**Increasing Sustainability by Going Paperless: A WMU Case Study**

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**What is a Digital Signature?**

Digital signatures provide authenticity that the signer is the person he or she claims to be.

It is a verification method that helps to ensure the integrity of the content has not been changed or tampered with.

It provides non-repudiation for the signers and recipients of a document.


**The “Life Cycle” of a Paper Process**

- **Student fills out and submits form**
- **Electronic form is routed for signatures**
- **Signatures can be routed simultaneously or systematically**

**What is Gained?**

**Time, Paper, Fuel**

- Days vs. Hours

**“Homebrew” vs. Software as a Service (SaaS)**

**SaaS, what is it?**

“Software as a service (or SaaS) is a way of delivering applications over the Internet—as a service. Instead of installing and maintaining software, you simply access it via the Internet, freeing yourself from complex software and hardware management.”


**Homebrew, what is that?**

Homebrew is a traditional method for deploying and delivering applications by installing them locally within an organization, managing the forms and their systems. This method requires support personnel to oversee and manages the day-to-day operations of the system or service.

**SaaS Pros:**
- Full control — software / process / updates; complete customization

**SaaS Cons:**
- Lower initial costs; support staff service many products at a general knowledge level

**Homebrew Pros:**
- Higher initial costs; support staff service many products at a general knowledge level

**Homebrew Cons:**
- Lack of control - vendor chooses when and how updates will occur

**Source:** [http://helpx.adobe.com/acrobat/kb/certificate-signatures.html](http://helpx.adobe.com/acrobat/kb/certificate-signatures.html)