

InCommon®



InCommon Certificate Manager

Software Version 2.8.21

End User Guide

RELEASE DATE: 10TH MARCH, 2011

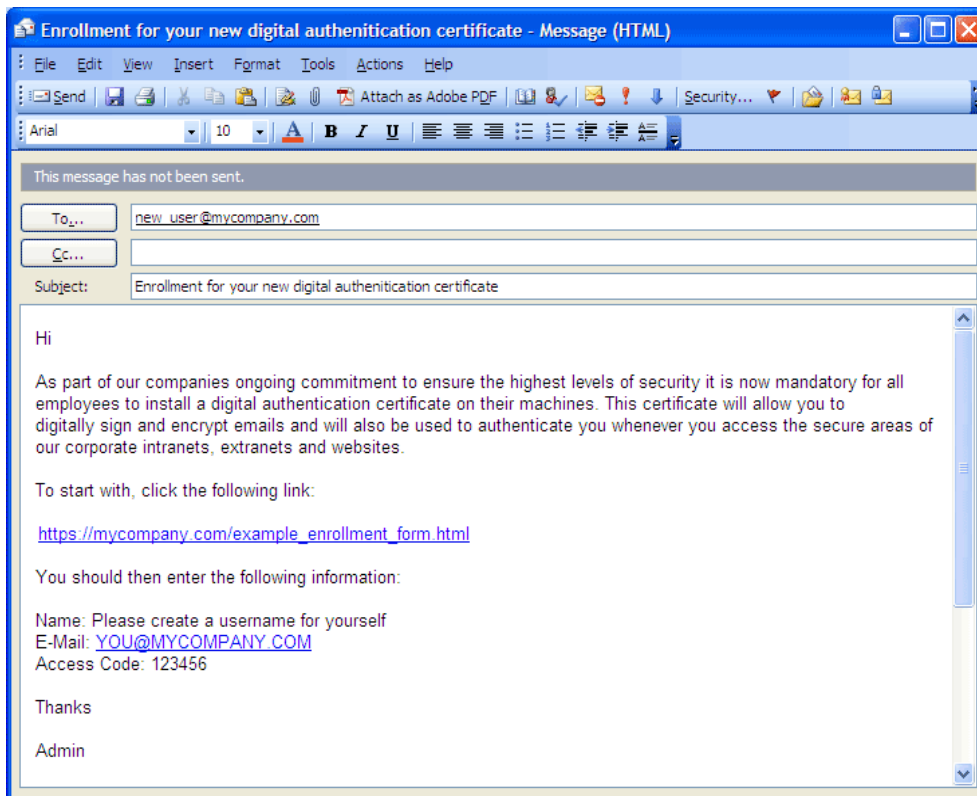
INCOMMON
C/O INTERNET2
1000 OAKBROOK DRIVE, SUITE 300
ANN ARBOR MI, 48104

Enrollment and Collection of Your Client Certificate – Step 1

This step by step guide will explain how to enroll for and download your client certificate.

Firstly, your administrator should have sent you a provisioning email containing the following information:

1. The **URL** of certificate enrollment page.
2. An **Access Code** or **Secret ID** that you will need to enroll for your certificate. The enrollment process is slightly different in each case.
 - [Click here if you have received an Access Code](#)
 - [Click here if you have received a Secret ID](#)



***Email 1 – certificate enrollment email.
The precise content may differ to the example shown.***

Enrollment by Access Code

Click the URL in the email to visit the certificate enrollment page.

- Copy and paste the **Access code** from your enrollment email.
- Type your full name in the **Name** Field.
- Type your internal corporate **E-mail** address in the 'E-Mail' field.
- The **Certificate Type** field will appear once you have entered the valid access code, name and email address. Choose the type of the certificate between 'Standard Personal Validated Certificate' and 'High Personal Validated Certificate' from the drop-down options.

Note: The drop-down options are dependent on how your Organisation has been configured for the availability of certificate types.

- Enter your password phrase. This phrase is needed to revoke the certificate should the situation arise.
- Read the *License Agreement* and check the box alongside the 'I accept terms and conditions'. **Note:** If you decline the agreement you will not be able to continue the enrollment process.
- Click the **'Submit'** button.

S/MIME Certificate Enroll

Access Code: *	<input type="text" value="....."/>	← Copy and paste the Access Code from your enrollment email
First Name: *	<input type="text" value="John"/>	← Type your first name
Middle Name:	<input type="text"/>	
Last Name: *	<input type="text" value="Smith"/>	← Type your last name
E-mail: *	<input type="text" value="jsmith@testdomain1.com"/>	← Type your internal corporate email address
Certificate Type: *	<input type="text" value="InCommon Standard Personal Valida"/>	← Select the cert type you need
Pass-phrase: *	<input type="text" value="....."/>	← Enter your passphrase. This phrase is needed to revoke the certificate should the situation arise
Re-type pass-phrase: *	<input type="text" value="....."/>	

IMPORTANT — PLEASE READ THESE TERMS AND CONDITIONS CAREFULLY BEFORE APPLYING FOR, ACCEPTING, OR USING AN InCommon CERTIFICATE. BY USING, APPLYING FOR, OR ACCEPTING AN InCommon CERTIFICATE OR BY CLICKING ON "I ACCEPT" BELOW, YOU ACKNOWLEDGE THAT YOU HAVE READ THIS AGREEMENT, THAT YOU UNDERSTAND IT AND THAT YOU AGREE TO AND ACCEPT THE TERMS AS PRESENTED HEREIN. IF YOU DO NOT AGREE TO THE TERMS OF THIS AGREEMENT, DO NOT APPLY FOR, ACCEPT, OR USE AN InCommon CERTIFICATE AND CLICK "I DECLINE" BELOW.

The terms and conditions set forth below constitute a binding agreement between you (the "Subscriber" or "you") and The University of Queensland trading as InCommon which has its principal place of business at The University of Queensland, Queensland 4072, Australia ("InCommon"), with respect to your use of the InCommon digital certificate services (the "Agreement").

1. You, the Subscriber, hereby agree that:

1.1. you will comply with the "Subscriber" obligations as set out in the CPS and fill your role as, and follow the procedures set out for, a Subscriber under the CPS in respect of your use of Certificates and the Subscription Services and that all obligations placed on a Subscriber and all representations and warranties made by a Subscriber under the CPS shall be incorporated into this agreement by reference;

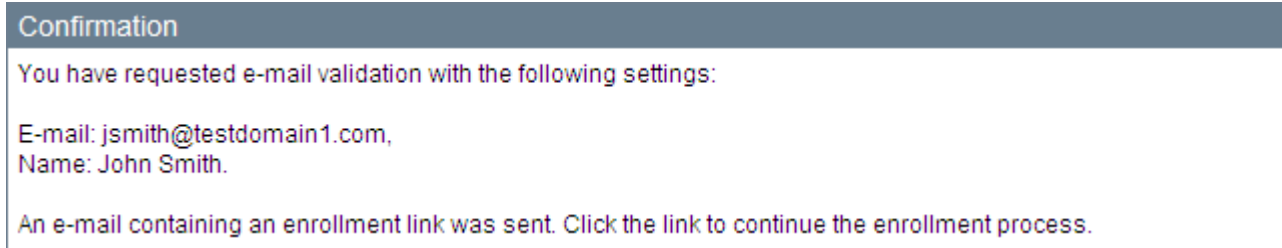
1.2. you will ensure that your staff and representatives involved with the Subscription Services read and understand the terms and conditions in the CPS and associated policies that are published in the Repository;

I accept the terms and conditions ← Read the License Agreement and check the box alongside "I accept the terms and conditions"

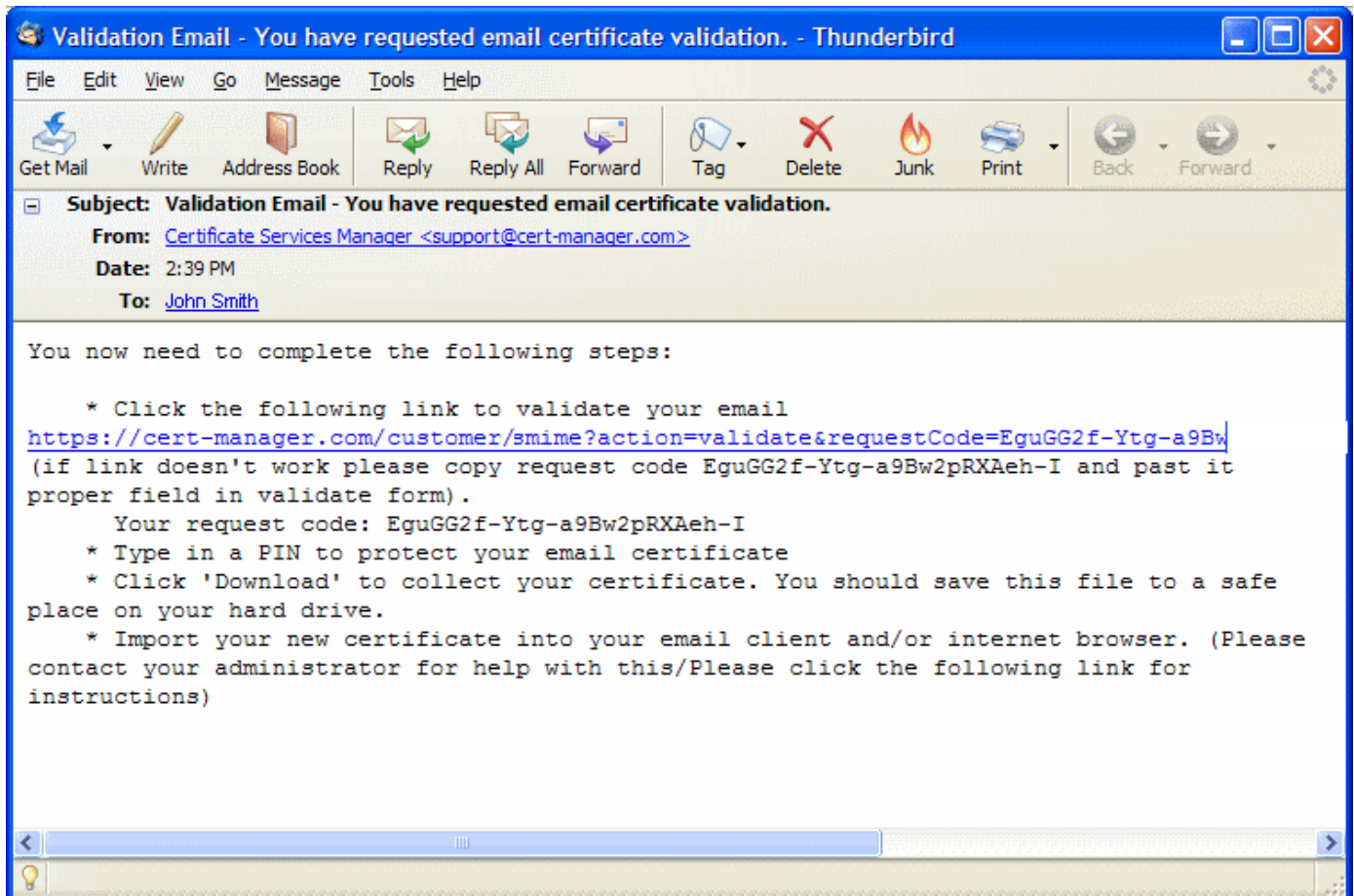
Click the 'Submit' button →

Important! The application for the certificate must be made from the machine that certificate will be installed on (i.e. your office machine.)

After you click the **'Submit'** button, you will see a confirmation dialog...



... and you will receive an email containing a link for validation, a request validation code and instructions for downloading and collecting the certificate. An example is shown below.



Email 2 – Validation email

The precise content may differ to the example shown

- You will be taken to the validation form upon clicking the link in the email.

Account Validation

Code: *	<input type="text" value="ESvLTw3VoeLQkwjVZZR9ficr"/>	
E-mail: *	<input type="text" value="john_s@example.com"/>	
Certificate Type: *	<input type="text" value="InCommon Standard Personal Validat"/>	
PIN:*	<input type="text"/>	
Re-type PIN:*	<input type="text"/>	
Select address fields to remove from the certificate.		
	Address as it will appear in certificate	Remove
Address 1:	<input type="text" value="Address line 1"/>	<input type="checkbox"/>
Address 2:	<input type="text"/>	<input type="checkbox"/>
City:	<input type="text" value="Name of the City"/>	<input type="checkbox"/>
State or province:	<input type="text" value="Name of the State"/>	<input type="checkbox"/>
Postal Code:	<input type="text" value="123456"/>	<input type="checkbox"/>

- The **Code** and **E-mail** fields will be auto-populated.
- Type the PIN in the '**PIN**' fields to protect your certificate. You will be asked for this PIN when you import the certificate into the certificate store of your Internet browser and/or mail client.
- If you wish to have the certificate without the address details, select the appropriate **Remove** check boxes.
- Click the '**Submit**' button to complete the validation process.

Once the validation process is completed, a download dialog will be displayed for you download and save the certificate.

Next: [Collecting your certificate](#)

Enrollment by Secret ID

Click the URL in the enrollment email to visit the certificate enrollment page.

- Enter the **Secret ID** from your enrollment email in the '**Secret Identifier**' field.
- Type your internal corporate E-mail address in the '**E-Mail Address**' field.
- Enter your password phrase in the '**Annual Renewal Pass-phrase**' fields. This phrase is needed to revoke or renew the certificate.
- The **type** field will appear once you have entered the valid Seret ID and the email address. Choose the type of the certificate between 'Standard Personal Validated Certificate' and 'High Personal Validated Certificate' from the drop-down options.

Note: The drop-down options are dependent on how your Organisation has been configured for the availability of certificate types.



Digital Certificate Download Form

Enter your Digital ID information

Fill in all required fields.

E-mail Address: * john_s@example.com

Type your internal corporate E-mail address

Secret identifier: *

Type your Secret ID

Type: * Standard Personal Validated Cert

Annual Renewal Pass-phrase

The Annual Renewal Pass-phrase is a unique phrase that protects you against unauthorized action on your Digital ID. Do not share it with anyone. Do not lose it. You will need it when you want to revoke or renew your Digital ID.

Annual Renewal Pass-phrase: *

Enter your password phrase. This phrase is needed to revoke or renew the certificate.

Password:

This value will be used as password to protect access to your Digital ID.

Password: *

Type your password to protect your Digital ID

Address Fields

Select address fields to remove from the certificate.

	Address as it will appear in certificate	Remove
Address 1:	Level 3, Jane Foss Russell Bldg - G02	<input type="checkbox"/>
Address 2:		<input type="checkbox"/>
City:	The University of Sydney	<input type="checkbox"/>
State/Province:	NSW	<input type="checkbox"/>
Postal Code:	2006	<input type="checkbox"/>

Address details of the selected check boxes will not be appear in the certificate

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- You, the Subscriber, hereby agree that:
 - you will comply with the "Subscriber" obligations as set out in the CPS and fill your role as, and follow the procedures set out for, a Subscriber under the CPS in respect of your use of Certificates and the Subscription Services and that all obligations placed on a Subscriber and all representations and warranties made by a Subscriber under the CPS shall be incorporated into this agreement by reference;
 - you will ensure that your staff and representatives involved with the Subscription Services read and understand the terms and conditions in the CPS and associated policies that are published in the Repository;
 - you will use Certificates only for legal and authorised purposes in accordance with the use limitations set out in the CPS and/or the Certificate and the suggested usages and practices in the CPS and in particular, will not use Certificates for securing credit card transactions, online payments or other monetary transactions;
 - you will not install or use an issued Certificate until after you have reviewed and verified the accuracy and completeness of the data in the Certificate;
 - you will install an issued Certificate only on the servers accessible at the domain(s) listed on the Certificate and solely for authorised business of the Subscriber;
 - you will be responsible for any computer or telecommunications hardware or software required to use the Certificates;
 - you will obtain and keep in force any authorisation, permission or licence necessary to apply for and/or use a Certificate;
 - you will refrain from or cease using a Certificate if any information in it becomes misleading, obsolete or invalid;
 - you will provide correct and accurate information in your communications with the Participant Organisation;
 - you will continuously monitor the accuracy of information included in the application for a Certificate and appearing in issued Certificates and alert the Participant Organisation if at any stage while a Certificate is valid, any information originally submitted has changed since it had

I accept the terms and conditions

Read the License Agreement and check the box alongside the 'I accept the terms and conditions'.

Click the 'Submit' button

Submit Cancel

Client Certificate Self Enrollment Form

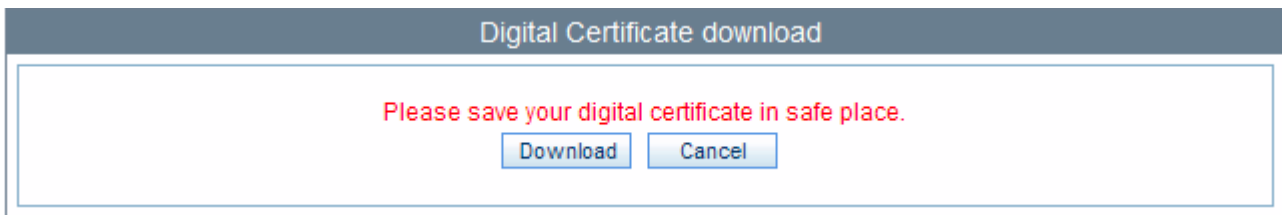
- Enter the password in the 'Password' fields. This will protect access to your Digital ID.
- The address details that are selected in the check boxes under 'Remove' will not appear in your certificate.

- Read the *License Agreement* and check the box alongside the 'I accept terms and conditions'. **Note:** If you decline the agreement you will not be able to continue the enrollment process.
- Click the '**Submit**' button.
- A download dialog will be displayed for you to download and save the certificate.
- [Click here](#) to find out more about certificate collection.

