

# Getting ready to use your CAC with your computer

## Follow these three steps.

**Step 1: Confirm that you know your CAC PIN** (if you forgot your PIN you will need to have it reset at a RAPIDS workstation or a CAC PIN reset workstation)

**Step 2: Confirm the correct PKI information is stored on your CAC chip,** (if your CAC chip does not have the correct PKI information you will need have your CAC updated at a RAPIDS workstation)

**Step 3: Confirm that software on your computer recognizes your CAC,** (if your computer does not have ActivCard gold software you will need to have it installed)

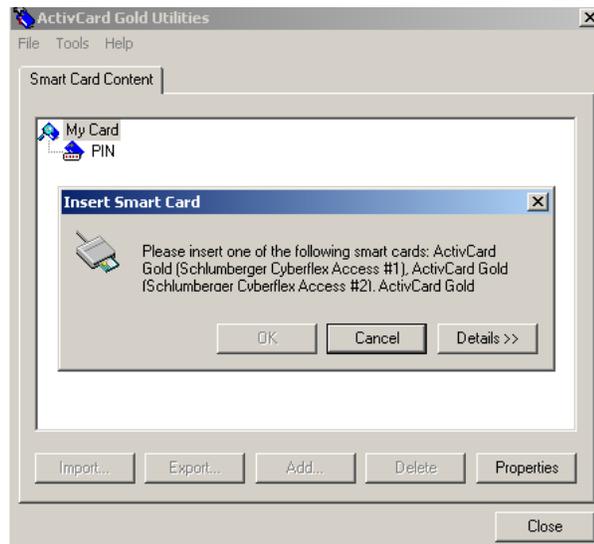
**Note:** These instructions are for computers with a smart card reader using MS Windows 2000 and ActivCard Gold software. If your computer does not have a smart card reader or does not have this software you can have a RAPIDS (CAC issuance) workstation operator accomplish Steps 1 and 2 above. Your local system administrator will need to assist with Step 3

### Step - 1: Confirm you know your CAC PIN

A. Click: Start → Programs → ActivCard → ActivCard Gold → ActivCard Gold Utilities.

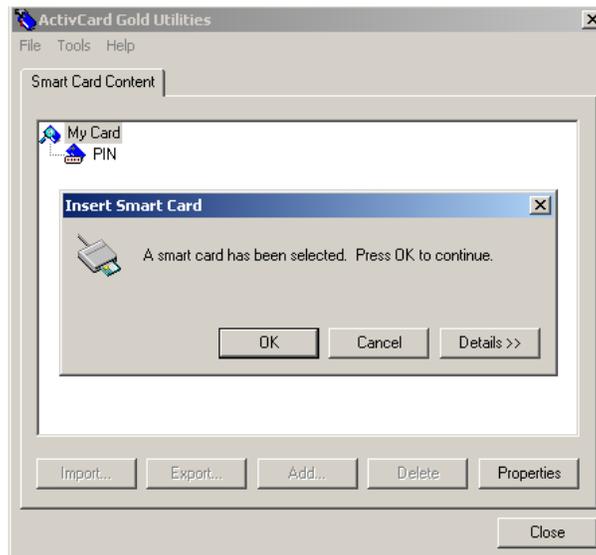
**NOTE:** If you do not find an ActivCard folder, you may need to click on the double down arrows at the bottom of the Programs list to view all Program Folders. If you still do not find an ActivCard folder your computer does not have ActivCard software and you should ask your system administrator to install ActivCard software. Try again after your computer is upgraded with a smart card reader and the ActivCard software or call your system administrator or NMCI users should call the NMCI Help Desk.

B. When prompted: Insert CAC



**NOTE:** If the ActivCard Gold Utility does not recognize your CAC it means your CAC was improperly issued and you will need to have a new one issued.

