สำหรับ ระบบปฏิบัติการ macOS

# DIGITAL SIGNATURE

# Burapha University

Computer Center

## ลายมือชื่อดิจิทัล

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## การใช้ลายมือชื่อดิจิทัล มหาวิทยาลัยบูรพา

#### ข้อตกลงการใช้งาน

 ใบรับรองอิเล็กทรอนิกส์ (Digital Certificate) เป็นทรัพย์สินส่วนบุคคลที่มหาวิทยาลัยออกให้ โดยในใบรับรอง อิเล็กทรอนิกส์จะมีข้อมูลส่วนบุคคลของเจ้าของใบรับรองอิเล็กทรอนิกส์ และจะมีการเข้ารหัสของข้อมูลเอาไว้ ดังนั้น เจ้าของใบรับรองอิเล็กทรอนิกส์ต้องเก็บรักษาใบรับรองอิเล็กทรอนิกส์ไว้เป็นความลับ ห้ามเผยแพร่หรือส่งต่อให้กับบุคคล อื่น กรณีเกิดการสูญหายต้องรีบแจ้งเพื่อขอใบรับรองอิเล็กทรอนิกส์ใหม่ผ่านทางเว็บไซต์ <u>https://myid.buu.ac.th</u>

 ผู้มีสิทธิใช้งานที่มีสิทธิใช้ใบรับรองอิเล็กทรอนิกส์ จะได้รับการสร้างใบรับรองอิเล็กทรอนิกส์ โดยใบรับรอง อิเล็กทรอนิกส์จะมีอายุการใช้งาน 2 ปี นับแต่วันที่ผู้มีสิทธิใช้งานใบรับรองอิเล็กทรอนิกส์ยืนยันตัวตนเพื่อรับใบรับรอง อิเล็กทรอนิกส์ผ่านทางเว็บไซต์ <u>https://myid.buu.ac.th</u> ทั้งนี้ผู้มีสิทธิใช้งานดังกล่าวจะต้องยอมรับและปฏิบัติตาม ข้อตกลงการใช้งาน

- กรณีใบรับรองอิเล็กทรอนิกส์ครบกำหนดอายุการใช้งาน 2 ปี ให้เจ้าของใบรับรองอิเล็กทรอนิกส์แจ้ง ความประสงค์ขอใช้ใบรับรองอิเล็กทรอนิกส์ใหม่ ผ่านทางเว็บไซต์ <u>https://myid.buu.ac.th</u>

3. ลายมือชื่อดิจิทัล (Digital Signature) เป็นสิ่งที่ใช้ยืนยันตัวบุคคล ถ้าลงลายมือชื่อดิจิทัลที่เอกสาร จะถือว่า เอกสารนั้นถูกเซ็นจากบุคคลนั้นจริง และเอกสารนั้นไม่ได้ถูกเปลี่ยนแปลงและแก้ไข

 4. การขอยกเลิกการใช้งานใบรับรองอิเล็กทรอนิกส์ ให้เจ้าของใบรับรองอิเล็กทรอนิกส์แจ้งความประสงค์ขอ ยกเลิกการใช้ใบรับรองอิเล็กทรอนิกส์ ผ่านทางเว็บไซต์ <u>https://myid.buu.ac.th</u>

5. กรณีที่มีการตรวจพบถึงการใช้ใบรับรองอิเล็กทรอนิกส์หรือลายมือชื่อดิจิทัลที่ส่อไปในทางไม่ชอบด้วยกฎหมาย และเกิดความเสียหายต่อมหาวิทยาลัย ใบรับรองอิเล็กทรอนิกส์จะถูกยกเลิกการใช้งานทันที

# ขั้นตอนการติดตั้งใบรับรองอิเล็กทรอนิกส์บนระบบปฏิบัติการ macOS

(สำหรับบุคลากรในมหาวิทยาลัยบูรพาเท่านั้น)

