



This card guides you through using the Public Key Infrastructure (PKI) certificates on your Common Access Card (CAC) to log on to your workstation, digitally sign and encrypt e-mail, and authenticate to public key-enabled secure Web sites. Ensure that you have your CAC and your Personal Identification Number (PIN), the six- to eight-digit number you programmed into the CAC when it was issued.

Accidentally Locking Your CAC

REMEMBER YOUR PIN. YOU HAVE ONLY THREE CHANCES TO TYPE IT CORRECTLY.

If you fail to type the correct PIN three consecutive times, you will lock your CAC. To unlock your CAC or to reset a forgotten PIN:

1. Check with your CTR to see if your command has a CAC PIN Reset (CPR) workstation.
2. If a CPR workstation is not available, visit a Real Time Automated Personnel Data Identification System (RAPIDS) location. A RAPIDS Site Locator is available at <http://www.dmdc.osd.mil/rsl>. Visit <https://es.cac.navy.mil> to schedule an appointment.
3. Contact the NMCI Help Desk if further instructions or assistance is required.

Initial CAC Setup Instructions

ActivCard Gold 2.2 Application Verification

To determine if ActivCard Gold 2.2 is installed on your workstation, perform the following steps:

1. Insert your CAC into the reader.
2. Click **Start | Programs | ActivCard | ActivCard Gold | ActivCard Gold Utilities**.
3. If prompted, type your PIN.
4. From the **Help** menu, click **About ActivCard Gold**.
5. Verify that **ActivCard Gold 2.2** is listed. If so, proceed to the **Auto CAC Initialization and Workstation Configuration** section. If a version other than 2.2 is listed, go to the **Manual CAC Initialization and Workstation Configuration** section.
6. Close **ActivCard Gold** and proceed to the appropriate section.

Auto CAC Initialization and Workstation Configuration

Note: The CAC initialization process must be run each time your certificates are updated or a refresh is necessary.

Close all open applications, do not attempt to open any applications during the initialization process, and do not touch the keyboard or mouse unless prompted. To auto-initialize, perform the following steps:

1. From your desktop, double-click **Common Access Card Setup Guide**.
2. Print out the *Setup Guide* and then close the Setup Guide.
3. Click **Programs | ActivCard | ActivCard Gold | Common Access Card Setup Utility** to start the automated CAC setup process. The **CAC Set Up** window appears. Read and follow all steps in the setup windows.
4. When the **Name** window appears, type your *<FirstName>*, press the Spacebar, type your *<LastName>*, and click **OK**.
5. Read and follow all steps in any setup windows. Do not touch the keyboard or mouse until prompted.
6. If you currently do not have your CAC in the reader, you are prompted with the message **Please insert your CAC first and then click OK**. Insert your CAC into the reader so that the gold chip on the CAC goes into the reader and click **OK**.
7. When prompted, type your CAC PIN and click **OK**. Read and follow all steps in the setup windows. Do not touch the keyboard or mouse until prompted.
8. When the message **Registering Certificates has Completed Successfully** appears, click **OK**.
9. If prompted, type your NMCI user name, password, and domain. Click **OK**.
10. Read and follow all steps in the setup windows. Do not touch the keyboard or mouse until prompted.
11. When the message **Installation Completed Successfully** appears, click **OK**.
12. You have successfully completed the installation process. Proceed to the **Logging In Using Your Common Access Card** section.

Manual CAC Initialization and Workstation Configuration

Note: Perform the steps in this section only if you cannot locate or execute the auto configuration script (CACSetup.exe) successfully, as discussed in the Auto CAC Initialization and Workstation Configuration section. You do not need to repeat these steps unless your original configuration has changed, your workstation has been reimaged, or your certificates have changed (for example, your CAC was reissued or updated).

Step 1: Initial Log On

Important: Do not insert your CAC yet.

1. Log on to the NMCI workstation using your NMCI user name, password, and domain name.
2. Click **OK**.

Step 2: Clearing the Microsoft Windows Certificate Registry

Note: This step is required only if your CAC has been reissued or updated with new certificates or a new e-mail address.

1. Open **Internet Explorer**.
2. Click **Tools | Internet Options**.
3. On the **Contents** tab, in the **Certificates** box, click **Certificates**.
4. On the **Personal** tab, highlight only your *known old* certificate entries and click **Remove**. Removing other certificates may result in broken functionality of other services. Only remove these entries if you are sure they are your older certificates.
5. Close the **Certificates** window. Click **OK** in the **Internet Options** window to complete clearing of the Certificate Registry.

Step 3: Opening ActivCard Gold Utilities

1. Insert your CAC into the reader.
2. Click **Start | Programs | ActivCard | ActivCard Gold | ActivCard Gold Utilities**.
3. When prompted, type your CAC PIN.

Step 4: Preparing Your CAC for Cryptographic Log On

1. Click the plus sign (+) next to the **Digital Certificates** folder.
2. Right-click **Certificate - Signature Certificates**.
3. Click **Set as Default**.

Note: Cryptographic logon may not yet be enabled at your site.

Step 5: Registering Your Certificate.

1. Click **Tools | Register Certificates**.
2. When prompted to continue, click **Yes**.
3. To acknowledge installation, click **OK**.

Step 6: Verifying Your Installed Certificates.

1. On the Smart Card Content tab, click the "+" next to the Digital Certificates folder.
2. Ensure that the following certificates display:
 - Encryption Certificate
 - Identity Certificate
 - Signature Certificate
3. If you are missing any of the three certificates, visit a RAPIDS workstation site and request that the missing certificate(s) be downloaded.
4. Close ActivCard Gold Utilities.

