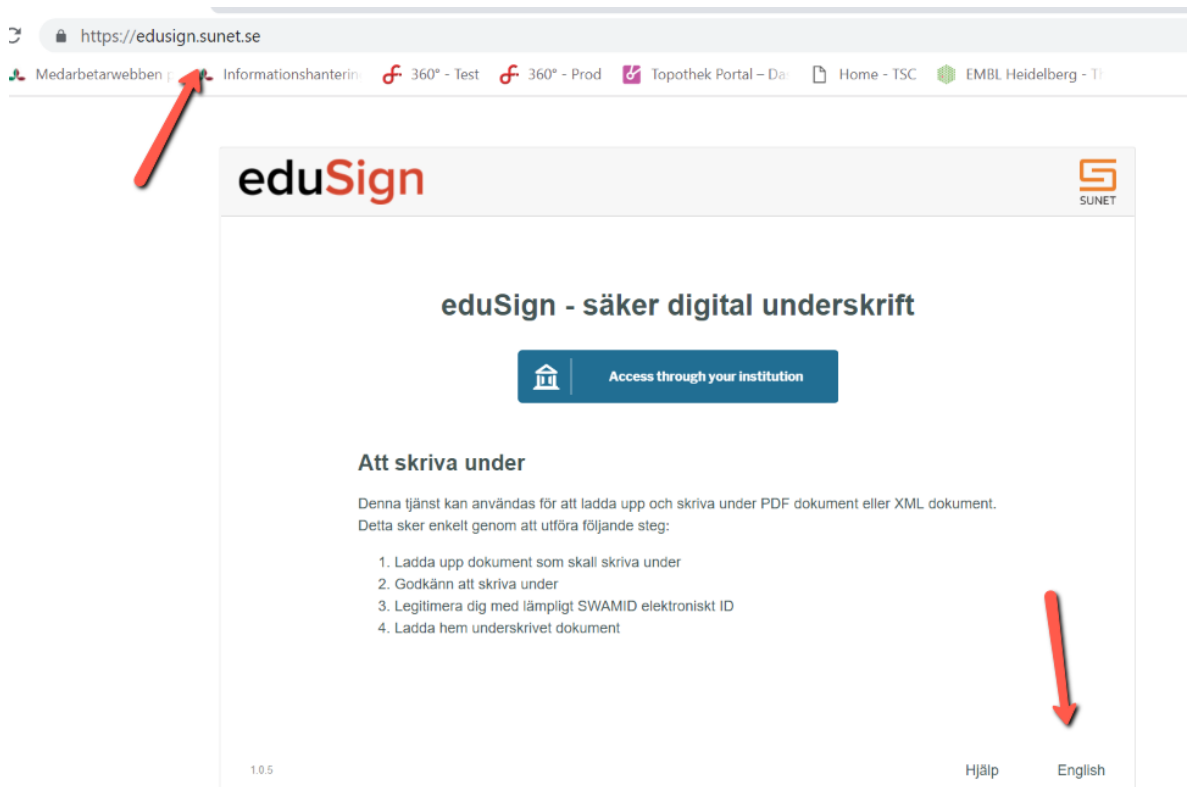


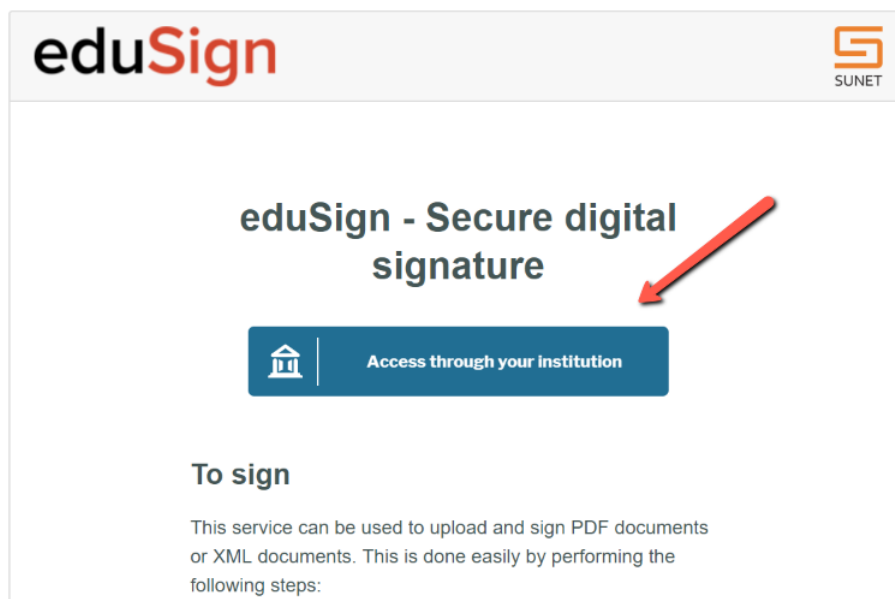
## Edusign quick guide

1. Access <https://edusign.sunet.se/>. At the bottom of the web page, you can change the language.

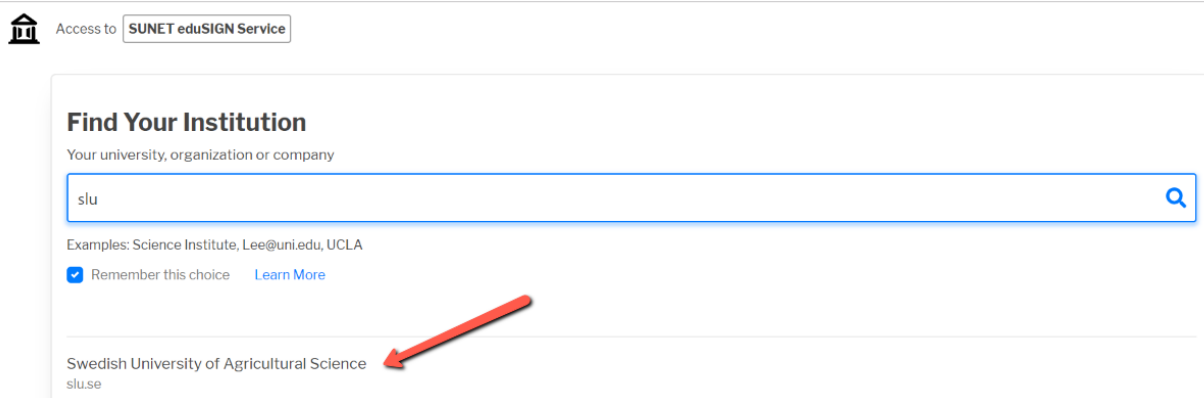


The screenshot shows the edusign website interface. At the top, there is a navigation bar with the 'eduSign' logo and the 'SUNET' logo. Below the navigation bar, the main heading reads 'eduSign - säker digital underskrift'. A blue button labeled 'Access through your institution' is visible. Under the heading 'Att skriva under', there is a list of four steps: 1. Ladda upp dokument som skall skriva under, 2. Godkänn att skriva under, 3. Legitimera dig med lämpligt SWAMID elektroniskt ID, and 4. Ladda hem underskrivet dokument. At the bottom right, there are links for 'Hjälp' and 'English', with a red arrow pointing to the 'English' link. The version number '1.0.5' is displayed in the bottom left corner.

2. Click the **Access through your institution** button.



3. Search for SLU and log on by clicking the name. When you log in in the future, Edusign will remember that you want to log in as SLU, provided you use the same computer and browser.



4. Enter your regular SLU username and password.

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Sveriges lantbruksuniversitet  
Swedish University of Agricultural Sciences

Login to SUNET eduSIGN  
Service