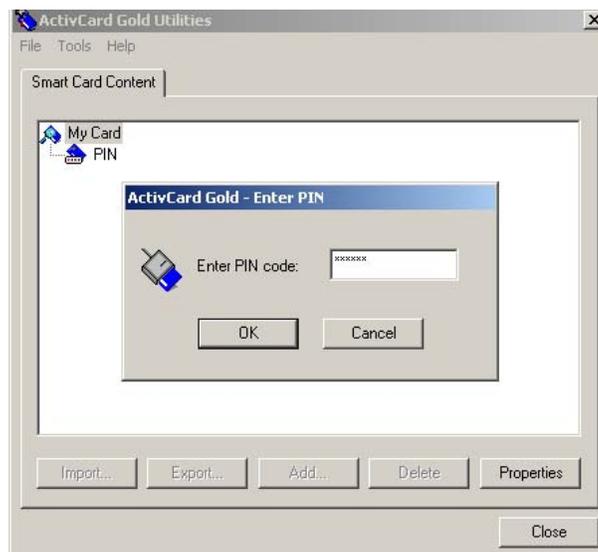
C. Click: “OK” button when you see “A smart card as been selected. Press OK to continue”



D. When prompted: Enter: PIN code:

**NOTE:** Your PIN is a 6 to 8 digit number you selected when your CAC was issued

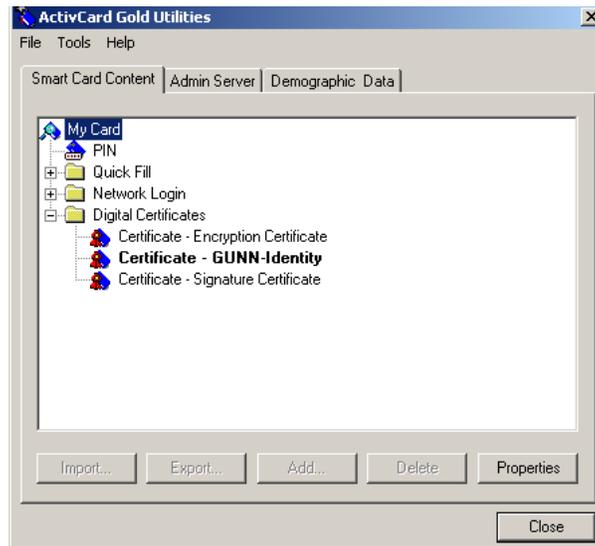
E. Click: “OK” button



**NOTE:** If your PIN is correct the ActivCard Gold Utility program will open, if your PIN is not correct you will be prompted again, you get three tries to remember your PIN, after the third incorrect PIN entry, your CAC chip will be locked and you must have it unlocked by a RAPIDS operator or a CAC PIN reset workstation operator

## Step - 2: Confirm the correct PKI information is stored on your CAC

- A. After entering your PIN and opening the ActivCard Gold Utility you should default to the Smart Card Content menu tab.
- B. Click: “+” (plus sign) to the left of the Digital Certificate folder icon to view PKI certificates on your CAC



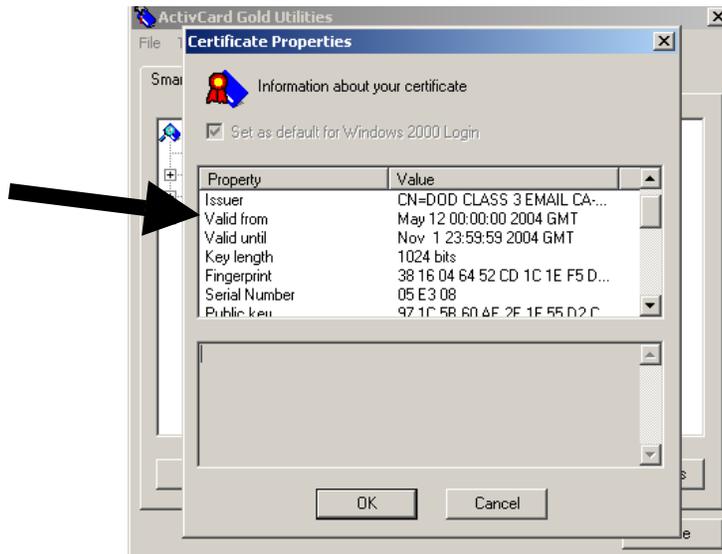
**NOTE:** If the ActivCard Gold Utility program does not display the Digital Certificate folder there are no PKI digital certificates on your CAC and you must visit a RAPIDS workstation to have new PKI certificates encoded on your CAC integrated circuit chip. This can be done without issuing you a new CAC; your current CAC can be updated.

