

Requesting ARIES Certificate for Windows 10 & Edge

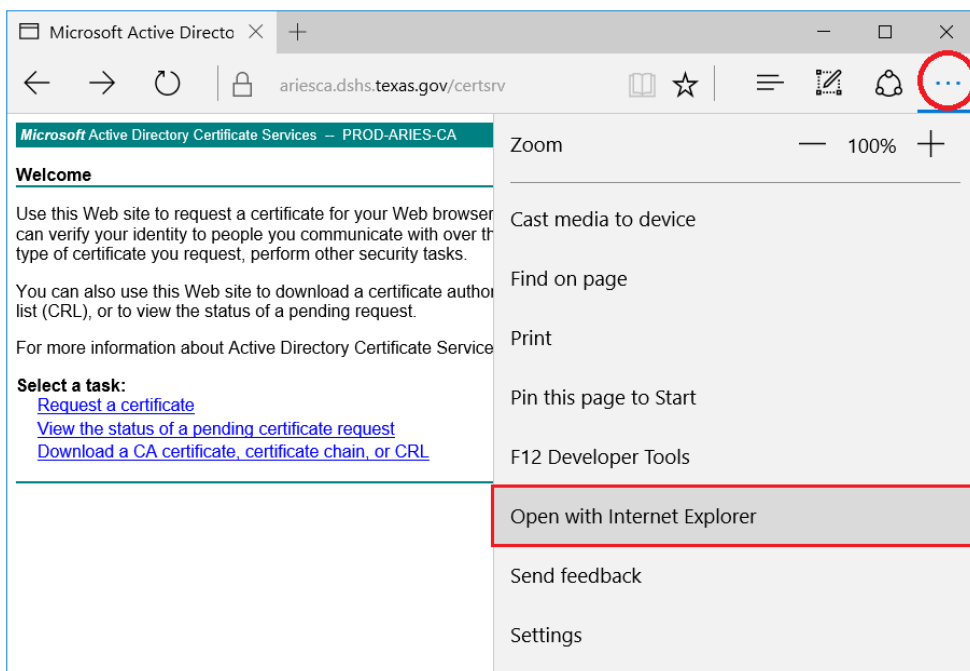
Before you Begin

These instructions require the use of Edge running on Windows 10. To make some of the changes mentioned in the instruction, users may need to have administrative rights on their computer.

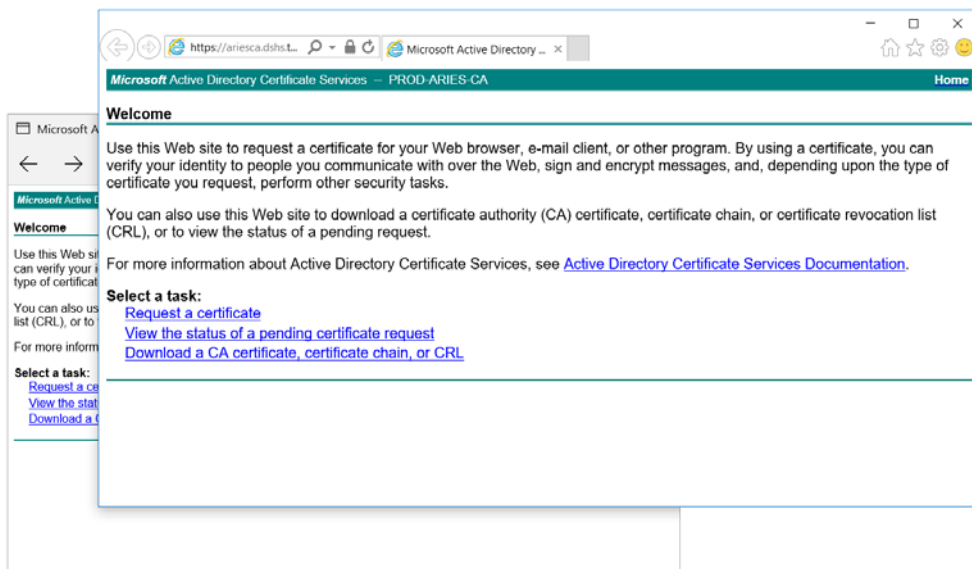
It is imperative that these instructions be followed in order without skipping any steps.

