VBA Quick Guide for Incoming Student Workers
## Enabling Password Protection to Secure PDF Documents

Click to Version: [Abode Acrobat](#) (standard or reader) | [Adobe Acrobat DC](#)

- Effective immediately, we are instituting a new policy in Viterbi Business Affairs around sensitive document submissions.

    o Students will be asked to share Form I-9 packets and Glacier packets via email.

    o <u>Students will be required to **password protect** sensitive documentation they submit electronically to Viterbi Business Affairs</u>.

    o Failure to abide by this guidance may put sensitive student information at risk.

- This guidance applies for **Form I-9** and attendant Form I-9 documents that all student workers are required to submit, as well as **Glacier packets** that international students are require to submit as a precondition of employment.

- Students may not work in any capacity until all required documentation, including Form I-9 and Glacier paperwork (for international students), has been submitted and processed.
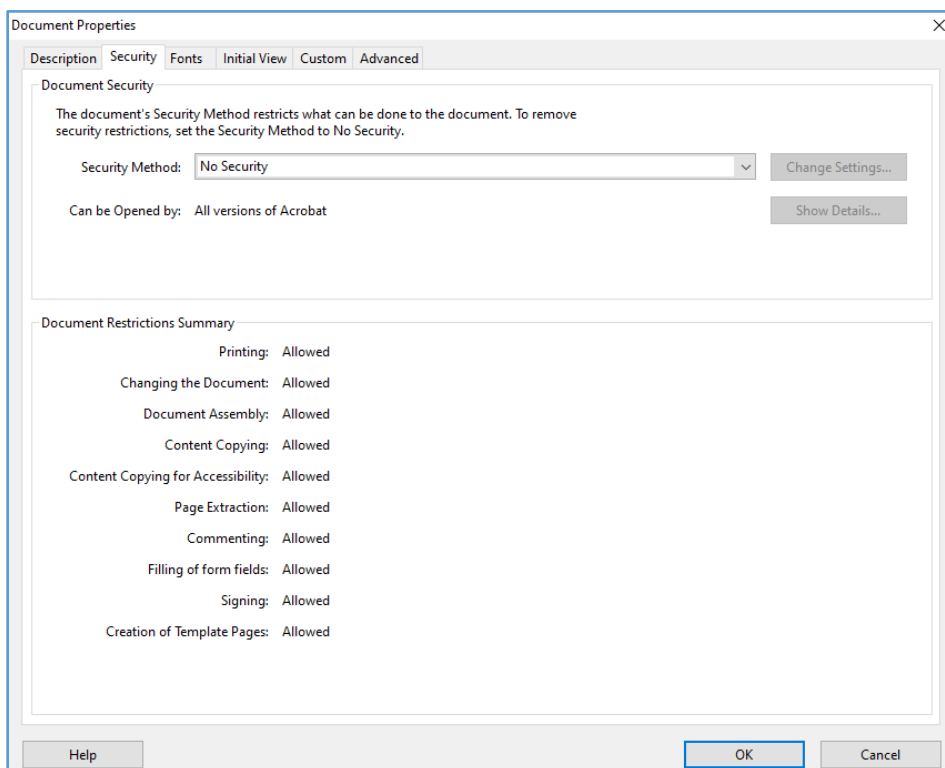
Adobe Acrobat (Standard)

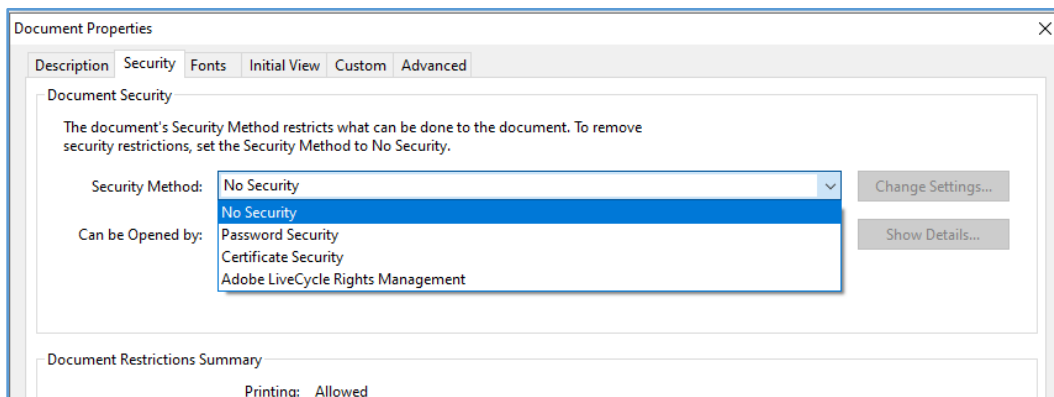Step 1: Select File from the main toolbar