Next: [Collecting your certificate](#)

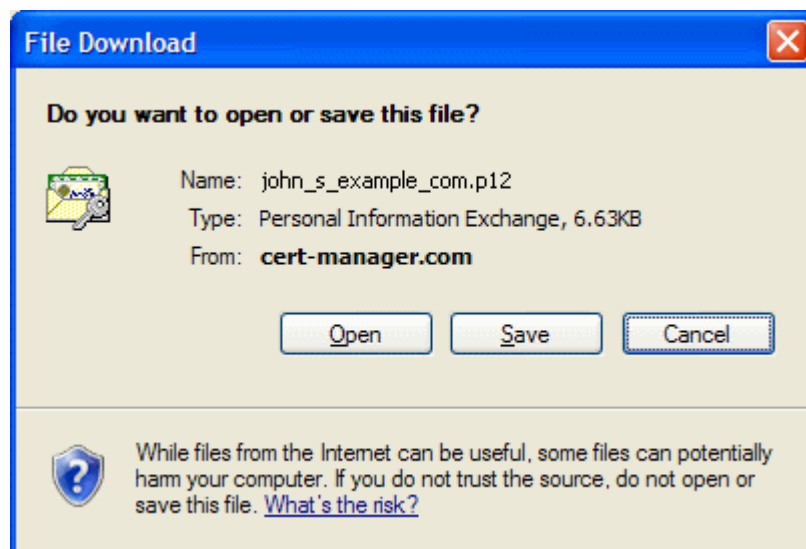
Certificate Collection

To collect your certificate click the certificate download URL stated in the certificate collection email. A download dialog will be displayed enabling the applicant to download and save the certificate once the validation is complete.



Client Certificate Collection Form

The applicant can collect the certificate by clicking the '**Download**' button and save the file in a safe location in his/her computer.



The final stage of the process is for you to download then install your certificate

InCommon Certificate Manager will deliver the certificate in PKCS#12 file format (.p12 file). The pass-code specified in the PIN fields is used to protect access to this .p12 file. You will be asked for this PIN when you import the certificate into the certificate store of your Internet browser and/or mail client.

The second (and final) stage of the procedure is to import your digital certificate into the certificate storage of your Internet browser and/or mail client. The exact process for completing this task is dependent on which browser and/or mail client you use. See the following section '[Importing Your Certificate into Your Browser or/and Email Client – Step 2](#)' for more details.

Importing Your Certificate into Your Browser or/and Email Client – Step 2

Once [Step 1](#) has been successfully completed, you need to import your certificate into your web browser or/and email client. Select you type of application from the list below to view step-by-step guidance on this process:

- [Importing Your Certificate into Outlook 98/2003](#)
- [Importing Your Certificate into Outlook Express](#)
- [Importing Your Certificate into The Bat!](#)
- [Importing Your Certificate into Thunderbird](#)
- [Importing Your Certificate into Eudora](#)
- [Importing Your Certificate into Internet Explorer](#)
- [Importing Your Certificate into Mozilla Firefox](#)
- [Importing Your Certificate into Opera](#)
- [Importing Your Certificate into Safari](#)
- [Importing Your Certificate into Konqueror](#)

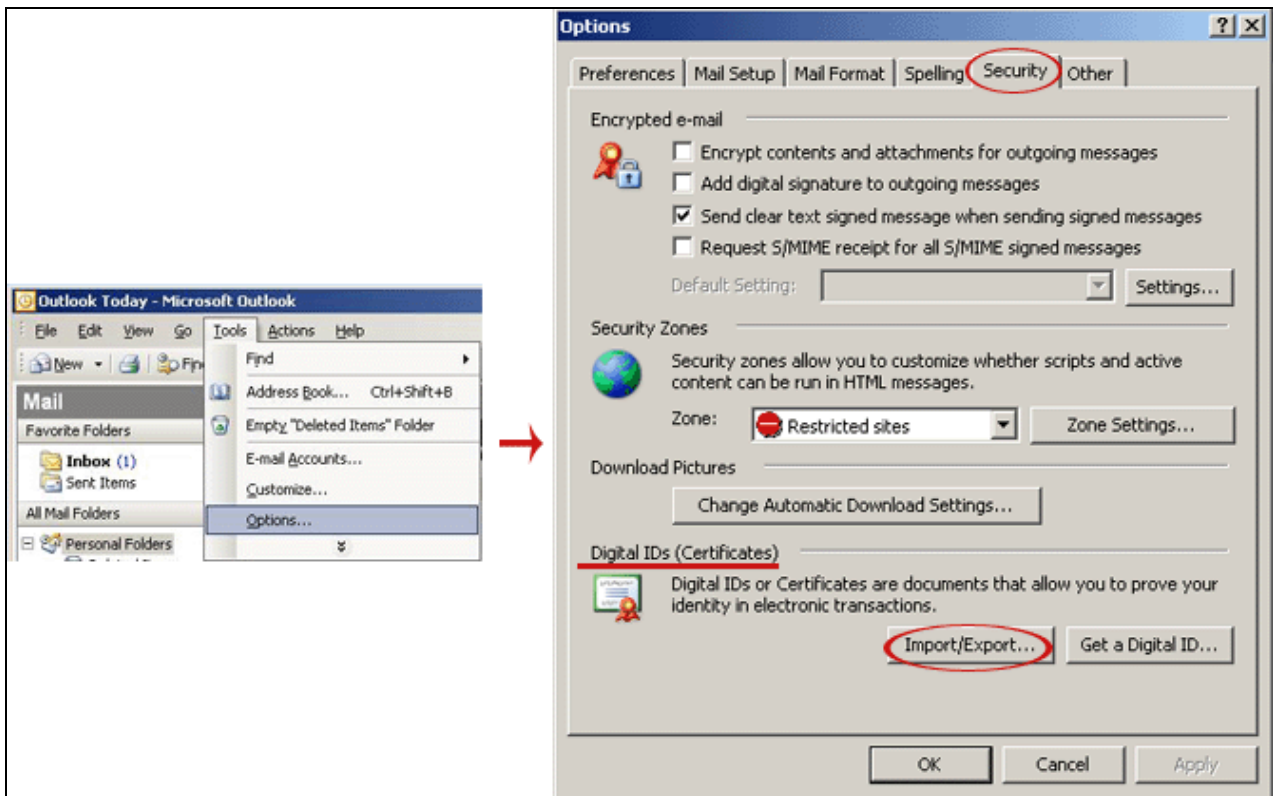
Importing Your Certificate into Outlook 98/2003

This step by step guide will explain how to import your InCommon digital certificate into the Outlook certificate store.

Note: *This document assumes you have already enrolled for and downloaded your certificate. If this is not the case then please read the section '[Enrollment and Collection of your Certificate](#)' first.*

1. Open Outlook and click 'Tools' then 'Options' in the main tool bar. This will open the Outlook 'Options' window.

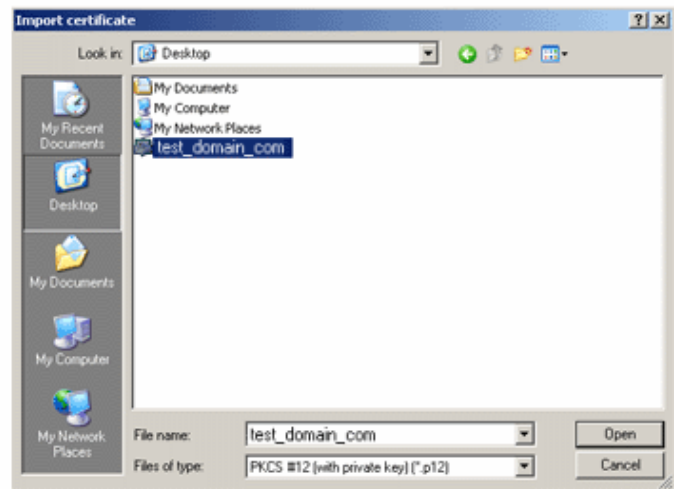
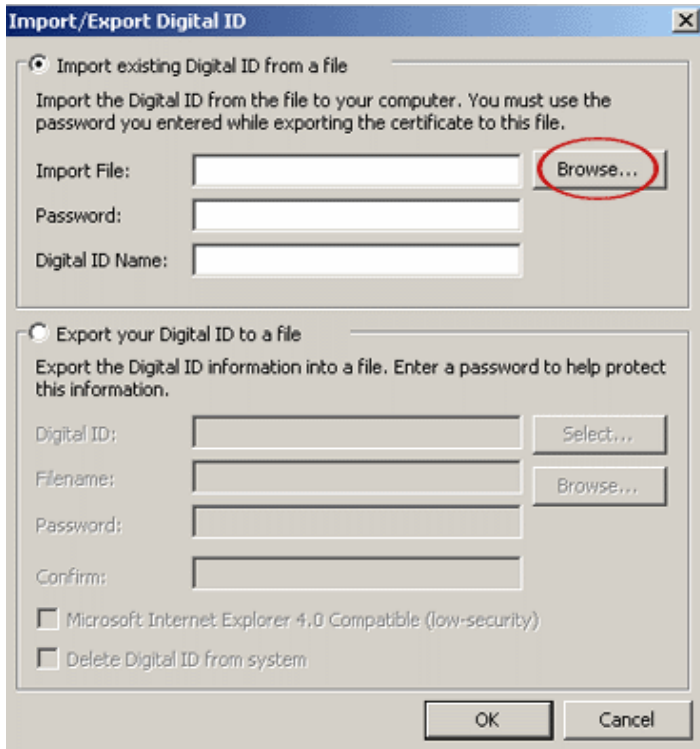
Next, click the **'Security'** tab.



Click 'Tools' then 'Options'...

... click the 'Security' tab then the 'Import/Export' button

2. You should then click on the 'Import/Export' button. Next, browse to the location of your certificate file. Your certificate file is the .p12 file that you downloaded earlier. If you have not downloaded a certificate file (.p12) then please contact your administrator (refer to the section ['Enrollment and Collection of your Certificate'](#) for more details on this).



Select 'Browse..' to Import an existing Digital ID from file ...

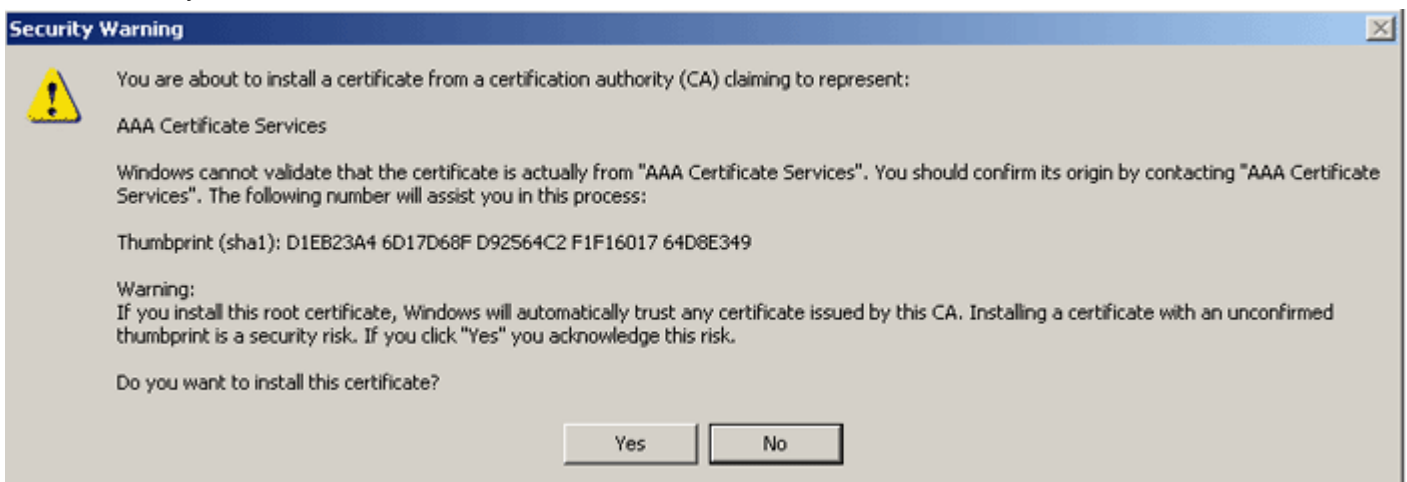
...and locate the .p12 file you downloaded and saved earlier on

- To complete the installation process, you are required to enter the PIN (password) you set up for the certificate file during the enrollment process. If you have forgotten your password, contact your system administrator who will be able to reset it for you. Click 'OK' to finish the process.



... enter the PIN (password) you set up for the certificate file

Confirm you wish to install the certificate:



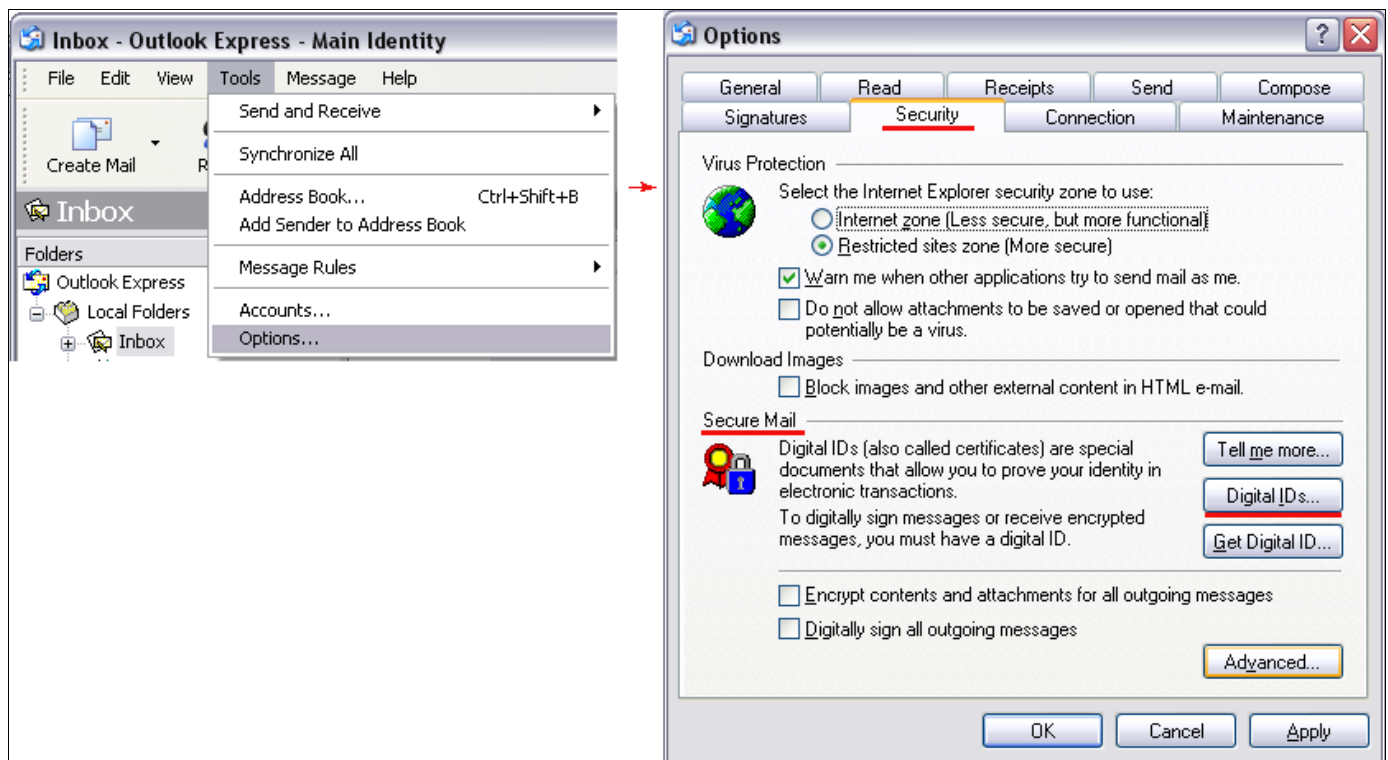
That's it. You have successfully imported your digital certificate into Outlook.

Importing Your Certificate into Outlook Express

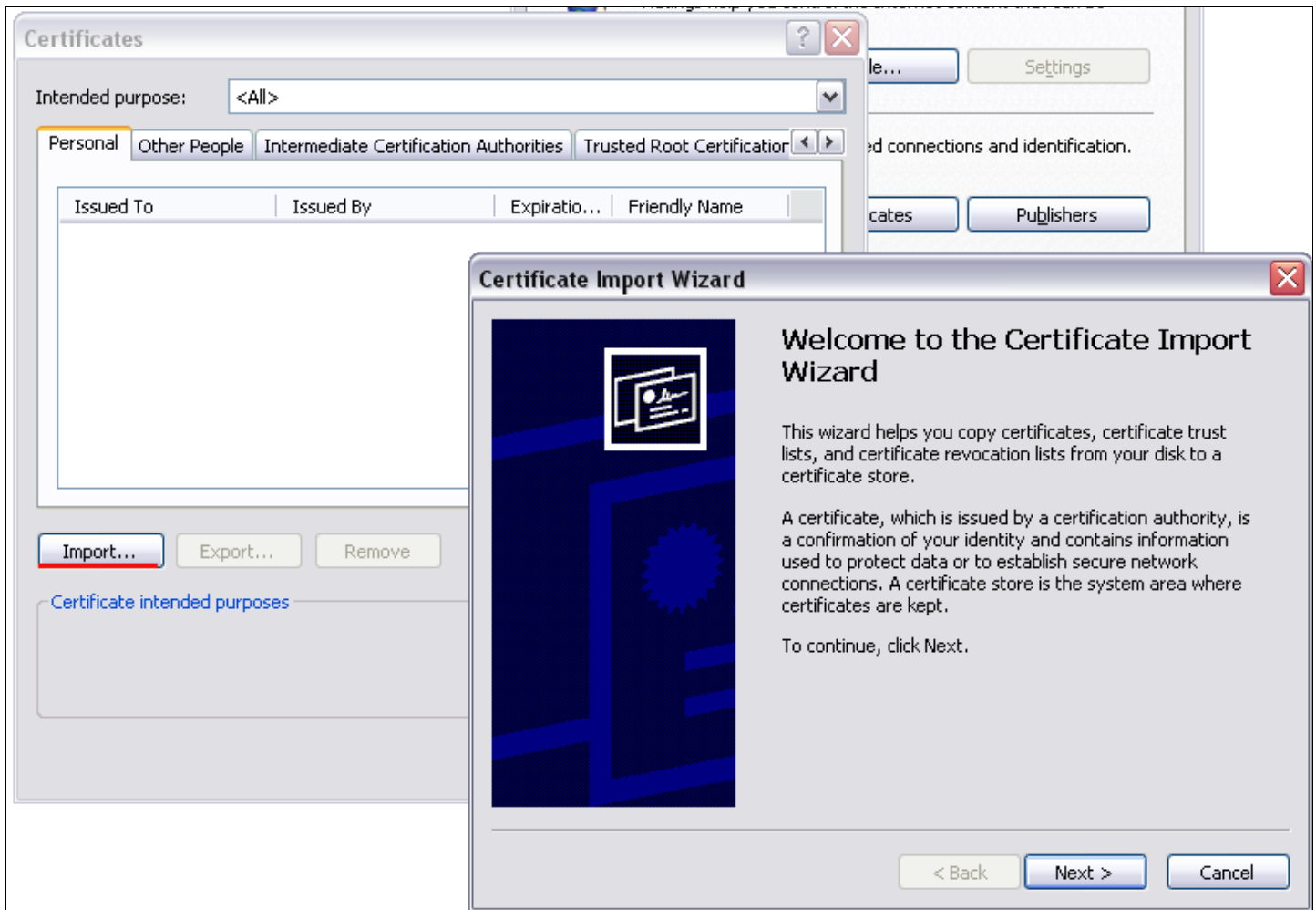
This step by step guide will explain how to import your InCommon digital certificate into the Outlook Express certificate store.