- C. Confirm: there are three certificates displayed as shown below: (order is not important)
  - Certificate – (your last name) - Identity
  - Certificate – Encryption Certificate
  - Certificate – Signature Certificate

**NOTE:** If all three certificates are not displayed then you must go to a RAPIDS workstation and ask to get your PKI digital certificates updated. When you do this you must provide the RAPIDS operator the email address you will use to send and receive email at work. Ask the RAPIDS operator to verify your email address before updating your PKI digital certificates.

- D. Right Click: Certificate – Signature Certificate
- E. Click: Properties

F. Confirm: the Certificate Properties “Valid from:” date is after **May 19 00:00:00 2002 GMT**.



**NOTE:** If the “Valid from” date is prior to 19 May 2002, you will need to go to a RAPIDS workstation and get your PKI digital certificates updated. When you do this you must provide the RAPIDS operator the email address you will use to send and receive email at work. Ask the RAPIDS operator to verify your email address before updating your PKI digital certificates.

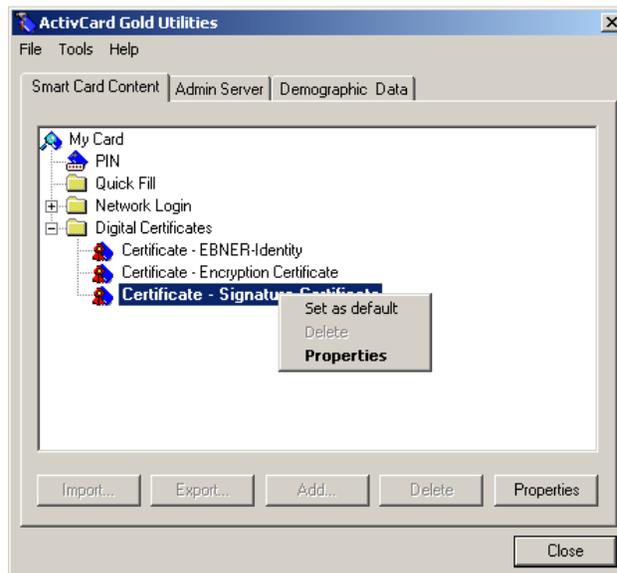
G. Click: OK

Step 3 - Confirm the software on your computer is configured to recognize your CAC

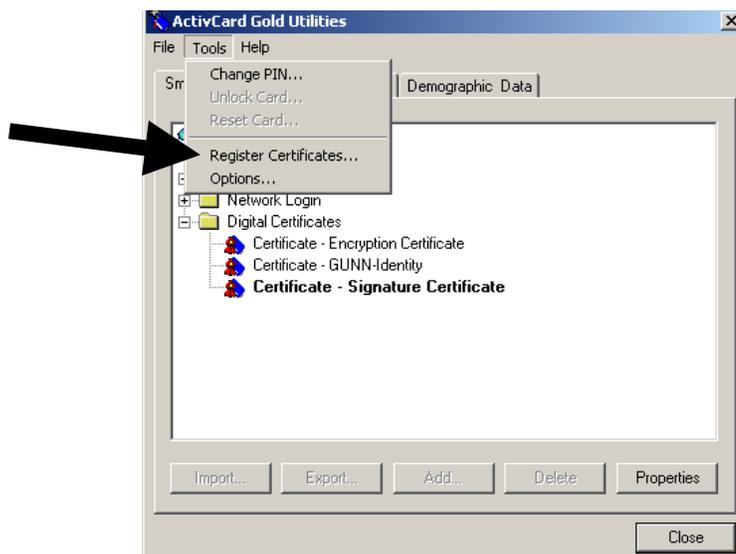
### Step 3.1 - Configure ActivCard Gold Utilities