Step 2: Scroll down to "Properties" and click select to open the Document Properties window.
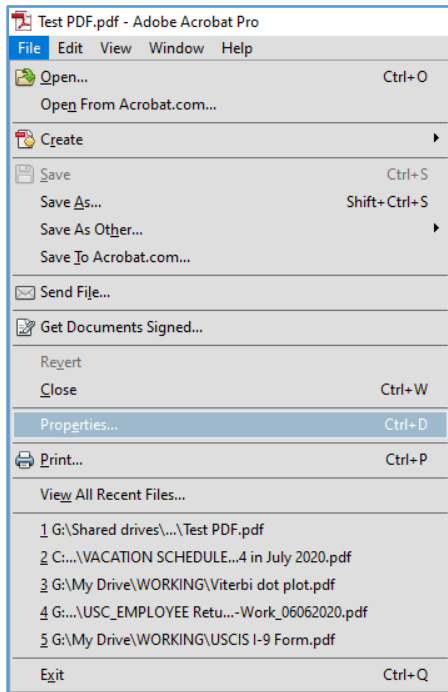
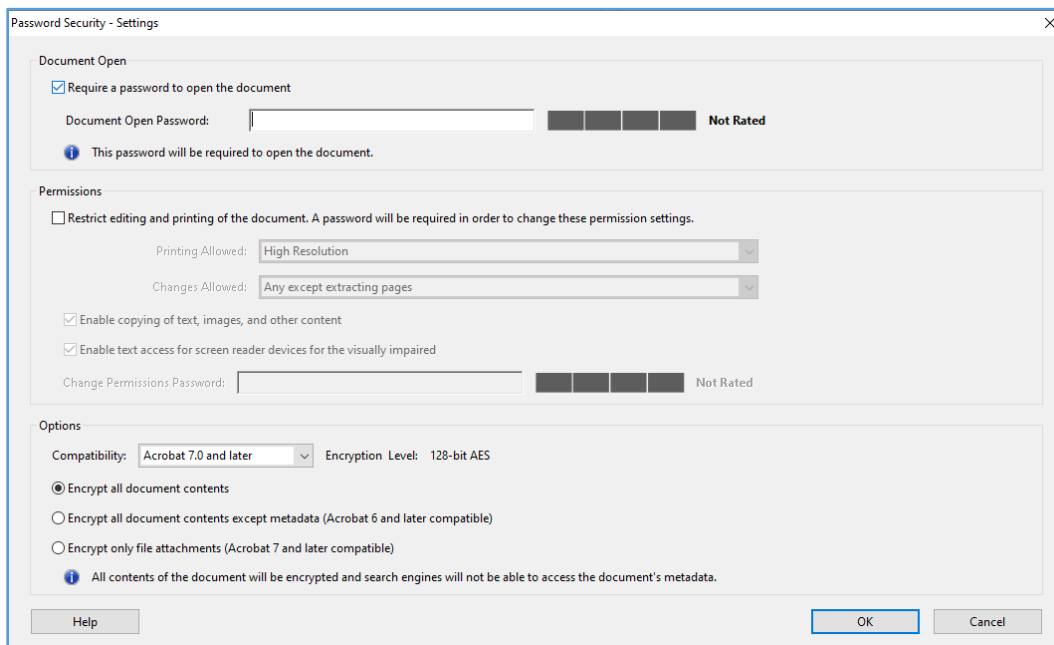Step 3: Select the "Security Tab" from the "Document Properties" window.

