

Digital Signature Penggati KOP surat resmi

1. Pemasangan CA Secara Otomatis di Windows

Unduh installer Root Unisa di

https://csirt.unisayogya.ac.id/RootUNISAYogyaInstaller.bat

membuka file sebagai administrator kemudian otomatis akan menjalankan *command promt* dan proses installasi.

2. Pemasangan CA Secara Manual

Unduh root sertifikat "RootCAUNISAYogya.cer"

1. Mozilla Browser masuk pada menu "setting" lalu "certificate"

$\leftarrow \ \rightarrow \ \mathbf{G}$	Sirefox about:preferences#searchResults
	① Your browser is being managed by your organization.
😥 General	Search Results
Home	Certificate certificate
Q Search	Query OCSP responder servers to confirm the current validity of View Certificates
Privacy & Security	Security Devices
🗘 Sync	
m More from Mozilla	

2. Import root CA

Certificate Name	Security Device
UCA Extended Validation Root	Builtin Object Token
✓ Universitas 'Aisyiyah Yogyakarta	
UNISA Yk	Software Security Device
∨ Unizeto Sp. z o.o.	
Certum Root CA	Builtin Object Token
∽ Unizeto Technologies S.A.	
View Edit Irust Import	Export Delete or Distrust

3. Non Adobe Reader

Unduh Root CA Unisa

https://csirt.unisayogya.ac.id/rootCAUNISAYogya.cer

Pemasangan pada Foxit PDF Reader

- 1. Menu "protect" lalu "sign & certify" kemudian "trusted certificates"
- 2. Menambahkan CA lalu centang pada "Use this certificate as a trusted root" untuk mengatur agar sertifikat yang dipilih terpercaya.

UNISA Yk		UNISA Yk	Trusted Root	2071/09/15	
Autoridad	Edit Certificate	Trust		×	
Autoridad BJCA Doc	Certificate D	Details			
BJCA Glo BJCA Glo	Subject:	UNISA Yk			
BJCA Tim MeSince	lssuer:	UNISA Yk <info@un< td=""><td>isayogya.ac.id></td><td>_</td><td></td></info@un<>	isayogya.ac.id>	_	
CA Wolru CCA India CCA India	Usage:	Not Specified		_	
CFCA AC	Expiration:	2071.09.15 23:54:50			
CFCA AC CFCA AC CFCA Ide	Trust A certificate chain up to checking is	e used to sign a docum a trust anchor in orde not performed on or a	ent must either be designate r for signature validation to s above a trust anchor.	d as a trust anchor or ucceed. Revocation	
Name	🔽 Use this	certificate as a trusted	root		
Issuer	If signature	e succeeds, trust this ce	rtificate for:		
Valid Valid	Validatir	ng Signatures			
Inten	Ualidatir	ng Certified Documents	5		н
				OK Cancel	

4. Adobe Reader

Unduh certificate

https://csirt.unisayogya.ac.id/CertExchangeUNISAYogyakarta.fdf

A. Menandatangani Dokumen Digital

Memasang CSIRTUNISAYogyaDigiDign.pfx sebagai IDs untuk membuat tanda tangan Digital serta validasi digisign.

- 1. Menu "protect" pilih "sign & certify" lalu "digital IDS"
- 2. Karena sudah memiliki file CA maka pilih "*My existing digital ID from a file*" lalu import File CA.

Add Digital ID	×
I want to sign this document using:	
• My existing digital ID from a file	
\bigcirc A new digital ID I want to create now	
Cancel	Next

- 3. ID akan masuk pada list daftar
- B. Membuat Tanda Tangan Digital
 - 1. Menu "protect" pilih "sign & certify" lalu "Place Signature"
 - 2. Letakkan posisi tanda tangan digital dengan kllik dan seret kursor sehingga membentuk kotak
 - 3. Atur atribut yang akan digunakan pada tanda tangan serta logo ataupun gambar yang akan digunakan

ign Docume	nt	×
Sign As:	CSIRTUNISAYogya	✓ Info
Password:		
Certificate Is	suer: UNISA Yk	
Signature l	Preview	
Appearan	ce Type: Digisign-csirt 🗸 🗸	Create
3	BIAS THISYIYAH HOLE	

4. Masukkan password sesuai sertifikat lalu klik "s*ign*" kemudian simpan file yang sudah berhasil ditandatangani
Contoh tanda tangan digital:



1

5. Validasi Tanda Tangan Digital

Tanda tangan yang telah tervalidasi akan memiliki sertifikat terpercaya sesuai dengan root yang telah diinstall.

File	File Home Comment View Form Certificate Viewer	×
Hand	Image: Select SnapShot Clipboard Image: ShapShot Clipboard	
Start	Details	
\Box	Digital Signatures The selected certificate is considered valid because it cannot be four Certificate Revocation List (CRL) that is contained in the local cache.	nd in the
Û	D Ine CRL was signed by "UNISA YK" on 2022/09/12 15:51:29 +07/00 until 2022/10/12 15:51:29 +07/00.	and is valid
Ŷ	Click Signer Details to find more information on the source of the re- information.	vocation
\otimes		c
Ø	Signer Details Check Revocation	
ø		
1/2	<i>№</i>	CS ra