Step 7: Configuring Microsoft Outlook Security Settings

1. Open **Outlook**.
2. Click **Tools | Options**.
3. On the **Security** tab, select the **Send clear text signed message when sending signed messages** check box.
4. Under **Encrypted e-mail**, click **Settings**.

Note: In Outlook 2000, under **Secure e-mail**, click **Settings**.

5. In the **Security Settings Name** box, type *<your name>* **CAC Security Settings**.
6. Select both the **Default Security Setting for this Cryptographic Message Format** and **Default Security Setting for all cryptographic messages** check boxes.

Note: In Outlook 2000, select the **Default Security Setting for this Secure Message Format** check box.

7. Under **Certificates and Algorithms**, next to the **Signing Certificate** box, click **Choose**.
8. Select your e-mail digital signature certificate. The **Issued by** column header for your e-mail certificate is **DoD CLASS 3 EMAIL CA-*<*>***, where *<*>* represents a variety of CA designation numbers.

Note: Do not select a certificate that does not include the word **EMAIL** in the **Issued by** column.

9. Click **OK**.

Note: If you are prompted for your PIN, type your PIN and click **OK**.

10. Next to **Hash Algorithm**, verify that **SHA1** is selected.
11. Next to **Encryption Certificate**, click **Choose**.
12. Click **OK**.

Note: If you are prompted for your PIN, type your PIN and click **OK**.

13. Next to **Encryption Algorithm**, verify that **3DES** is selected.
14. Select the **Send these certificates with signed messages** check box.
15. Click **OK** to return to the **Options | Security** tab. Click **OK**.
16. Click **OK** to close the **Options** window.

You have successfully completed the initialization process.

Logging On Using Your Common Access Card

1. In the logon window, insert your CAC. The **United States Department of Defense Warning Statement** window appears. Read the message and click **OK**.
2. At the prompt, type your PIN.
3. Click **OK**.

Note: Each time the CAC is removed and reinserted, you must re-enter your PIN.

Digitally Signing E-mail Messages

1. Open Outlook.
2. Click **New | Mail Message**.
3. Create your message, including the e-mail address of the recipient.
4. Perform one of the following steps:
 - a. On the message toolbar, click the **Envelope** icon with the red certificate.
 - b. On the message toolbar, click **Options | Security Settings**, and select the **Add digital signature to outgoing message** check box.
5. Click **OK | Close**.

Note: In Outlook 2000, on the message toolbar, click **Options** and select the **Add digital signature to outgoing message** check box. Click **Close**.

6. Ensure that your CAC is properly inserted in the reader.
7. To automatically add a digital signature and send your message, click **Send**.

Note: There may be a pause while Outlook accesses your CAC. If you are prompted for your PIN, type your PIN and click **OK**.

Publishing Encryption Certificates to the Global Address List (GAL)

Publishing your encryption certificate in the GAL allows other users to obtain your public key to send encrypted e-mails to you.

1. Open Microsoft Outlook.
2. Click **Tools | Options**.
3. Click on the **Security** tab.
4. Click on **Publish to GAL**.
5. Click **OK**. If requested, enter your CAC PIN.
6. Click **OK**. Your certificates are now successfully published.

Encrypting E-mail Messages

Note: To encrypt e-mail messages, you must have the recipient's public key.

Step 1: Obtaining a Recipient's Public Key

1. Open a digitally signed message from the recipient.
2. In the **From** box, right-click the sender's name.
3. Click **Add to Outlook Contacts**.
4. Click the **Certificates** tab to ensure there is a certificate affiliated with the contact.

Note: For encrypted e-mail to be sent to contacts, the contacts must have a certificate associated with their information.

Note: If an error message stating that the e-mail address does not match the address in the certificate appears, click **Yes**.

5. Click **Save | Close**.

Step 2: Sending an Encrypted Message

1. On the **Outlook** toolbar, click **New | Mail Message**.
2. Create your message.
3. To select message recipients from your Address Book, click **To**.
4. In the **Select Names** window, in the drop-down list, click **Contacts**. Click the recipient's e-mail address from your **Contacts** list.
5. On the message toolbar, click **Options | Security Settings**, and select the **Encrypt message contents and attachments** check box. Click **OK | Close**.

Note: In Outlook 2000, click **Options** and select the **Encrypt message contents and attachments** check box. Click **Close**.

6. Ensure that your CAC is properly inserted in the reader. To transmit your signed and encrypted message, click **Send**.

Note: There may be a pause while Outlook accesses your CAC. If you are prompted for your PIN, type your PIN and click **OK**.

Accessing Secure Web Sites

The NMCI default Web browser is Internet Explorer. However, Netscape Navigator may also be used for authentication with your CAC certificate when accessing secure Web sites.

Using Internet Explorer

1. Ensure that your CAC is inserted in the reader.
2. Open **Internet Explorer** and navigate to the secure Web site. The **Client Authentication** dialog box appears prompting you to choose a certificate.
3. Locate and click your **Identity Certificate** in the list and click **View Certificate**.

Note: You may need to view more than one certificate to locate your identity certificate. When viewing a certificate, the **Issued by** box for the identity certificate should display **DoD CLASS 3**. Do not select a certificate that has the word **EMAIL** in the **Issued by** box.

Note: If using Netscape Navigator, click **<Your Name> Identity Certificate** and click **Continue** when prompted to choose a certificate.

4. When you locate your identity certificate, to close the **Certificate** window, click **OK**.
5. In the **Client Authentication** window, to present the selected certificate to the secure Web server, click **OK**.

Note: There may be a pause while Internet Explorer accesses your CAC. If you are prompted for your PIN, type your PIN and click **OK**.



For further assistance, call the NMCI Help Desk at (866)-THE-NMCI.

Visit: <http://homeport> or www.eds.com/nmci

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