

The University of Akron

Office of the University Registrar
Akron, Ohio 44325-6208
(330) 972-8300 | registrar@uakron.edu

**ALUMNI AND FORMER STUDENT
ADDRESS CHANGE NOTICE**

If you have an active UANet ID and password, please change your address using the Contact tab in Workday; do not complete this notice. If you are an alumni or former student without an active UANet ID, please legibly complete this notice and submit it to the Office of the University Registrar.

Name _____ Student ID # _____

Last 4 digits of SS # _____ Month and Day of Birth _____

Former name(s) while attending The University of Akron _____

Previous Address _____

City _____ State _____ Zip _____

New Address _____

City _____ State _____ Zip _____

County (Ohio addresses ONLY) _____ Country (Non-U.S. ONLY) _____

Telephone Number _____ E-mail Address _____

Signature _____ Date _____

Instructions

Electronic forms should be downloaded and saved to your computer, and then opened in Adobe Acrobat or Adobe Reader for completing and signing. Documents can be completed and signed using either an e-signature or the Fill & Sign feature.

Note: Although the use of e-signatures is highly encouraged, during the COVID-19 pandemic, these forms will be accepted without an e-signature provided that they are filled out in full and submitted from the signer's official University of Akron email address. If multiple signatures are required on the form, then multiple confirmation emails are also required.

Using E-Signatures:

Setting up an e-signature within Adobe is a one-time process. Once set up, an e-signature can be used to sign any future forms or documents inside Adobe.

1. Open form in Adobe Acrobat or Adobe Reader (opening in a web browser will not work)
2. Click in signature box.
3. In box that pops up, choose 'Create a new Digital ID', and click 'Continue'
4. On next step:
 - a. If using Windows, select 'Save to Windows Certificate Store', and click 'Continue'
 - b. If using Mac OS X, select 'Save to Apple Keychain', and click 'Continue'
5. Enter Name and Email Address – use @uakron.edu email address – and click 'Save'
6. Clicking in signature windows on e-forms within Adobe will now prompt you to use your e-signature to sign these forms.

Using Fill & Sign:



The Fill & Sign feature is available within Adobe, and will allow someone to sign a document by using their mouse as an electronic pen. Signing with the mouse is necessary every time a signature is required. Please note: if an e-signature is already set up within Adobe, the form will default to using the e-signature when Fill & Sign is selected.