### 1. ขั้นตอนการ Download ใบรับรองอิเล็กทรอนิกส์

1.1 เข้าสู่เว็บไซต์ <u>https://myid.buu.ac.th</u>

1.2 ลงชื่อเข้าใช้ด้วยบัญชีผู้ใช้ของตนเอง หากรหัสผ่านหมดอายุให้ดำเนินการกู้คืนรหัสผ่านเสียก่อน

MUID	
🖻 ลงทะเบียนครั้งแรก First Register	เข้าสู่ระบบ (Sing In)
🖬 เปลี่ยนรหัสผ่าน	บัญชีผู้ใช้ (Username)
Change password	รหัสนิสิต หรือ account สำหรับใช้อินเทอร์เน็ตมหาวิทยาลัย
<ol> <li>ภู้คืนรหัสผ่าน Recovery password</li> </ol>	รหัสผ่าน (Password)
🖋 เข้าสู่ระบบ Sign In	utrational I Sim in Sustituina / reset presured
<b>ື </b> ອິດທ່ວເຮາ Contact Us	

1.3 เมื่อเข้าสู่ระบบเรียบร้อยแล้ว ให้คลิกเมนู "ลายมือชื่อดิจิทัลอิเล็กทรอนิกส์" คลิกยอมรับเงื่อนไขการ ให้บริการ คลิก Next



1.4 ในหน้าลงทะเบียน Digital Certificate (Register Digital Certificate) ให้ตั้งรหัสผ่าน จำนวน 16 ตัวอักษร แต่ไม่เกิน 25 ตัวอักษร ซึ่งประกอบไปด้วย ตัวอักษรพิมพ์เล็ก พิมพ์ใหญ่ อักขระพิเศษ และตัวเลข (รหัสผ่านส่วนนี้จะคน ละส่วนกับรหัสผ่านที่เข้าใช้งานตามปกติ) แล้วคลิก Register

	รหัสผ่านใบรับรองอิเล็กทรอนิก	ส์ (Digital Certificate Pas	sword)
	•••••		
	รหัสผ่านใบรับรองอิเล็กทรอนิก	ส์อีกครั้ง (Retype Digital C	Certificate Password)
	•••••		
		Register	
1.5 คลิก Download			
	ลงทะเบียน Digital Cert	ificate (Register Dig	jital Signature)
	ลงทะเบียน Digital Certificate	เสร็จเรียบร้อยแล้ว ท่านสามารถดาวน์	โหลดจากปุ่ม download
	Certificate File	Expired Date	
	teerapat-buu_ac_th.zip	1970-01-01 07:00:00	Download Certificate

## 2. ขั้นตอนการติดตั้งใบรับรองอิเล็กทรอนิกส์บนระบบปฏิบัติการ macOS

(ขั้นตอนนี้จะเชื่อมกับขั้นตอนการสร้างลายมือชื่อดิจิทัลแบบติดตั้งใบรับรองอิเล็กทรอนิกส์)

2.1 ดำเนินการ Extract File ที่ Download ให้เรียบร้อย แล้วคลิกขวา ไฟล์ที่อยู่ใน Folder จะเป็นชื่อผู้ใช้ของ ตนเอง ตามด้วย -buu\_ac\_th-th (username-buu\_ac\_th\_th) คลิกเลือก Open



