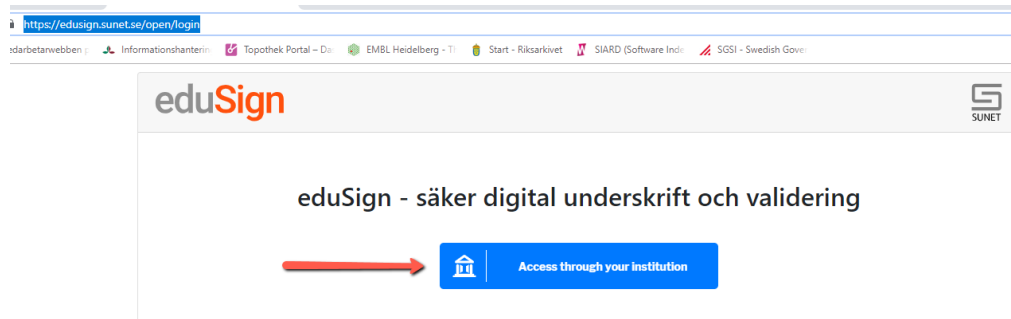
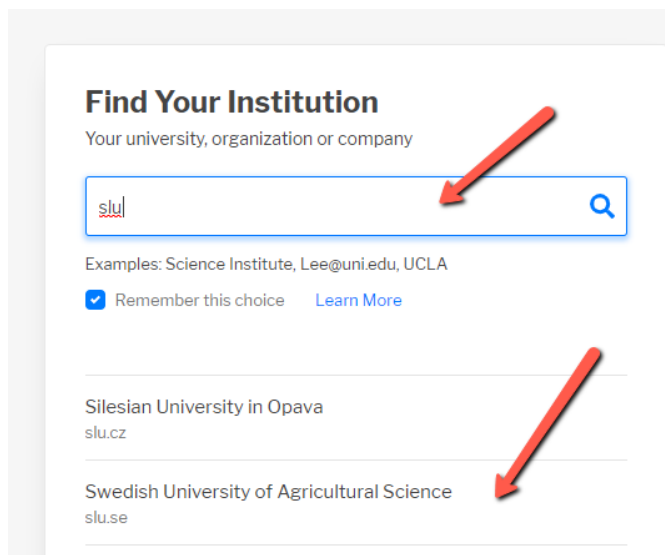


## Quick guide to using Edusign for e-signatures

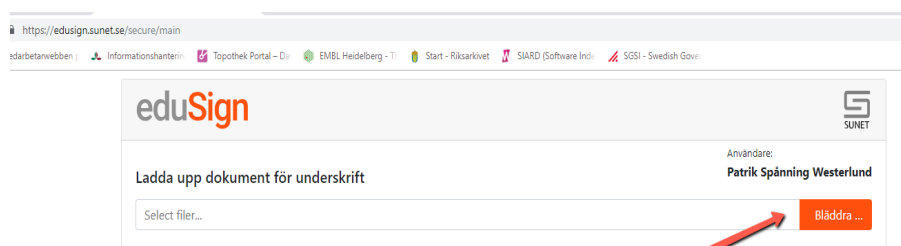
1. Go to <https://edusign.sunet.se> and click **Access through your institution.**



