



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 "Login".

Find Your Institution
Your university, organization or company

Jön

Examples: Science Institute, Lee@uni.edu, UCLA

Remember this choice [Learn More](#)

Jönköping University
hj.se

Login to SUNET eduSIGN Service

SUNET eduSIGN Service makes it easy to electronically sign documents

Username

Password

Don't Remember Login

Login

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

↑

Drag and drop files to be signed here
or
click here to choose files to be signed

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

Personal documents

3.8 MiB	Document.pdf	Preview and approve for signature	Remove
4.2 MiB	Document1.pdf	Preview and approve for signature	Remove

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

<input checked="" type="checkbox"/>	4.2 MiB	Document1.pdf	Invite others to sign	Preview	Remove
<input checked="" type="checkbox"/>	5.1 MiB	Document2.pdf	Invite others to sign	Preview	Remove

Sign Selected Documents

Download All Signed

Clear Personal Documents List

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 all countries listed here <https://technical.edugain.org/status>.

Invite people to sign: Document2.pdf ✕

Add a message to send to all invitees

Name: Jane Doe Email: jane@example.com

Invite more people

Cancel Invite

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

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 Skip Signature Preview Remove

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.

6. 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.

7. 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

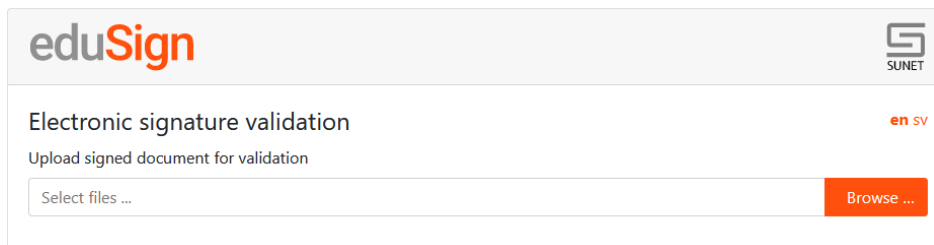
Electronically signed by
Johanna Einarsson eduSign

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

Authenticated by
Jönköping University

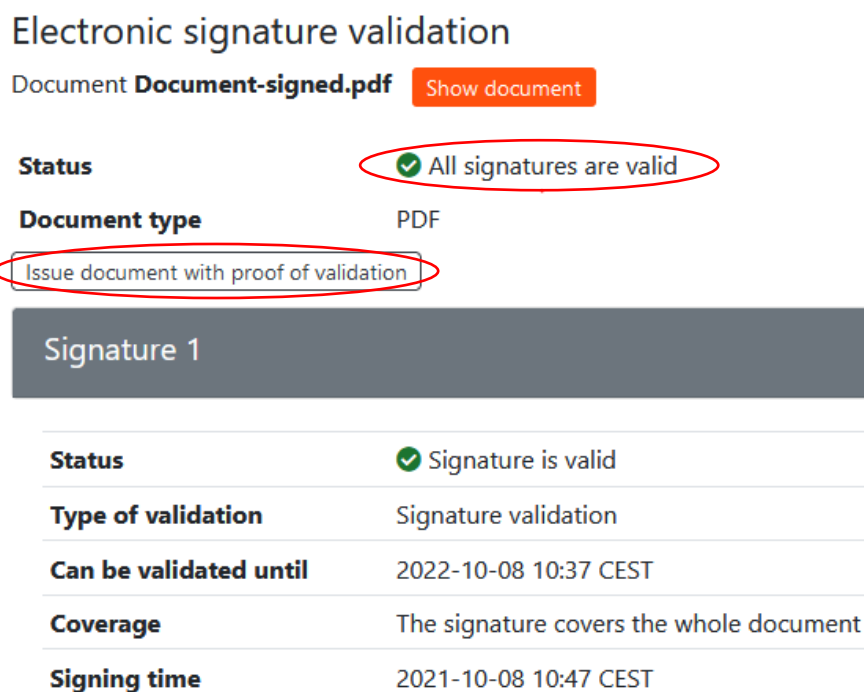
Validation of a signed document

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' website interface. At the top left is the 'eduSign' logo, and at the top right is the 'SUNET' logo. Below the logo is the text 'Electronic signature validation' and 'Upload signed document for validation'. There is a language selector 'en sv'. A file upload area contains a text box 'Select files ...' and an orange button labeled 'Browse ...'.

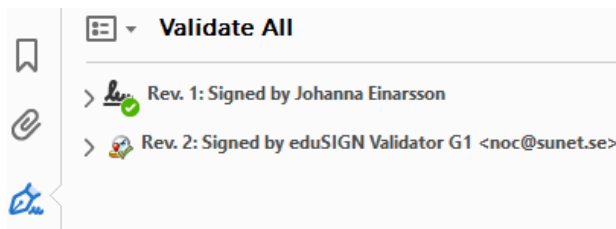
1. Click “Upload”. If the validation is okay, the Status says, "All signatures are valid".



The screenshot shows the 'Electronic signature validation' results page. It displays the document name 'Document-signed.pdf' with a 'Show document' button. The status is 'All signatures are valid', which is circled in red. The document type is 'PDF'. A button 'Issue document with proof of validation' is also circled in red. Below this is a section for 'Signature 1' with a table of details:

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



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.