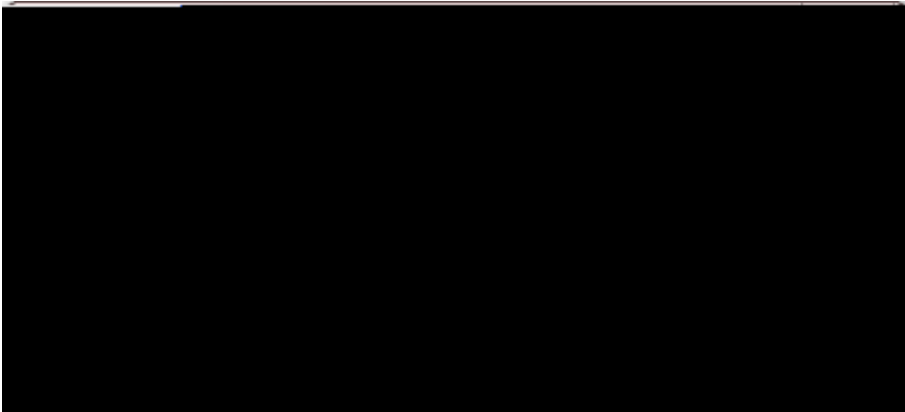


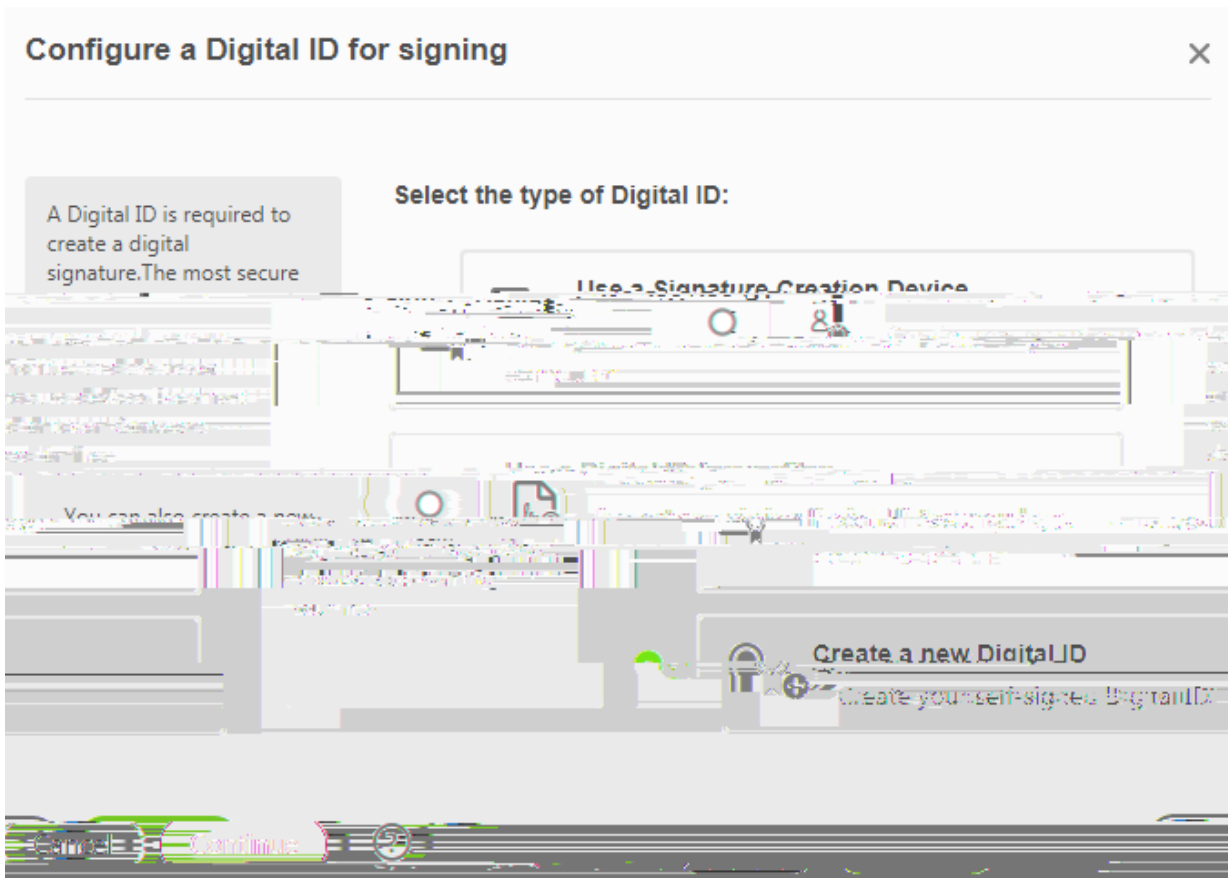
Outside Activity Questionnaire Digital Signature Instructions

