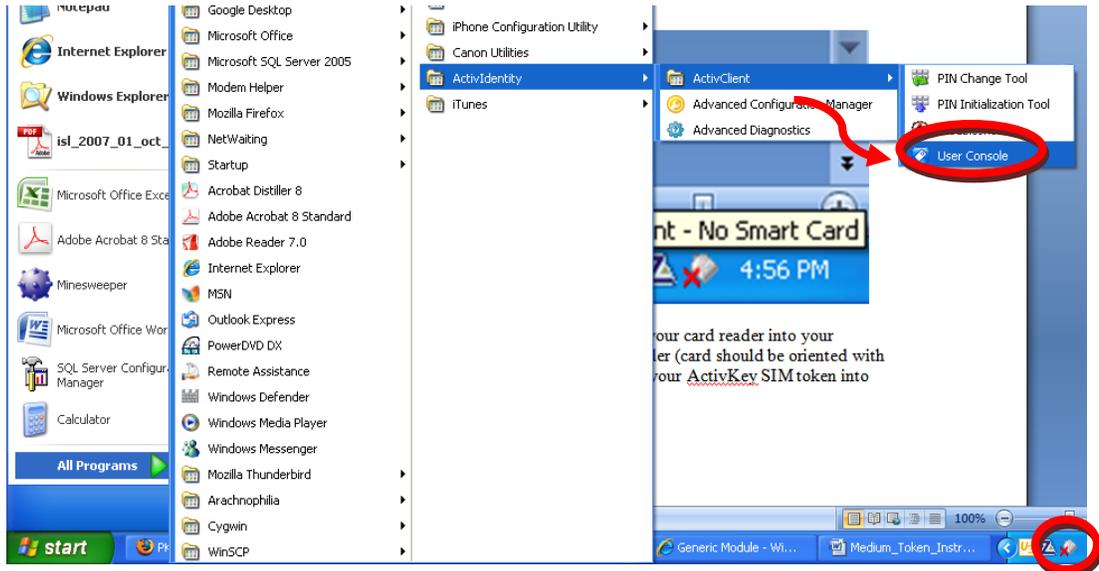


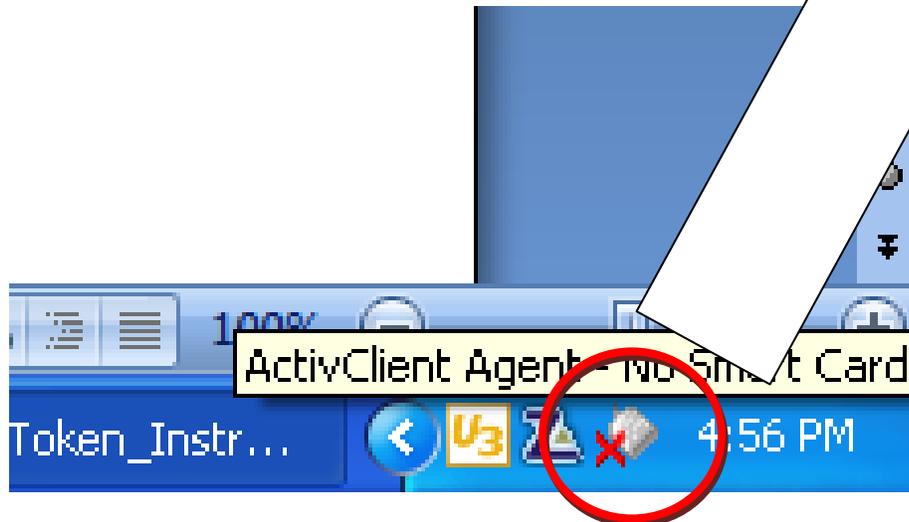
## Initializing your smart card or cryptographic device

**IMPORTANT:** These instructions are written step-by-step; do not perform an action before the instructions tell you to do so.