Note: This document assumes you have already enrolled for and downloaded your certificate. If this is not the case then please read the section [‘Enrollment and Collection of your Certificate’](#) first.

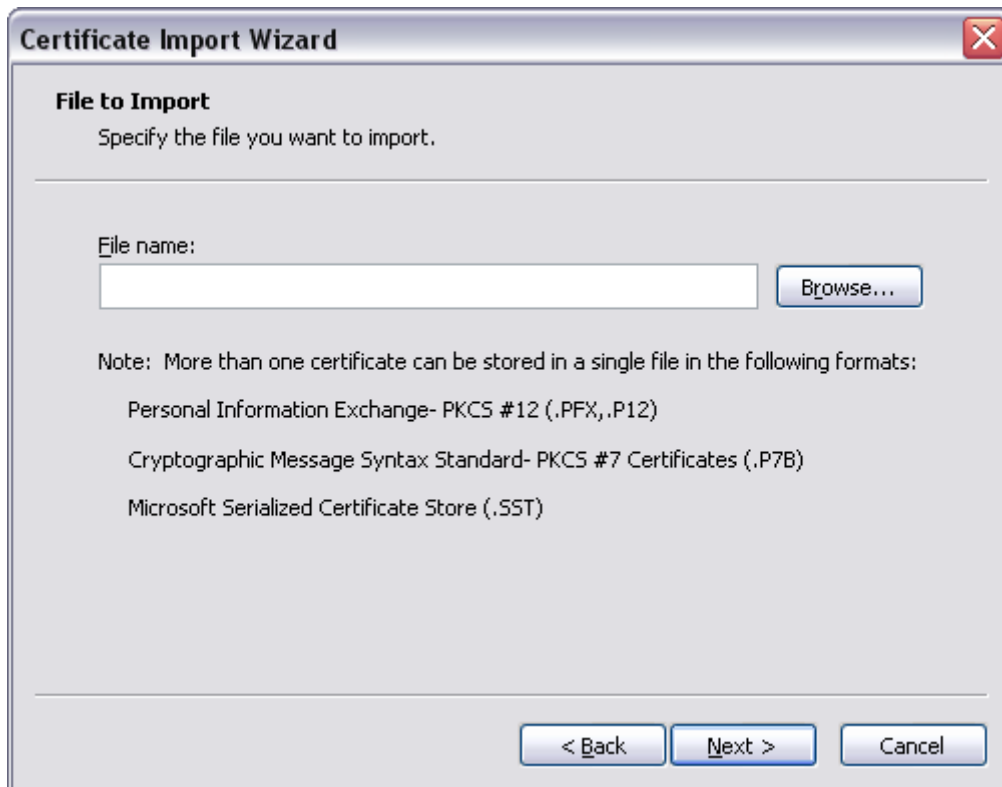
1. Open Outlook Express and click ‘Tools’ then ‘Internet Options’ in the main tool bar. This will open the Outlook Express ‘Options’ window. Next, click the **‘Security’** button then click the **‘Digital IDs ...’** button.



2. Clicking ‘Digital IDs ...’ will open the Outlook Express ‘Certificates’ dialog box. Click 'Import' button to initiate the process. This will start Certificate Import Wizard. Click 'Next' on the wizard's welcome dialog.



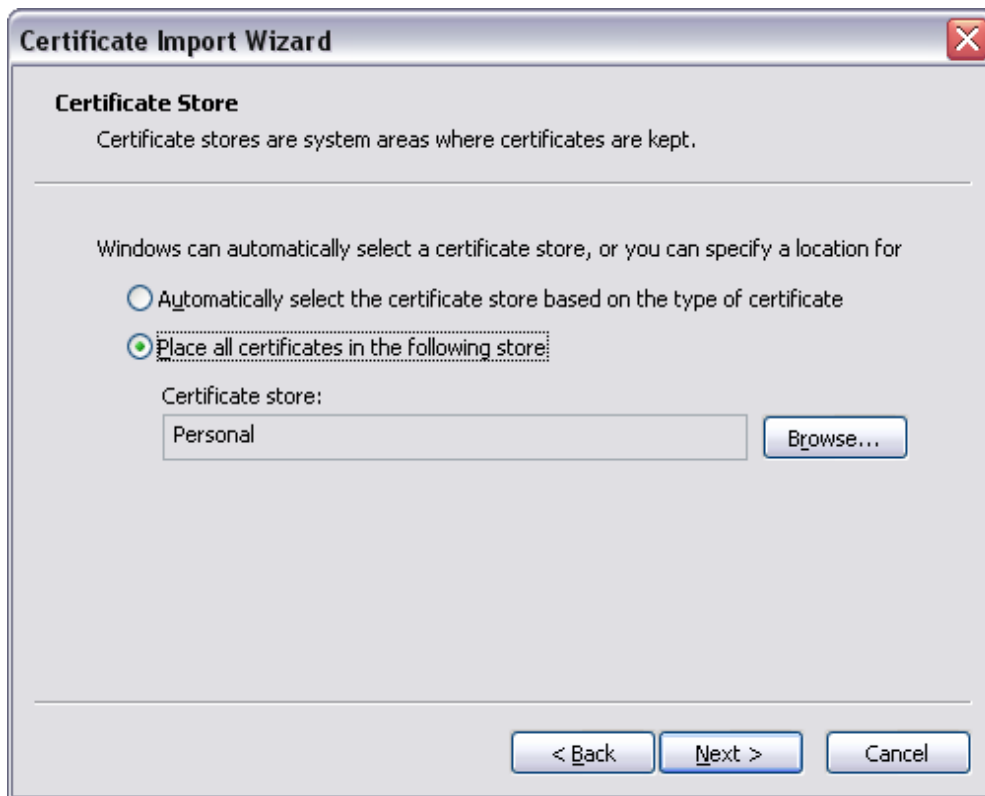
3. Next, browse to the location of your certificate file. Your certificate file is the .p12 file that you downloaded earlier. If you have not downloaded a certificate file (.p12) then please contact your administrator (refer to the section entitled '[Enrollment and Collection of your Certificate](#)' for more details on this).



4. Now you need to change type of the file, select 'Personal Information Exchange (.p12)' from the drop down box, locate your certificate file (.p12) and click 'Open'.
5. To complete the installation process, you are required to enter the PIN (password) you set up for the certificate during the enrollment process. If you have forgotten your password, contact your system administrator who will be able to reset it for you. Click 'OK' to finish the process.

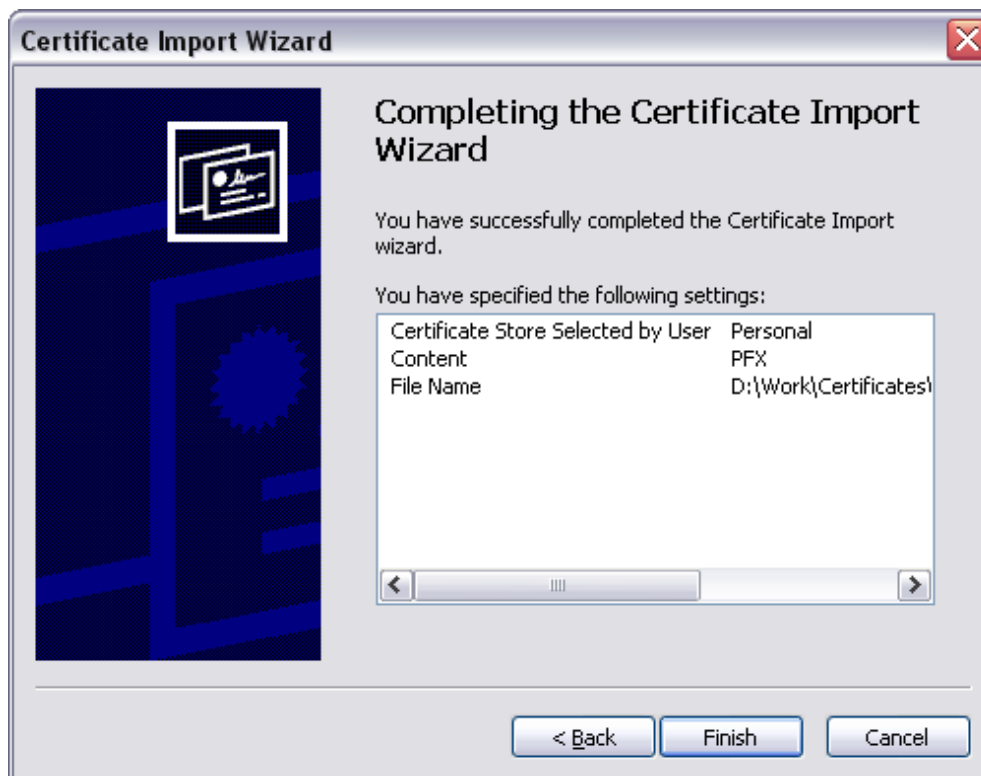


- Next you will be prompted to choose which certificate store for your certificate. Unless your administrator has specified otherwise, you should leave this at the default 'Place all certificates ...' option.



Click 'Next' to continue the process.

- The last step: completing the 'Certificate Import Wizard'.



Click 'Finish' to complete the process.

That's it. You have successfully imported your digital certificate into Outlook Express.

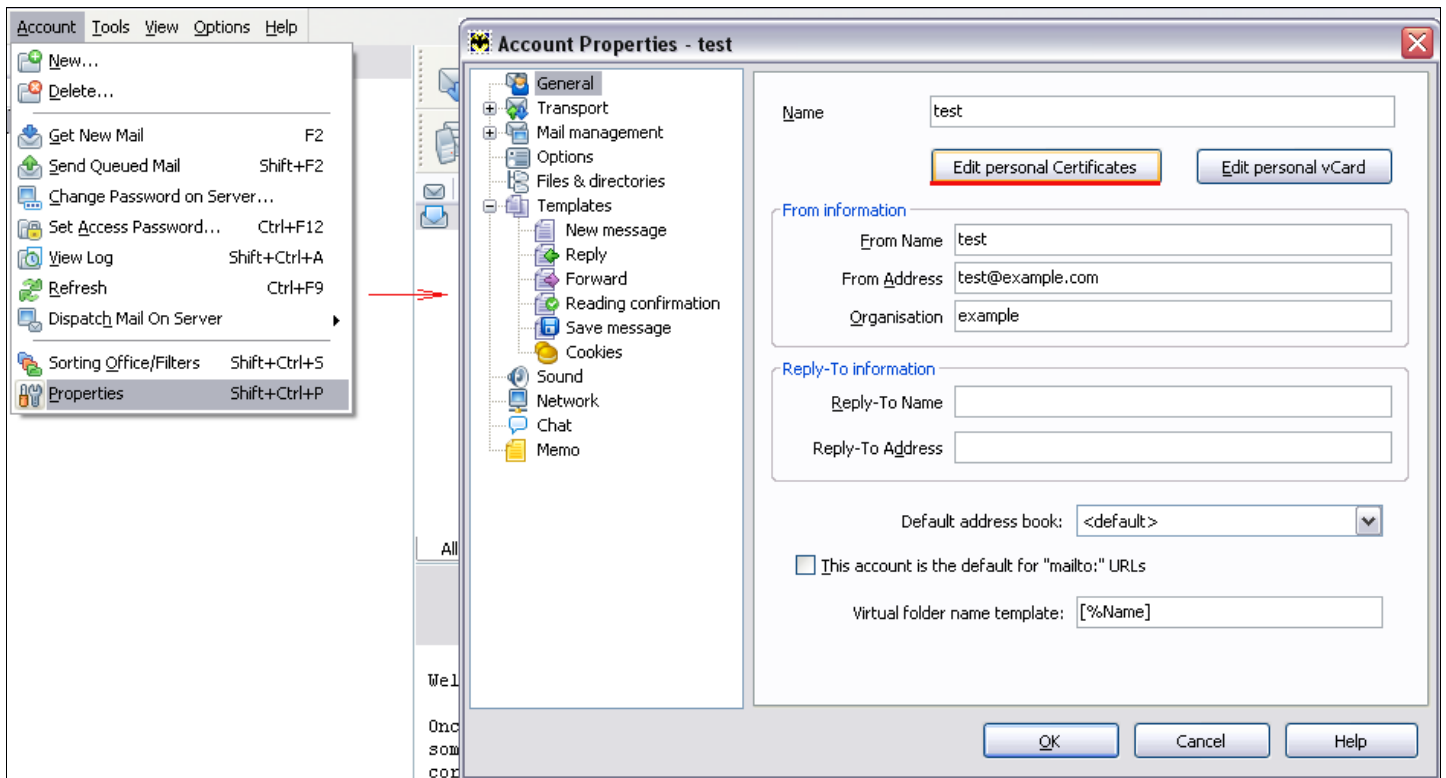
Importing Your Certificate into The Bat!

This step by step guide will explain how to import your InCommon digital certificate into The Bat! certificate store.

Note: This document assumes you have already enrolled for and downloaded your certificate. If this is not the case then please read the section '[Enrollment and Collection of your Certificate](#)' first.

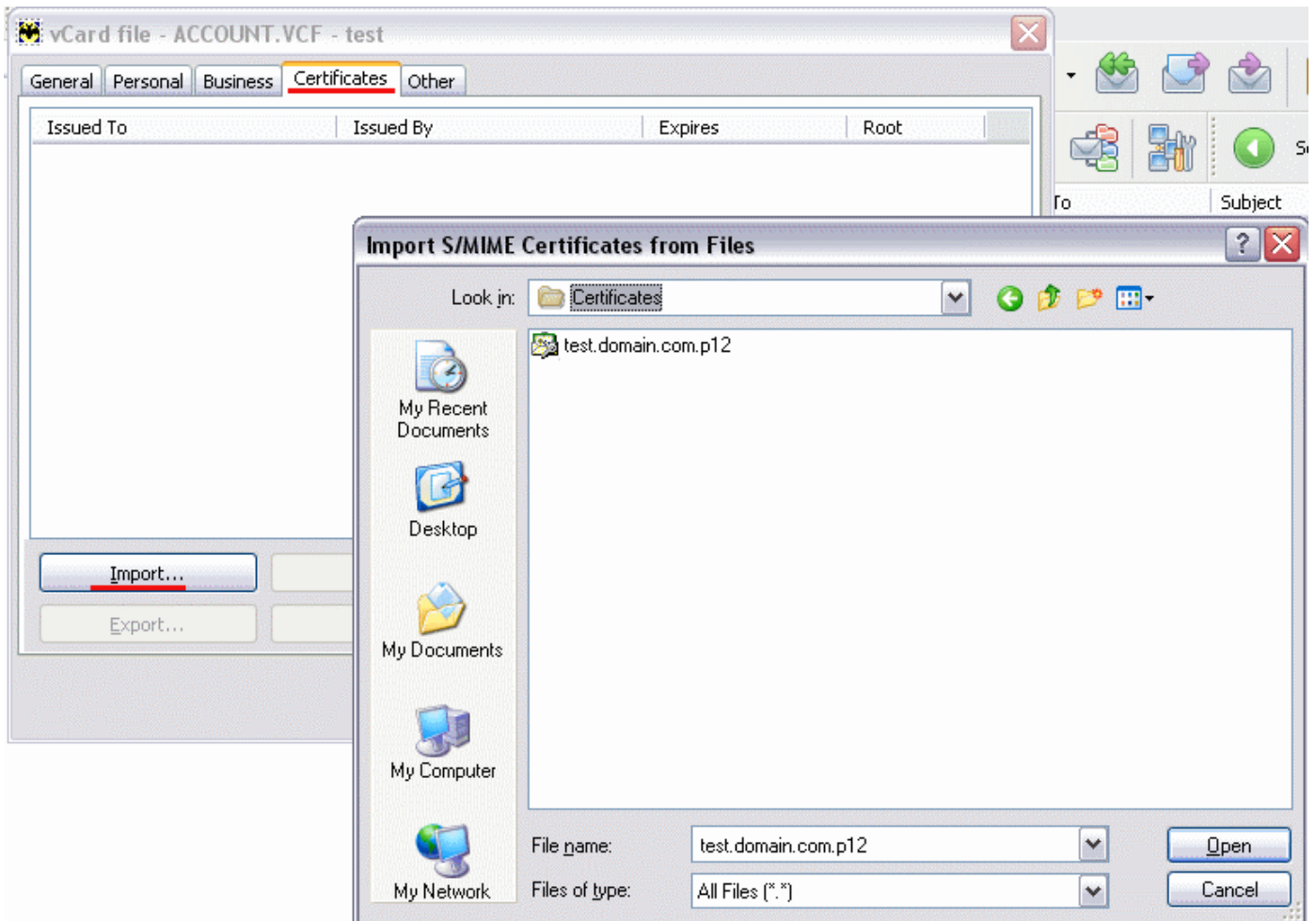
1. Open The Bat! and click 'Account' then 'Properties' in the main tool bar. This will open The Bat! 'Account Properties' window.