Use your AD-account without  
AD/ before your username

[> Forgot your password?](#)

[> Need Help?](#)

**Username**

pasp0001

**Password**

.....


☐ Don't Remember Login

☐ Clear prior granting of  
permission for release of your  
information to this service.

Login

SUNET eduSIGN Service makes it easy to  
electronically sign documents

5. You will have to consent to provide information, just like with other systems.



Swedish University of Agricultural Sciences

You are about to access the service:  
**SUNET eduSIGN Service of SUNET**

Description as provided by this service:  
*SUNET eduSIGN Service makes it easy to electronically sign documents*

[Additional Information about the service](#)

Information to be Provided to Service	
Country ISO-3166 code	SE
Common name	Patrik Spanning Westerlund - pasp0001
friendlyCountryName	Sweden
Display name	Patrik Spänning Westerlund
Assurance level	<a href="http://www.swamid.se/policy/assurance/all">http://www.swamid.se/policy/assurance/all</a>
ORCID	
Principal name	pasp0001@slu.se
Scoped affiliation	member@slu.se employee@slu.se
Given name	Patrik
E-mail	patrik.spanning.westerlund@slu.se
norEduOrgAcronym	SLU
Organization name	Swedish University of Agricultural Sciences
schacHomeOrganization	slu.se
Surname	Spänning Westerlund

The information above would be shared with the service if you proceed. Do you agree to release this information to the service every time you access it?