2.2 ใส่รหัสผ่านส่วนตัวที่ตั้งไว้ของเครื่อง MAC แล้วคลิก OK



2.3 จะปรากฏหน้าต่าง แล้วเลือก Thai University Consortium Certification Authority

••• + (i)			Q	Search
Keychains	Confident Root certificate authority Expires: Monday, 25 March BE 2 This root certificate is not true	m Certification Auth 573 20:30:17 Indochina sted	<b>nority</b> Time	
	Name	Kind	Date Modified	Expires
	magreg-nps-02.buu.ac.th	certificate		15 Sep BE 2563 05:04:20
	Sayam Sriphua	certificate		21 May BE 2565 09:10:27
	BUU-NET	certificate		6 Mar BE 2570 23:24:45
	Thai University CoCertification Authority	certificate		25 Mar BE 2573 20:30:17
	Burapha University Certification Authorit	certificate		9 Apr BE 2573 08:50:01
		private key		
	<pre>     <key> </key></pre>	public key		
	<pre></pre>	private key		
Category	Adobe.APS	application password	13 Apr BE 2563 10:49:17	
Q. All Harma	Adobe.APS	application password	7 May BE 2563 11:00:57	
All items	AE5D18D0     AE5D18D0	private key		
Z Passwords		private key		
Secure Notes	Apple Persistent State Encryption	application password	Today, 05:58	
My Certificates	2. BeaconStore	application password	17 Jan BE 2563 23:43:37	
% Keys	BED4E4A8	private key		
Certificates	🛴 Brave Safe Storage	application password	28 Feb BE 2563 09:54:50	
	🛴 Buu-WiFi	802.1X Password	15 May BE 2563 11:21:37	
	🛴 Call History User Data Key	application password	18 Jan BE 2563 18:15:10	
	🛴 Cisco Webex Meetings	application password	Today, 05:54	
	com.apple.accounccount.cloudkit-token	application password	18 May BE 2563 17:34:53	
	com.apple.accounmy-friends-app-toker     com.apple.accounmy-friends-apple.accounmy-friends-apple.accounmy-friends-apple.accounmy-fr	application password	18 May BE 2563 17:34:53	
	com.apple.accounmy-iphone-app-token     com.apple.accounmy-iphone-apple.accounmy-iphone-apple.accounmy-iphone-apple.accounmy-iphone-apple.accounmy-iphone-apple.accounmy-iphone-apple.accounmy-iphone-apple.acc	application password	18 May BE 2563 17:34:53	
	com.apple.accounmy-iphone-siri-toker	application password	18 May BE 2563 17:34:53	

#### 2.4 คลิก Trust เปลี่ยนเป็น Always Trust ทั้งหมด





2.5 ใส่รหัสผ่านส่วนตัวของเครื่อง Mac เพื่อยืนยันการเปลี่ยนแปลง แล้วคลิก Update Settings

## 3. ขั้นตอนการสร้างลายมือชื่อดิจิทัลแบบติดตั้งใบรับรองอิเล็กทรอนิกส์

3.1 เปิดไฟล์ PDF ที่ต้องการลงลายมือชื่อดิจิทัล



3.2 คลิก Signature Panel





3.3 คลิก Rev. 1: Signed by...... > คลิก Signature Details > คลิก Certificate Details