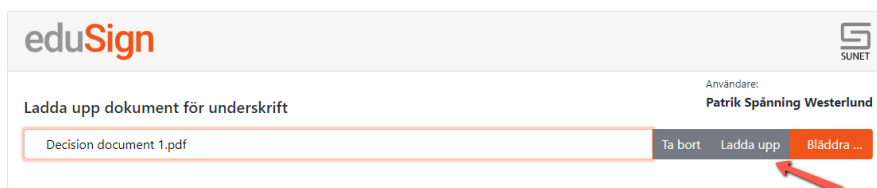
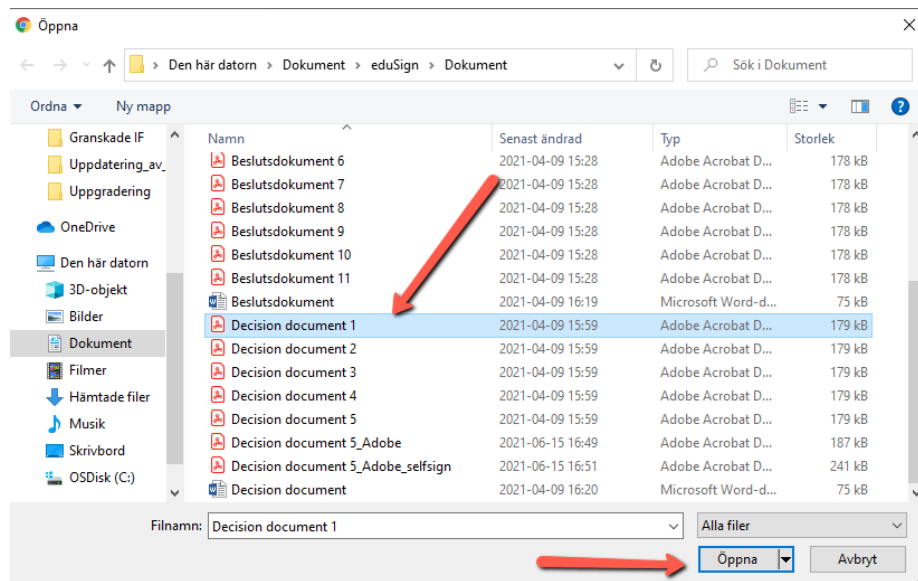
2. Search for and chose SLU as your login option.



3. Log in using your SLU username and password.
4. You will have to approve the information provided to the service, just like when logging in to other systems.
5. Click **Bläddra** (Browse) to find the file you want to sign digitally. You can sign files in pdf and xml file formats.



6. Choose the file you want to sign in the window, click **Öppna** (Open) and then **Ladda upp** (Upload).



7. You can now check the document you want to sign. If everything is correct, click **Skriv under** (Sign).

eduSign SUNET

Användare: **Patrik Spänning Westerlund**

Granska dokument för underskrift

Universitetsstyrelsens protokoll 2020-09-24 1 / 11

SLU.ua.2020.1.1.1-3601

**SLU** Sveriges lantbruksuniversitet  
Swedish University of Agricultural Sciences

**Styrelsen** **PROTOKOLL §§ 61-77/2020**  
2020-09-24

**Protokoll fört vid sammanträde med  
universitetsstyrelsen**

**Innehållsförteckning**

§ 61/20	Sammanrådets öppnande .....	2
§ 62/20	Utseende av justeringsperson .....	3
§ 63/20	Fastställande av föredragningslistan .....	3
§ 64/20	Protokoll från föregående möte .....	3
§ 65/20	Information från rektor .....	3
§ 66/20	Utbildningsfrågor .....	4
§ 67/20	Ändring av revisionsplanen för år 2020 .....	5
§ 68/20	Ekonomisk uppföljning och prognos efter andra kvartalet 2020 .....	6
§ 69/20	Budgetpropositionen för år 2021 .....	6
§ 70/20	Intern styrning och kontroll .....	7
§ 71/20	Universitetets strategi för åren 2021-2025 .....	7
§ 72/20	Åttaårets för ett tillväxande ekonomi i balans .....	8

Skriv under

- Confirm that you want to sign by clicking **Jag skriver under** (I sign). Then enter your username and password once more to complete the signing process.

## Underskrift

Genom att klicka på "**Jag skriver under**", och i nästa steg **legitimera dig med ditt elektroniska ID**, så skriver du under detta dokument.

**Jag skriver under**

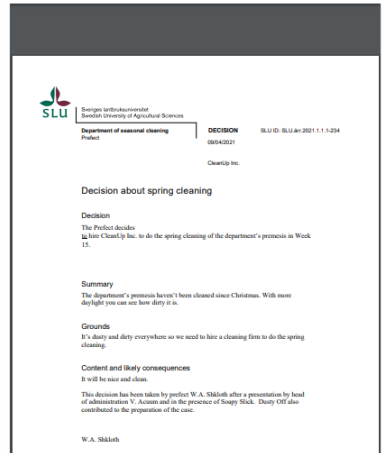
- The document is now signed. Download it to your computer by clicking **Hämta underskrivet dokument** (Download signed document). No files are saved on Sunet's servers, so if you do not download your document at this stage, it will no longer be possible to retrieve it.