Select an information release consent duration:

- ☐ Ask me again at next login
  - I agree to send my information this time.
- ☒ Ask me again if information to be provided to this service changes
  - I agree that the same information will be sent automatically to this service in the future.
- ☐ Do not ask me again
  - I agree that **all** of my information will be released to **any** service.

This setting can be revoked at any time with the checkbox on the login page.

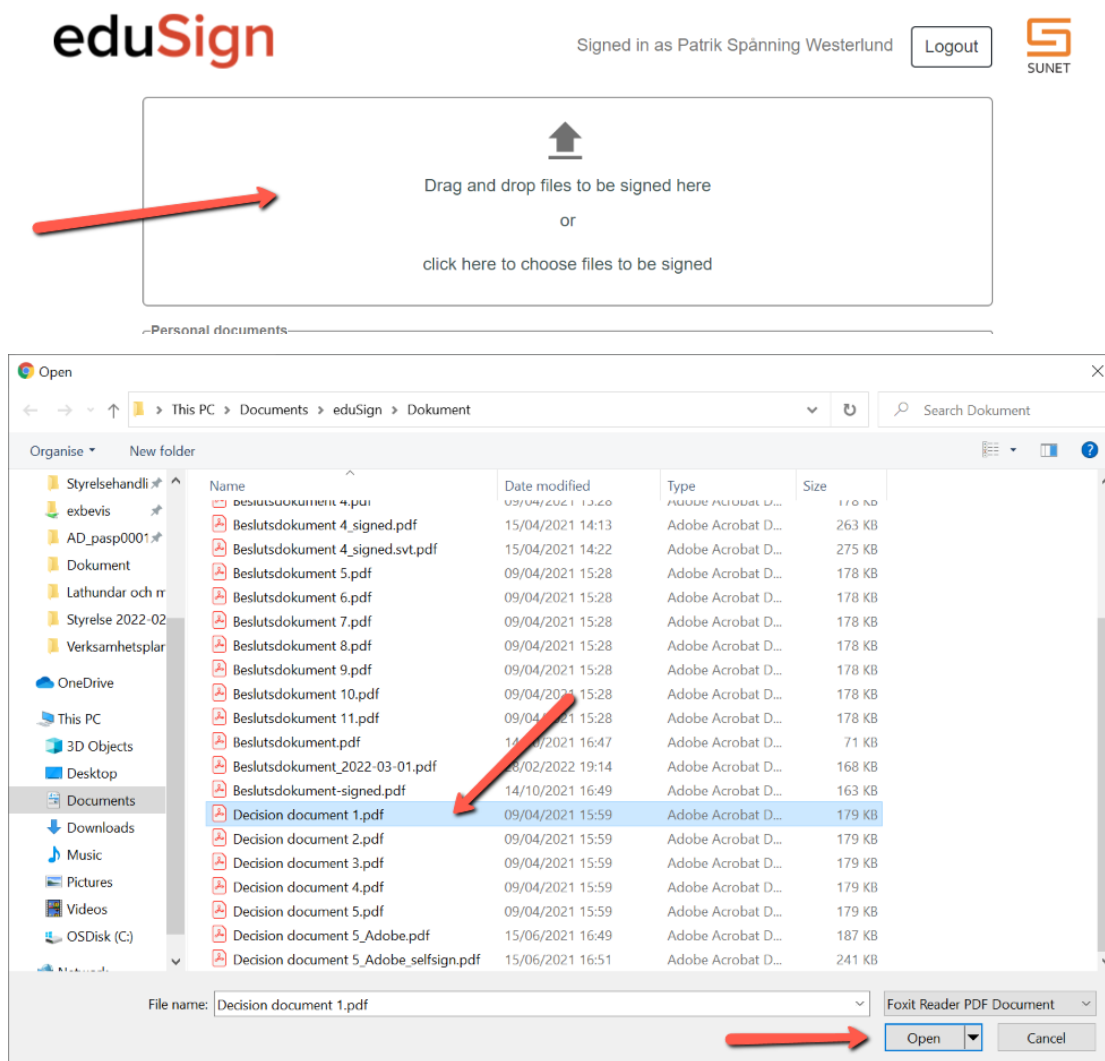
Reject

Accept

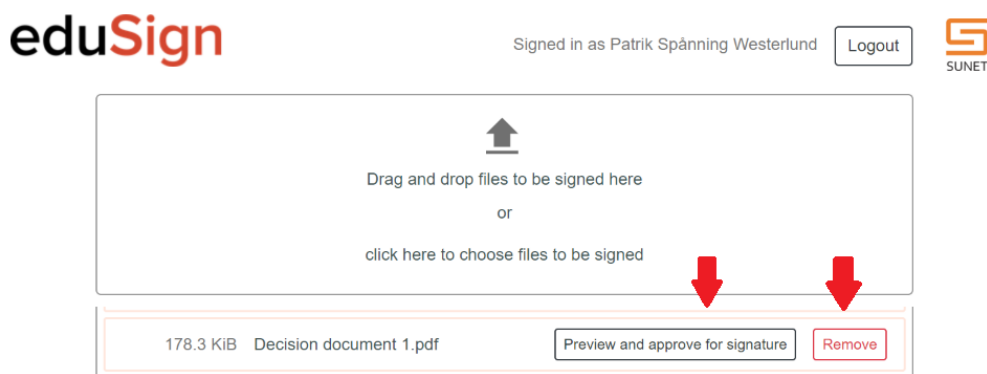
6. You have now accessed the Edusign interface. To sign a file, either:

- drag the file from Explorer and drop it in the box;
- click the box to open an Explorer window to find the file.

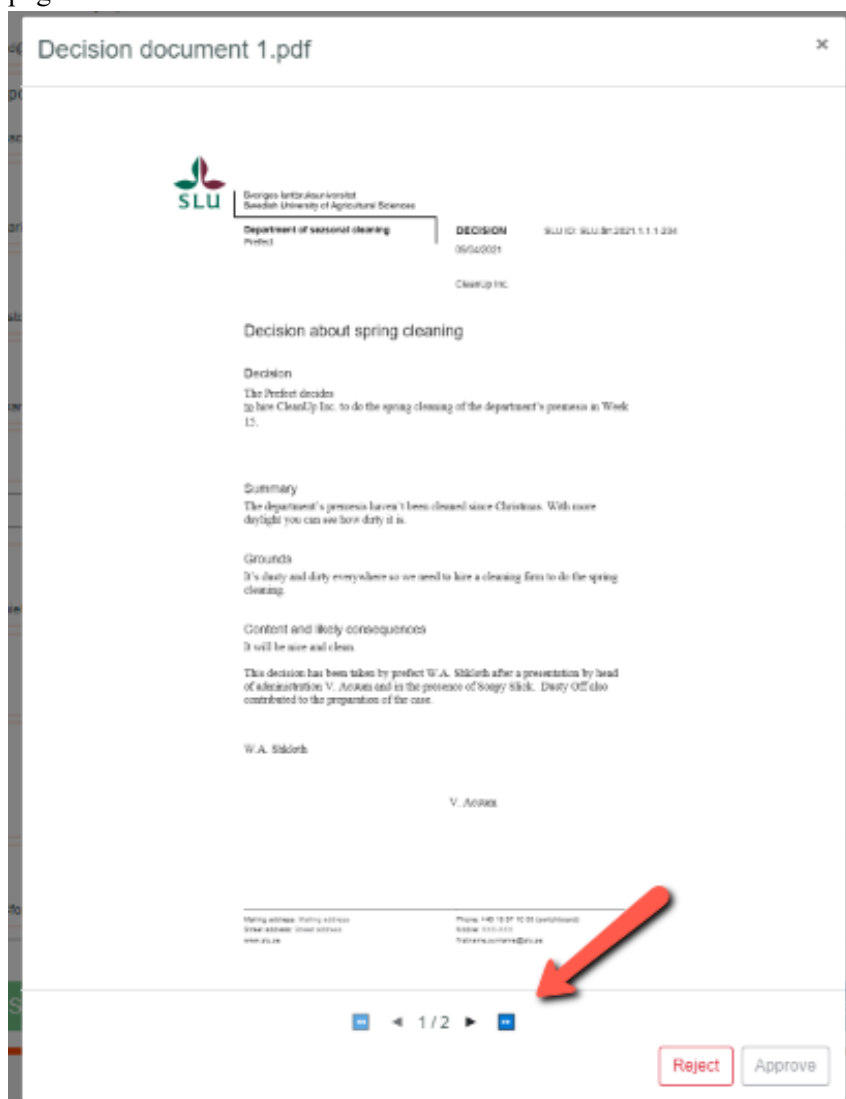
You can sign pdf and xml files.



