



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".

**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

JÖNKÖPING UNIVERSITY

Use your JU username or JU e-mail address and password

JU user ID

JU password

Keep me signed in

Sign in

Problems signing in with your account?  
Please contact [IT Helpdesk](#).

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 "Other options" and "Invite others to sign".

5.1 MiB Document2.pdf

Other options

Remove

Invite others to sign

Create template

Preview

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

Invite people to sign: Document2.pdf ✕

Add a message to send to all invitees

Send signed document in email

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.

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.

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

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](mailto: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.

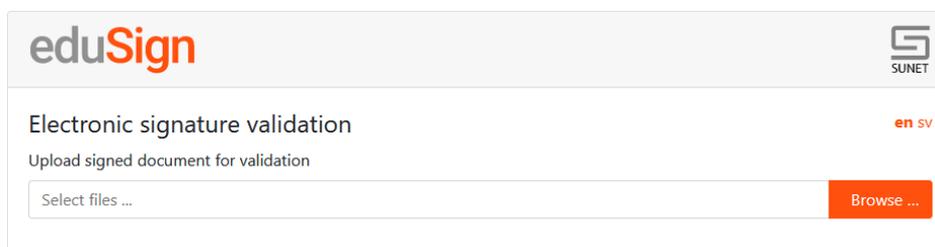
Electronically signed by **Johanna Einarsson** eduSign

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 'en sv'. Underneath, it says 'Upload signed document for validation'. There is a text input field with 'Select files ...' and a red 'Browse ...' button.

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

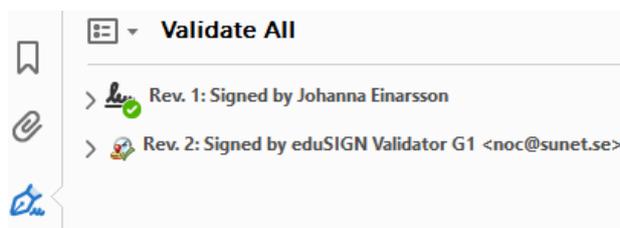
**Document type** PDF

[Issue document with proof of validation](#)

#### Signature 1

<b>Status</b>	✔ Signature is valid
<b>Type of validation</b>	Signature validation
<b>Can be validated until</b>	2022-10-08 10:37 CEST
<b>Coverage</b>	The signature covers the whole document
<b>Signing time</b>	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](mailto: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.