<u>Procedures and Steps for Receiving</u> <u>a New CAC at the Detroit Arsenal</u>

(And what to do after you've received your CAC)

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Before Making your CAC Appointment:

Before you get a new CAC, you must decrypt windows files and folders. For any files or folders labeled in green text, you must follow the steps listed in this documentation for <u>Decrypting Windows Files and Folders</u>.

Please contact your I.T. Support Staff with any questions or concerns.

Schedule CAC Renewal

1. Schedule within 30 days of expiring. Please use our online appointment scheduler at https://rapids-appointments.dmdc.osd.mil to schedule appointments.

Appointment hours are M-F 0800-1130 & 1315-1530

- Ms Linda Plauman in Building 232 (VCC) at 282-8074 (located at the 11 road entrance gate first building on the right).
- Ms Tracey Smialek in Building 230W Room 1H058-O at 282-5611 (located in the hallway just before the breezeway to building 229).
- Un-encrypt any files prior to your appointment and be "LOGGED OFF" your computer. If you have numerous emails, contact your I.T. support for assistance.
- 3. Bring with you your CAC and one other form of valid ID such as; driver license or photo ID issued by the state, passport, voter registration card, social security card, Military or dependent ID card.
- Please arrive to your scheduled appointment and location no more than 10 minutes early. If you cannot make your appointment please call to be rescheduled. (FYI-You will be getting a new photo).

Decrypting Windows Files and Folders

Decryption - For any files or folders labeled in **green text**, you must *follow* the steps listed in this documentation to *decrypt* **files** and **folders**. There are multiple locations on your computer that could have Encrypted data

1. Where do I look? On your desktop, double click on the folder with your name



2. *Look* for folders labeled in **green text**, you may need to check your **Documents** and **Desktop** folders.

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🖣 Organize 👻 📗 Views	👻 🚯 Burr	u				0
Favorite Links Documents Pictures Music More » Folders AppData Contacts Contacts Contacts Documents Encrypted Jury duty LOL My Pictures My Videos	Name Documen Videos Saved Gar Saved Gar Saved Gar PST Pictures Pictures Contacts Contacts	Date modified ts mes Transcripts p quarantined files	Size	Folder path		
P-AUP *						<i><i>a</i></i>
						A

3. Double click on the **Desktop** folder and check for any folders with green text



5. Double click on the **Documents** folder and check for any folders with green text



6. *Double click* the **Computer** Icon on your desktop



7. Double click Default (C:) on the right. Find a folder labeled Encrypted



- 8. Did you find any files or folders with green text?
 - a. No, then you are done. You are ready to get your new CAC.
 - b. Yes, then continue with these steps.

9. Right click on the folder or file labeled in green text and Select Properties



10. Click the Advanced button

eneral Shar	ing Security	Previous Versions	Customize
L	Encrypted		
lype:	File Folder		
ocation:	CA		
Size:	0 bytes		
ize on disk:	0 bytes		
Contains:	0 Files, 0 Fo	iders	
Created:	Today, Janu	vary 21, 2011, 6 minut	les ago
Atributes:	Read-on	ly (Only assists to file	s in folder)
	Hidden		Advanced_

11. Uncheck the box labeled Encrypt contents to secure data - Click OK



12. If the Confirm Attribute Changes box pops up, *check* Apply changes to this folder, subfolders and files – then *Click* OK

You have chosen to make the following attribute changes: decrypt Do you want to apply this change to this folder only, or do you want to apply it to all subfolders and files as well? © Apply changes to this folder only	Confi	irm Attribute Changes
decrypt Do you want to apply this change to this folder only, or do you want to apply it to all subfolders and files as well? O Apply changes to this folder only	You	have chosen to make the following attribute changes:
Do you want to apply this change to this folder only, or do you want to apply it to all subfolders and files as well?		decrypt
Apply changes to this folder only	Do app	you want to apply this change to this folder only, or do you want to ly it to all subfolders and files as well?
		Apply changes to this folder only
Apply changes to this folder, subfolders and files		Apply changes to this folder, subfolders and files
		OK Cancel