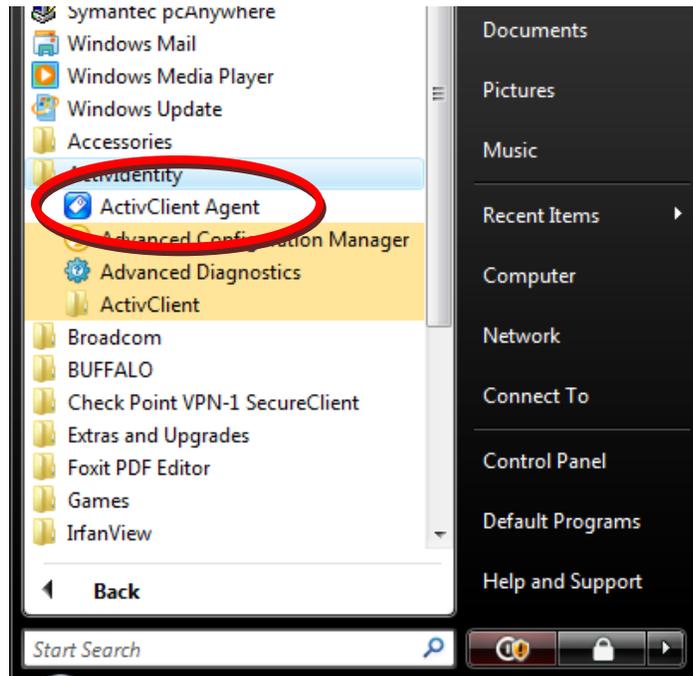
1. Start the ActivClient User Console by using your Start Button menu...



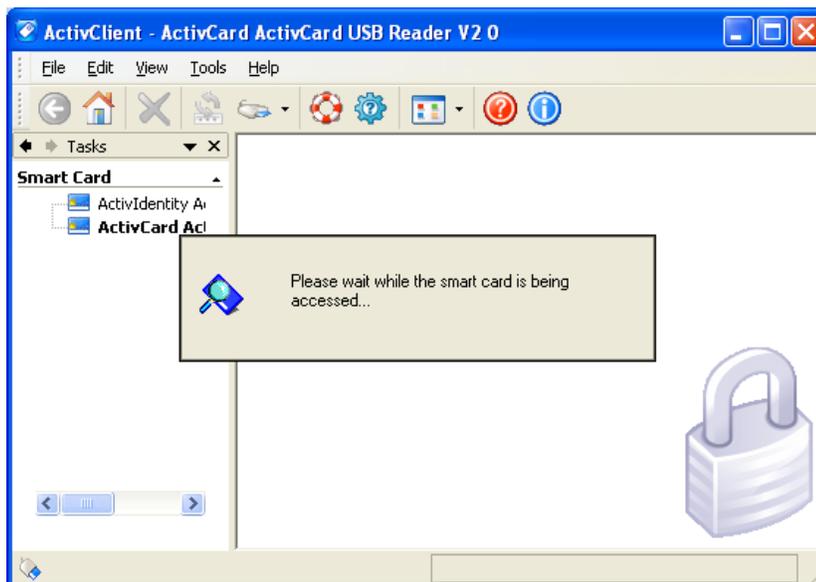
Or clicking on the card reader icon in the lower right-hand corner of your screen...



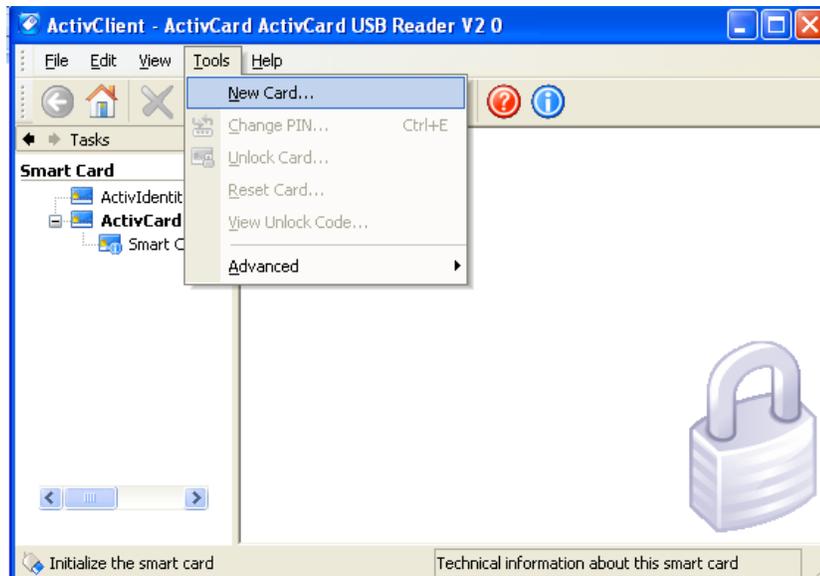
For Windows Vista or Windows 7 select Start -> All Programs -> ActivIdentity -> ActivClient Agent