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.](#)

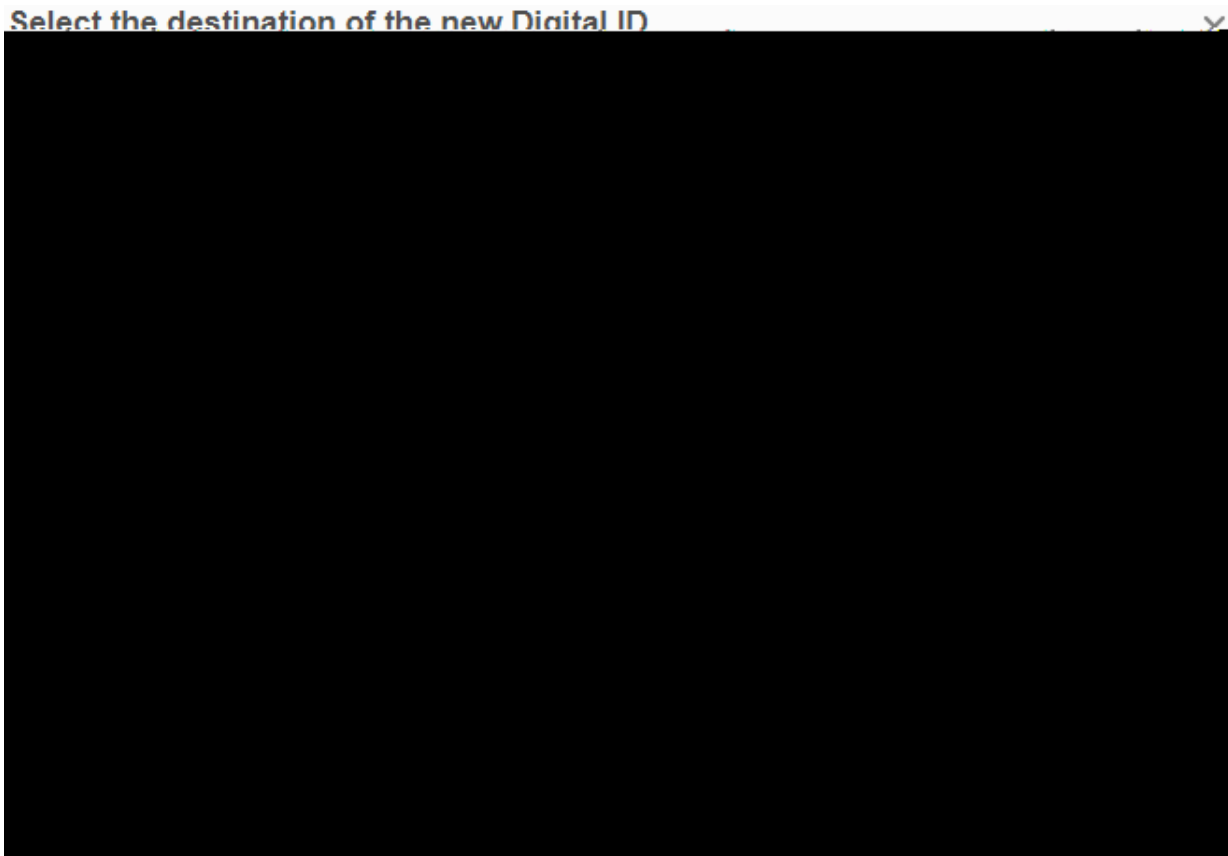
7. If you do not already have a digital ID, the following box will appear. Click on “Configure digital ID”.



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 web form titled "Create a self-signed Digital ID". The form contains several input fields and a "Key Algorithm" dropdown menu. At the bottom, there are "Back" and "Continue" buttons. A grey box on the left contains the instruction: "Enter the identity information to be used for creating the self-signed Digital ID." The fields are filled with the following information:

- Name: Janet Faber
- Organizational Unit: Employee Relations
- Organization Name: Ramapo College of New Jersey
- Email Address: jfaber@ramapo.edu
- Key Algorithm: 2048-bit RSA

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

12. Ente