13. The folder should now be decrypted and the text should be black

(**Note**: If you have a large number of files and folders to decrypt, this could take several hours)

<u>Removing old CAC certificates from Internet</u> <u>Explorer</u>

1. Open Internet Explorer and click on Tools, Internet Options



2. Click on the Content tab

Internet Options
General Security Privace Content Connections Programs Advanced
Home page
To create home page tabs, type each address on its own line.
Use current Use default Use blank Browsing history
Delete temporary files, history, cookies, saved passwords, and web form information.
Delete Settings
Change search defaults. Settings
Tabs
Change how webpages are displayed in Settings tabs.
Appearance
Colors Languages Fonts Accessibility
Some <u>settings</u> are managed by your system administrator.
OK Cancel Apply

3. Click on the Certificate button

Internet Option	ns				? X
General Sec	urity Privacy	Content	Connections	Programs	Advanced
Content Adv	visor Ratings help you viewed on this co	control the omputer.	e Internet cont	ent that can	i be
Certificates					
	Jse certificates f r SSL state	for encrypt Certif	ed connections	and identifier	ers
AutoComplet	te				
A of	AutoComplete st on webpages and or you.	ores previo d suggests	matches	Setting	js
Feeds					
	eeds provide up vebsites that ca Explorer and oth	odated con n be read i er program	tent from n Internet is.	Setting	js
Some	settings are mai	naged by y	our system ad	ministrator.	
		ОК	Ca	incel	Apply

VERY IMPORTANT: DO NOT DELETE THE CERTIFICATE THAT SHOWS YOUR NAME IN LOWER CASE IF YOU DO DELETE THIS CERTIFICATE YOU WILL RUN THE CHANCE OF BREAKING YOUR EFS ENCRYPTED FOLDER AND LOSEING DATA. THE EFS CERTIFICATE IS CIRCLED BELOW DO NOT DELETE THIS CERTIFICATE.

4. Go through the Certificates and delete out any Expired certificates, EXCEPT for your name in lower case (see below).

Internet Options		E C	
Intended purpose:	All>	Authorition Tru	etad Deat Cortification
Issued To	Issued By	Expiratio	Friendly Name
Gierak. Christian. 1:	2 DOD CA-22 DOD EMAIL CA-19	6/24/2011 9/30/2010	Gierak.Christian GIERAK.CHRIST
GIERAK.CHRISTIA	DOD CA-19 DOD EMAIL CA-19	9/30/2010 9/30/2010	<none> GIERAK.CHRIST</none>
Import Expor	rt Remove		Advanced
Certificate intended pur Client Authentication, Sr	poses mart Card Logon		View
Learn more about certific	ates		Close

5. Once you have removed the old certificates Internet Explorer will only pull the new ones when prompted for a certificate.

<u>Making your new CAC certificates available on</u> <u>your computer</u>

1. Insert CAC into reader and log onto the pc. Click on the ActivCard Gold icon in the system tray at the bottom of the screen:



2. In the ActivClient window, click on Tools -> Advanced -> Reset optimization cache



3. Close the ActivClient Window.

Outlook: Publishing CAC Certificates to the GAL (Global Address List)

1. Launch Outlook.



2. Click on File > Options >Trust Center > Select "Trust Center Settings"



3. From the Trust Center window, click on the Email Security Tab:



4. Click on Settings:

ost Center		2
DEC SUICE/* Tructe Publishers Ada ns hinst of thiothers Ada ns hinst of thiothers Ada ons thinst of thiothers Ada onset: Download Materia Security Programmatic Access	check Image: State S	aniation.

5. Click on Delete and click OK

Change Security Setti	ngs 🔀
Security Setting Preference	s
Security Settings Name	
My S/MIME Settings (User.Name @us.army.mil)
Cryptography <u>F</u> ormat:	S/MIME
Default Security Set	ting for this cryptographic message format
Default Security	y Setting for all cryptographic <u>m</u> essages
Security Labels	. <u>N</u> ew <u>D</u> elete <u>Password</u>
Certificates and Algorithms	
Signing Certificate:	Signature Centricate
Hash <u>A</u> lgorithm:	SHA1
Encryption Certificate:	Encryption Certificate Choose
Encryption Algorithm:	3DES
Send these certifica	tes with signed messages
	OK Cancel

6. Click on Publish to GAL



Next, Click OK on the two notice prompts.

