

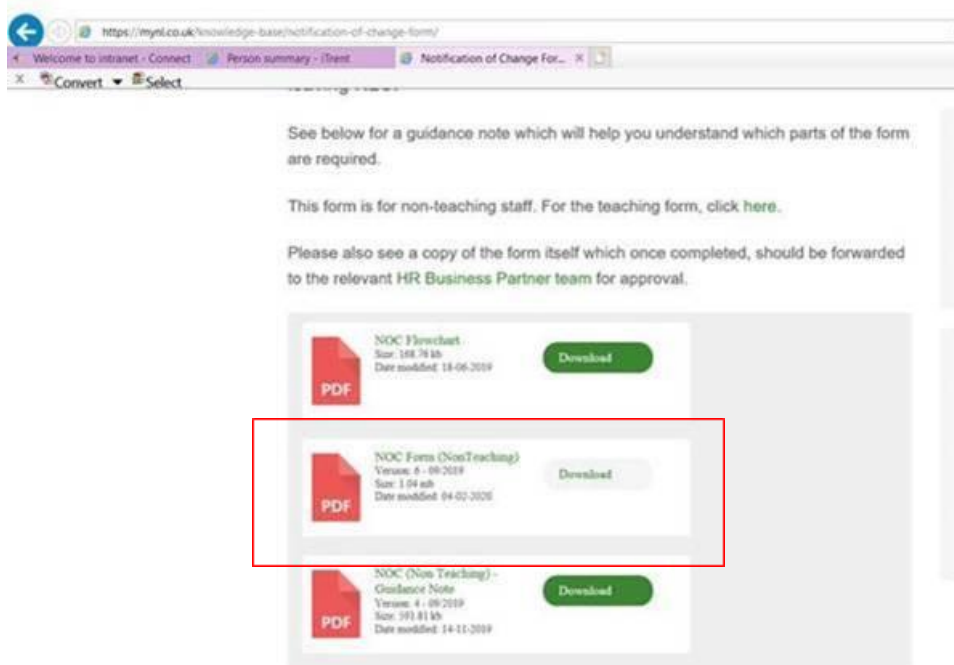
## How to create a Digital ID

Notification of Change forms can only be accepted for processing by the HR Operations Teams if the NOC has been digitally signed. Please follow the below guidance to create you digital ID:

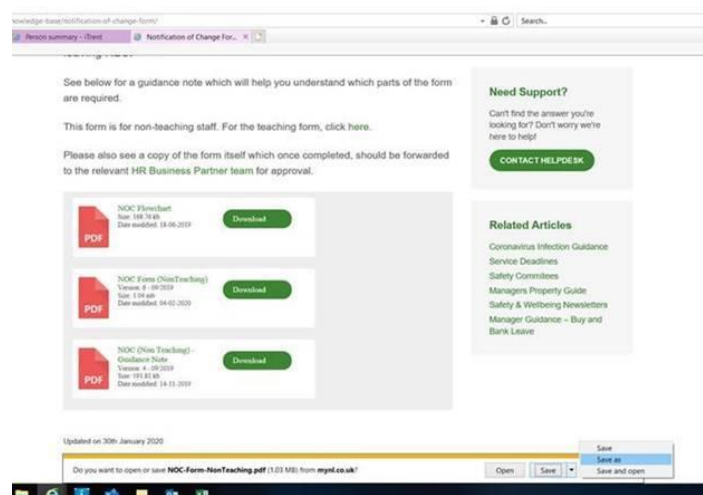
***Please ensure you always open the NOC on Adobe Acrobat Reader in order to have the facility to digitally sign the NOC.***

1. Download the NOC from [www.myNL.co.uk](http://www.myNL.co.uk) > Managers Guidance > Notification of Change form or Notification of Change form (Teachers & Associated Professionals) - please select which form is relevant. Direct link found [here](#).

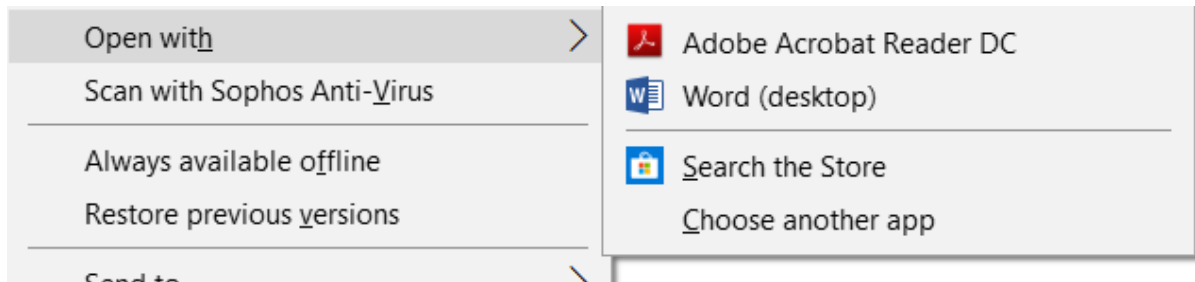
Click download (as shown below):



2. A pop-up box will appear below, you should select 'SAVE AS'. Save the NOC in an area you wish to keep record of your NOCs.



- If the NOC automatically opens, please close it down. Locate the NOC in the area you have saved it (shown above). Right click the NOC and 'Open with > Adobe Acrobat Reader'.



- To input the digital signature, scroll down to section 9. Authorisation. You will see the boxes within the NOC are outlined in red, please double click in the box to input the digital ID.

9 Authorisation			
Employee's Line Manager			
Name	<input type="text"/>	Designation	<input type="text"/>
Signature	<input type="text"/>	Date	<input type="text"/>

Once you have double clicked on the box, a message will appear advising you to 'Configure New I.D'.

- Select 'Create New I.D' then continue.
- Select the 'Save to File' option and continue.
- Input only your Full Name and email address, and also select GB – United Kingdom as Country/Region. Select Continue.
- Insert a Password (at least 6 digits long) and confirm this by inputting it again below.
- Select Continue and underneath the large signature, you will be required to input the password again.
- Lastly, save, and replace the current one you already saved to your desktop as this will overwrite it with the new signature.
- Your NOC will now be digitally signed and ready to be sent to the relevant HR Operations team for processing.

You will only need to follow the above steps to create and ID once. In future when you open up a NOC, you will only be required to double click within the signature box (Section 9) and input your password.

Your digitally signed NOC will look like this:

9 Authorisation			
Employee's Line Manager			
Name	<input type="text"/>	Designation	<input type="text"/>
Signature	Example Name	Date	<input type="text"/>

Digitally signed by Example Name  
Date: 2020.09.25 10:48:45 +01'00'