Requesting a Certificate for ARIES

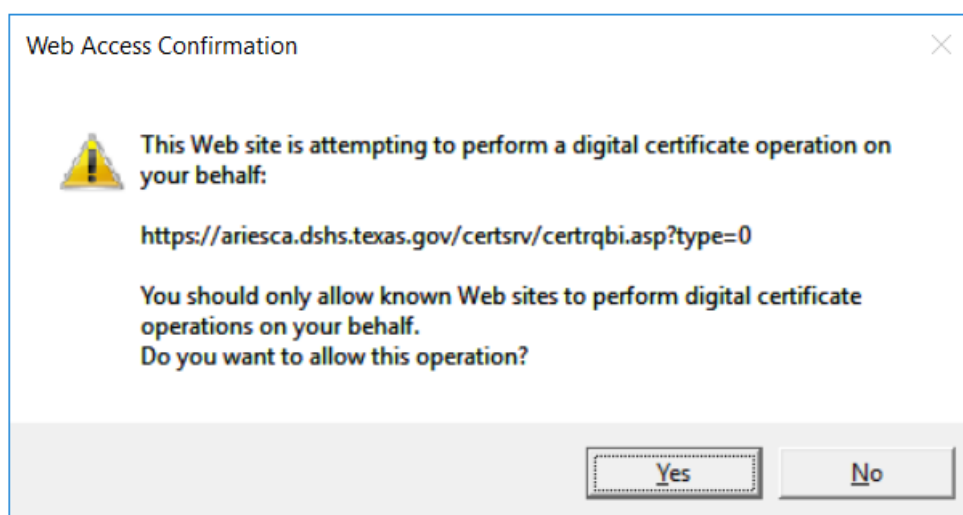
1. Launch Edge and navigate to <https://ariesca.dshs.texas.gov/certsrv>
2. Since certificates need to be requested using Internet Explorer, the website shown above will need to be opened in I.E. Click the three dots in the upper right corner of the Edge screen and select Open with Internet Explorer.



3. A second window with the Internet Explorer icon will appear. The rest of the steps will be performed in the I.E. window.
 - a. Click on Request a certificate
 - b. Click on Web Browser Certificate



4. Click Yes if the following “Web Access Confirmation” screen appears



5. Click on More Options, then click on use the Advanced Certificate Request form
6. Click **Yes** again if the “Web Access Confirmation” screen appears

7. You should see the following screen

Microsoft Active Directory Certificate Services - PROD-ARIES-CA

Advanced Certificate Request

Identifying Information:

Name: JohnDoe4 ARIESClient
E-Mail: john.doe@hivprovider.org
Company: HIV Provider
Department: Client Services
City: Somewhere
State: Tx
Country/Region: US

Type of Certificate Needed:
Client Authentication Certificate

Key Options:
☒ Create new key set ☐ Use existing key set
CSP: Microsoft Enhanced RSA and AES Cryptographic Provider
Key Usage: ☐ Exchange ☐ Signature ☒ Both
Key Size: 2048 (Min: 384 Max: 16384) (common key sizes: 512 1024 2048 4096 8192 16384)
☒ Automatic key container name ☐ User specified key container name
☐ Mark keys as exportable
☐ Enable strong private key protection

