# Instructions for Electronically Submitting Educational Aid/
Teacher Educational Assistance Scholarship Form Requests

The Educational Aid Request Form (for full-time DCC employees, including full-time grant-funded positions) and the Teacher Educational Assistance Scholarship Form (for DCC dual enrollment instructors) should be completed electronically, digitally signed, and emailed by the requestor to their DCC supervisor.

1. a. Right click the link to the relevant form and click "Save As" to *complete in Adobe Acrobat or Adobe Reader*;

   b. Rename the file and save it to your computer using the standardized file name structure: *first initial, last name, semester and year of course* (i.e., *jdoesummer2020*).

2. To input information onto the form, click within each field versus using the tab key, and type within each field on the form.

3. After digitally signing the form, enter the date, save the updated form and then email the form to your DCC supervisor for review/approval. (Instructions for creating a digital signature are in Step 4 below.) If approved, the DCC supervisor will digitally sign/date the form and forward it via email to the VP of Academic and Student Services for final review/approval/digital signature. Once fully approved, the form will be returned to the requestor via email by the VP of Academic and Student Services. The requestor should follow the normal course registration process and other instructions noted at the bottom of the form. Both forms are also available on DCC's website - https://danville.edu/college-forms.

4. How to create a new digital signature/ID:
   a. Click within the signature field and a box with "Add digital ID" will appear.
   b. Click "**A new digital ID I want to create now**" and then click "Next."
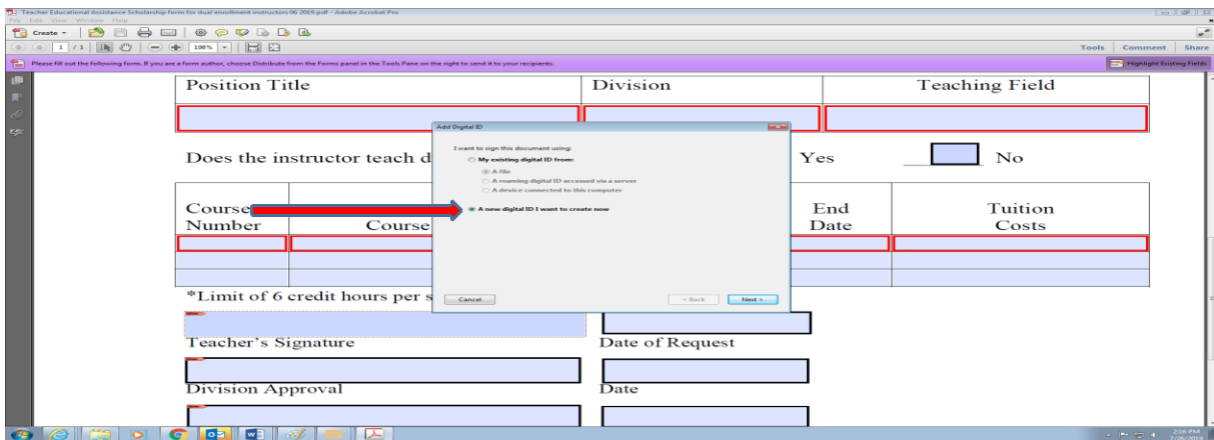
   c. Next click "Windows Certificate Store" and then click "Next."
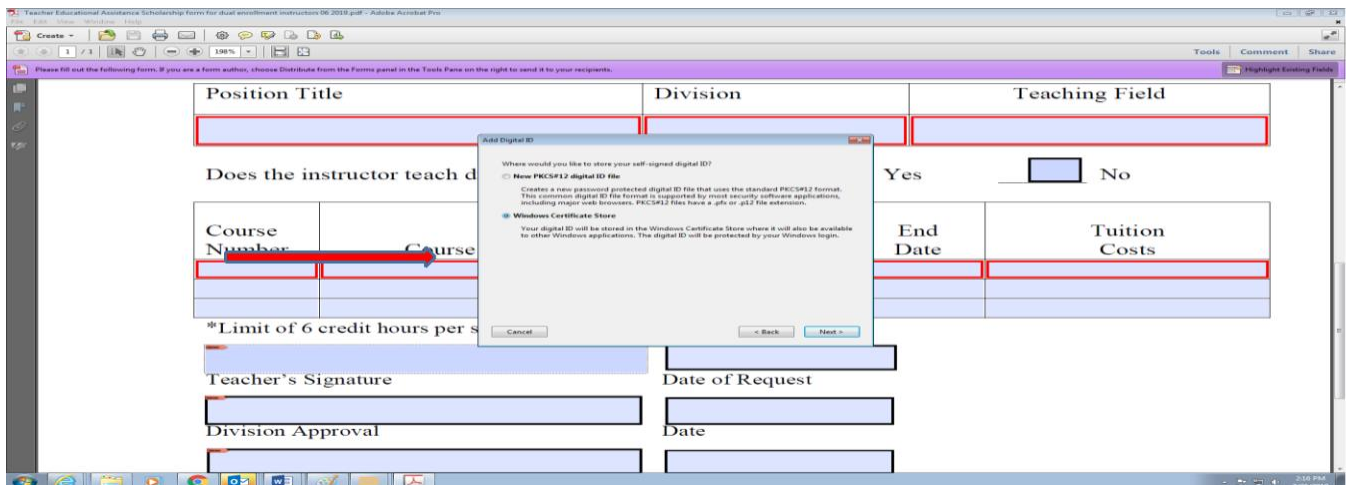
d. Enter YOUR information in the "Add Digital ID" box and then click "Finish."

e. Email the completed and digitally signed form to your supervisor. Note: The next time you need to digitally sign a document from the same computer from which you created your original digital signature, the box below should appear. Click "Continue" to input your electronic signature.
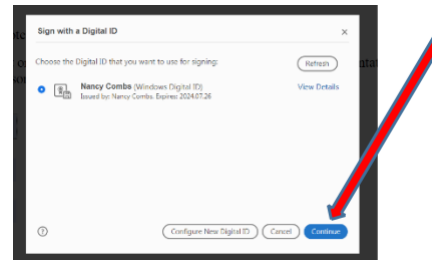
f. Then, in the following window, click "Sign" to apply your digital signature to future documents.
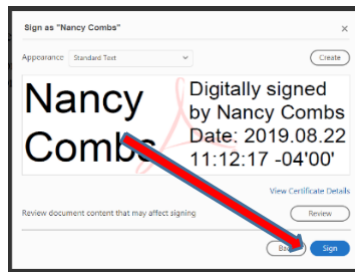
g. If you have questions about the approval process or the form completion process, please contact your supervisor.