#### 3.4 คลิก Trust > Add to Trusted Certificate > OK

	Certificate Viewer
This dialog allows you to vie	ew the details of a certificate and its entire issuance chain. The details
correspond to the selected	entry.
Thai University Consc	Summary Details Payocation Trust Policies Legal Notice
<ul> <li>Burapha University</li> </ul>	Summary Details Revocation nust Policies Legar Notice
Sayam Sriphua	This certificate is not trusted.
	Trust Settings
	X Sign documents or data
	Certify documents
	Execute dynamic content that is embedded in a certified
	document
	Execute high privilege JavaScripts that are embedded in a certified document
	<ul> <li>Derform privileged system operations (networking printing</li> </ul>
	file access, etc.)
	Add to Trusted Certificates
The selected certificate	e path is valid.
The path validation che	ecks were done as of the signing time:
2020/05/21 10:19:18 +0 Validation Model: Shell	07'00'
	ОК
	Certificate Viewer
This dialog allows you to vie	OK Certificate Viewer w the details of a certificate and its entire issuance chain. The details
This dialog allows you to vie correspond to the selected	OK Certificate Viewer ew the details of a certificate and its entire issuance chain. The details entry.
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This dialog allows you to vie correspond to the selected Show all certification path Thai University Consc Burapha University Sayam Sriphua	OK         Certificate Viewer         ew the details of a certificate and its entire issuance chain. The details entry.         so found         Summary Details Revocation Trust Policies Legal Notice         This certificate is not trusted.         Acrobat Security         If you change the trust settings, you will need to revalidate any signatures to see the change.         Trusting certificates directly from a document is usually unwise. Are you sure you want to do this?         a       OK       ng,
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This dialog allows you to vie correspond to the selected Show all certification path Thai University Consc Burapha University Sayam Sriphua	OK         Certificate Viewer         ex the details of a certificate and its entire issuance chain. The details entry.         so found         Summary Details Revocation Trust Policies Legal Notice         This certificate is not trusted.         Acrobat Security         If you change the trust settings, you will need to revalidate any signatures to see the change.         Trusting certificates directly from a document is usually unwise. Are you sure you want to do this?         Image:
This dialog allows you to vic correspond to the selected Show all certification path Thai University Consc Burapha University Sayam Sriphua	OK         Certificate Viewer         ex the details of a certificate and its entire issuance chain. The details entry.         so found         Summary Details Revocation Trust Policies Legal Notice         This certificate is not trusted.         Acrobat Security         If you change the trust settings, you will need to revalidate any signatures to see the change.         Trusting certificates directly from a document is usually unwise. Are you sure you want to do this?         Image:
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This dialog allows you to vie correspond to the selected Show all certification path Thai University Conse Burapha University Sayam Sriphua	Certificate Viewer

3.5 คลิก Use this certificate as a trusted root เลือก Certified documents ทั้งหมด > OK

Cartificate Dataile		
Subject: Thei University Consortium Certification Authority		
Issuer: Thai University Consortium Certification Authority		
Usage: Digital Signature Sign Certificate (CA) Sign CBI		
Expiration: 25/3/2573 BE 20:30:17		
Trust		
Hust		
A certificate used to sign a document must either be designated	l as a trust anchor	or
chain up to a trust anchor in order for signature validation to suc checking is not performed on or above a trust anchor.	cceed. Revocation	
Use this certificate as a trusted root		
If signature validation succeeds, trust this certificate for:		
✓ Signed documents or data		
Certified documents		
Dynamic content		
Embedded high privilege JavaScript		
i i i i i i i i i i i i i i i i i i i		
Help	Cancel	ОК
Import Contact Settings		
Import Contact Settings		
Import Contact Settings Certificate Details		
Import Contact Settings Certificate Details Subject: Thai University Consortium Certification Authority		
Import Contact Settings Certificate Details Subject: Thai University Consortium Certification Authority Issuer: Thai University Consortium Certification Authority		
Import Contact Settings Certificate Details Subject: Thai University Consortium Certification Authority Issuer: Thai University Consortium Certification Authority Usage: Digital Signature, Sign Certificate (CA), Sign CRL		
Import Contact Settings Certificate Details Subject: Thai University Consortium Certification Authority Issuer: Thai University Consortium Certification Authority Usage: Digital Signature, Sign Certificate (CA), Sign CRL		
Import Contact Settings Certificate Details Subject: Thai University Consortium Certification Authority Issuer: Thai University Consortium Certification Authority Usage: Digital Signature, Sign Certificate (CA), Sign CRL Expiration: 25/3/2573 BE 20:30:17		
Import Contact Settings Certificate Details Subject: Thai University Consortium Certification Authority Issuer: Thai University Consortium Certification Authority Usage: Digital Signature, Sign Certificate (CA), Sign CRL Expiration: 25/3/2573 BE 20:30:17 Trust		
Import Contact Settings Certificate Details Subject: Thai University Consortium Certification Authority Issuer: Thai University Consortium Certification Authority Usage: Digital Signature, Sign Certificate (CA), Sign CRL Expiration: 25/3/2573 BE 20:30:17 Trust A certificate used to sign a document must either be designated	i as a trust anchor	or
Import Contact Settings Certificate Details Subject: Thai University Consortium Certification Authority Issuer: Thai University Consortium Certification Authority Usage: Digital Signature, Sign Certificate (CA), Sign CRL Expiration: 25/3/2573 BE 20:30:17 Trust A certificate used to sign a document must either be designated chain up to a trust anchor in order for signature validation to suc	I as a trust anchor cceed. Revocation	or
Import Contact Settings Certificate Details Subject: Thai University Consortium Certification Authority Issuer: Thai University Consortium Certification Authority Usage: Digital Signature, Sign Certificate (CA), Sign CRL Expiration: 25/3/2573 BE 20:30:17 Trust A certificate used to sign a document must either be designated chain up to a trust anchor in order for signature validation to suc checking is not performed on or above a trust anchor.	d as a trust anchor sceed. Revocation	or
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Import Contact Settings Certificate Details Subject: Thai University Consortium Certification Authority Issuer: Thai University Consortium Certification Authority Usage: Digital Signature, Sign Certificate (CA), Sign CRL Expiration: 25/3/2573 BE 20:30:17 Trust A certificate used to sign a document must either be designated chain up to a trust anchor in order for signature validation to suc checking is not performed on or above a trust anchor. C Use this certificate as a trusted root If signature validation succeeds, trust this certificate for:	l as a trust anchor sceed. Revocation	or
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3.6 คลิก OK อีกครั้ง แล้วปิดโปรแกรมเพื่อให้การตั้งค่านั้นสมบูรณ์