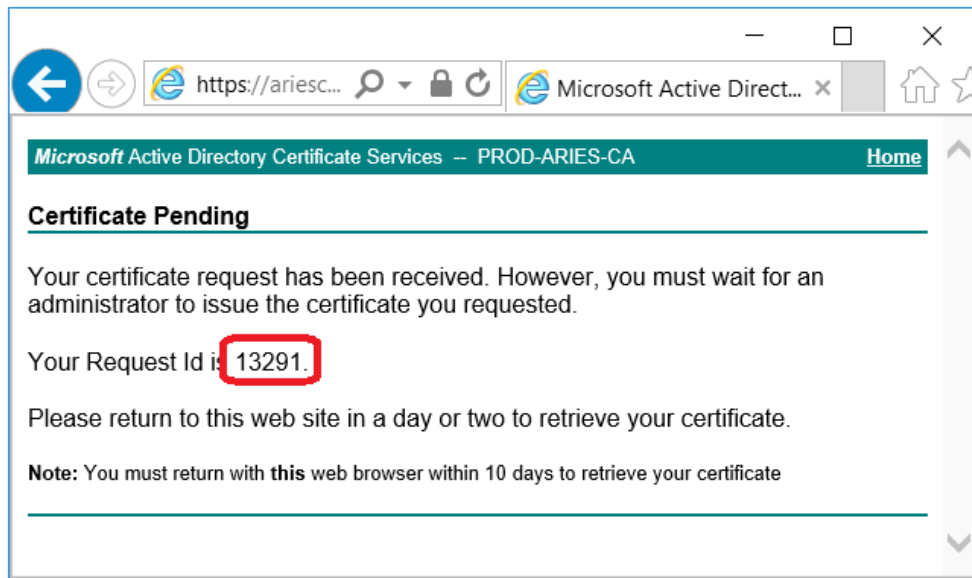
Additional Options:
Request Format: ☐ CMC ☒ PKCS10
Hash Algorithm: sha1
Only used to sign request.
☐ Save request
Attributes:
Friendly Name:

Submit >

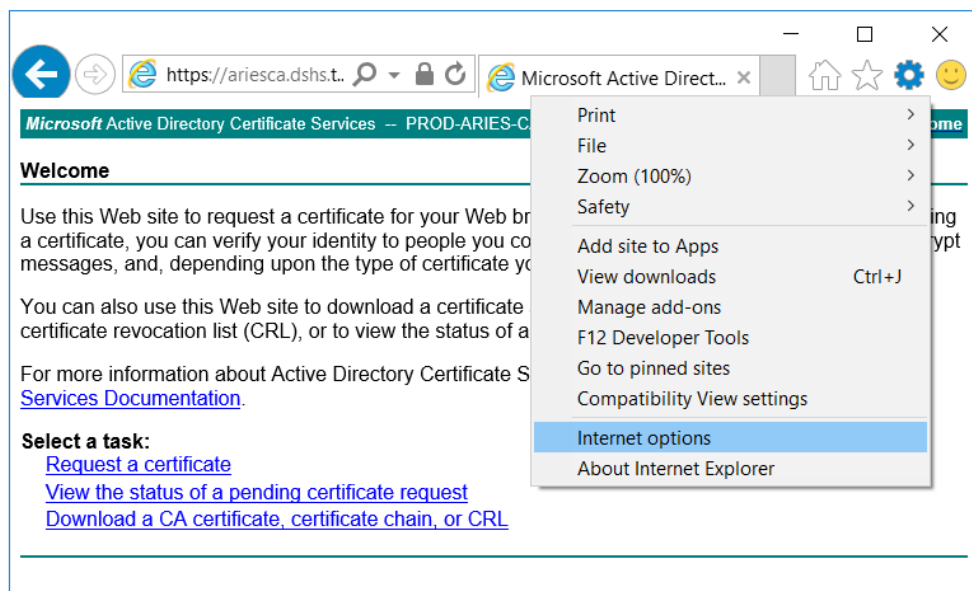
Enter the **ARIES login** for the user in the "Name:" field add one space and type "**ARIESClient**" as follows(capitalizing "ARIESC" and lower case "lient") without spaces.

8. The **ONLY** SECTIONS ON THE ADVANCED CERTIFICATE REQUEST SCREEN THAT NEED TO BE COMPLETED ARE CIRCLED IN RED.
- Name: Username ARIESClient
 - The username is your ARIES Login name that your Administrative Agency's Data Manager assigned to you. Enter that name followed by a space and ARIES in all caps followed by Client (with a capital 'C') without a space. For example, if your ARIES login is JohnDoe4, your ARIES name will be **JohnDoe4 ARIESClient**
 - You may need to change the CSP to what's displayed in the screen
 - Key Size: Click on 2048
9. Double check that the other variables have remain unchanged
- Type of Certificate.....Client Authentication Certificate
 - Create new key set.....Radio button selected
 - CSP:.....Microsoft Enhanced RSA & AES Cryptographic Provider
 - Key Usage.....Both
 - Automatic key container name...Radio button selected
 - Request Format.....CMC
 - Hash Algorithm.....sha 1