A. Right Click: **Certificates - Signature Certificates**

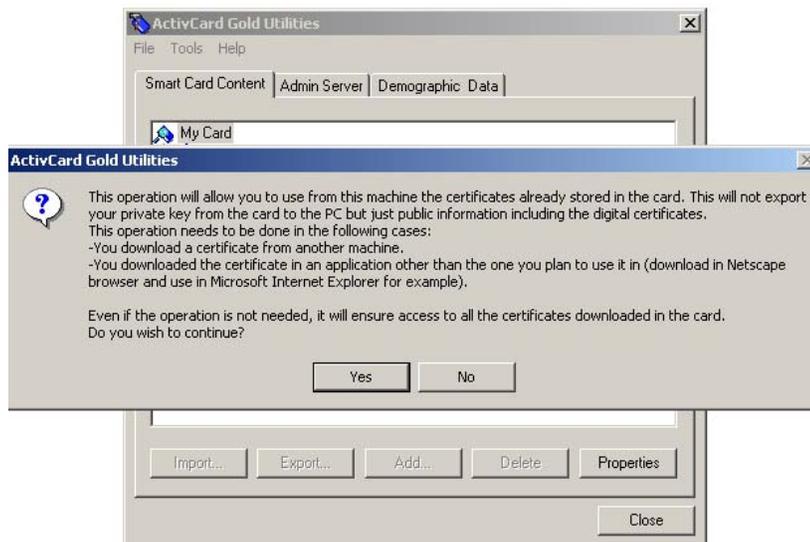
B: Click: **Set as default**



C. Select: **Tools Menu** —>**Register Certificates**.

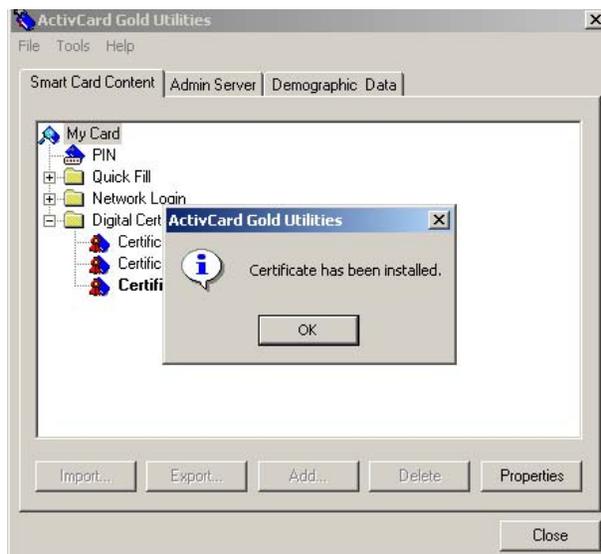


D. Read: “ActivCard Gold Utilities” Dialog Box



E. Click: **Yes**, when prompted “Do you wish to continue”

F. Click: **OK** to acknowledge installation.



G. Close: ActivCard Gold Utilities.

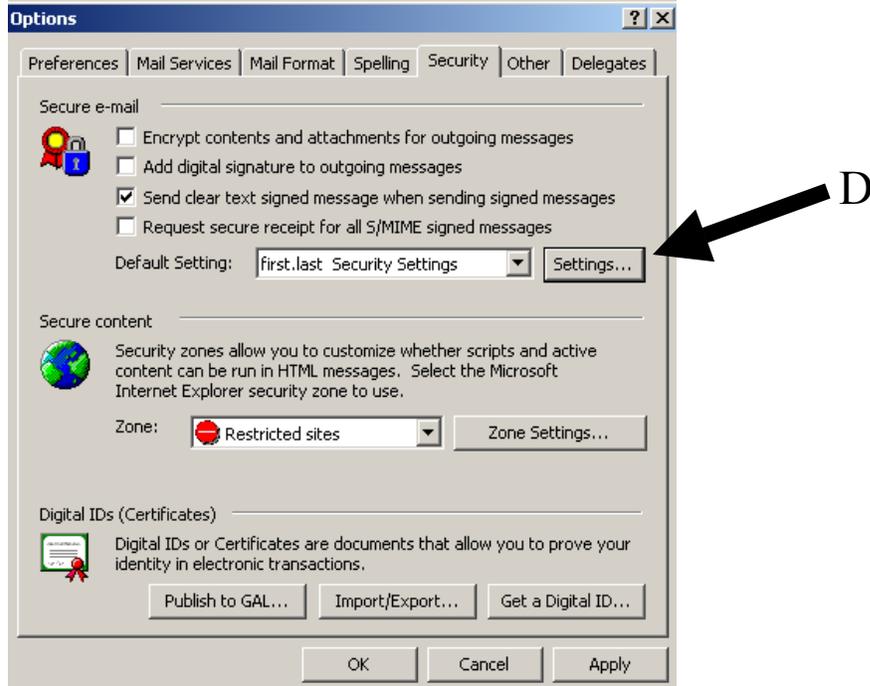
### Step 3.2 - Configure Microsoft Outlook 2000

