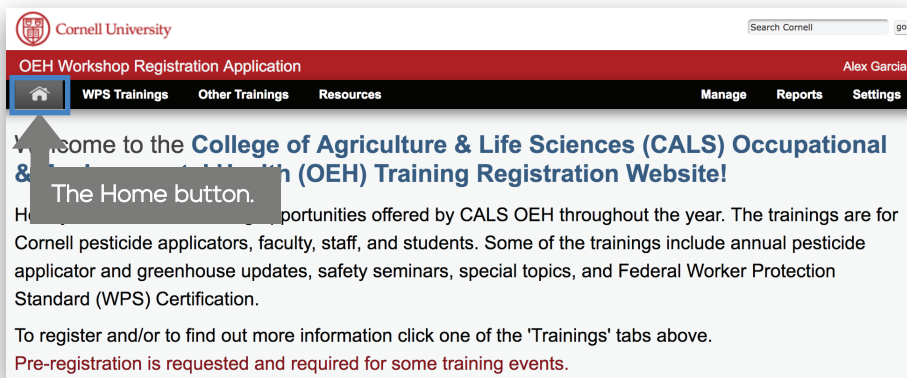


How To Submit Your Signature

Access the system at: <https://oehwps.cals.cornell.edu/>

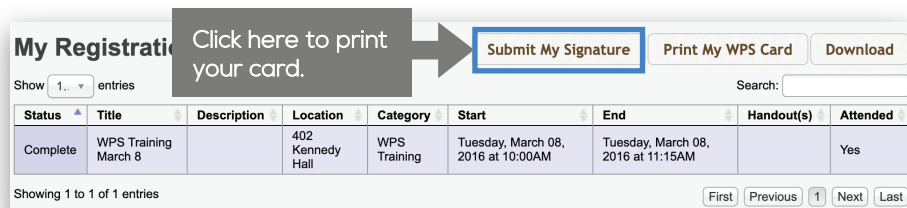
Navigate to the home page

If you don't already land on the home page, click the home (🏠) icon in the menu bar to navigate there.



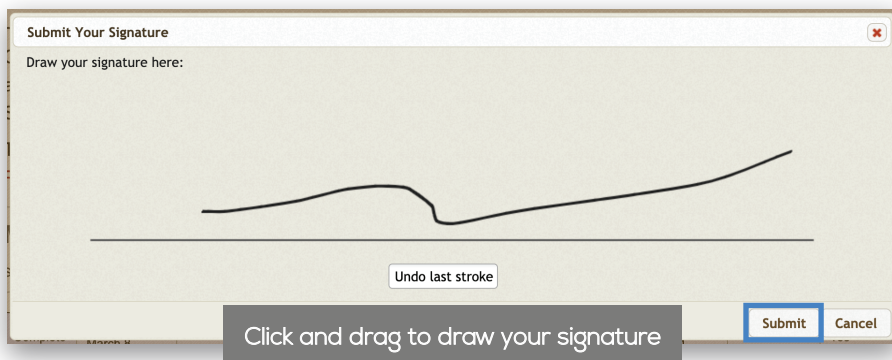
Click on "Submit My Signature"

In the "My Registrations" section on the home page there is a button labeled "Submit My Signature". Click this button to bring up the signature creation dialog box.



Draw your Signature

In the dialog box that appears, there is a blank area for drawing your signature. As you draw, an "Undo Last Stroke" button will appear to help you get it just right. When you are satisfied with your signature, click "Submit".



Edit your Signature

Once submitted, you may return to this dialog box whenever you like to edit your signature. Your signature will appear on certificates generated by the WPS system.