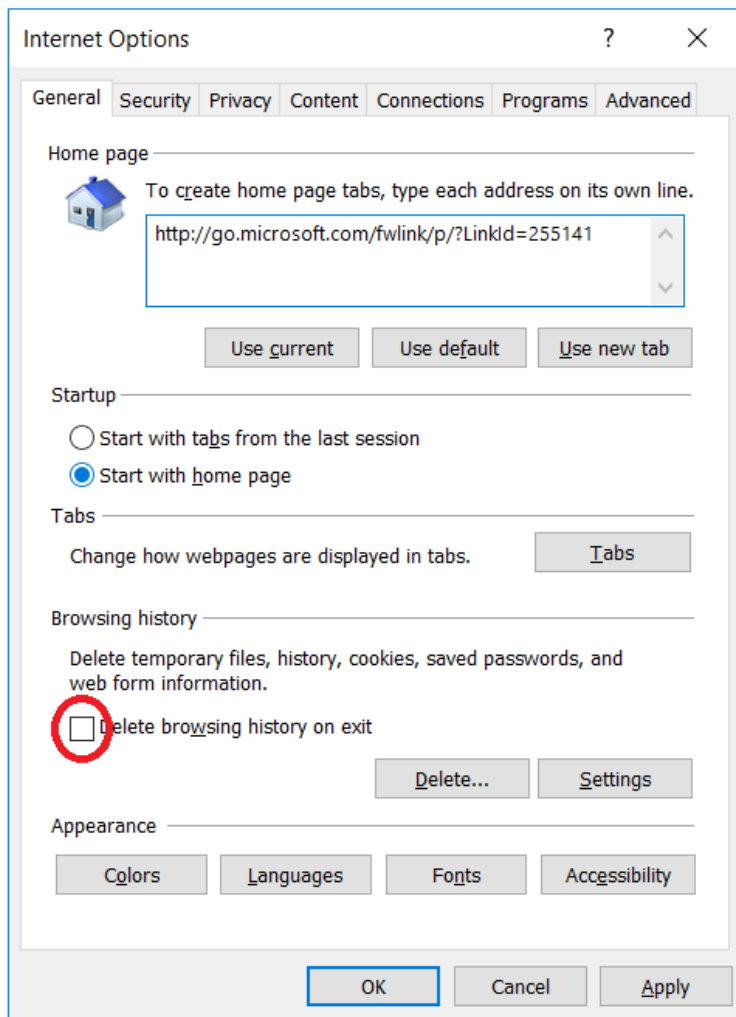
10. A Certificate Pending screen will appear with a request id number. Send this number along with the ARIES Account Request form to your Administrative Agency Data Manager.



11. Click the Home link in the upper right corner of the window to return to the Welcome Screen. It's advised to keep your browser open to the Welcome Screen. If this isn't possible, ensure the "Delete browsing history on exit" is UNCHECKED (shown in the next step), then close the browser.
12. Click the gear symbol in the upper right corner of the window
13. Click Internet options from the pull down menu