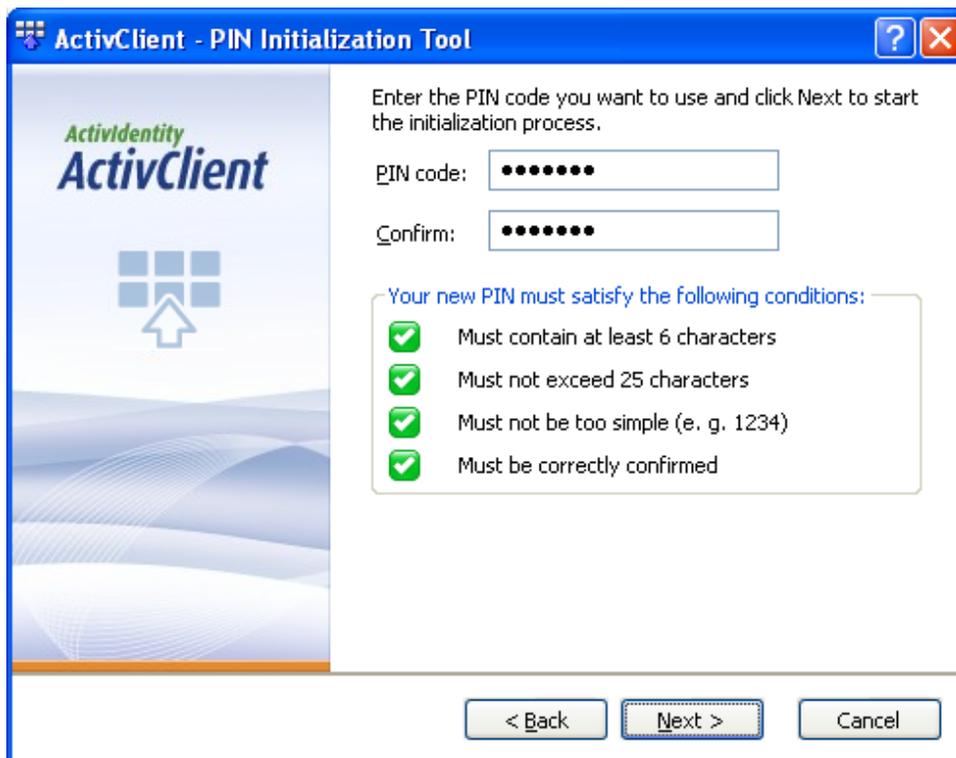
2. For Smart Card / card reader users, plug your card reader into your computer, then put your card into the reader (card should be oriented with chip up and into the reader) – OR – plug your ActivKey SIM token into your computer.



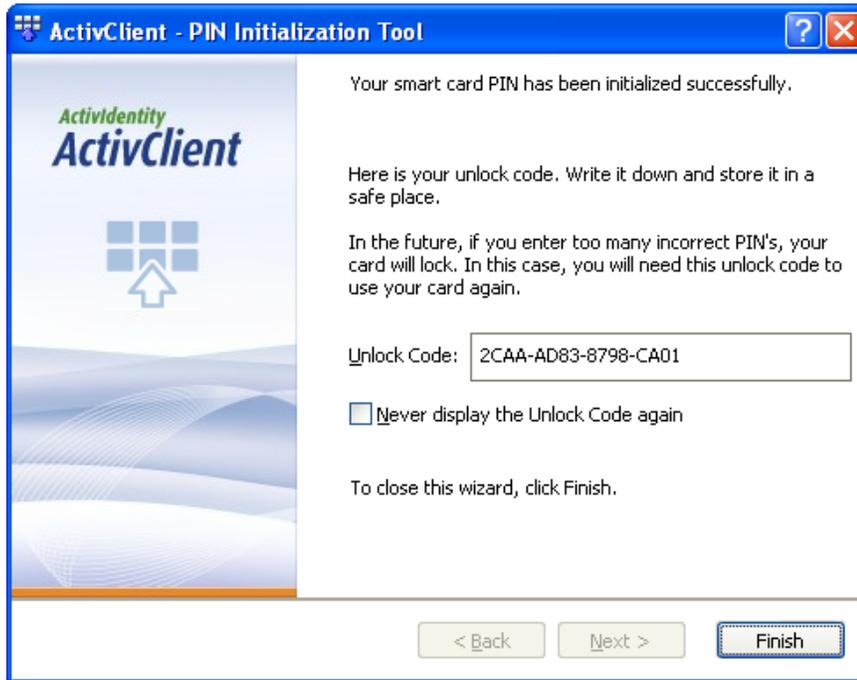
3. On the ActivClient User Console menu bar, select **Tools -> New Card...** (*NOTE: The ActivKey SIM token acts like a card with a built in card reader. ActivClient will always refer to a "Card" even if you have an ActivKey SIM token.*)