Next, click the '**General**' category then click the '**Edit personal Certificates**' button.



Click 'Account' then 'Properties'... ...click the 'General' category then click the 'Edit personal Certificates'...

2. Clicking '**Edit personal Certificates**' will open The Bat! 'Certificate Manager' dialog box. You should then click on the 'Import' button. Next, browse to the location of your certificate file. Your certificate file is the .p12 file that you downloaded earlier. If you have not downloaded a certificate file (.p12) then please contact your administrator (refer to the section '[Enrollment and Collection of your Certificate](#)' for more details on this).



... click on the 'Import' button ...

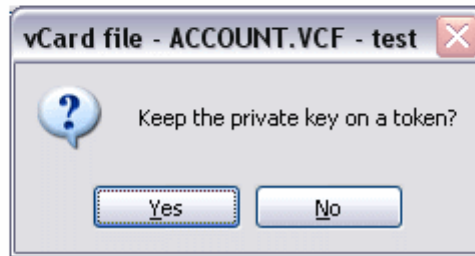
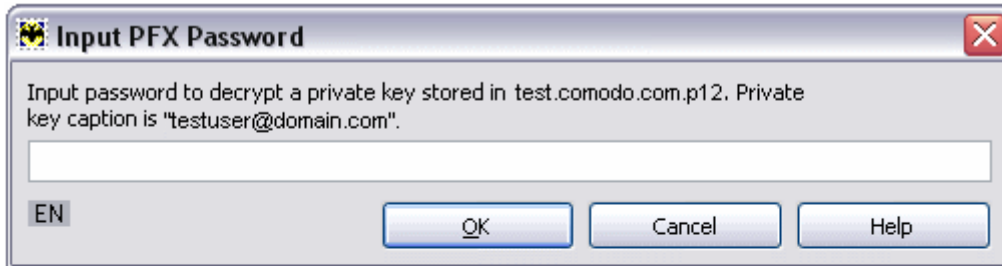
Your certificate file is the .p12 file ...

- If this is the first time you have tried to import a certificate, then The Bat! will ask you to set a password for the certificate store. It will then request you enter this password every time you access the store (including this first time). You should choose a secure password that features both alpha and numeric characters. Please make a note of this password for future reference.



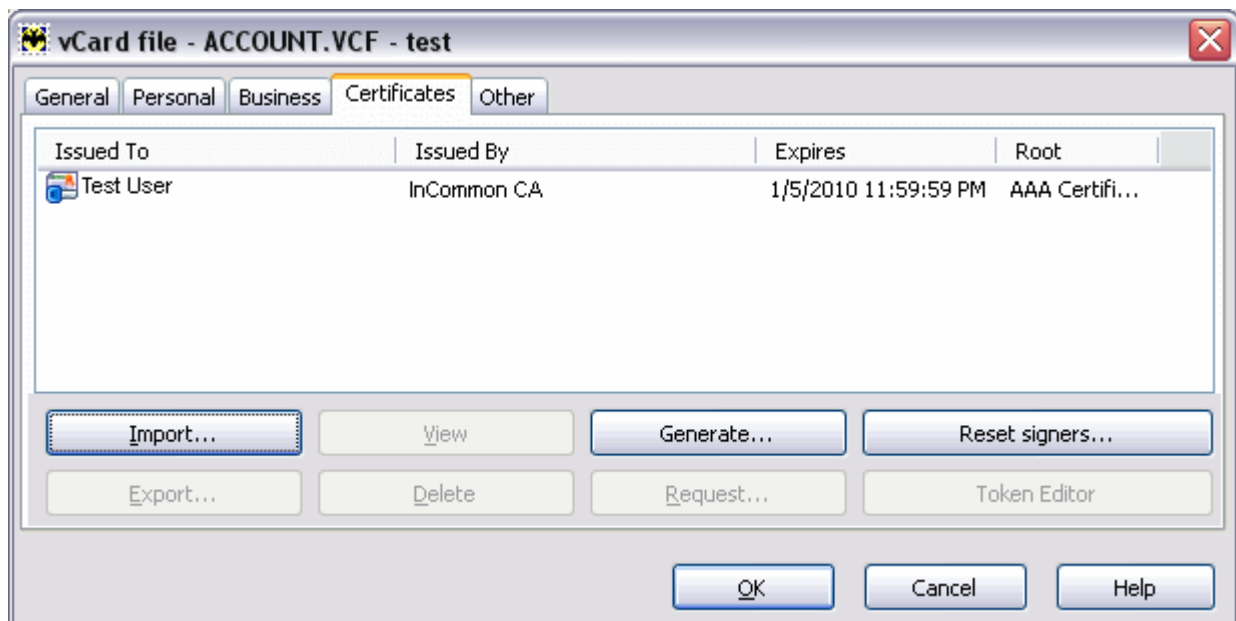
... set a password for the certificate store

To complete the installation process, you are required to enter the PIN (password) you set up for the certificate file during the enrollment process. If you have forgotten your password, contact your system administrator who will be able to reset it for you. Click 'OK' to finish the process.



... enter the PIN (password) you set up for the certificate file

That's it. You have successfully imported your digital certificate into The Bat!.



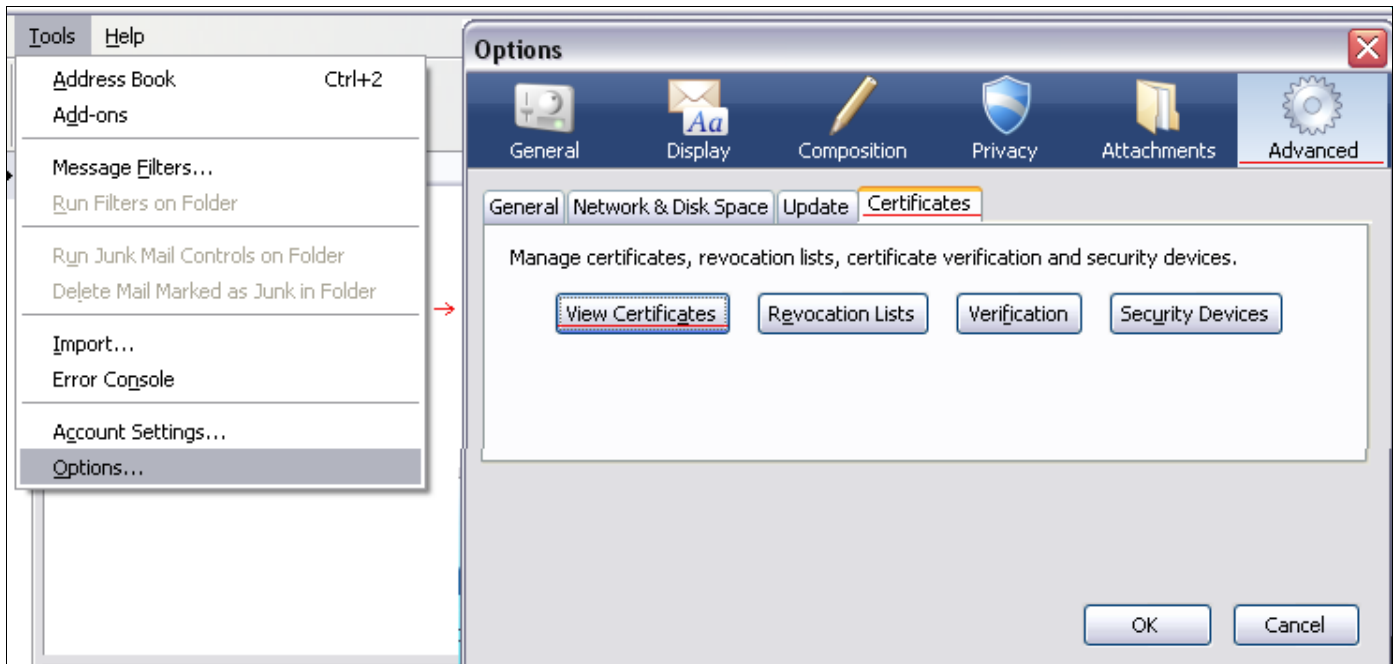
Importing Your Certificate into Mozilla Thunderbird

This step by step guide will explain how to import your InCommon digital certificate into the Thunderbird certificate store.

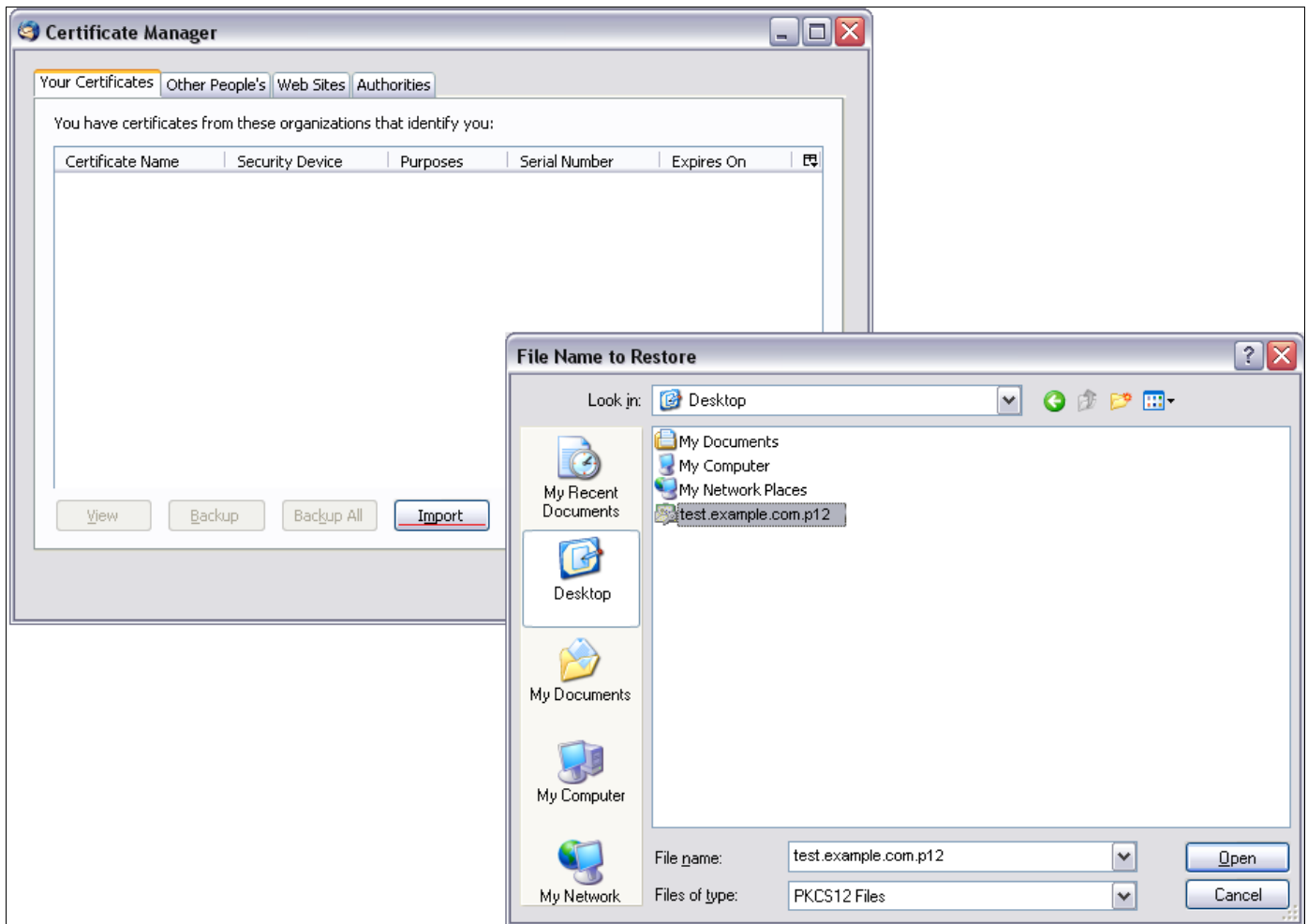
Note: This document assumes you have already enrolled for and downloaded your certificate. If this is not the case then please read the section ['Enrollment and Collection of your Certificate'](#) first.

1. Open Thunderbird and click 'Tools' then 'Options' in the main tool bar. This will open Thunderbird 'Options' window.

Next, click the **'Advanced'** tab then click the **'View Certificates'** button.



2. Clicking **'View Certificates'** will open 'Certificate Manager' dialog box. You should then click on the 'Import' button. Next, browse to the location of your certificate file. Your certificate file is the .p12 file that you downloaded earlier. If you have not downloaded a certificate file (.p12) then please contact your administrator (refer to the section ['Enrollment and Collection of your Certificate'](#) for more details on this).



3. If this is the first time you have tried to import a certificate, then application will ask you to set a password for the certificate store. It will then request you enter this password every time you access the store (including this first time). You should choose a secure password that features both alpha and numeric characters. Please make a note of this password for future reference.

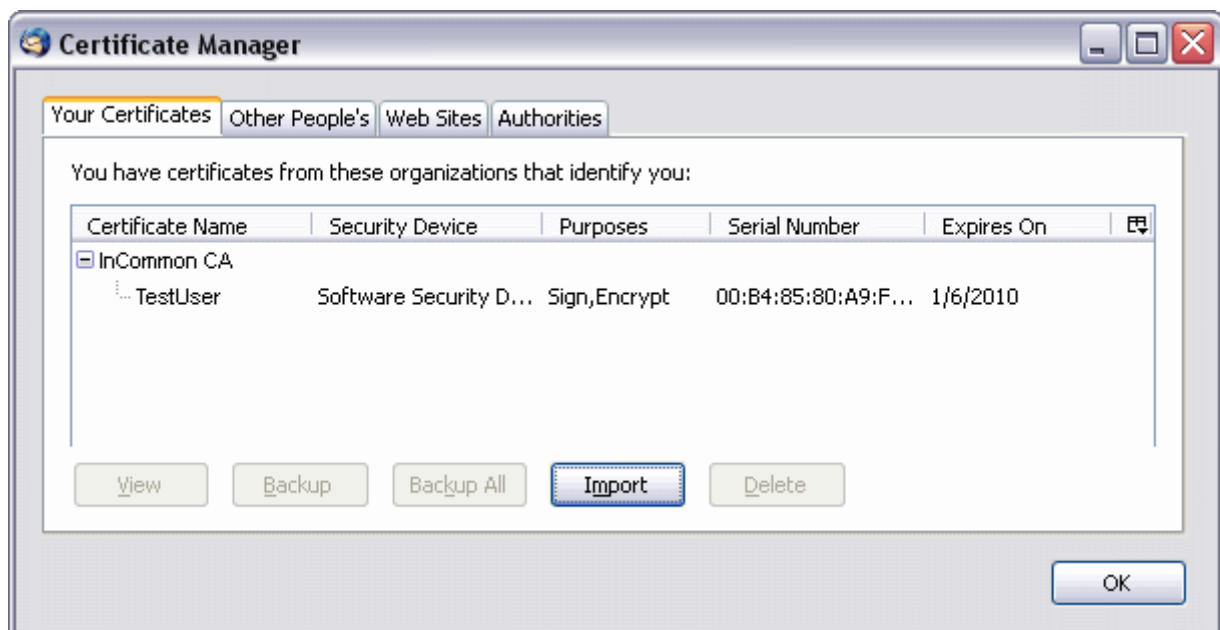


... set a password for the certificate store

To complete the installation process, you are required to enter the PIN (password) you set up for the certificate file during the enrollment process. If you have forgotten your password, contact your system administrator who will be able to reset it for you. Click 'OK' to finish the process.



That's it. You have successfully imported your digital certificate into Mozilla Thunderbird.

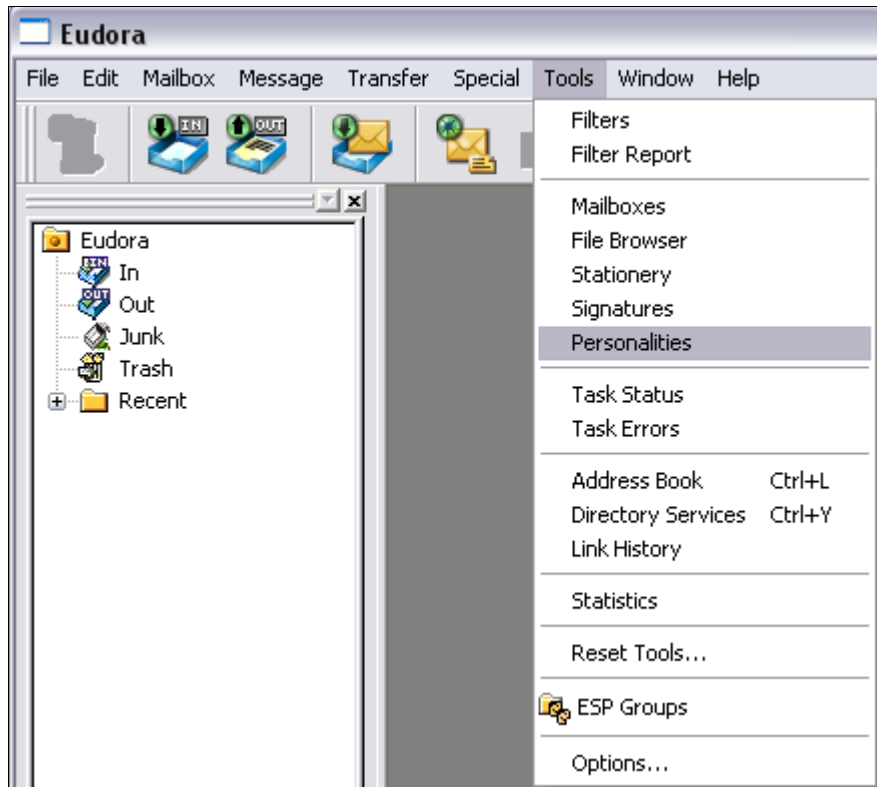


Importing Your Certificate into Eudora

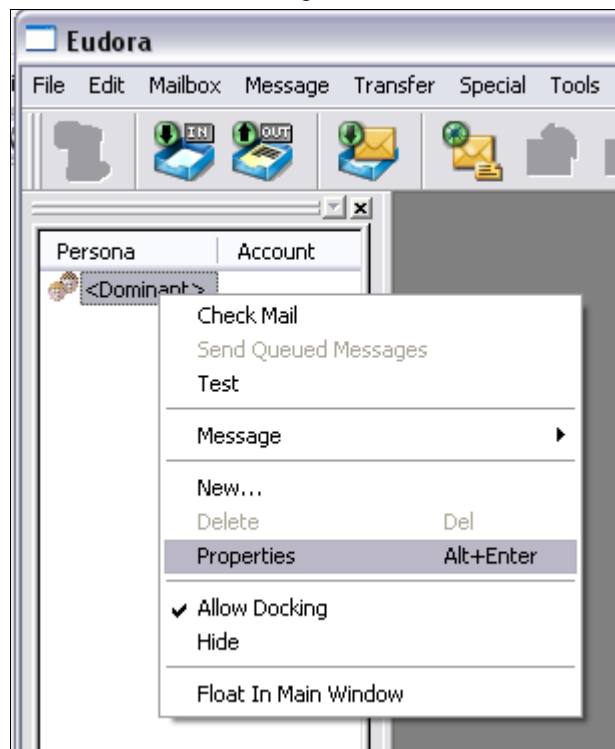
This step by step guide will explain how to import your InCommon digital certificate into the Eudora certificate store.