A. Open: Outlook 2000.

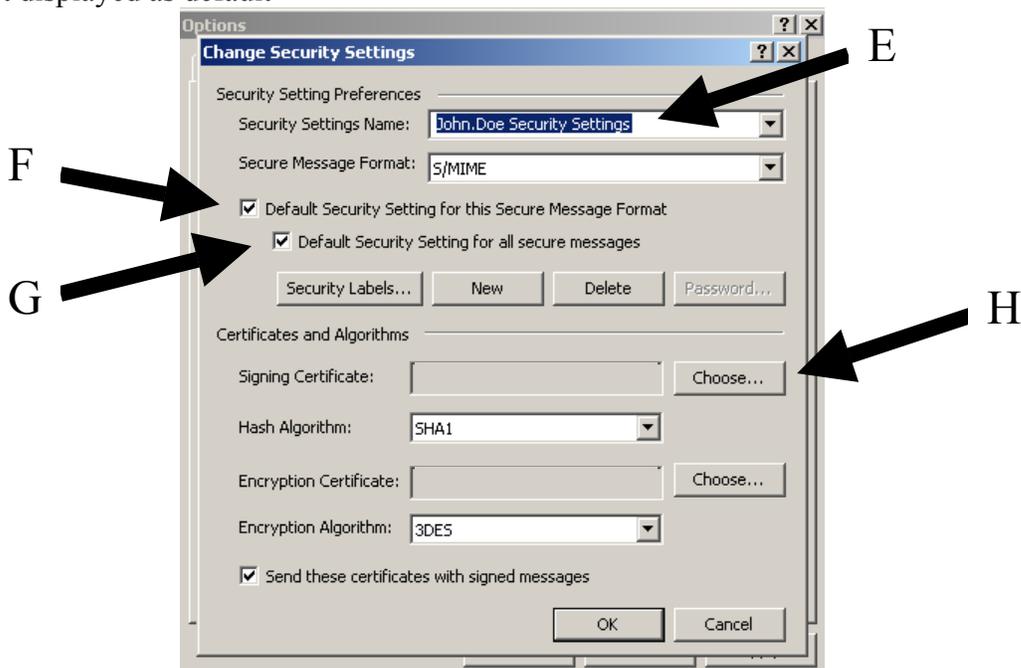
B. Click: **Tools • Options**.

C. Select: the **Security** tab.

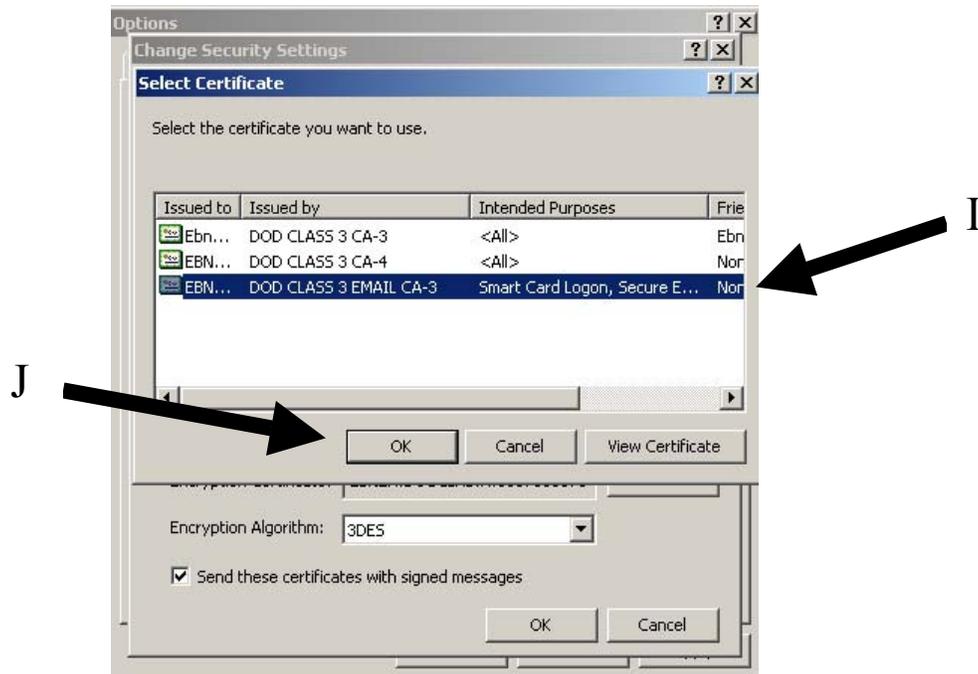
D. Click: **Settings** Under **Secure E-mail**.