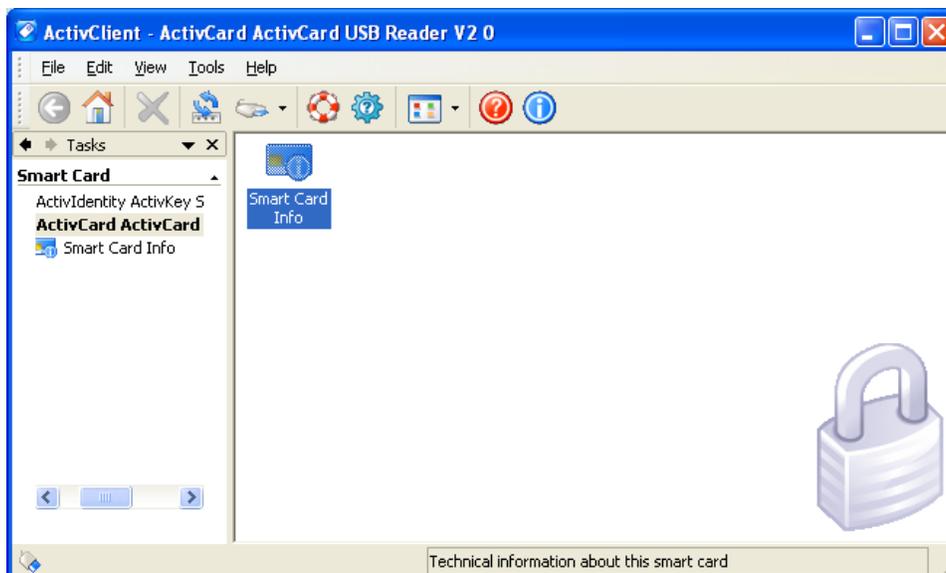
4. Assign a PIN to the new smart card or token, then click the **Next >** button (*We recommend that you follow the DoD's PIN rules for the Common Access Cards (CACs), which is an all numeric PIN with a minimum of 6 and maximum of 8 numbers.*)