Note: This document assumes you have already enrolled for and downloaded your certificate. If this is not the case then please read the section '[Enrollment and Collection of your Certificate](#)' first.

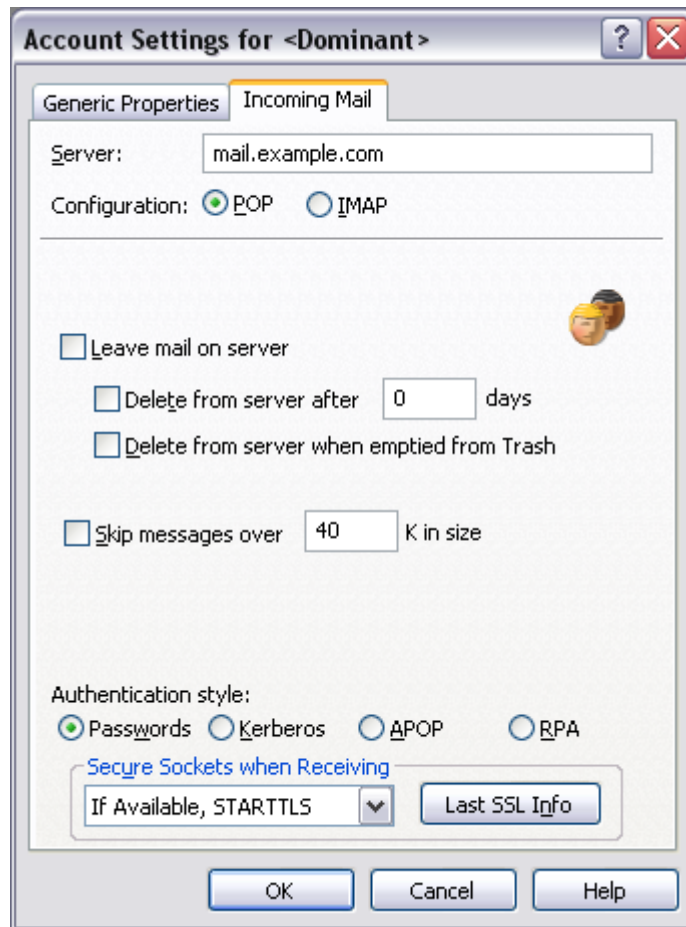
1. Open Eudora and click 'Tools' then 'Personalities' in the main tool bar.



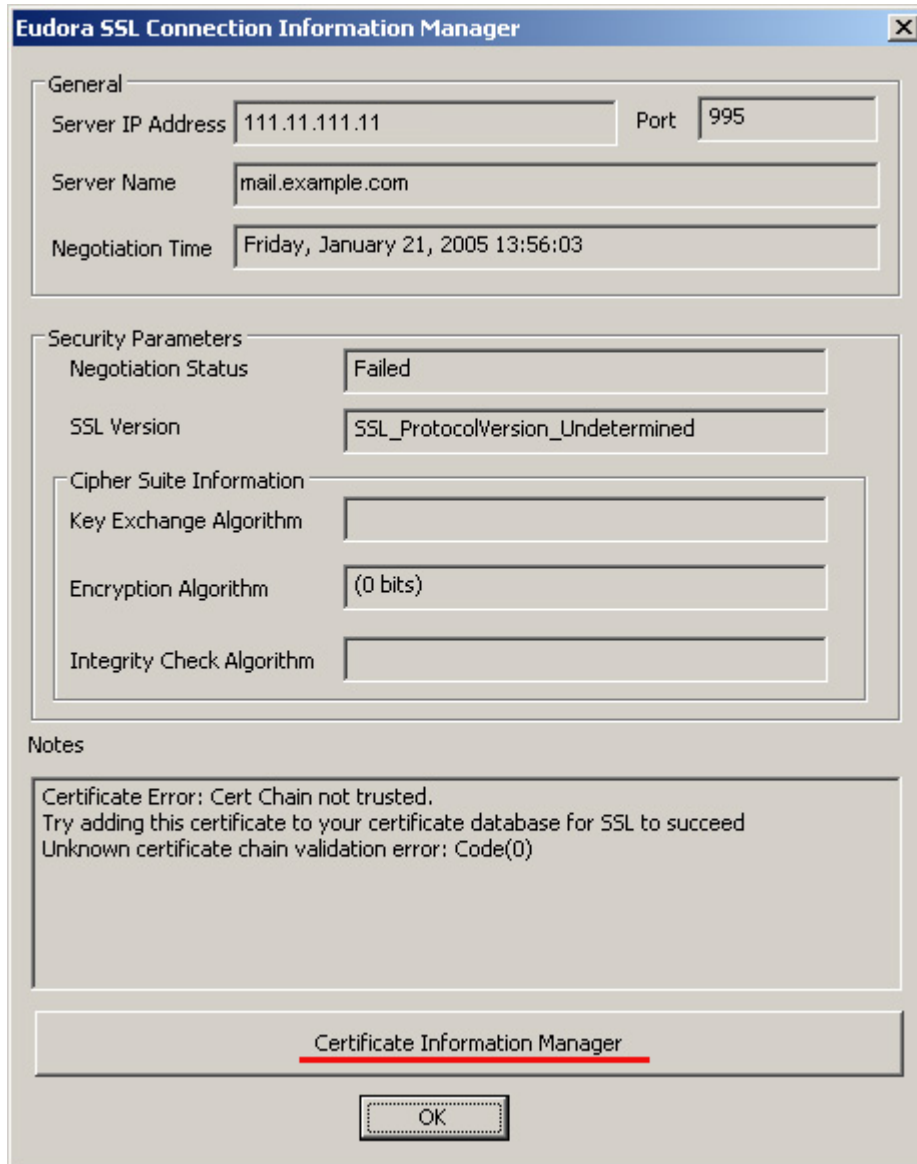
2. On the left side of your Eudora, under "Persona", right click on '<Dominant>' and select 'Properties'.



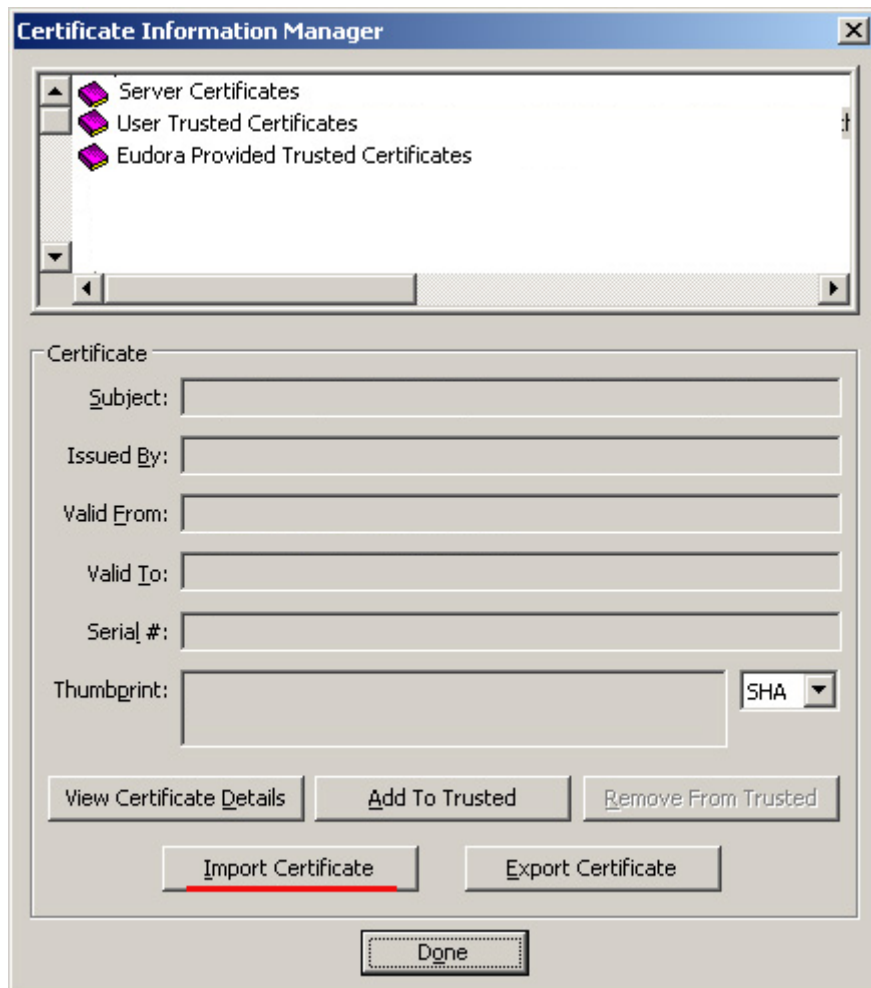
3. Select the "Incoming Mail" tab and click on the "Last SSL Info" button.



4. You will see an error message under the "Notes" section. Click on the "Certificate Information Manager".



5. Click the 'Import Certificate' button.



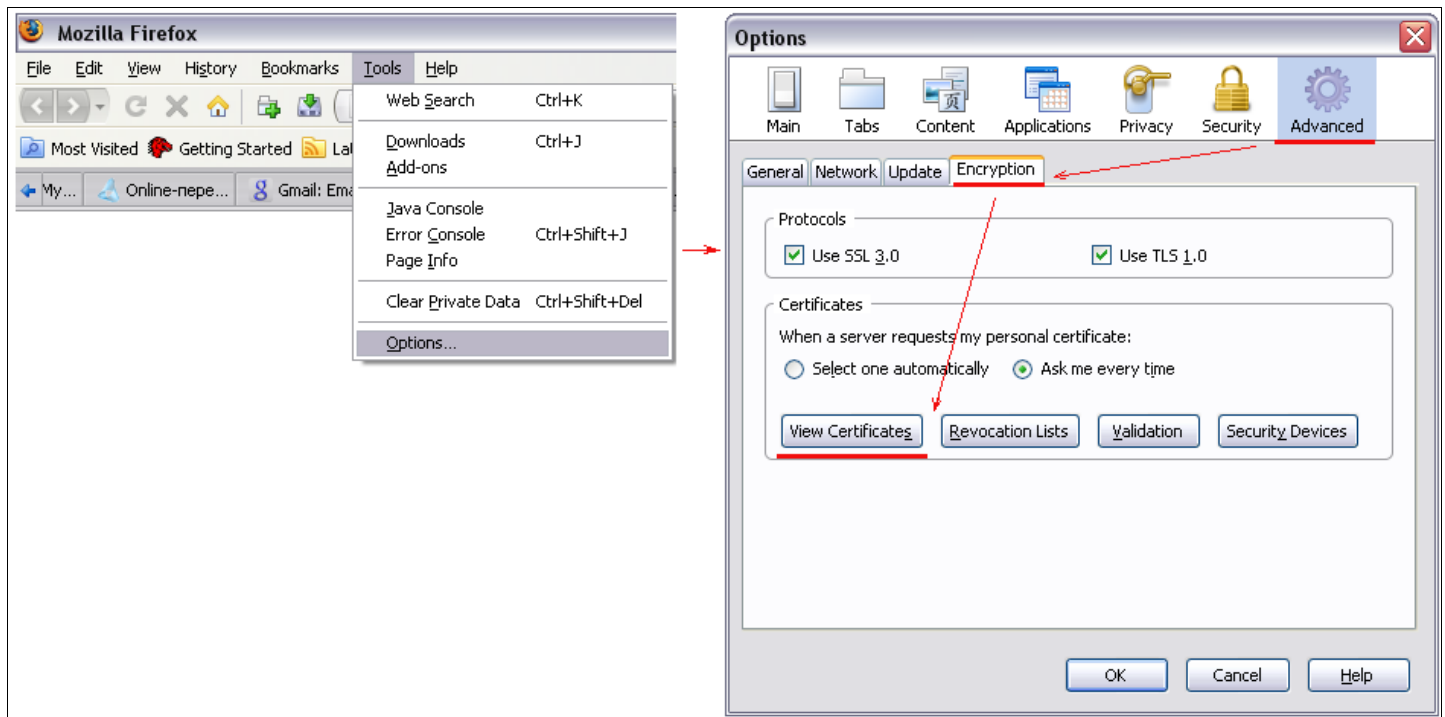
6. Next, browse to the location of your certificate file. Your certificate file is the .p12 file that you downloaded earlier. If you have not downloaded a certificate file (.p12) then please contact your administrator (refer to the section ['Enrollment and Collection of your Certificate'](#) for more details on this).
7. Click the "OK" button to finalize the process.

Importing Your Certificate into Mozilla Firefox

This step by step guide will explain how to import your InCommon digital certificate into the Firefox certificate store.

Note: This document assumes you have already enrolled for and downloaded your certificate. If this is not the case then please read the section '[Enrollment and Collection of your Certificate](#)' first.

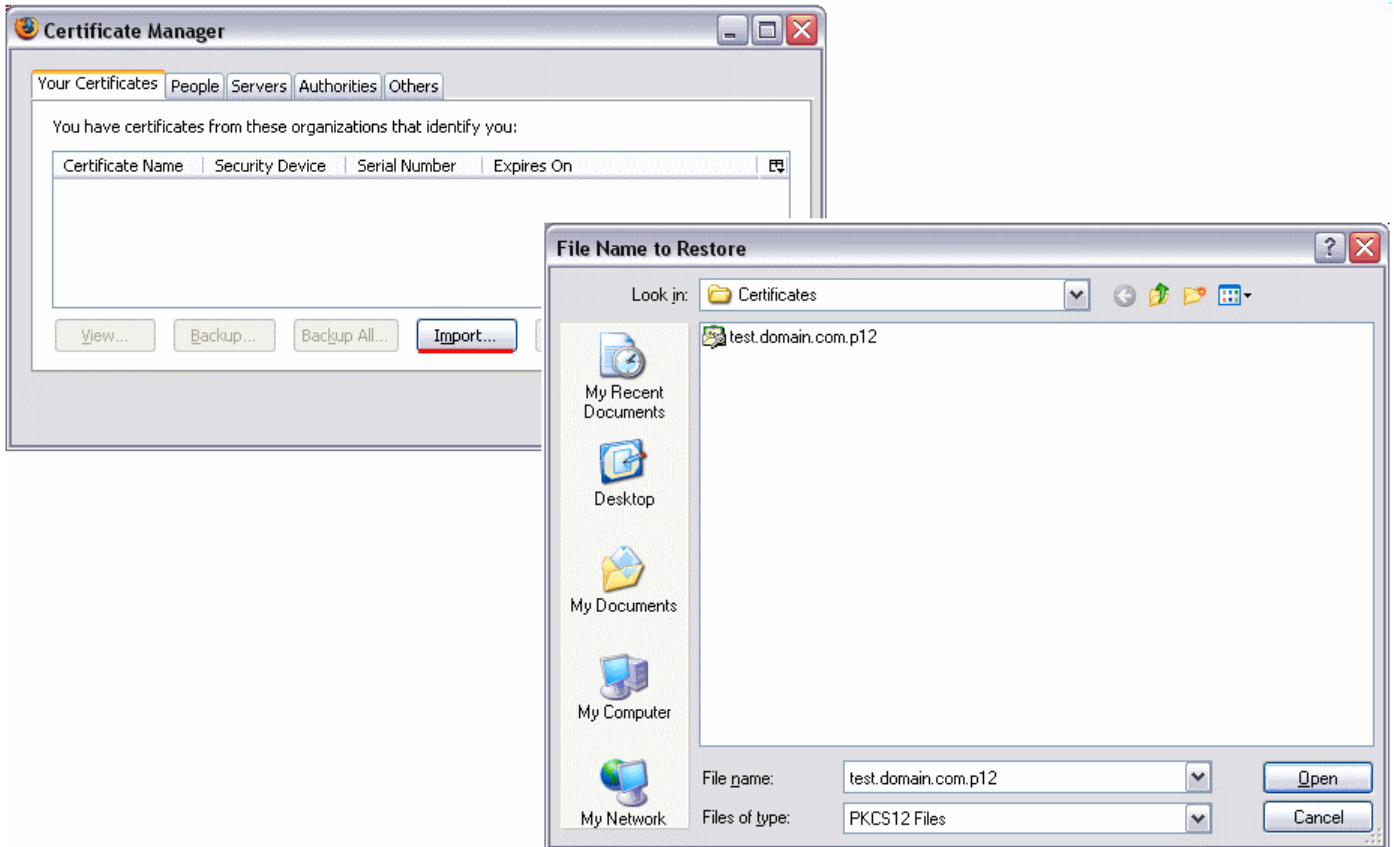
1. Open Firefox and click 'Tools' then 'Options' in the main tool bar. This will open the Firefox 'Options' window. Next, click the '**Advanced**' button then the '**Encryption**' tab – then click the '**View Certificates**' button.



Open Firefox, select Tools > Options...

