



JÖNKÖPING UNIVERSITY

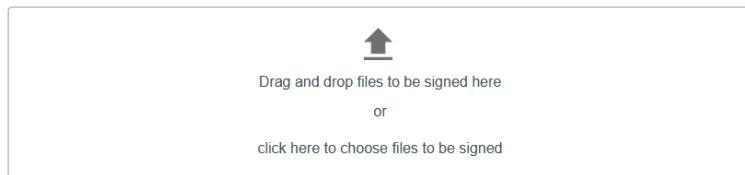
Signing documents electronically with eduSign

This guide describes how to sign and validate PDF-documents using Sunet's eduSign service.

1. Go to <https://edusign.sunet.se/> and click on the blue bar to search for and select "Jönköping University" in the search field. Log in with your JU account's username and password, click "Sign in".

The screenshot shows the eduSign login interface. At the top right is the Jönköping University logo and name. Below it is a search bar labeled "Find Your Institution" with the placeholder "Your university, organization or company". A red arrow points from the text "Jönköping University" down to the search bar. To the right of the search bar are fields for "JU user ID" and "JU password", each with a "Remember me" checkbox and a "Sign in" button below them. A red arrow points from the text "hj.se" down to the "JU user ID" field. At the bottom left is a link to "IT Helpdesk".

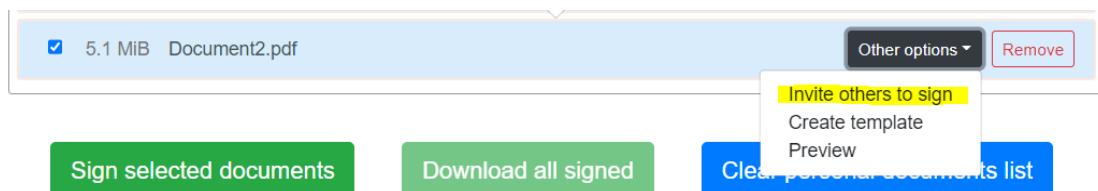
2. Click to browse and locate your PDF documents or drag and drop them into the square.



3. When the documents are uploaded you will be able to preview and approve them.



4. Next step is to click on "Sign Selected Documents" or "Other options" and "Invite others to sign".



5. A new dialog box will appear if you choose to “Invite others to sign”. Enter the name and e-mail address of the person/persons who is to sign the document. It is possible to invite people from universities in all countries listed here

<https://technical.edugain.org/status>.

When clicking on “Invite” an e-mail is sent to the invited parties containing a link to log in and sign the document.

You can add or remove invitations by clicking “Other options” and “Edit invitations”. It is also possible to send a reminder, the reminder will only be sent to persons that still have not signed the document.

Invite people to sign: Document2.pdf

Add a message to send to all invitees

Send signed document in email

Name	Email
Jane Doe	jane@example.com

[Invite more people](#)

[Cancel](#) [Invite](#)

Other options ▾
Remove

- [Edit invitations](#)
- [Send reminder](#)
- [Preview](#)

6. When all invited parties have signed the document, you will also be able to sign or choose to “Skip Signature”. When you have ended the signature process, the signees receive an e-mail informing them that the signing process is complete with the signed document attached.

Documents you have invited others to sign

4.2 MiB Document1.pdf	Other options ▾	Skip Signature	Remove
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Signed by: Johanna Einarsson <johanna.einarsson@ju.se>.

[Sign selected documents](#)

[Download all signed](#)

[Clear personal documents list](#)

After choosing “Sign selected Documents” you need to approve your signature by electronically identifying yourself by logging in again with your JU account’s username and password.

7. The documents are now signed. Click “Download (signed)” next to the document or the button “Download all signed” to download your signed documents and save to your computer. If you choose “Download all signed” the documents will be downloaded in a zipped file.

In cases where the document belongs to a registered case, you need to send the signed document to the University's registry, registrator@ju.se.

8. The electronic signature can be found on a follow-up page on your signed document.

Signature page

This document has been electronically signed using eduSign.

eduSign

Electronically signed by
Johanna Einarsson

Date and time of signature
2021-10-08 08:47 UTC

Authenticated by
Jönköping University

Validation of a signed document

The documents signed can be validated here: <https://validator.edusign.sunet.se> click “Browse...” and locate the document you want to validate.

The screenshot shows the 'eduSign' logo at the top left. To its right is the SUNET logo. Below the logo, the text 'Electronic signature validation' is displayed. A button labeled 'Upload signed document for validation' is present. Below this button is a file input field with the placeholder 'Select files ...' and a red 'Browse ...' button to its right. At the bottom right of the page, there are language links: 'en SV'.

1. Click “Upload”. If the validation is okay, the Status says, "All signatures are valid".

Electronic signature validation

Document **Document-signed.pdf** [Show document](#)

Status

All signatures are valid

Document type

PDF

[Issue document with proof of validation](#)

Signature 1

Status Signature is valid

Type of validation Signature validation

Can be validated until 2022-10-08 10:37 CEST

Coverage The signature covers the whole document

Signing time 2021-10-08 10:47 CEST

2. Click on “Issue document with proof of validation”. Download and save the document. In Adobe Acrobat you can now find that a signature has been added by eduSIGN Validator

The screenshot shows the Adobe Acrobat interface. On the left, there are icons for file operations: a folder, a bookmark, a copy, and a print. Next to these is a dropdown menu labeled 'Validate All'. Below this, two validation results are listed:

- > Rev. 1: Signed by Johanna Einarsson
- > Rev. 2: Signed by eduSIGN Validator G1 <noc@sunet.se>

3. Send the document further to the registrar at registrator@ju.se. If the document does not need to be registered, it needs to be stored in a structured manner in an appropriate digital storage.