

## Online Erwin Library Card Registration

Fill out all fields of the **PDF Library Card Registration Form** and digitally sign it:

The screenshot shows a Windows Internet Explorer browser window with the address bar displaying <http://waynecc.edu/library/uploads/CardRegistrationForm.pdf>. The browser's menu bar includes File, Edit, Go To, Favorites, and Help. The toolbar contains various icons for navigation and actions. The main content area displays a purple header with the text "Please fill out the following form." and a "Highlight Fields" button. Below the header is the registration form titled "ERWIN LIBRARY, WAYNE COMMUNITY COLLEGE, REGISTRATION". The form includes several sections with checkboxes: "WCC Student:" with options for Full-Time, Part-Time, and Associate Arts (A10100); "Basic Skills (ABE)", "Adult H.S. (AHS)", "GED (GED)", and "Continuing Ed. (CONT-ED)"; "Jumpstart Early College H.S. (T90930)" and "Wayne Early Middle College H.S. (T90940)"; "WCC Faculty:" with Full-Time and Part-Time options; and "WCC Staff:" with Full-Time and Part-Time options. There is also a "Local Patron:" checkbox. The form contains several text input fields for Name (Last, First, Middle Initial), Local Mailing Address, City, State, Zip, Phone, Email, Signature, Date, and Datatel #. A "Click To Email" button is located at the bottom of the form. The browser's status bar at the bottom shows "Done" and "Unknown Zone".

### For Digital Signature:

- Click on the PDF Library Card Registration Form **Signature field**.
- In the first **Add Digital ID** dialogue box, click button beside **A new digital ID I want to create now + Next** button.
- In the next **Add Digital ID** dialogue box, click button beside **New PKCS#12 digital ID file + the Next** button.
- In the last **Add Digital ID** dialogue box, fill out at least the **Name** (yours), **Organization Name** (WCC), **Email Address** (yours) fields + click **Next** button.

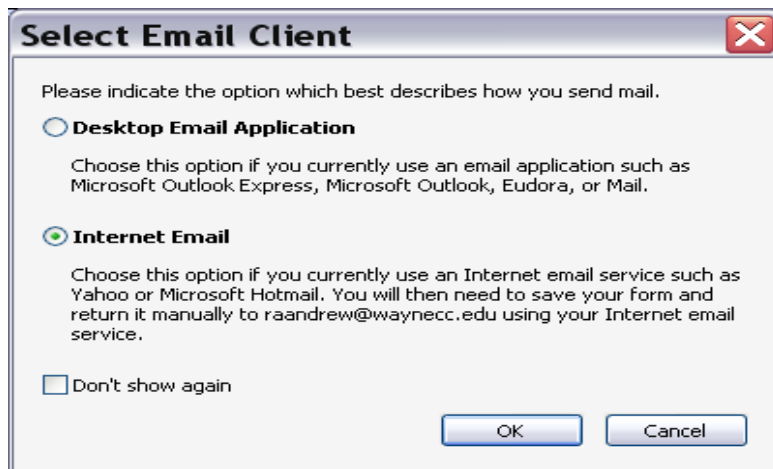
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- In the **Save Digital ID File** dialogue box, select a folder in your hard drive, or flash drive to which you will save your signature file, click the **Open** button, then **Save** button.
- In the **Add Digital ID** dialogue box, click the **Browse** button to find your just created signature file on your hard drive or flash drive, create a new Password and enter it into both the **Password field** and the **Confirm Password field** +click the **Finish** button.
- In the **Sign Document** dialogue box, in the **Sign As field**, use the drop-down menu to select your just saved signature file from its hard drive or flash drive folder location, enter your newly created Password in the **Password field** + click **Sign** button. Your **PDF Library Card Registration Form** is now signed.

Click the **Click To Email** button at the bottom of the **PDF Library Card Registration Form**.

In the **Select Email Client** dialogue box click the radio button beside **Desktop Email Application** only if you use email clients such as Outlook, Groupwise, or other email software on your computer.