Miteroso	is Office Outlook: There are no valid security settings to publish. Would you like to remove your previously published settings:
	OK Cancel
	Microsoft Office Outlook
	Your certificates were removed successfully.
	ОК

7. Click on Settings:



8. Click on OK

the second se	Lleer Name (Que army mil)	
Cryptography Eormat:	S/MIME	
Default Security Set	ting for this cryptographic messag	e format
Default Securit	v Setting for all cryptographic mes	sanes
Security Labels	. <u>N</u> ew <u>D</u> elete	Password.
rtificates and Algorithms		
Signing Certificate:	Signature Certificate	Chassa
organing our different	and the second second second	grioose
Hash <u>A</u> lgorithm:	SHA1	
Encryption Certificate:	Encryption Certificate	Chaosa
	in the Albander and a there ite	Cnoose
Life poor ocrander		12.214

9. Click on Publish to GAL

trust-Senter		2 🔀
Tructe Publishen Addins Phisog Options E mail Security Attachment Heinding Automatic Annotes Marco Security Programmatic Access	Stroppter e exal Stroppter e exact Str	
		Cancel

10.Next, click "OK" on the notice prompt. A message will display when done. Click OK.

icrosoft	Office Outlook
	Microsoft Office Outlook is about to publish your default security certificates to the Global Address I
	OK Cancel
	Digital IDs (Certificates)
	Digital IDs or Certificates are documents that allow you to prove your

11. You should be back on the Trust Center window. Click OK to save and close the window.



Register your new CAC with AKO

1. Log in to AKO – <u>www.us.army.mil</u> – using your newly issued CAC.



2. Log into AKO with your new CAC. Click on My Account, Select CAC/Certification Registration. If it is showing your new CAC Dates under Validation from and To, you're good to go.

3. Otherwise you will need to log in with your AKO Name and PASSWORD. If you don't know your password, you can change it now, under My Account, Change Password. Log out.

 Log back in with user name and password. Go back to My Account, CAC/ Certification Registration. Select Clear Registered Information. It should clear it.
 Select Register. You can click away on a different tab and go back to CAC/ Certification Registration and it should be showing you your new certificates. You are done with AKO, go ahead and log out.

Encryption Key Recovery for Encrypted Emails:

• Once you receive a new CAC, you need to recover your older certificates to still **be able to access old encrypted email.**

- 1. Open Internet Explorer,
- 2. CA 33, 37, 39, 41, and 43 https://ara-5.csd.disa.mil
- 3. CA 34, 38, 40, 42, and 44 https://ara-6.csd.disa.mil
- 4. Choose Your CAC Identity Certificate (Non-Email) with the highest number

Choose a d	igital certificate	<u>ି</u> ଥ <mark> </mark>	
<u> </u>	The website you want to Please choose a certificat	view requests identification. e.	
	Name	Issuer	
	AMSTA.LC.DAMI HE Misetich.Angela.L.13	DOD EMAIL CA-22 DOD CA-21	
	MISETICH.ANGELA.L MISETICH.ANGELA.L	DOD CA-26 DOD CA-19	
	MISETICH. ANGELA.L	DOD EMAIL CA-19	
	Mor	ve Info View Certificate	
		OK Cancel	

3. Enter PIN

Actividentity	
Please enter your PIN.	