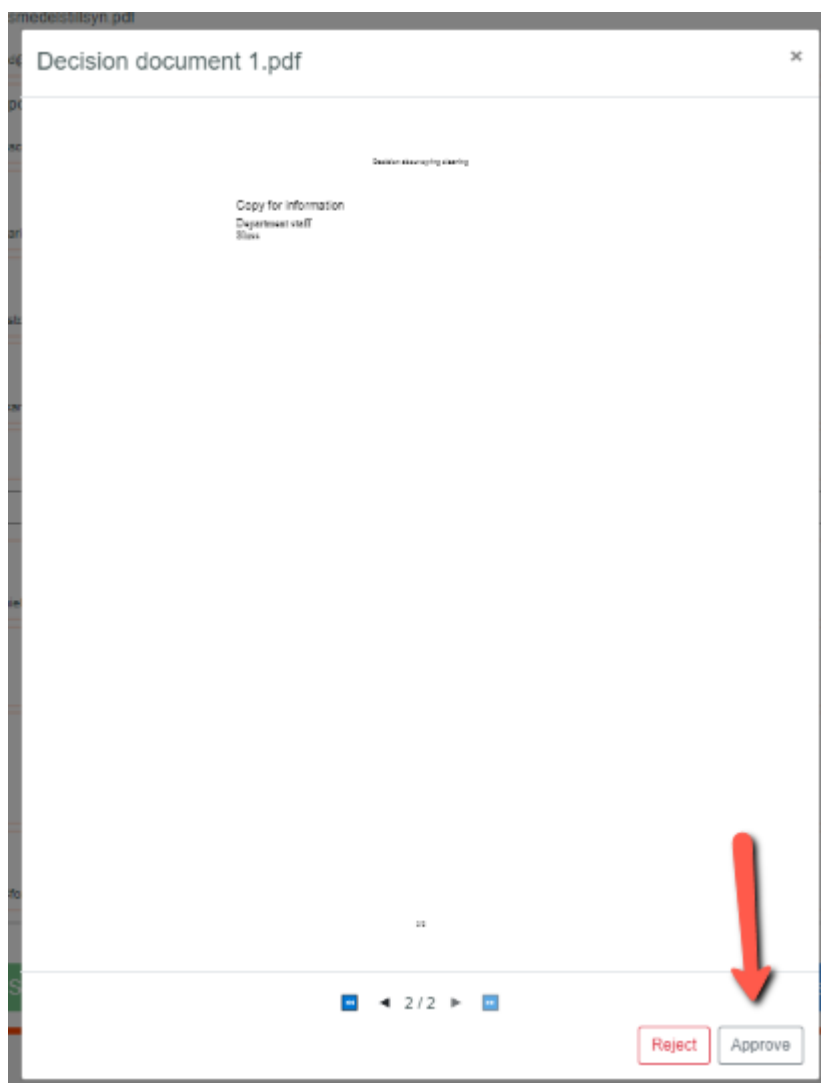
7. Once you have uploaded the file, you can preview it to check that it is the right one, or you can remove it.



8. The file is displayed in a viewer. To approve it for signing, proceed to the last page of the document.



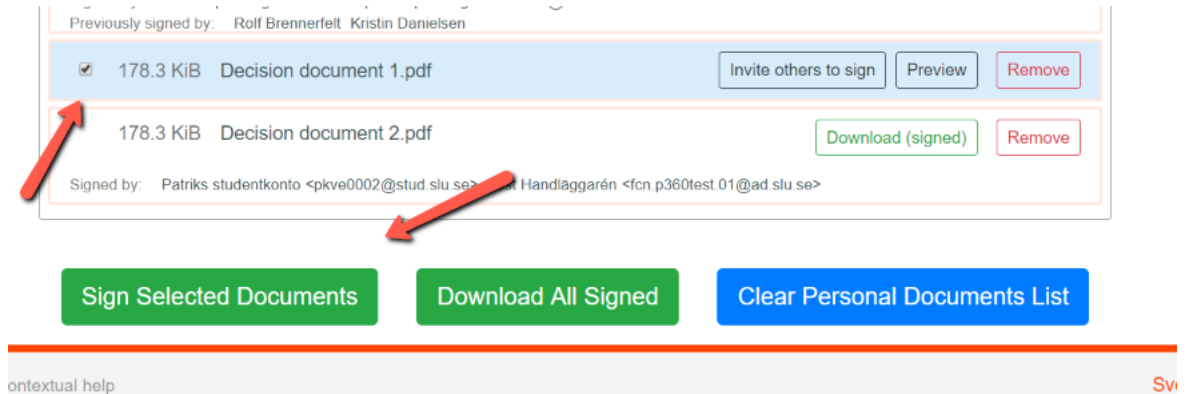
9. Click **Approve** if you want to sign the file.



10. Once the file is approved for signing, you have two options:

- Sign it yourself.
- Invite other people to sign (see step 14 onwards). In this case, you have to sign as the last person.