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	Click to view this version			JRE		
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3.7 เปิดไฟล์ที่ลงลายมือชื่อดิจิทัล (ไฟล์เดิม) อีกครั้ง เพื่อให้ลายชื่อมือชื่อดิจิทัลพร้อมใช้งาน



## 3.8 หลังจากเปิดไฟล์เรียบร้อยแล้ว ให้คลิกที่เมนู Tools > คลิกเลือก Certificates





3.9 คลิก Digitally Sign แล้วคลิกเม้าส์ลากลงในพื้นที่ ที่ต้องการ



3.10 จะปรากฏหน้า Sign with a Digital ID และแสดงชื่อของตนเองหากติดตั้งไฟล์ Digital Certificate บน เครื่องคอมพิวเตอร์ส่วนตัวเป็นที่เรียบร้อยแล้ว ให้คลิก Continue



3.11 คลิก Create เพื่อสร้างลายมือชื่อดิจิทัล



3.12 เลือกรูปแบบของลายมือชื่อดิจิทัล ในที่นี่เลือกเป็น Draw เพื่อใช้วิธีการเขียนลายมือชื่อดิจิทัล หลังจากนั้น คลิก Apply





3.13 ตั้งชื่อของลายมือชื่อดิจิทัลใน Preset name แล้วคลิก Save > คลิก Sign

3.14 ดำเนินการบันทึกเป็นไฟล์ใหม่อีกครั้งแล้วคลิก Save



3.15 ใส่รหัสผ่าน Digital Signature (รหัสผ่าน 16 ตัวอักษรที่บันทึกไว้ตอนลงทะเบียน) แล้วคลิก Allow



# 4. ขั้นตอนการสร้างลายมือชื่อดิจิทัลแบบไม่ติดตั้งใบรับรองอิเล็กทรอนิกส์

4.1 เปิดไฟล์ PDF ที่ต้องการลงลายมือชื่อดิจิทัล



#### 4.2 คลิก Signature Panel





4.3 คลิก Rev. 1: Signed by...... > คลิก Signature Details > คลิก Certificate Details