4. Acknowledge the warning by clicking OK



5. Click Recover for the old certificate

Auto Key Recovery - Recover	rable Key List - Windows Internet Explorer	
G v ktps://ara-1	.c3pki.chamb.disa.mil/ε ▼ 🔒 🐓 🗙 Live Search	۶ -
File Edit View Favorites	Tools Help	
🚖 🎄 🌈 Auto Key Recov	/ery - Recoverable Key L 🍈 🏠 👻 🗟 👻 🖶 💌	🌛 Page 🔻 🍈 Tools 🔫
	XXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXX	
State Barrier		
DEFE	Slobal Net-Sentric Solutions - The Wattighter's Educ	
	Automated Key Recovery	
	For Official line Only	
	For Official Use Only	
The	following Engrantion Kows can be recovered.	
11e	tonowing Encryption Keys can be recovered:	
Common Name:	MISETICH.ANGELA.L.1018845446	Recover
Organization Affiliation:	CONTRACTOR	
Not Before:	2009-07-02 00:00:00 GMT	
Not After:	2010-09-30 23:59:59 GMT	
Email:	pamela.j.mazure@us.army.mil	
Issuer:	DOD EMAIL CA-19	
Serial #	0x0237352	
Common Name:	MISETICH.ANGELA.L.1018845446	Recover
Organization Affiliation:	CONTRACTOR	
Not Before:	2009-07-02 00:00:00 GMT	
Not After:	2010-09-30 23:59:59 GMT	
Email:	angie.misetich@us.army.mil	
Issuer:	DOD EMAIL CA-19	
Serial #	0x023739A	

6. Click OK



7. Click DOWNLOAD. You will need this password later in the process



8. Click Open



9. Click Next



10. Click Next



11. *Check* both of the check boxes, *enter* the displayed earlier Password, and *click* <u>N</u>ext

Certificate Import Wizard	×
Password To maintain security, the private key was protected with a password.	
Type the password for the private key.	

Enable strong private key protection. You will be prompted every time the private key is used by an application if you enable this option.	
Mark this key as exportable. This will allow you to back up or transport your keys at a later time.	
< <u>B</u> ack <u>N</u> ext > Cancel	

12. Ensure that Automatically select the certificate store based on the type of certificate is selected and *click* <u>N</u>ext

Certificate Import Wizard)
Certificate Store	
Certificate stores are system areas where certificates are kept.	
Windows can automatically select a certificate store, or you can specify a location for	
Automatically select the certificate store based on the type of certificate	
O Place all certificates in the following store	
Certificate store;	
Browse	
,	
< <u>Back</u> <u>N</u> ext > Can	:el

13. Click Finish



14. Click OK



15. Click OK



- 16. Start at Step 7 for each certificate in the list.
- 17. Once all the certificates are loaded, when accessing old encrypted email a dialog box will appear, always *select* Grant Access.

Encrypting Windows Files and Folders

1. *Double click* the Computer icon on your Desktop.



2. Double click Documents in the left navigation pane.



3. If you don't see a folder named Encrypted, follow these steps to create it. On the right pane, *right click*, from the pop-up menu *select* New>Folder



4. You will see a new folder has been created.



5. Type the folder name Encrypted



6. *Right click* the Encrypted folder. *Select* Properties from the popup menu.



7. *Select* the Advanced button

🚶 Encrypted Pr	roperties	x
General Shari	ng Security Previous Versions Customize	
	Encrypted	
Type:	File Folder	
Location:	C:\Users\angie.misetich\Documents	
Size:	0 bytes	
Size on disk:	0 bytes	
Contains:	0 Files, 0 Folders	
Created:	Today, August 13, 2010, 16 minutes ago	
Attributes:	<u>Read-only (Only applies to files in folder)</u>	
	Hidden Advanced	
	OK Cancel App	ly 🛛

8. *Check* the box to Encrypt contents to secure data. Then *click* OK, on the next screen *click* OK.

Advanced	d Attributes		
1	Choose the settings you want for this folder. When you click OK or Apply on the Properties dialog, you will be asked if you want the changes to affect all subfolders and files as well.		
Archiv	Archive and Index attributes		
Fo	Folder is ready for <u>a</u> rchiving		
☑ Inc	☑ Index this folder for faster searching		
Compr	Compress or Encrypt attributes		
<u>C</u> o	mpress contents to save disk space		
V En	crypt contents to secure data Details		
	OK Cancel		

9. Now you will see that your Encrypted folder is green. This means the folder is encrypted and any files you place in the folder will also be encrypted.