If you are only signing yourself, select the file and click **Sign selected documents**. You can choose to sign multiple files at the same time.



Previously signed by: Rolf Brennerfelt Kristin Danielsen

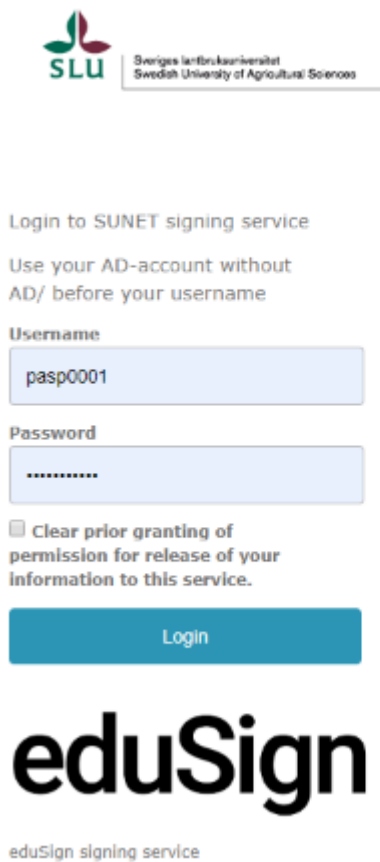
<input checked="" type="checkbox"/>	178.3 KiB	Decision document 1.pdf	Invite others to sign	Preview	Remove
<input type="checkbox"/>	178.3 KiB	Decision document 2.pdf		Download (signed)	Remove

Signed by: Patriks studentkonto <pkve0002@stud.slu.se> Handlaggarén <fcn.p360test.01@ad.slu.se>

[Sign Selected Documents](#) [Download All Signed](#) [Clear Personal Documents List](#)

ontextual help Sv

11. To sign the document, you need to enter your user name and password again and, if necessary, consent to provide information.



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

Login to SUNET signing service

Use your AD-account without AD/ before your username

Username  
pasp0001

Password  
\*\*\*\*\*

☐ Clear prior granting of permission for release of your information to this service.

Login

**eduSign**

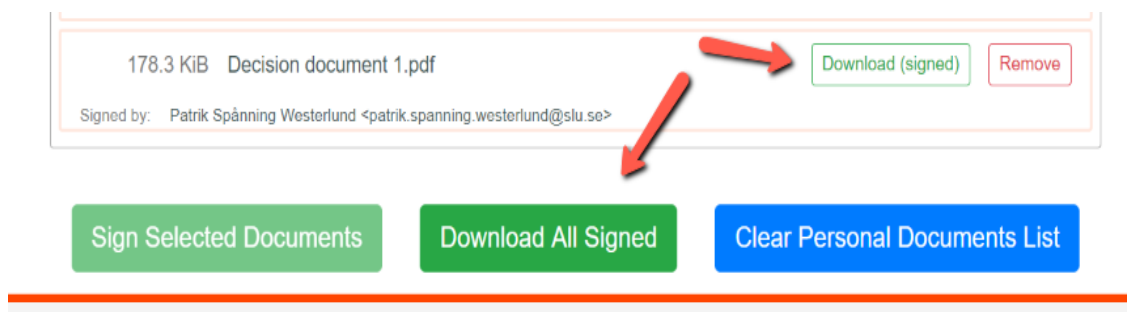
eduSign signing service



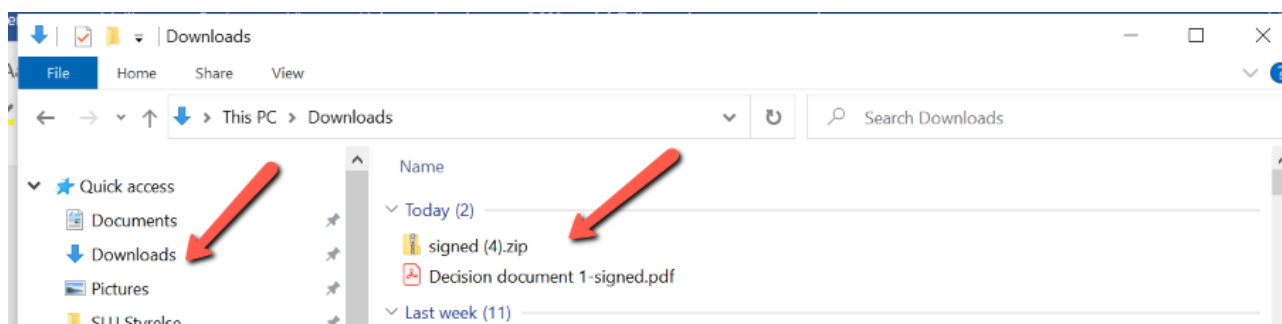
12. Once the file(s) are signed you can download them:

- One by one using the button to the right of the file name.
- All at once using the button **Download All Signed**

Always use the buttons to avoid problems with the signature.