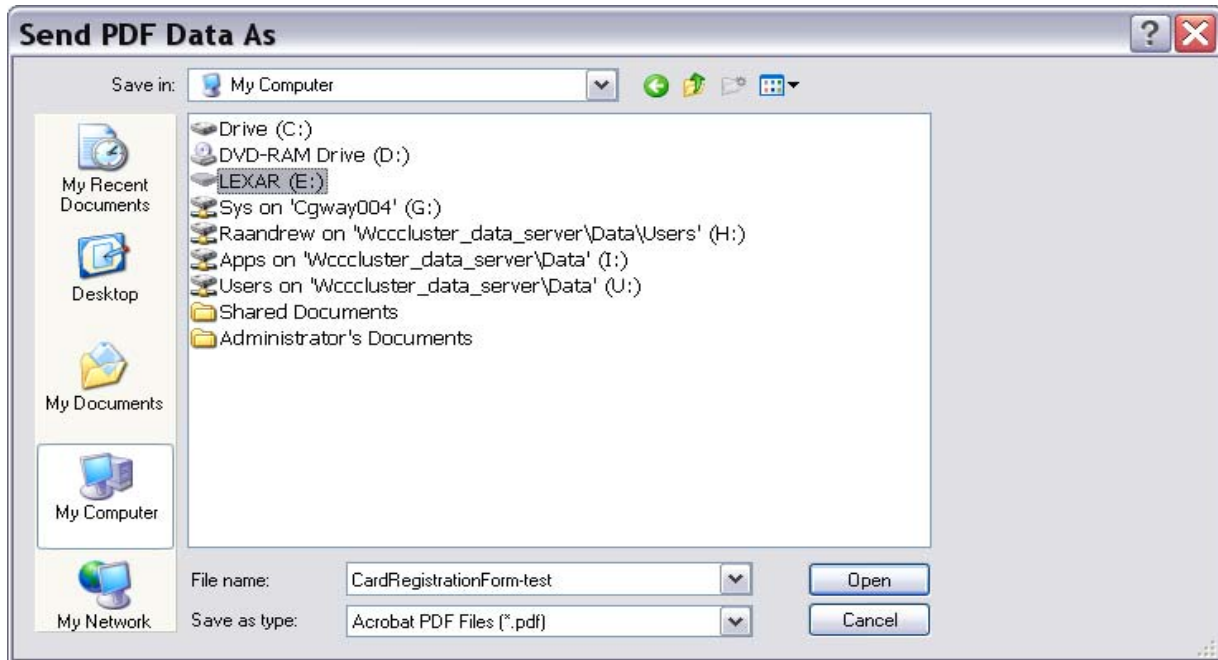
Or, click the radio button beside **Internet Email** if you use web-based email such as Yahoo, Roadrunner, or even Campus Cruiser:



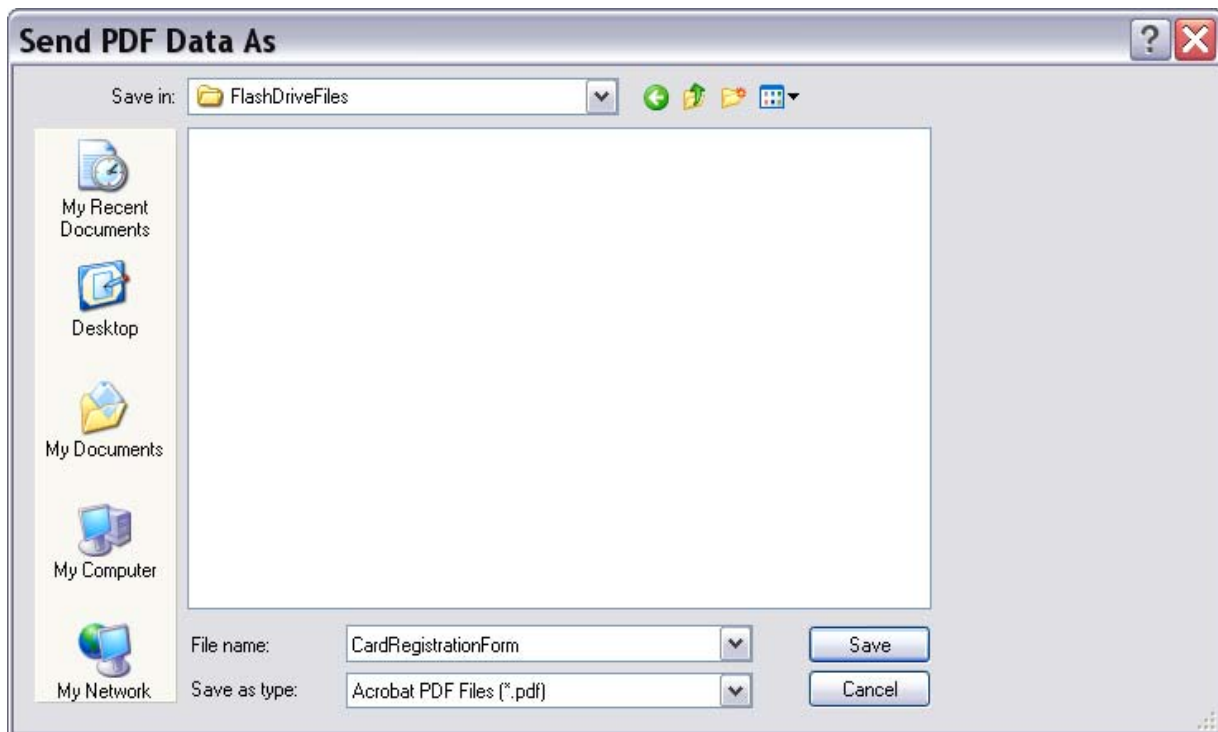
Click the **OK** button.

If you selected **Internet Email**, in the **Send PDF Data As** dialogue box, using your mouse, locate and highlight either the folder in your hard drive (home computer) or one in your flash drive, to which you will save your completed **PDF Library Card Registration Form**.

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Click the **Open** button to open the folder.



Click the **Save** button to save your completed and digitally signed **PDF Library Card Registration Form** to your flash drive.

Next, open your Internet browser window, login to your email, and create a new email message to send with your completed **PDF Library Card Registration Form**:

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### SAMPLE MESSAGE:

Attached is my completed Erwin Library Card Registration form, which has been digitally signed. Please email my new library barcode number to me in reply to this email, and send my new Erwin Library barcode sticker to me by surface mail using the address on my application. Thank you.

Finally, browse your hard drive or flash drive files to locate, then attach, your completed **PDF Card Registration Form** file to your new email message, and send it to the following email address:

**wcc-library@waynecc.edu**