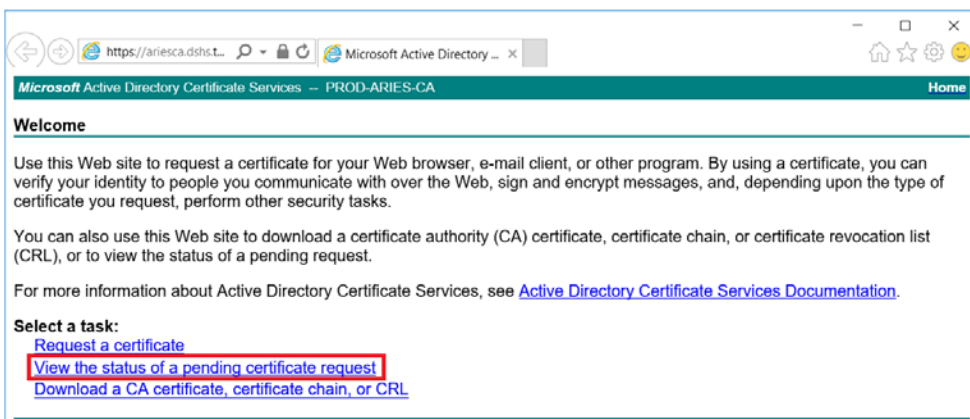


14. Ensure the checkbox circled in red is **UNCHECKED**.

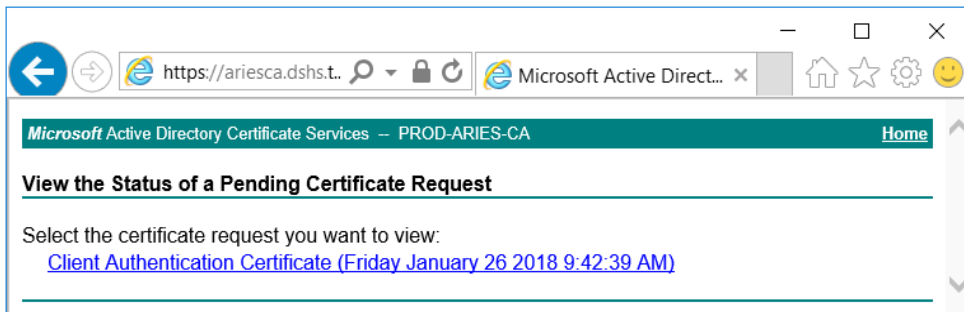


Installing the ARIES certificate

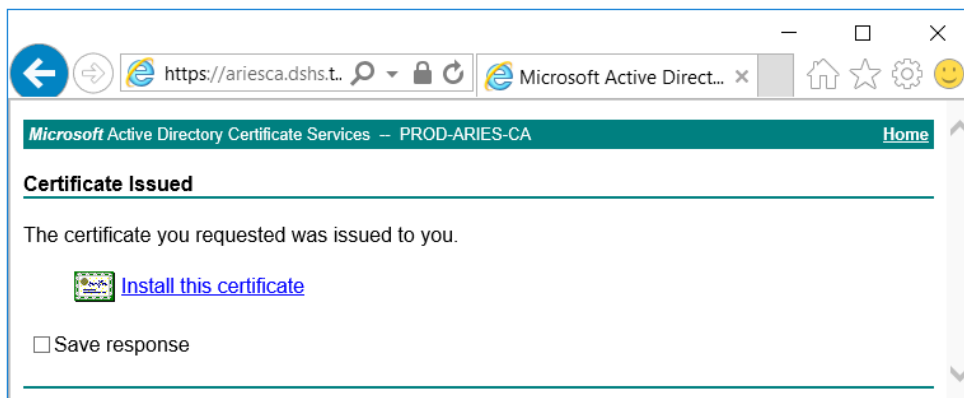
1. After you get email notification that your cert has been issued, navigate to the ARIES certificate site <https://ariesca.dshs.texas.gov/certsrv> and click on "View status of a pending certificate request"



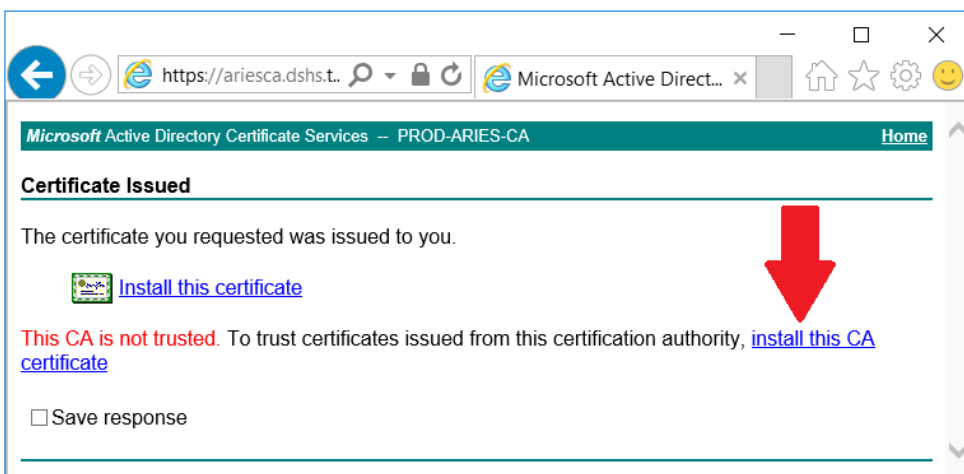
2. The next screen shows the certificate(s) that have been approved and ready to install. Click on Client Authentication certificate link to proceed. Click **Yes** if the “Web Access Confirmation” screen appears.
 - a. If your certificate isn’t shown then re-request another certificate, but leave your Internet Explorer window open after you submit your request and click Home to navigate back to the **Welcome** screen shown above.