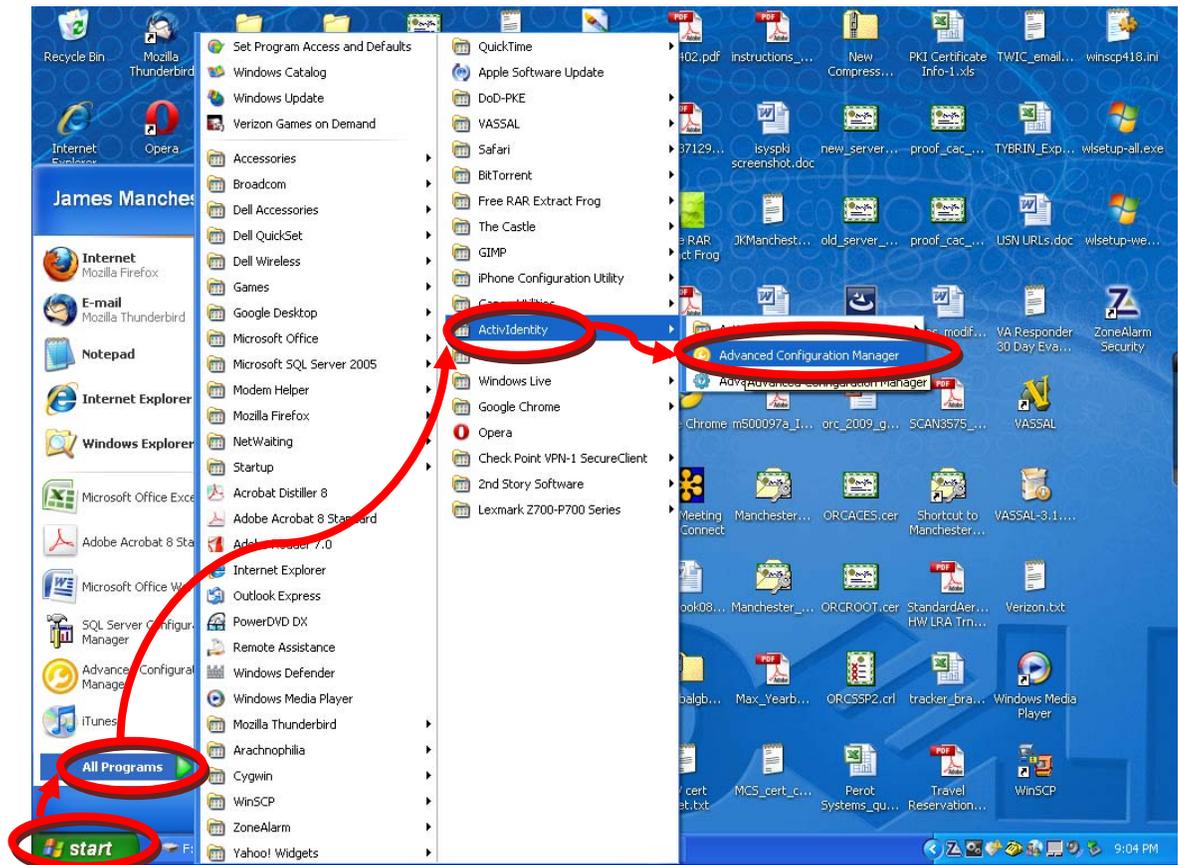
5. After a few seconds, you will be presented with an Unlock Code. It is very important to record the Unlock Code and then store it someplace safe (and away from your smart card or token). (*i.e. Write the Unlock Code down now Please note that the Unlock Code is a 16 digit hexadecimal number. Valid characters are 0-9 and A-F; there are no letter "O"s, for example and be careful not to mistake a "B" for an "8" and vice-versa, etc.)*) Then click the **Finish** button.



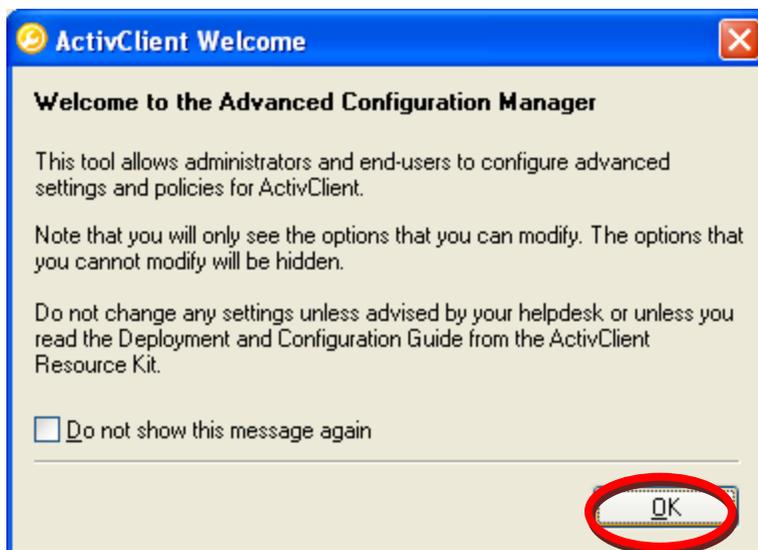
6. Your card or ActivKey SIM is now initialized and ready for a certificate key pair