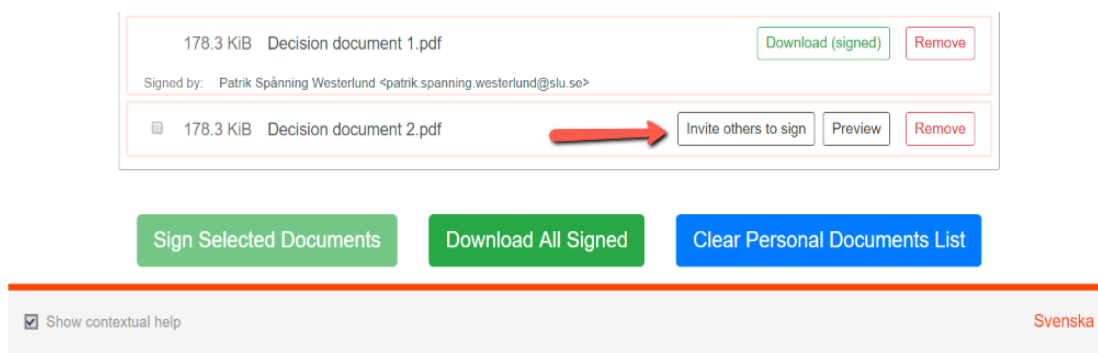
13. Downloaded files are placed in the folder Downloads by default. If you download the files all together, they will be combined into a zip file.



14. If you want to invite one or more persons to sign the file, click **Invite others to sign** once you have approved the file.

To log in to Edusign, you need a user account with an organisation participating in [Seamless Access](#), including federations like [SWAMID](#) and eduGAIN. That means all organisations that are participating in Sunet can log on to Edusign. Since SLU has a contract with Sunet for the Edusign service, we can invite people from these organisations to sign, even if they don't have a contract for the Edusign service themselves.

If someone wants to sign a document with an external party (e.g. someone who is not a member of SWAMID), it is possible to use Sunet's identity service eduID (<https://eduid.se/>). It is possible to ask people to register for an eduID (and preferably to ask them to confirm their eduID using Freja eID+) and then invite them to sign, using the e-mail they registered for their eduID account.



15. You will now be able to enter the name and email of those you want to invite, and add a message. To add recipients, click **Invite more people**.

Invite people to sign: Decision document 2.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