Resultat av elektronisk underskrift

Hämta underskrivet dokument

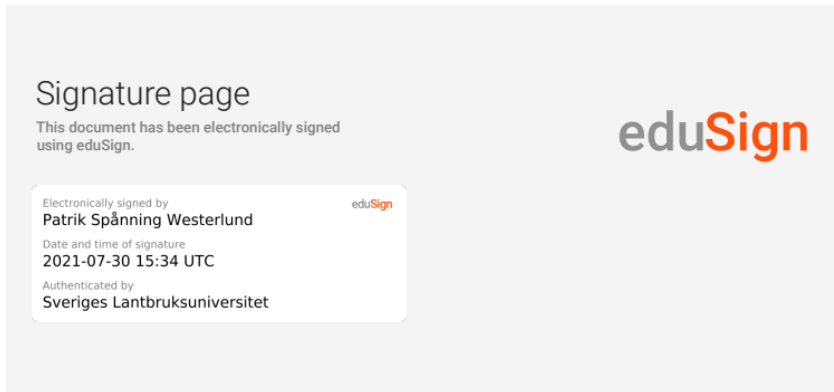
Användare:  
Patrik Spänning Westerlund

Giltig underskrift	✓
Dokumenttyp	PDF
<b>Undertecknare</b>	
Användarnamn	Patrik Spänning Westerlund
Användarnamn	Patrik Spanning Westerlund - pasp0001
Förnamn	Patrik
Efternamn	Spänning Westerlund
EDUPerson unikt ID	44d8eeaf04a64d8c9148be378a4e7b5c@slu.se
EDUPerson ID	pasp0001@slu.se
E-post	patrik.spanning.westerlund@slu.se
Landskod	SE
Land	Sweden
Organisation	Swedish University of Agricultural Sciences
Tillhörighet	member@slu.se
Organisationsakronym	SLU
Organisationstillhörighet	slu.se
Tillitsnivå	http://www.swamid.se/policy/assurance/al1



Skriv under nytt dokument

10. A signature page is added to the document. A document can be signed by several people, the first person to sign will, for the time being, have to download the document and mail it to the next person to sign, and they will have to upload and sign as well. All signatures will show on the signature page.



11. All Edusign signatures can be validated at <https://validator.edusign.sunet.se> by uploading the file. The file can also be issued with proof of validation.

### Electronic signature validation

en sv

Document **Decision document 1\_signed.pdf** [Show document](#)