...then select Advanced > Encryption > View Certificates

2. Clicking 'View Certificates' will open the Firefox 'Certificate Manager' dialog box. You should then click on the 'Import' button. Next, browse to the location of your certificate file. Your certificate file is the .p12 file that you downloaded earlier. If you have not downloaded a certificate file (.p12) then please contact your administrator (refer to the section '[Enrollment and Collection of your Certificate](#)' for more details on this).



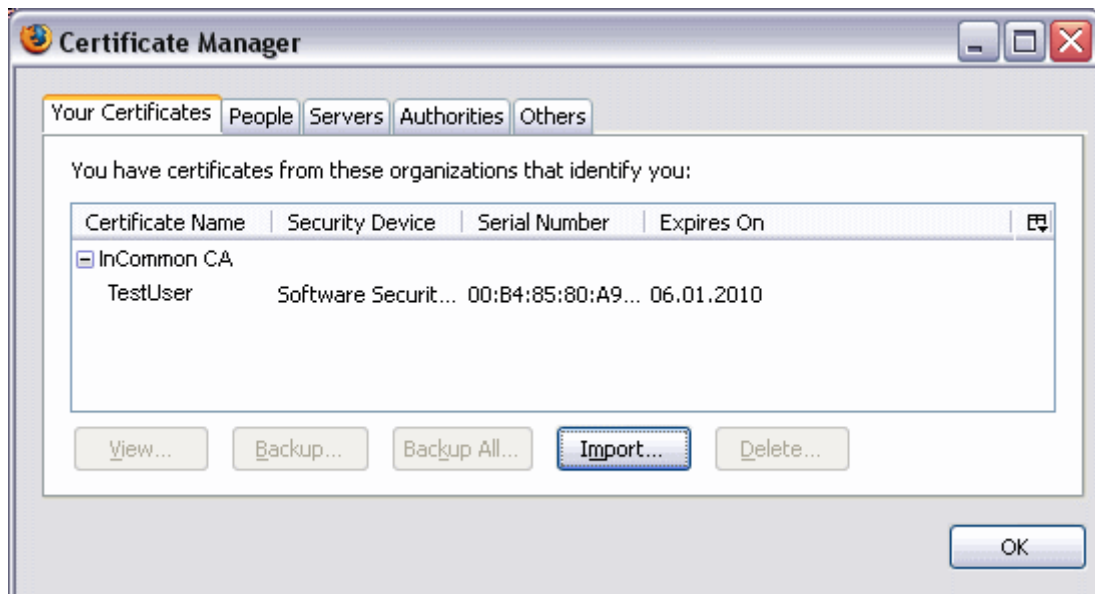
3. If this is the first time you have tried to import a certificate, then Firefox will ask you to set a 'master password' for the certificate store. It will then request you enter this password every time you access the store (including this first time). You should choose a secure password that features both alpha and numeric characters. Please make a note of this password for future reference.



4. To complete the installation process, you are required to enter the PIN (password) you set up for the certificate file during the enrollment process. If you have forgotten your password, contact your system administrator who will be able to reset it for you. Click 'OK' to finish the process.



That's it. You have successfully imported your digital certificate into Firefox.

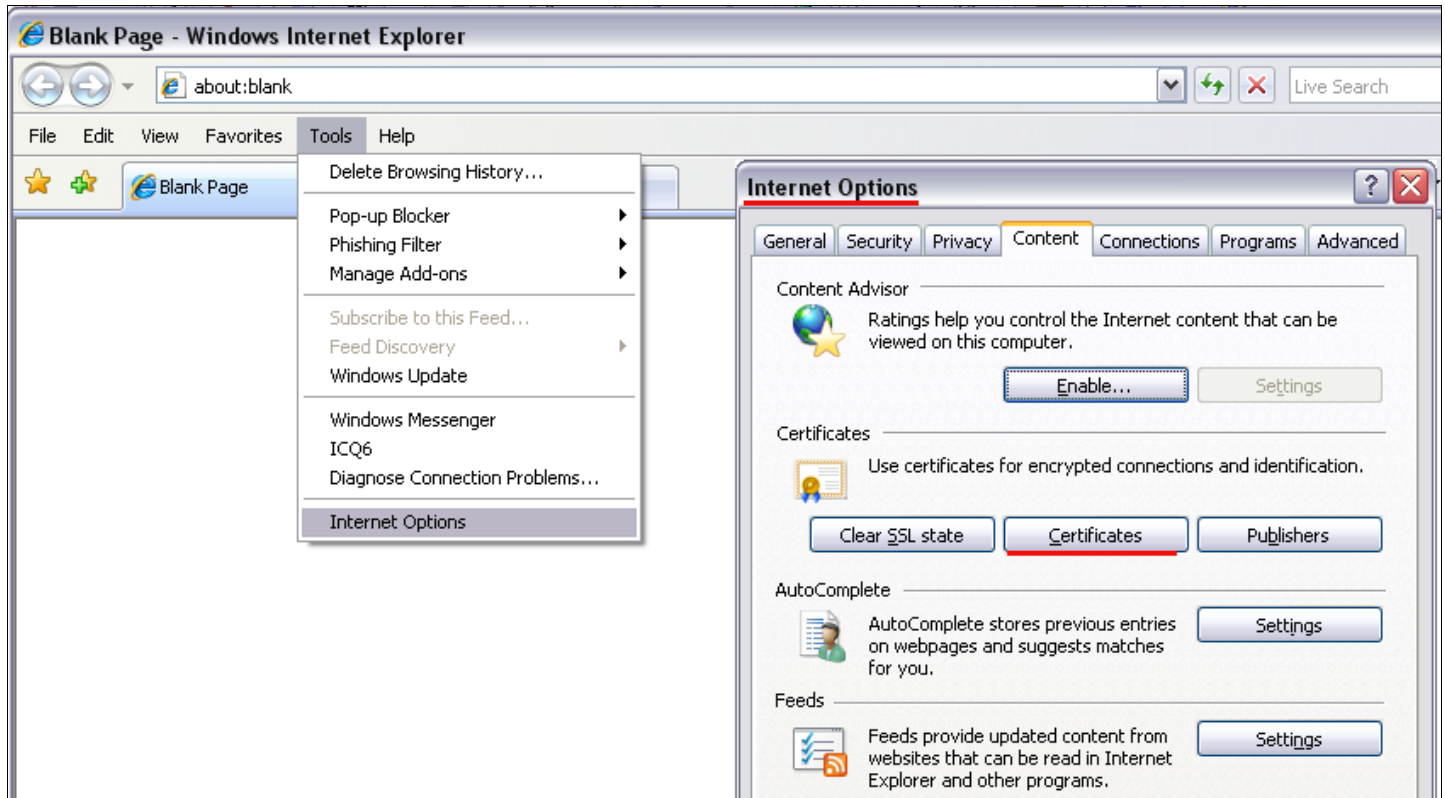


Importing Your Certificate into Internet Explorer

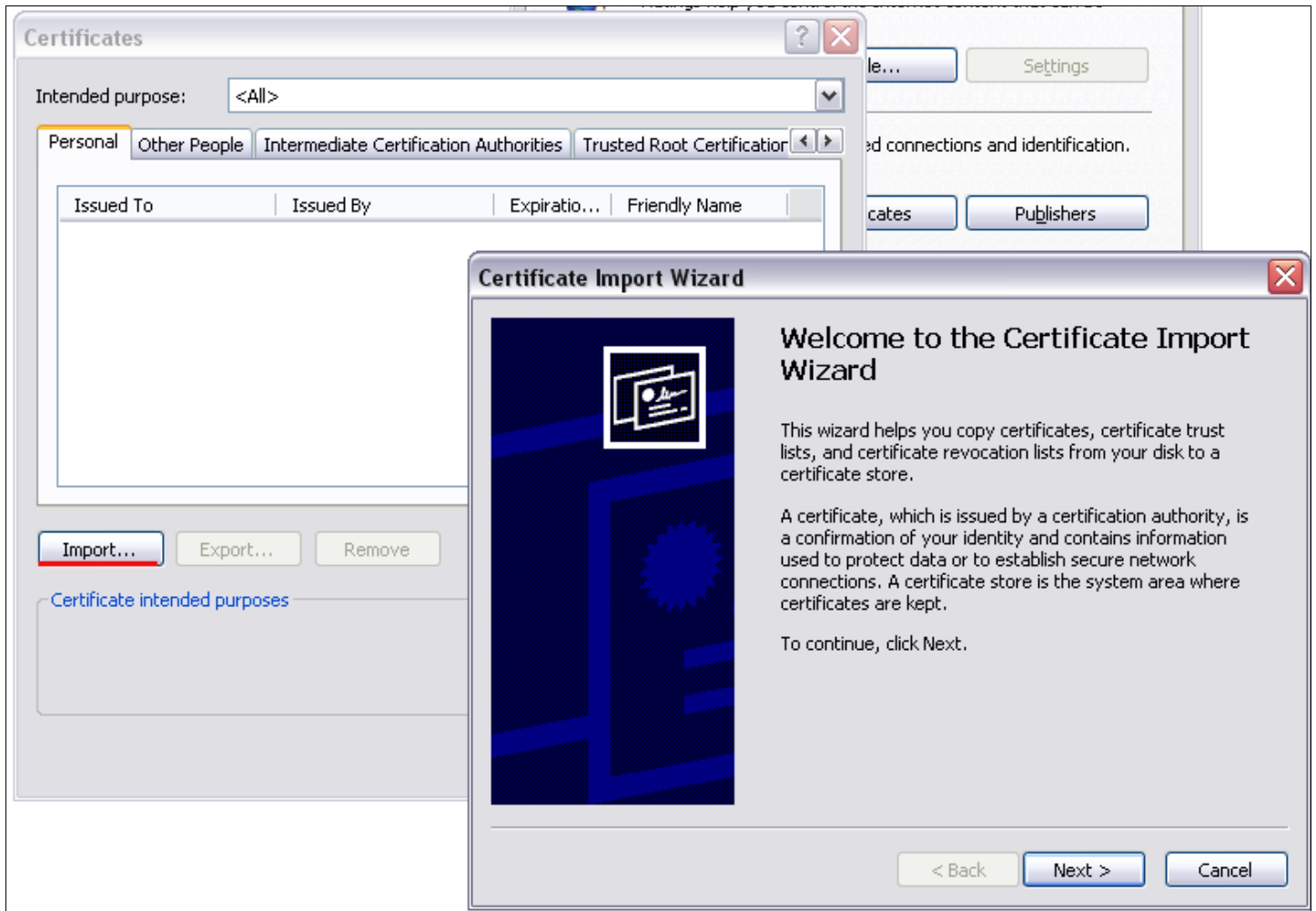
This step by step guide will explain how to import your InCommon digital certificate into the Internet Explorer certificate store.

Note: This document assumes you have already enrolled for and downloaded your certificate. If this is not the case then please read the section [‘Enrollment and Collection of your Certificate’](#) first.

1. Open Internet Explorer and click ‘Tools’ then ‘Internet Options’ in the main tool bar. This will open the IE ‘Internet Options’ window. Next, click the **‘Content’** button then click the **‘Certificates’** button.

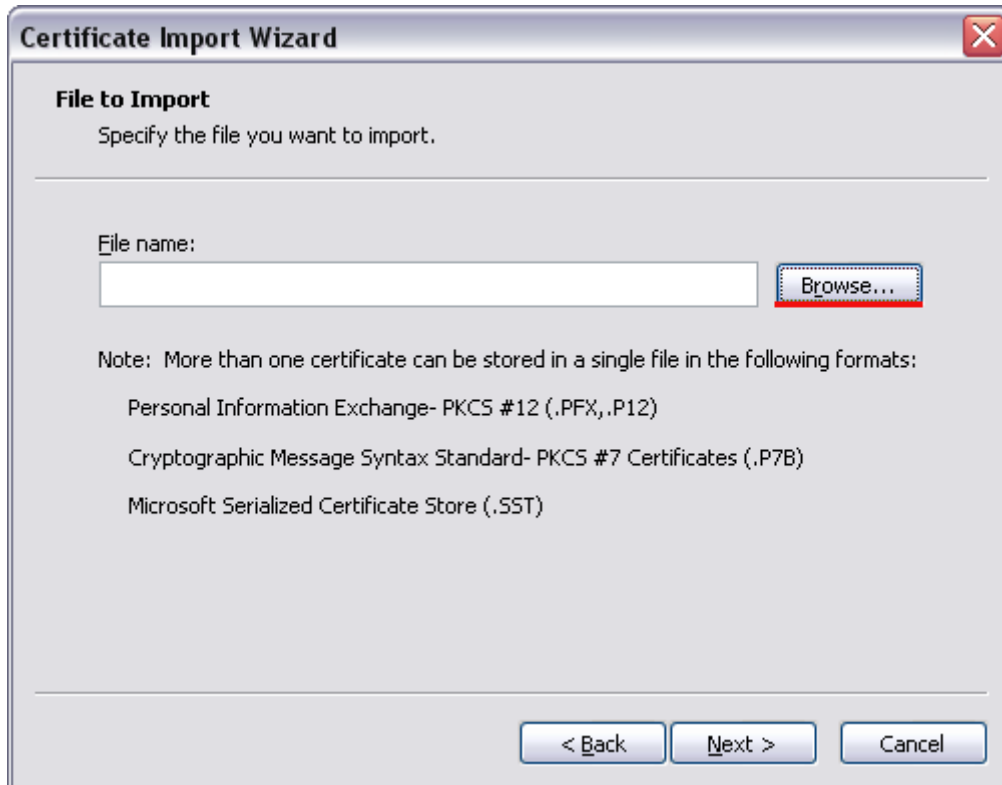


2. Clicking 'Certificates' will open the Internet Explorer 'Certificates' dialog box.

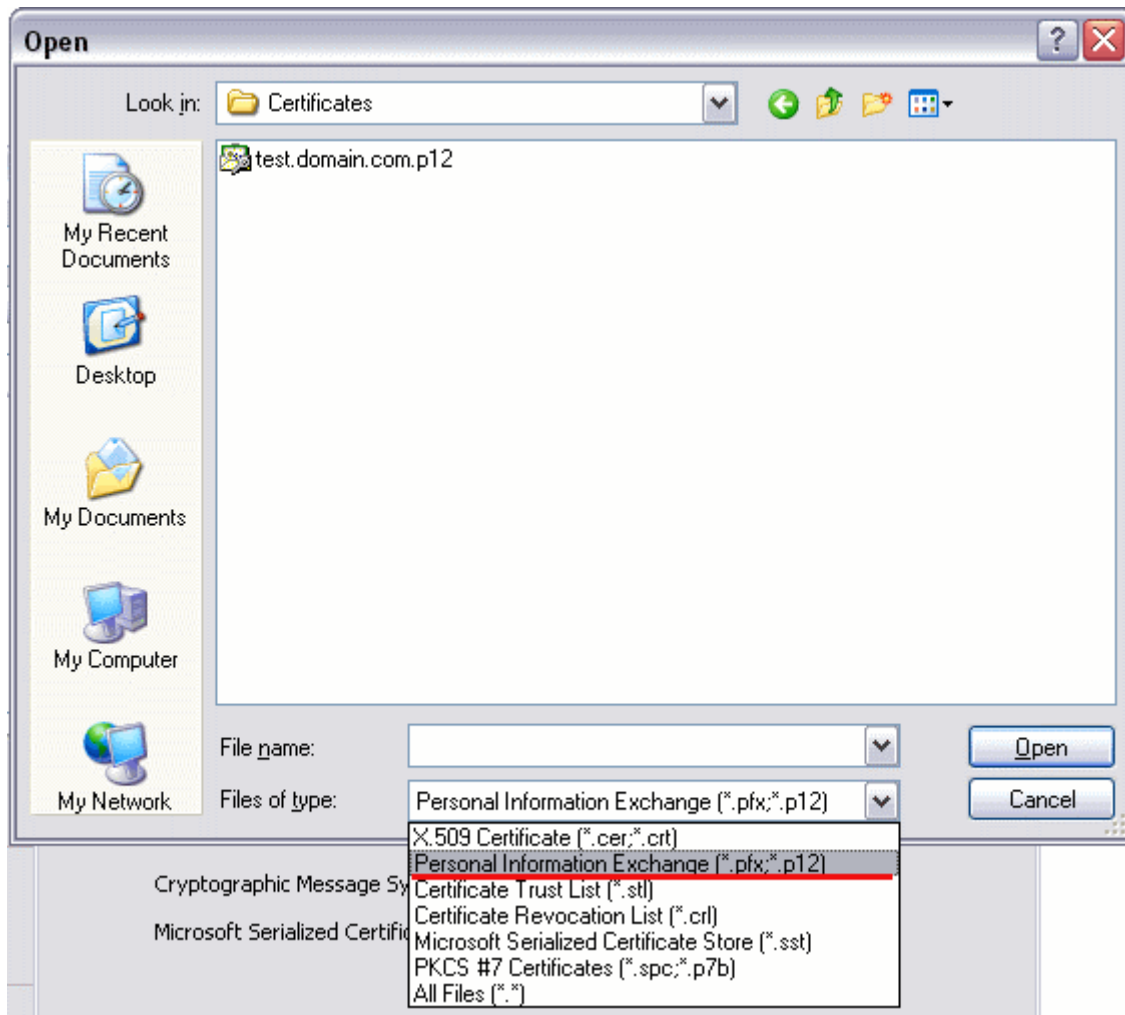


Click on the 'Import' button to start the certificate installation wizard and then click 'Next'.