Invite people to sign: Decision document 2.pdf

Add a message to send to all invitees

Here is the document to sign. /Patrik

Send signed document in email

☒

Name

Patrik Spänning

✓

Email

pkve0002@stud.slu.se

✓

Name

Test Case-Manager

✓

Email

fcn.p360test.01@ad.slu.se

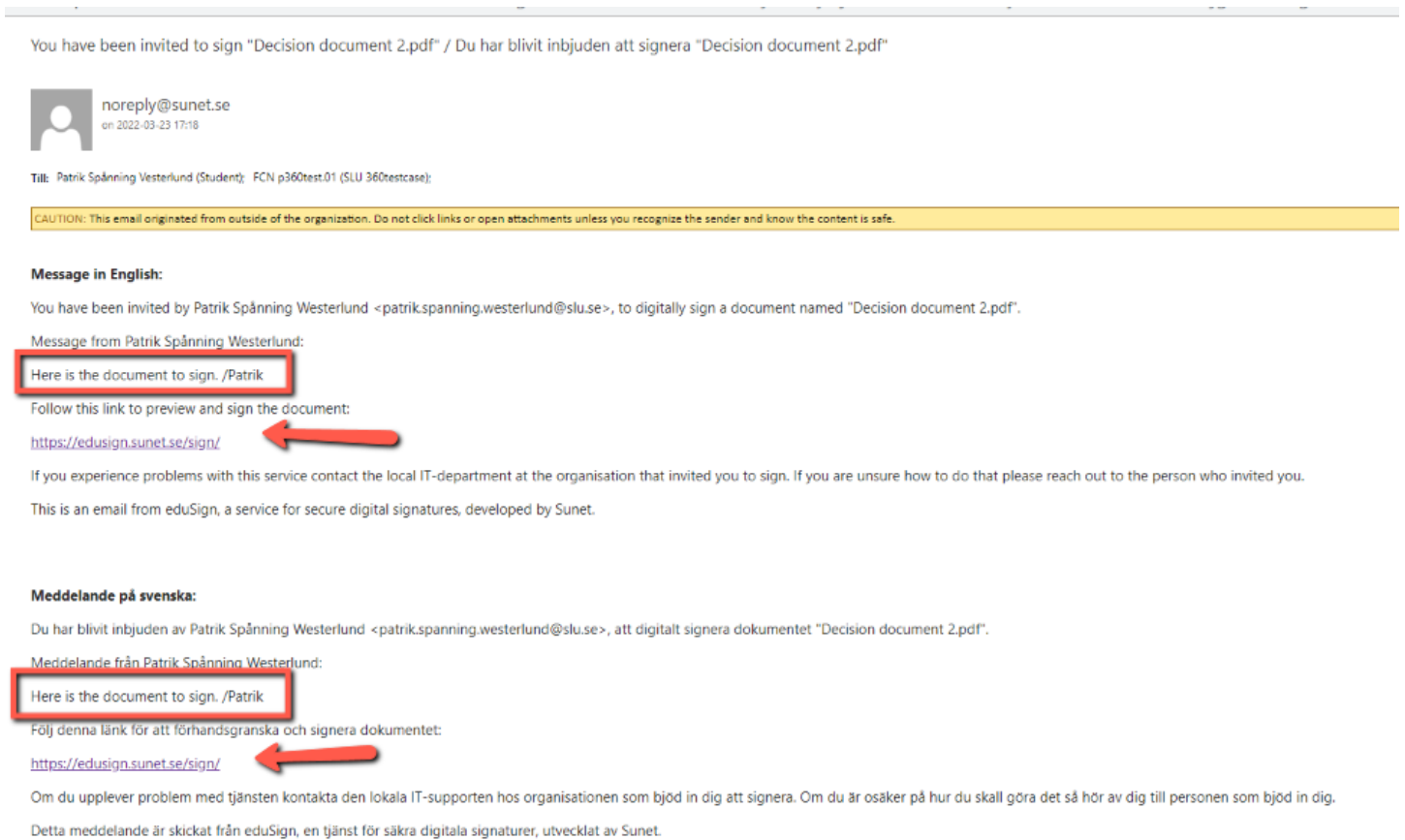
✓

Invite more people

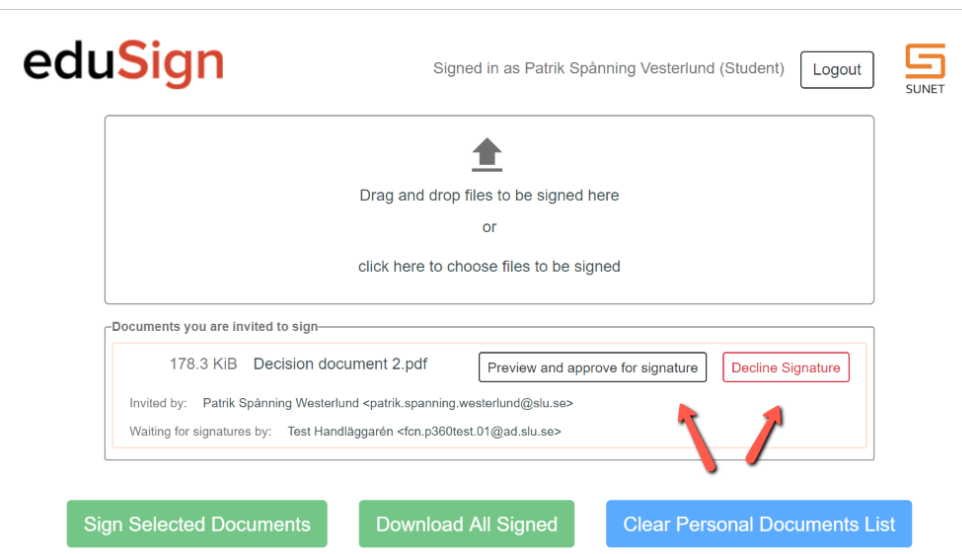
Cancel

Invite

16. The person invited to sign receives an email from Sunet with a link. The email also contains the message from the sender.



17. If you have been invited to sign a document, you log in following steps 1–5 above. You can choose between signing according to steps 7–11 above, or decline signature if you don't want to sign. The person invited will be notified if you decline.



18. When all those invited have signed the document you, as the one inviting, can choose between:

- signing the document yourself according to steps 10–11;
- skipping signing yourself, if you are not supposed to sign the document.

Once you have made your choice, the document can be downloaded according to step 12.