E. Type: “<your name here>Security Settings.” in the Security Settings Name box, if your name is not displayed as default



- F. Check: the **Default Security Setting for this Secure Message Format** checkbox.
- G. Check: the **Default Security Setting for all secure messages** checkbox
- H. Click: **Choose** next to Signing Certificate under **Certificates and Algorithms**
- I. Select: your e-mail digital signature certificate from the list of certificates (you may only have two)



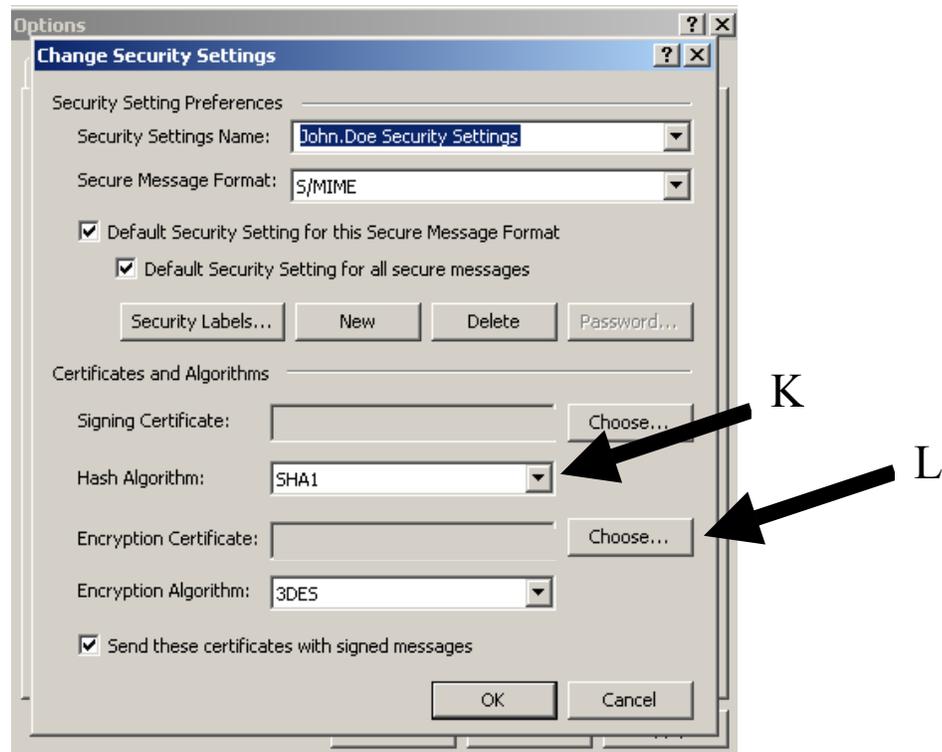
**NOTE:** The “Issued by” (column header) for your E-mail certificates may be one of the following:

- DoD CLASS 3 CAC E-MAIL CA,
- DoD CLASS 3 E-MAIL CA-3,
- DoD CLASS 3 E-MAIL CA-4,
- DoD CLASS 3 E-MAIL CA-5,
- DoD CLASS 3 EMAIL CA-6,
- DoD CLASS 3 E-MAIL CA-9, or
- DoD CLASS 3 E-MAIL CA-10

The “Intended Purposes” (column header) should be “Smart Card Logon, Secure Email, Client Authentication”