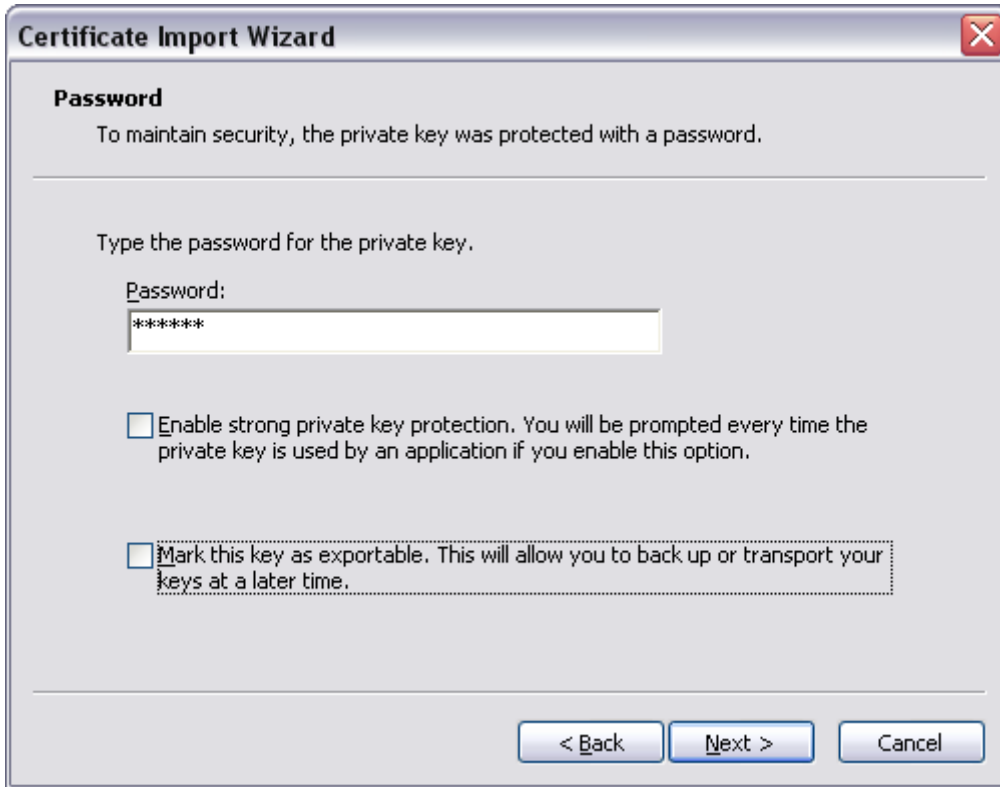
3. Next, browse to the location of your certificate file. Your certificate file is the .p12 file that you downloaded earlier. If you have not downloaded a certificate file (.p12) then please contact your administrator (refer to the section ['Enrollment and Collection of your Certificate'](#) for more details on this).



4. Now you need to change type of the file, select 'Personal Information Exchange (.p12)' from the drop down box, locate your certificate file (.p12) and click 'Open' (see below).



- To complete the installation process, you are required to enter the PIN (password) you set up for the certificate during the enrollment process. If you have forgotten your password, contact your system administrator who will be able to reset it for you. Click 'OK' to finish the process.

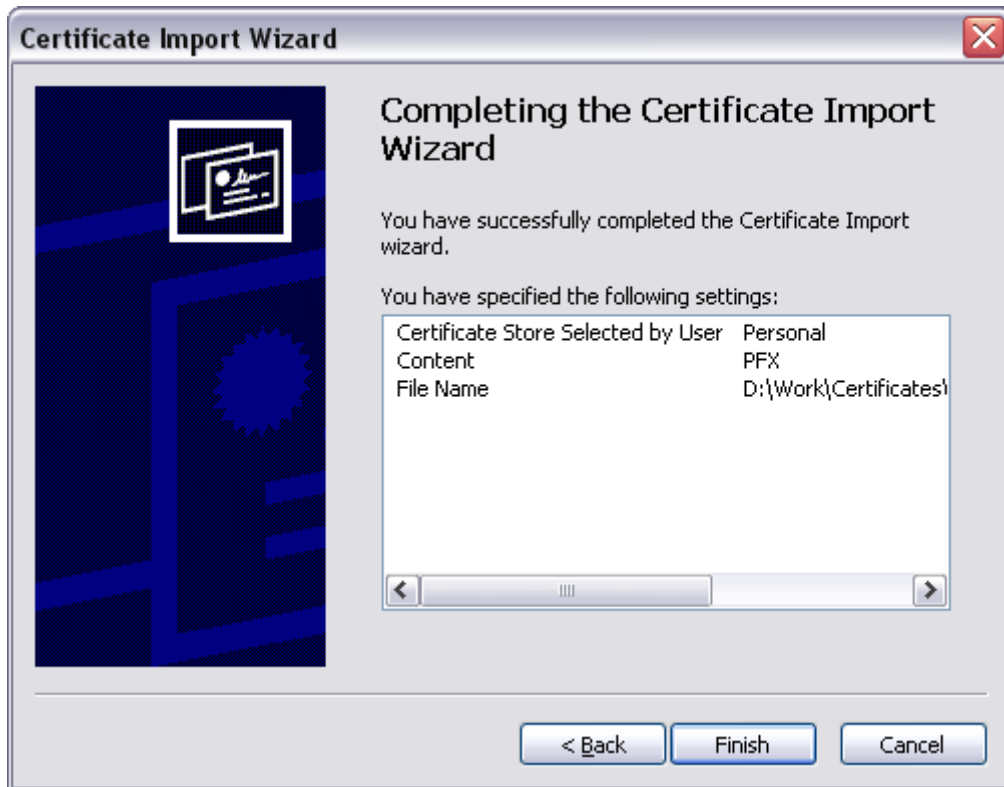


6. Next you will be prompted to choose which certificate store for your certificate. Unless your administrator has specified otherwise, you should leave this at the default 'Place all certificates ...' option.



Click 'Next' to continue the process.

7. The last step: completing the 'Certificate Import Wizard'.



Click 'Finish' to complete the process.

That's it. You have successfully imported your digital certificate into Internet Explorer.

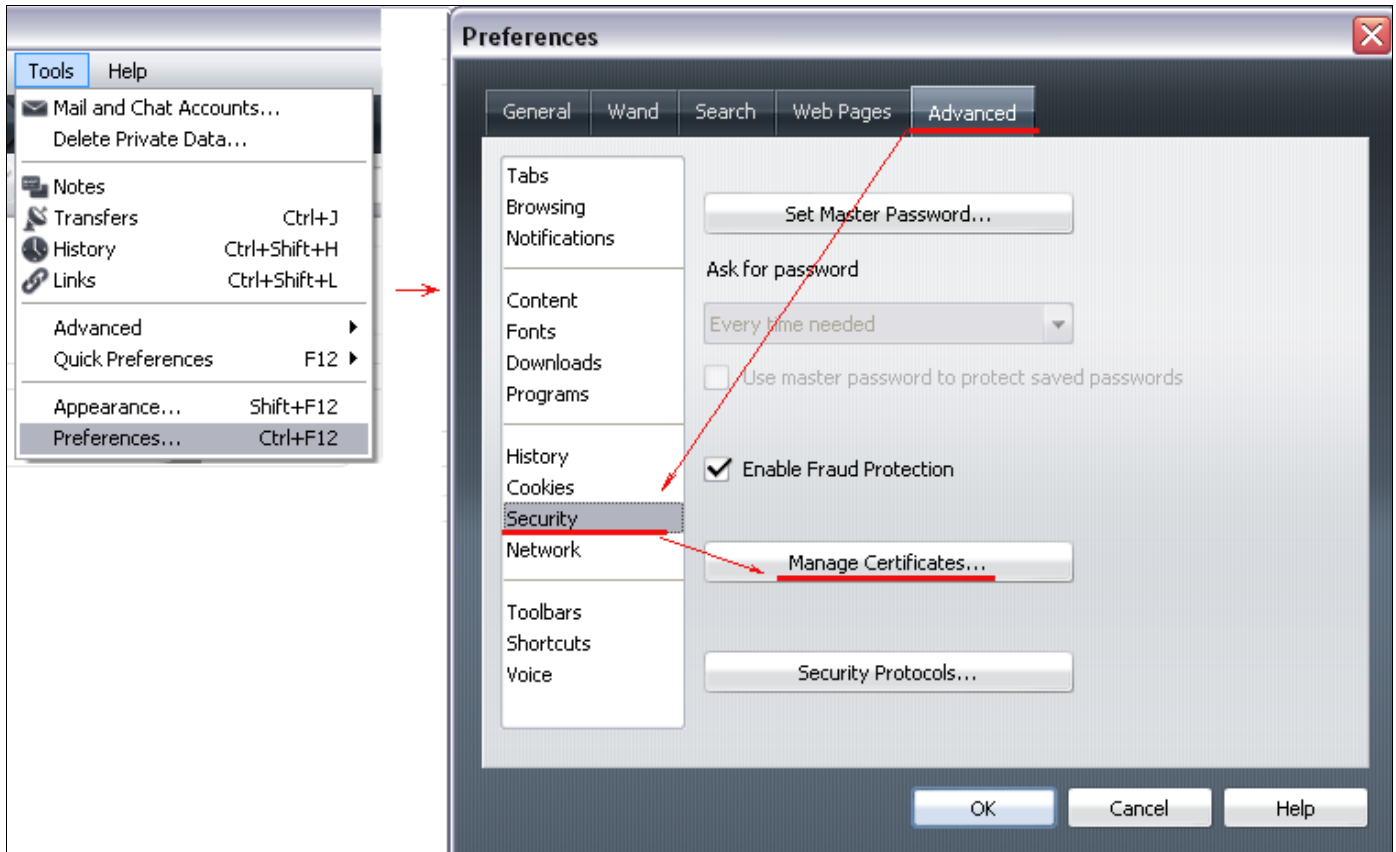
Importing Your Certificate into Opera

This step by step guide will explain how to import your InCommon digital certificate into the Opera certificate store.

Note: This document assumes you have already enrolled for and downloaded your certificate. If this is not the case then please read the section '[Enrollment and Collection of your Certificate](#)' first.

1. Open Opera and click 'Tools' then '**Preferences**' in the main tool bar. This will open the Opera '**Preferences**' window.

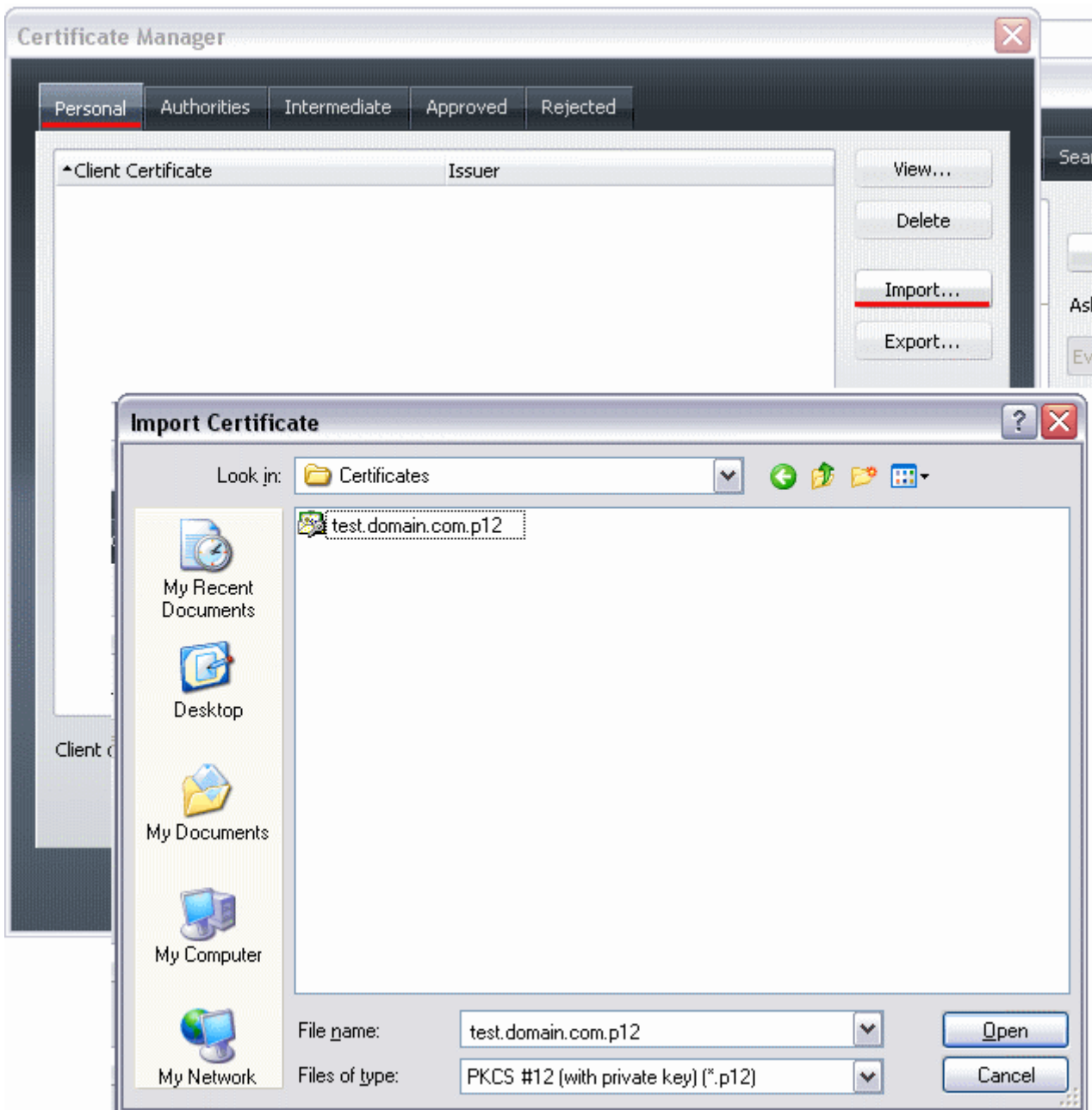
Next, click the '**Advanced**' button then the '**Security**' tab – then click the '**Manage Certificates**' button.



... click 'Tools' then 'Preferences' ...

... click the 'Advanced' button then the 'Security' tab ...

2. In the pop-up window select '**Personal**', click on '**Import**' button. Next, browse to the location of your certificate file. Your certificate file is the .p12 file that you downloaded earlier. If you have not downloaded a certificate file (.p12) then please contact your administrator (refer to the section '[Enrollment and Collection of your Certificate](#)' for more details on this).



In the pop-up window select 'Personal', then select your certificate file .

- Next, you are required to enter the PIN (password) you set up for the certificate file during the enrollment process. If you have forgotten your password, contact your system administrator who will be able to reset it for you. Click 'OK' to finish the process.



... you are required to enter the PIN (password) ...

4. If this is the first time you have tried to import a certificate, then Opera will ask you to set a 'master password' for the certificate store. It will then request you enter this password every time you access the store (including this first time). You should choose a secure password that features both alpha and numeric characters. Please make a note of this password for future reference.



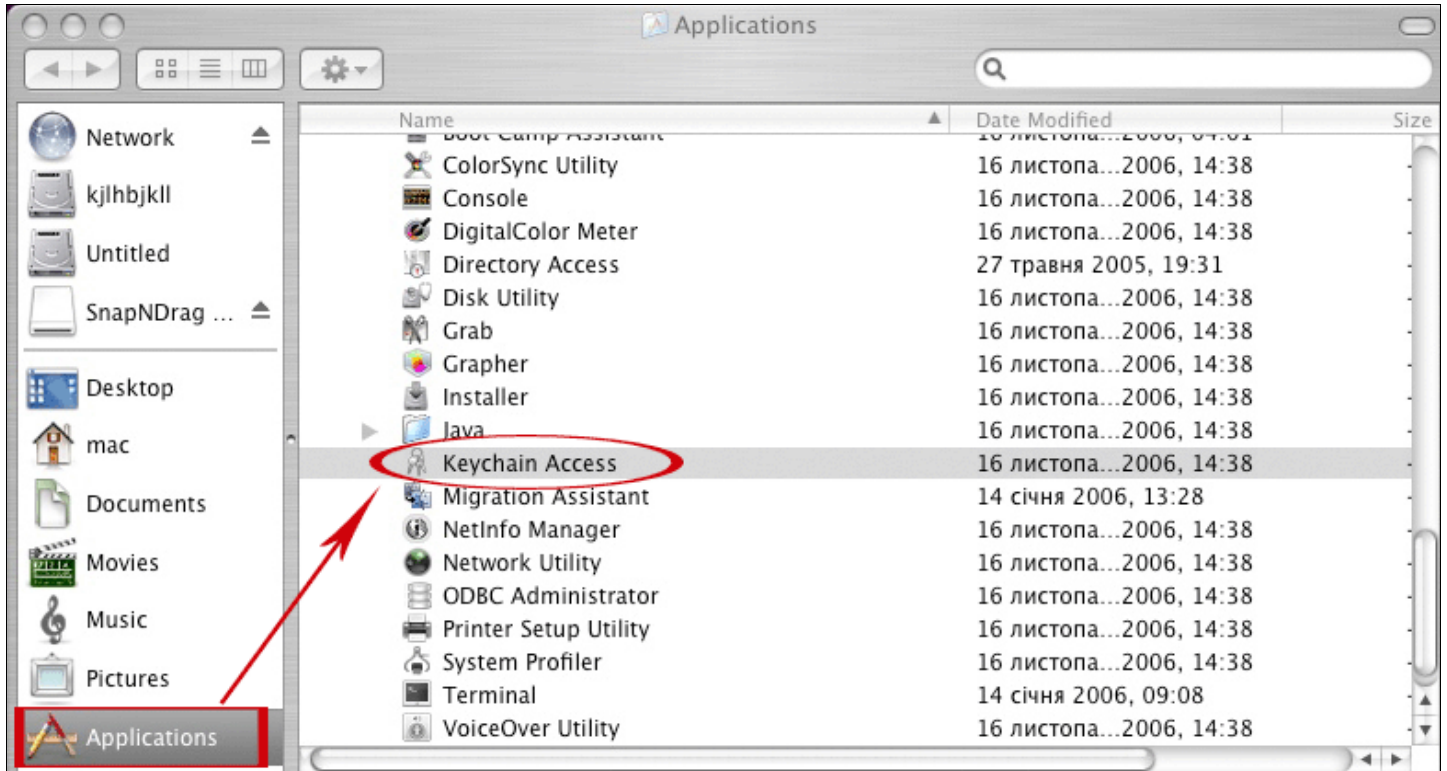
That's it. You have successfully imported your digital certificate into Opera.

