensure a fair and objective review process, the Awards Committee. Thus, the Foundation is unable to make. No provisions exist for reconsideration of materials become the property of the Madison Area Technical College Foundation.

I certify that the information I have supplied on this application is true and accurate to the best of my knowledge, and I understand that knowingly submitting inaccurate information may result in the denial or loss of any scholarship offers or awards.

Applicant's Signature: **John Smith** Date: **11/01/12**

Application must be completed, signed, and emailed/dropped off by 4:30 p.m., Nov. 21, 2012.
Madison Area Technical College Foundation
foundationalumni@madisoncollege.edu

Save your application to your computer.

The screenshot shows a web browser window with the address bar displaying 'madisoncollege.edu/files/users/tweishipl/Spring%202013%20Scholarship%20Application_distributed.pdf'. The browser's toolbar includes various icons and a 'Comment' button. The main content area displays a scholarship application form. The form includes a paragraph of authorization, a section for the applicant's signature and date, and a footer with contact information. A 'Save PDF Data As' dialog box is open over the signature section, showing the file name 'MadisonScholarshipApplication.pdf' and the save type 'Acrobat PDF Files (*.pdf)'. The date '11/01/12' is entered in the 'Date:' field.

I authorize access and release to the Scholarship Awards Selection Committee all relevant information concerning financial resources I may receive, as well as college academic records. This information will be used only for evaluating the application and not published or shared with others. Applications, less Student ID number and address information may be shared with donors or quoted in Foundation materials.

To ensure a fair and objective review of the Scholarship Awards Committee. Thus, the Foundation will not accept any application materials become the property of the Foundation.

I certify that the information I have submitted is true and correct to the best of my knowledge, and I understand that knowingly submitting false information will result in the loss of any scholarship offers or awards.

Applicant's Signature: **John** Date: **11/01/12**

Application must be completed, signed, and emailed/dropped off by 4:30 p.m., Nov. 21, 2012.
Madison Area Technical College Foundation
foundationalumni@madisoncollege.edu

Open your student email, Gmail, Hotmail, Yahoo or other email account.
Email Foundationalumni@madisoncollege.edu and **attached** your application.