#### 4.4 คลิก Trust > Add to Trusted Certificate > OK

	Certificate Viewer
This dialog allows you to viev correspond to the selected e	v the details of a certificate and its entire issuance chain. The details ntry.
Show all certification paths	found
<ul> <li>Thai University Consc</li> <li>Burapha University Sayam Sriphua</li> </ul>	Summary       Details       Revocation       Trust       Policies       Legal Notice         This certificate is not trusted.       Trust Settings         X       Sign documents or data         X       Certify documents         X       Execute dynamic content that is embedded in a certified document         X       Execute dynamic content that is embedded in a certified document         X       Execute high privilege JavaScripts that are embedded in a certified document         X       Perform privileged system operations (networking, printing, file access, etc.)         Add to Trusted Certificates
The selected certificate The path validation chec 2020/05/21 10:19:18 +07 Validation Model: Shell	path is valid. sks were done as of the signing time: 7'00' OK
	Certificate Viewer
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Sayam Sriphua	This certificate is not trusted.
	Acrobat Security
2	If you change the trust settings, you will need to revalidate any signatures to see the change. Trusting certificates directly from a document is usually unwise. Are you sure you want to do this?
	Add to Trusted Certificates
The selected certificate	path is valid.
The path validation chec 2020/05/21 10:19:18 +07 Validation Model: Shell	ks were done as of the signing time: 7'00'

4.5 คลิก Use this certificate as a trusted root เลือก Certified documents ทั้งหมด > OK

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Issuer: Thai University Consortium Certification Authority	
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Use this certificate as a trusted root	
If signature validation succeeds, trust this certificate for:	
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Certified documents	
Dynamic content	
Embedded high privilege JavaScript	
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## 4.6 คลิก OK อีกครั้ง แล้วปิดโปรแกรมเพื่อให้การตั้งค่านั้นสมบูรณ์

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4.7 เปิดไฟล์ที่ต้องการแล้วคลิกที่เมนู Tools > คลิกเลือก Certificates





4.8 คลิก Digitally Sign คลิก OK > คลิกเม้าส์ลากลงในพื้นที่ ที่ต้องการ > คลิก Configure Digital ID



4.9 คลิกเลือก Use a Digital ID from a file แล้วคลิก Continue



4.10 คลิกเลือกไฟล์ที่ได้ Download จาก Myid และใส่รหัสผ่าน Digital Signature คลิก Continue

Home Tools ข้อตกลงการใ	เข้งาน ×			🕐 🌲 Sign In
		🖡 🖑 🗇 🕀 _123% - 📘	<i> 2 d</i>	2 D Share
Certificates	4			Close
	Find a Digital ID file		×	
	Digital ID files generally have a PFX or P12 extension and contain the	Browse for a Digital ID file. Digital ID files are cannot access the Digital ID if you don't know	password protected. You v its password.	Ę.
	public key file (Certificate) and the associated private key file.	/Users/sayam/Desktop/My-Cert/sayam-but	u_ac_th/sa Browse	аў.
	To sign with a digital ID available as a file, follow the	Enter the Digital ID password		ĔD.
1. ใบรับ	prompts to browse and select the file and type the password protecting the		มไป	u 🦾
ใบรับรองอิแ	private key.		24	1 0
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2 60181	•		Contailue	C.
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เพื่อรับใบรับรอ				íou û

#### 4.11 คลิก Continue



4.12 คลิก Create เพื่อสร้างลายมือชื่อดิจิทัล



4.13 เลือกรูปแบบของลายมือชื่อดิจิทัล ในที่นี่เลือกเป็น Draw เพื่อใช้วิธีการเขียนลายมือชื่อดิจิทัล หลังจากนั้น คลิก Apply





4.14 ตั้งชื่อของลายมือชื่อดิจิทัลใน Preset name แล้วคลิก Save > คลิก Sign

#### 4.15 ดำเนินการบันทึกเป็นไฟล์ใหม่อีกครั้งแล้วคลิก Save



4.16 ใส่รหัสผ่าน Digital Signature (รหัสผ่าน 16 ตัวอักษรที่บันทึกไว้ตอนลงทะเบียน) แล้วคลิก Allow