**Status** ✔ All signatures are valid

**Document type** PDF

Issue document with proof of validation

#### Signature 1

**Status** ✔ Signature is valid

**Type of validation** Signature validation

**Can be validated until** 2022-07-30 17:24 CEST

**Coverage** The signature covers the whole document

**Signing time** 2021-07-30 17:34 CEST

**Identity provider** https://idp-shib.slu.se/idp

**Service provider** https://edusign.sunet.se/shibboleth

#### Signer

**Display name** Patrik Spänning Westerlund

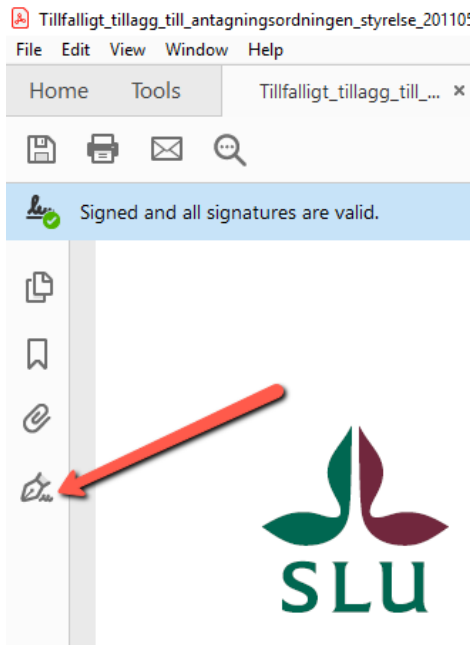
**Given name** Patrik

**Surname** Spänning Westerlund

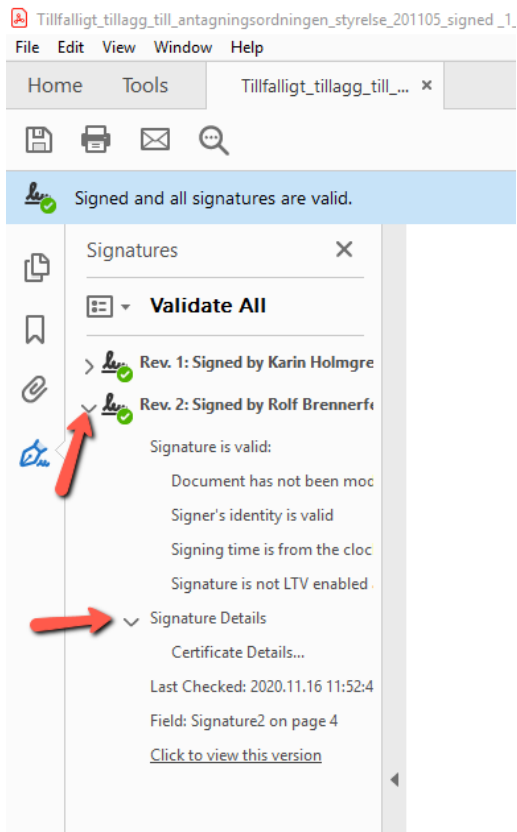
**EDUPerson principal name** pasp0001@slu.se

**Country code** SE

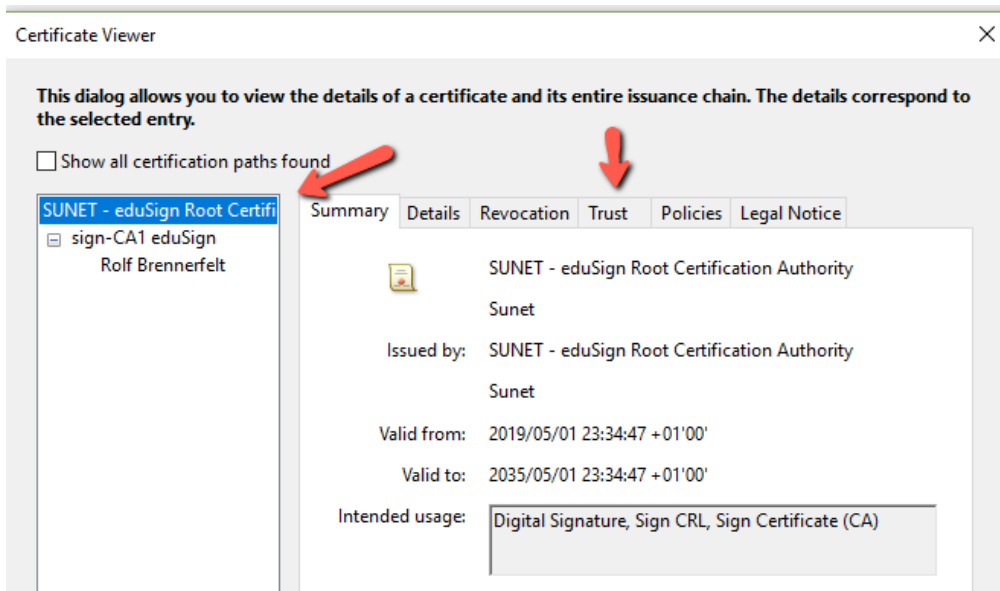
12. You may have to change the settings of Adobe Acrobat to have the signatures show as valid. Open the signature panel.



13. Expand the signature, then expand **Signature Details** and click **Certificate Details**.



14. Highlight the top certificate in the left column and click **Trust** in the right column.



15. Click **Add to Trusted Certificates** and confirm in the following dialogue boxes.

