# **CCP APPLICATION OPTIONS**

# **Option 1: Traditional**

1. Open the document, type content in all fields (boxes).
2. Once complete, print document, then the student and parent should sign and date at the bottom.
3. Take a picture or send a scanned, completed application to Trish Holsten, secondary partnership director at WCC: pholsten@wilsoncc.edu; or fax to 252-246-1444.

# **Option 2: Digital Signature**

1. To access the application and sign with a digital signature, you will need Adobe Acrobat Reader DC. If you do not have Adobe Reader on your personal computer, download it for free from the [Adobe download site](https://get.adobe.com/reader/) (get.adobe.com/reader/)

Be sure to **un**check the boxes for the McAffee Security products so that this does not download onto your computer.



1. **First**, download and save the document to your computer, **a digital signature will not work in an internet browser preview.** Then, navigate to where you saved the document and right click to **“open with,” and choose Adobe reader DC.**
2. Complete all fields (boxes).
3. To sign the application, ***both*** student and parent will need to create a digital signature
* Click on the line above “signature”: 
* A box will appear that says “Digital ID Configuration Required”, click on the button that says “**Configure Digital ID**.”



* In the next screen, choose the item “Create a new Digital ID.” Then click on **Continue**.



* Next, you will choose where you want to save your Digital ID. Then click on **Continue**.



* In the next screen, fill out your name and organization information to create your self-signed Digital ID. Then click on **Continue**.



* The next screen will prompt you for a password to protect your Digital ID. Enter your password and then enter it again in the second block to confirm. Then click on **Continue**.



* You will then choose your Digital ID for signature and click on **Continue**.



* The Signature block will populate with your Digital signature and date, like the example in the picture below.



* Once you have completed and signed your form, **Save the document.**
* Finally, email pholsten@wilsoncc.edu or fax 252-246-1444the application.