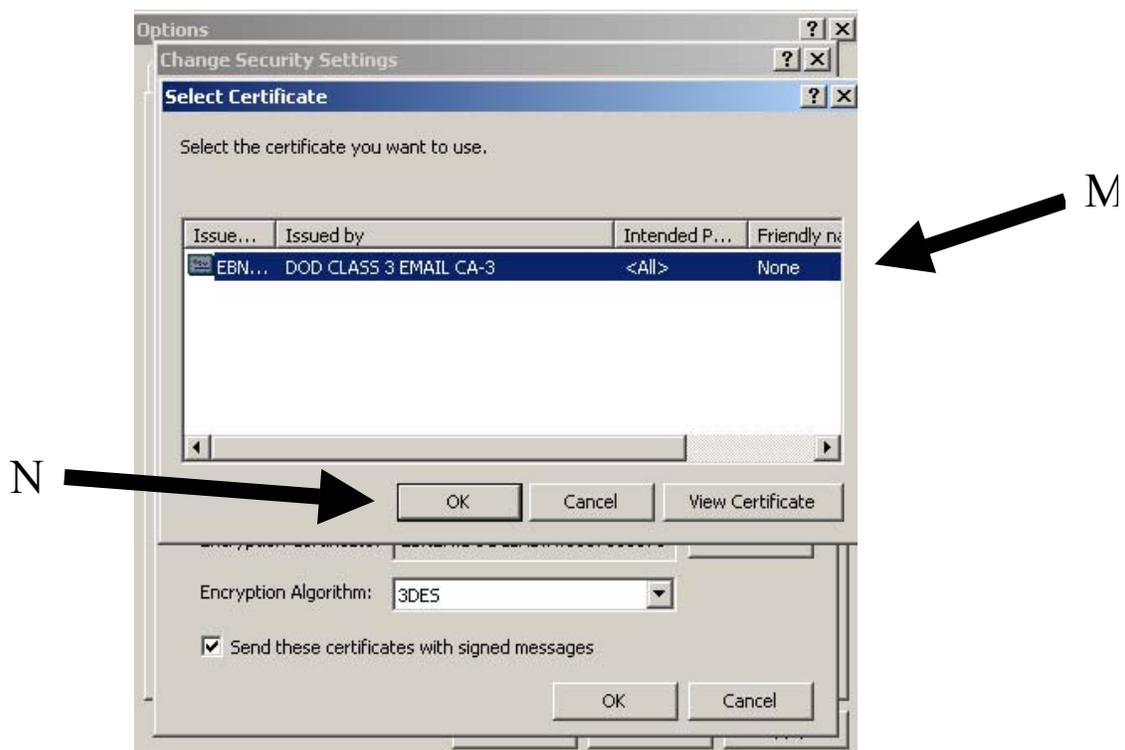
- J. Click: **OK**.

K. Select: **SHA1** in the drop down box next to Hash Algorithm.



L. Click: **Choose** next to Encryption Certificate.

M. Select: your e-mail encryption certificate.



**NOTE:** The “Issued by”(column header) for your E-mail certificates is one of the following:  
DoD CLASS 3 CAC E-MAIL CA,  
DoD CLASS 3 E-MAIL CA-3,  
DoD CLASS 3 E-MAIL CA-4,  
DoD CLASS 3 E-MAIL CA-5,  
DoD CLASS 3 EMAIL CA-6,  
DoD CLASS 3 E-MAIL CA-9, or  
DoD CLASS 3 E-MAIL CA-10

N. Click: **OK**.

O. Select: **3DES** in the drop down box next to Encryption Algorithm.



P. Check: the **Send these certificates with signed messages** checkbox.

Q. Click: **OK** to return to the Options —>Security tab.

R. Click: **OK**. To close Options

**CONGRATULATIONS YOUR CAC IS NOW READY TO BE USED WITH YOUR COMPUTER. YOUR NMCI CUSTOMER TECHNICAL REPRESENTATIVE WILL INFORM YOU WHEN TO USE FOR CAC FOR LOGON. YOU CAN FIND OUT HOW TO SIGN AND ENCRYPT EMAIL USING THE OUTLOOK HELP FUNCTION.**