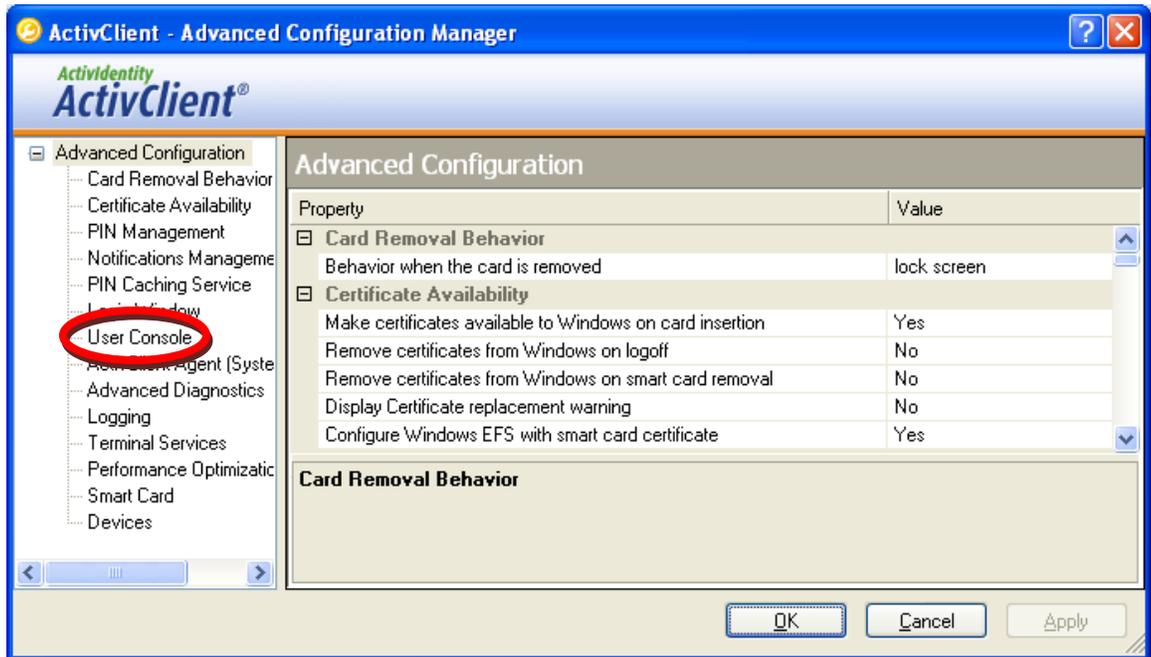
7. To protect yourself from inadvertently deleting your certificate in the future, start the ActivClient Advanced Configuration Manager



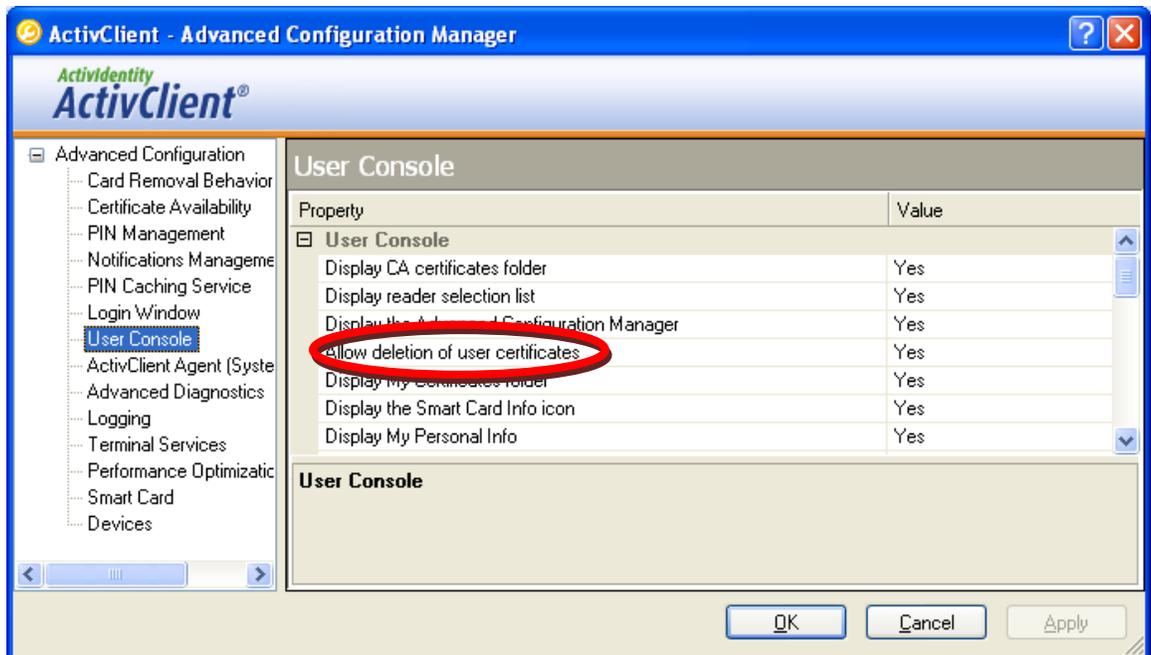
8. At the ActivClient Welcome box, click OK