Importing Your Certificate into Safari

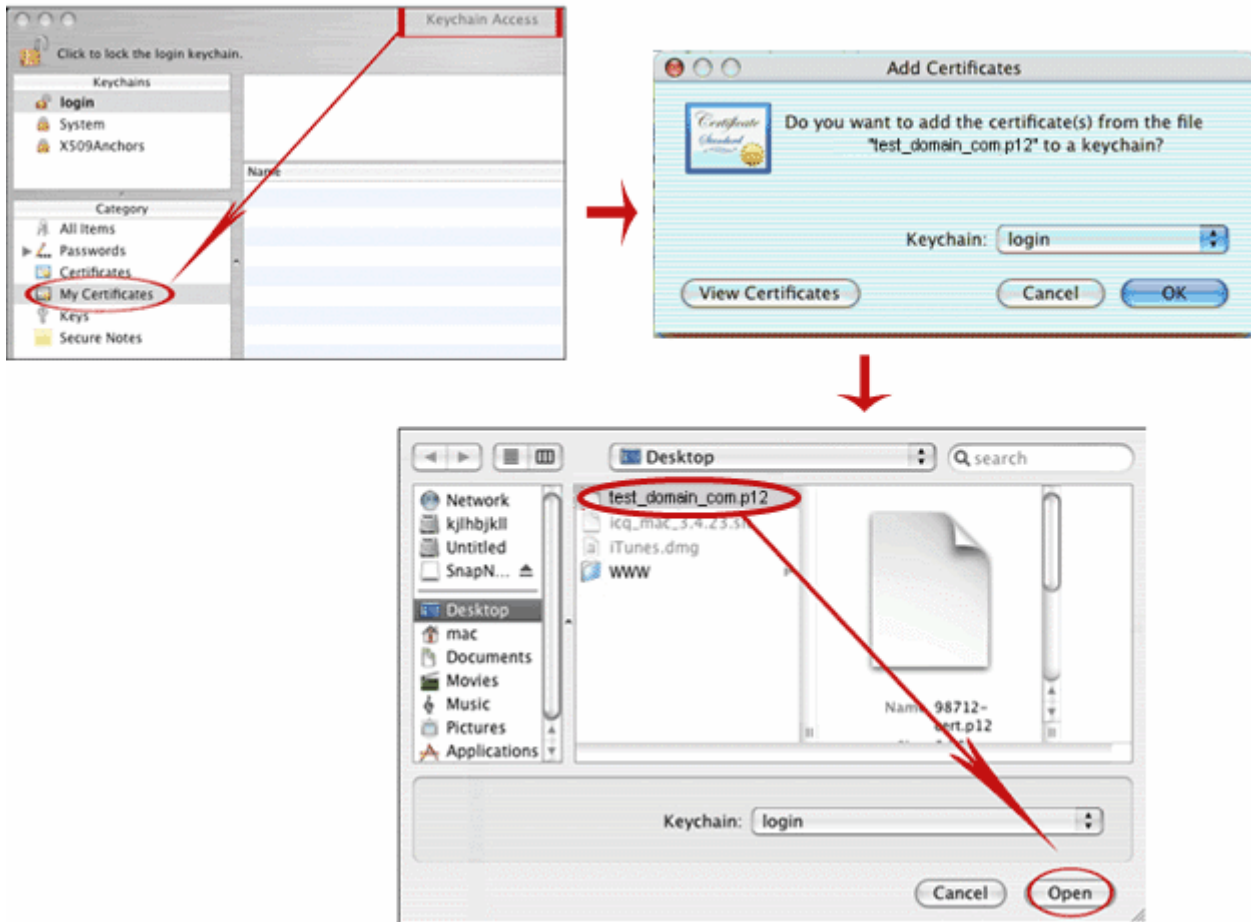
This step by step guide will explain how to import your InCommon digital certificate into the Safari certificate store.

Note: *This document assumes you have already enrolled for and downloaded your certificate. If this is not the case then please read the section ['Enrollment and Collection of your Certificate'](#) first.*

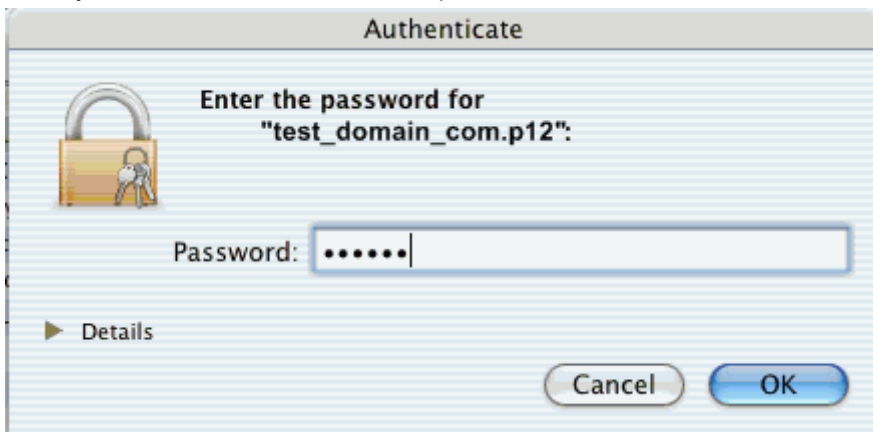
1. Open Safari and click **'Applications'** then **'Keychain Access'** in the list.



2. This will open the Safari **'Keychain Access'** window. Next, select the **'My Certificates'** category. Browse to the location of your certificate file. Your certificate file is the .p12 file that you downloaded earlier. If you have not downloaded a certificate file (.p12) then please contact your administrator (refer to the section ['Enrollment and Collection of your Certificate'](#) for more details on this).



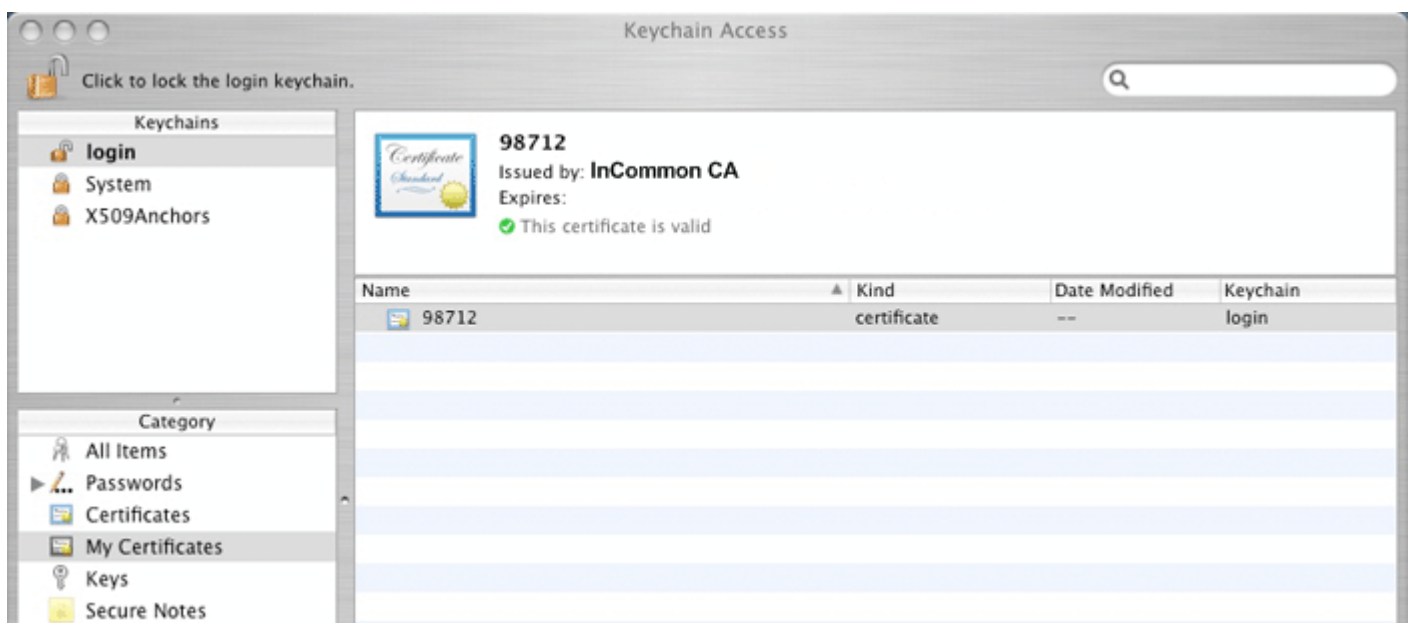
3. To continue the installation process, you are required to enter the PIN (password) you set up for the certificate file during the enrollment process. If you have forgotten your password, contact your system administrator who will be able to reset it for you. Click 'OK' to continue the process.



4. If this is the first time you have tried to import a certificate, then Safari will ask you to set a keychain password for the certificate store. It will then request you enter this password every time you access the store (including this first time). You should choose a secure password that features both alpha and numeric characters. Please make a note of this password for future reference.



That's it. You have successfully imported your digital certificate into Safari.

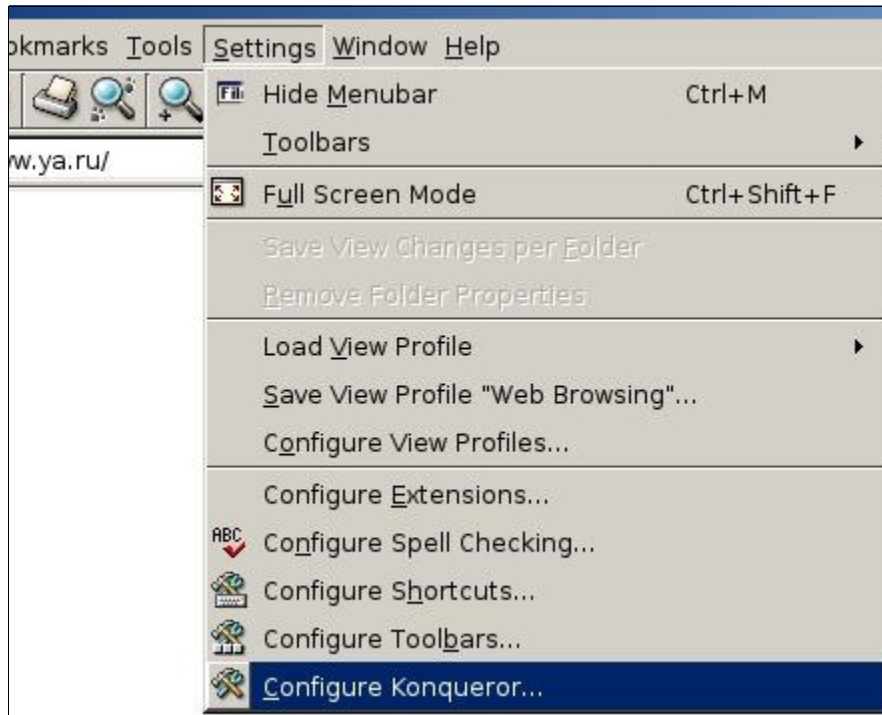


Importing Your Certificate into Konqueror

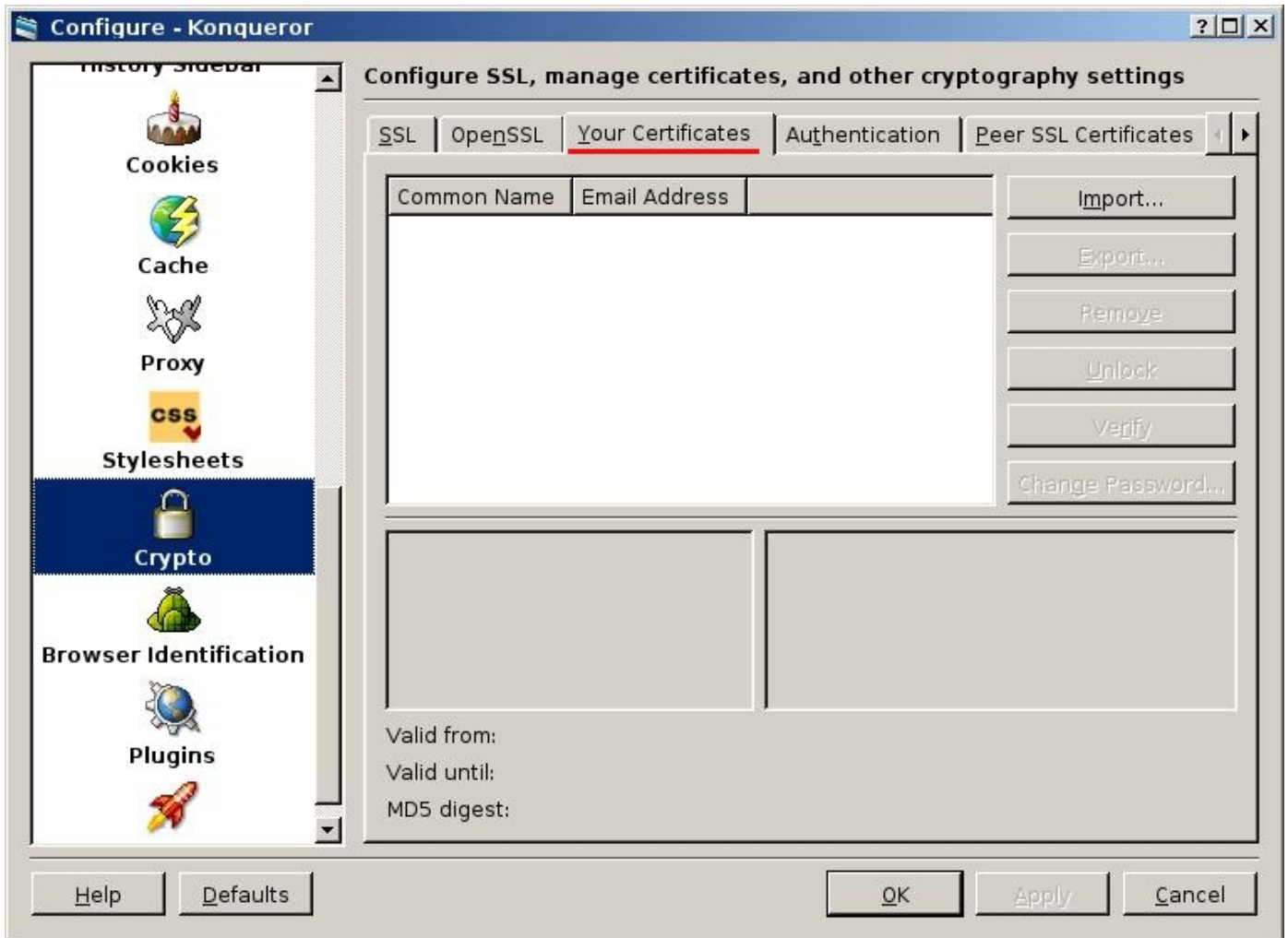
This step by step guide will explain how to import your InCommon digital certificate into the Konqueror certificate store.

Note: This document assumes you have already enrolled for and downloaded your certificate. If this is not the case then please read the section ['Enrollment and Collection of your Certificate'](#) first.

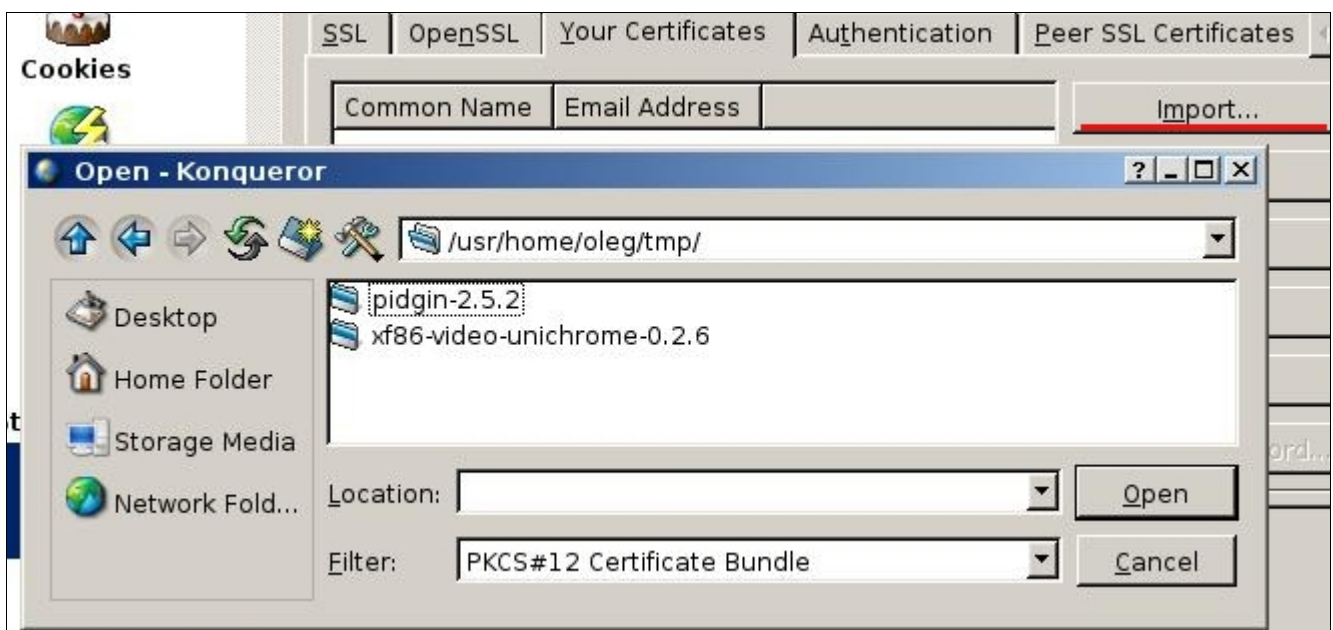
1. Open Konqueror and click 'Settings' then **'Configure Konqueror'** in the main tool bar.



This will open the Konqueror configuration window. Next, click the **'Crypto'** button then the **'Your Certificates'** tab.



2. Click on 'Import' button and browse to the location of your certificate file. Your certificate file is the .p12 file that you downloaded earlier. If you have not downloaded a certificate file (.p12) then please contact your administrator (refer to the section ['Enrollment and Collection of your Certificate'](#) for more details on this).



3. Next, you are required to enter the PIN (password) you set up for the certificate file during the enrollment process. If you have forgotten your password, contact your system administrator who will be able to reset it for you. Click 'OK' to finish the process.

That's it. You have successfully imported your digital certificate into Konqueror.