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.*)

🖉 ActivClient - Ac	tivCard ActivCard USB Reader V2 0
<u> </u>	Tools Help
	New Card
Tasks	🕍 Change PIN Ctrl+E
Smart Card	Inlock Card
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🖃 🎫 ActivCard	View Unlock Code
🎰 🎦 Smart C	Advanced
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🔖 Initialize the smart o	ard Technical information about this smart card

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.)

🐺 ActivClient - PIN Initial	ization Tool 🛛 🛛 💽	
Actividentity ActivClient	Enter the PIN code you want to use and click Next to start the initialization process. <u>P</u> IN code: •••••• <u>C</u> onfirm: ••••••	
	Your new PIN must satisfy the following conditions: Image: Must contain at least 6 characters Image: Must not exceed 25 characters Image: Must not be too simple (e. g. 1234) Image: Must be correctly confirmed	
	< Back Dext > Cancel	

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.*

🐺 ActivClient - PIN Initial	ization Tool	
Actividentity ActivClient	Your smart card PIN has been initialized successfully. Here is your unlock code. Write it down and store it in a safe place. To the future, if you enter too many incorrect PIN's, your	
	In the rotatic, if you once too many incorrect rars, you card will lock. In this case, you will need this unlock code to use your card again. Unlock Code: 2CAA-AD83-8798-CA01	
	To close this wizard, click Finish.	
	< Back Next > Finish	

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

😨 ActivClient - ActivCa	d ActivCard USB Reader V2 0	
<u> </u>	Help	
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🔹 🔶 Tasks 🛛 👻 🗙		
Smart Card ▲ ActivIdentity ActivKey S ActivCard ActivCard	Smart Card Info	
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	Technic Information should be available	
\	Technical information about this smart card	

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.

ActivClient - Advanced	onfiguration Manager	?	X
Actividentity ActivClient®			
 Advanced Configuration Card Removal Behavior Certificate Availability PIN Management Notifications Manageme PIN Caching Service List Michae User Console Advanced Diagnostics Logging Terminal Services Performance Optimizatic Smart Card Devices 	Advanced Configuration		
	Property Card Removal Behavior Behavior when the card is removed Certificate Availability Make certificates available to Windows on card insertion Remove certificates from Windows on logoff Remove certificates from Windows on smart card removal Display Certificate replacement warning Configure Windows EFS with smart card certificate	Value lock screen Yes No No No Yes	
	<u></u> K	Cancel Apply	

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

ActivClient - Advanced	Configuration Manager	[2×
Actividentity ActivClient®			
 Advanced Configuration Card Removal Behavior 	User Console		
Certificate Availability	Property	Value	
PIN Management	🗆 User Console		~
Notifications Manageme	Display CA certificates folder	Yes	
PIN Caching Service	Display reader selection list	Yes	
Login Window	Display the Arbon of Capfiguration Manager	Yes	
ActivClient Agent (Suste	Allow deletion of user certificates	Yes	
	Display my commonwes rolder	Yes	
Advanced Dragnostics Logging Terminal Services Performance Optimizatic Smart Card Devices	Display the Smart Card Info icon	Yes	
	Services Display My Personal Info	Yes	~
	User Console		
	(Cancel Apply	

11. Change the selected value from "Yes" to "No"

ActivClient - Advanced	Configuration Manager	? 🛛
Actividentity ActivClient®		
Advanced Configuration — Card Removal Behavior	User Console	
Certificate Availability	Property	Value
 PIN Management Notifications Manageme PIN Caching Service Login Window User Console ActivClient Agent (Syste Advanced Diagnostics Logging Terminal Services Performance Optimizatic Smart Card Devices 	User Console Display CA certificates folder Display reader selection list Display the Advanced Configuration Manager Allow deletion of user certificates Display My Certificates folder Display the Smart Card Info icon Display My Personal Info	Yes Yes Yes Yes Yes Yes Yes
	Allow deletion of user certificates Allows users to delete user certificates.	
		OK Cancel Apply

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

ActivClient - Advanced	Configuration Manager	? 🛛
Actividentity ActivClient®		
Advanced Configuration	User Console	
- Certificate Availability	Property	Value
PIN Management	User Console	· · · · · · · · · · · · · · · · · · ·
Notifications Manageme	Display CA certificates folder	Yes
PIN Caching Service	Display reader selection list	Yes
Login Window	Display the Advanced Configuration Manager	Yes
ActivClient Agent (Suste	Allow deletion of user certificates	No 💌
Advanced Diagnostics	Display My Certificates folder	Yes
	Display the Smart Card Info icon	Yes
- Terminal Services	Display My Personal Info	Yes 🗸
Performance Optimizatic Smart Card Devices	Allow deletion of user certificates Allows users to delete user certificates.	

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

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The changes you made require a reboot to be taken into accoun	
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