Step 4: Click on the box to the right of "Security Method" to access the dropdown.
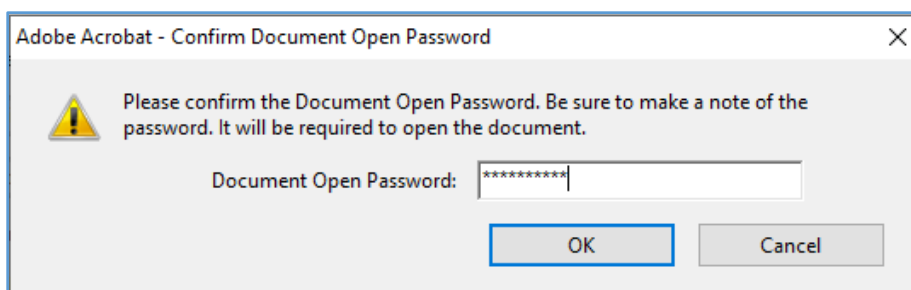

Step 5: Select "Password Security" to open the Password Security - Settings window.

Step 6: Click the checkbox next to "Require a password to open the document." Do not restrict permissions editing.
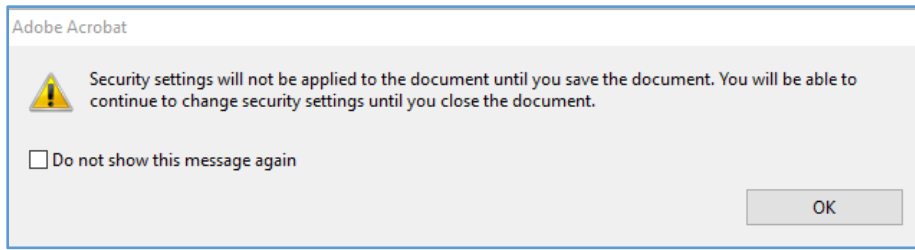

Step 7: Enter you 10-digit student ID as the password and press "OK."

Step 8: Re-enter your 10-digit student ID to confirm the password and press "OK"

You will receive the prompt below when you have successfully added password protection.

Adobe Acrobat

⚠️ Security settings will not be applied to the document until you save the document. You will be able to continue to change security settings until you close the document.

☐ Do not show this message again

OK

Please be sure to save your PDF document for the security settings to apply.

You are now ready to send your password protected PDF document.

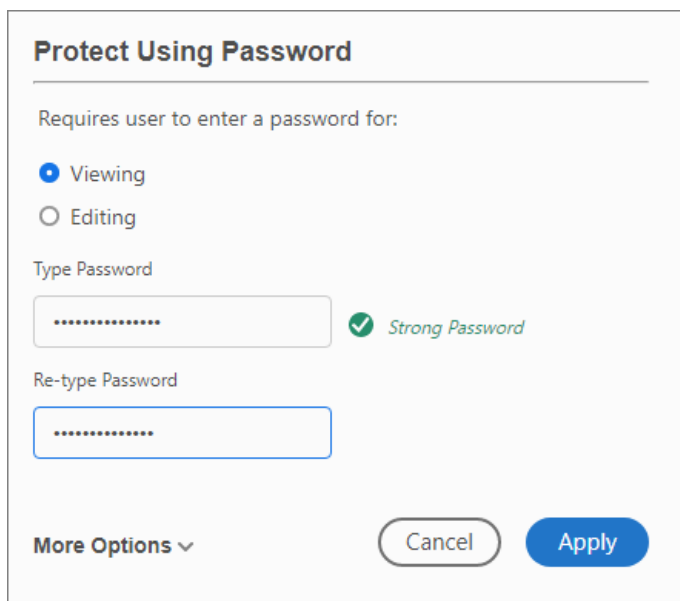As a reminder, please DO NOT share your 10-digit ID with anyone to maintain data security.

Adobe Acrobat DC

Step 1: Open the PDF in Acrobat DC.

Step 2: Choose File > Protect Using Password. Alternatively, you can choose Tools > Protect > Protect Using Password.

Step 3: Select the "Viewing" option as shown below.

Protect Using Password

Requires user to enter a password for:

⦿ Viewing

◯ Editing

Type Password

[••••••••••••••]   ✅ Strong Password

Re-type Password

[••••••••••••••]

More Options ⌄   (Cancel)   (Apply)

Step 4: Type and retype your 10-digit student ID to use as the password. Click Apply. Acrobat will display a confirmation message that the file was successfully protected using password.

Please be sure to save your PDF document for the security settings to apply.

<u>You are now ready to send your password protected PDF document.</u>

As a reminder, please DO NOT share your 10-digit ID with anyone to maintain data security.