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 -> User Console



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		
<u> </u>	Tools Help	
	New Card	
♦ ♦ Tasks	Enange PIN Ctrl+E	
Smart Card	Unlock Card	
🔤 ActivIdentit	Reset Card	
ActivCard	View Unlock Code	
	Advanced	
	>	A
🔖 Initialize the smart (card Technical information about t	his 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 Initialization 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		
	< <u>B</u> ack Next > Cancel		

<u>Important Note:</u> There can be a lot of variation on how often you are asked to enter the PIN. Just enter the PIN, every time you are asked.

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 Initialization Tool 🛛 😨 🔁		
ActivIdentity	Your smart card PIN has been initialized successfully.	
ACTIVCHENT	Here is your unlock code. Write it down and store it in a safe place.	
	In the future, if you enter too many incorrect PIN's, your card will lock. In this case, you will need this unlock code to use your card again.	
	Unlock Code: 1 2CAA-AD83-8798-CA01	
	<u>N</u> ever display the Unlock Code again	
	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

Eile Edit View Iools Help	
[🕒 🟠 💥 🚟 🖙 • 🚱 🦃 🛅 • 🥹 🔘	
◆	
Smart Card	
	A

7. Remove you card from the reader and the put it back into the reader. (Or unplug your ActivClient SIM token and then plug your ActivClient SIM token.) You will be prompted to enter your PIN. After entering your PIN, you may receive a message that you must change your PIN. This is a one-time PIN change requirement (not all customers experience this; some devices are not configured to require this). You may change the PIN to what you have just set it to. Just enter your PIN in all three blanks and click the "Change PIN" button.