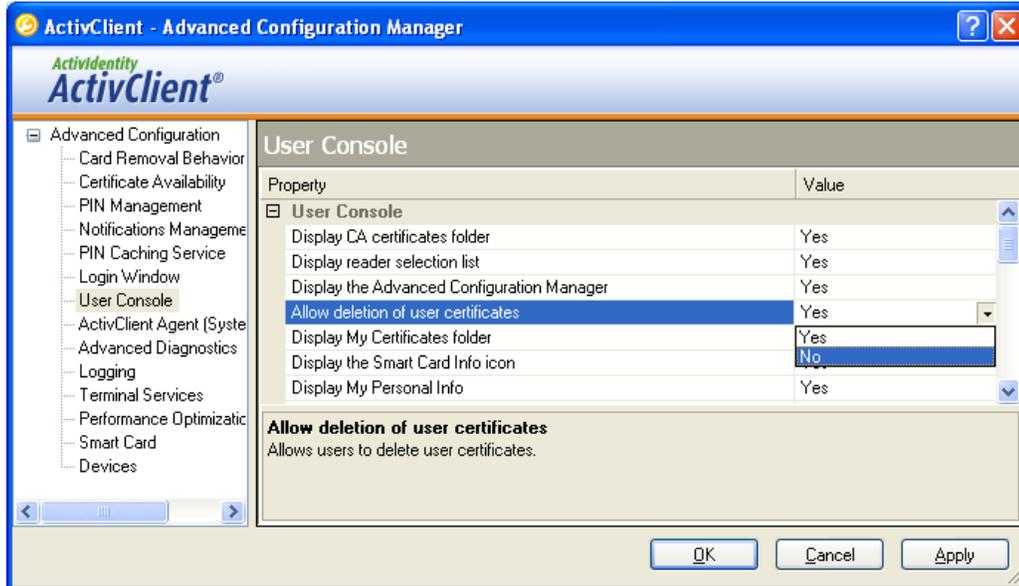
9. On the Advanced Configuration Manager dialog box select User Console in the left hand pane.



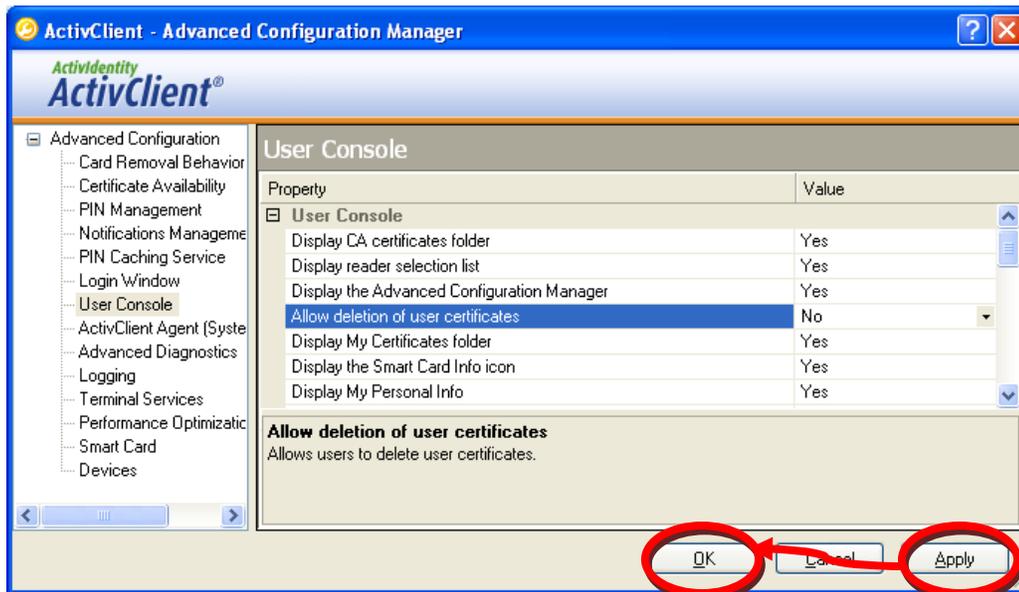
10. In the User Console section find "Allow deletion of user certificates"



11. Change the selected value from “Yes” to “No”



12. Click the **Apply** button, then click the **OK** button



13. Click the OK button and restart your computer as soon as possible.