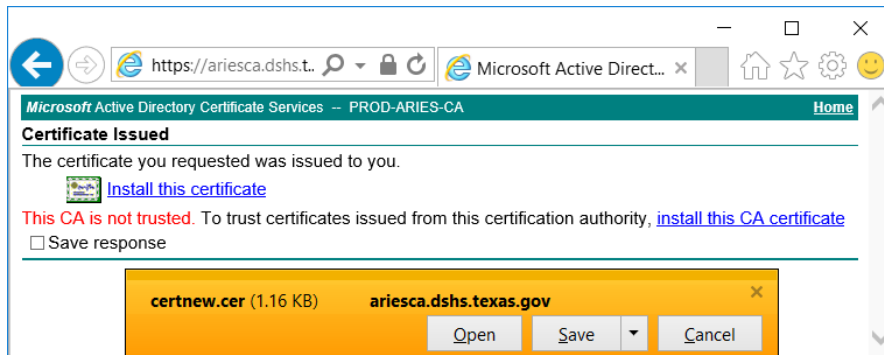
3. The Certificate Issued screen simply shows you the certificate that will be installed. Click **Install this certificate** to proceed. If ARIES certificates have been installed on the user’s computer before the message This CA is not trusted....(shown in step 4) will not appear. The cert will simply install. Proceed to step 15.



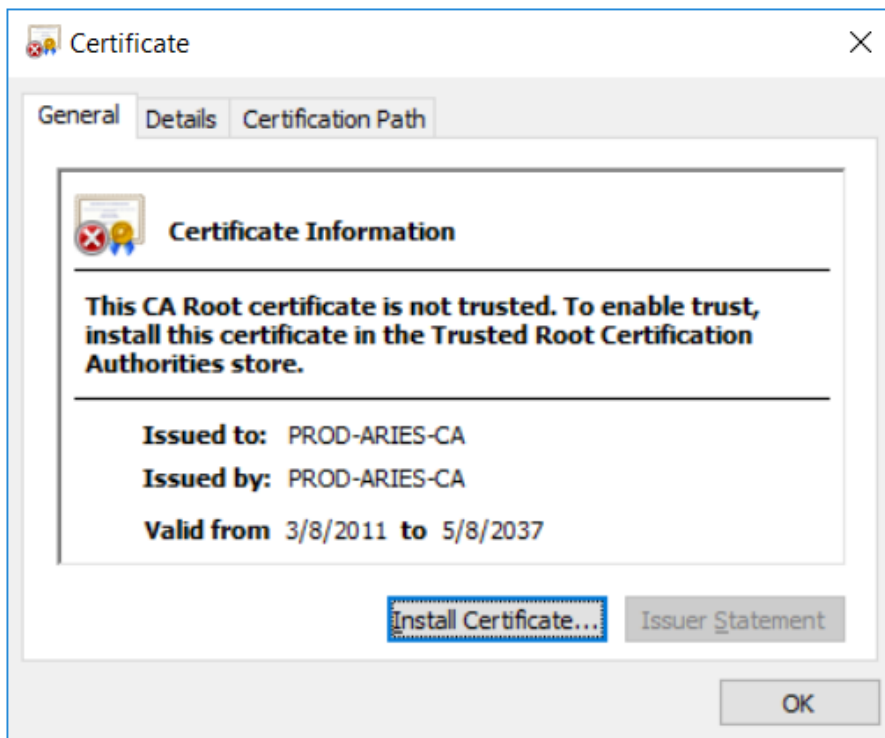
4. Click **Install this CA certificate** to proceed.



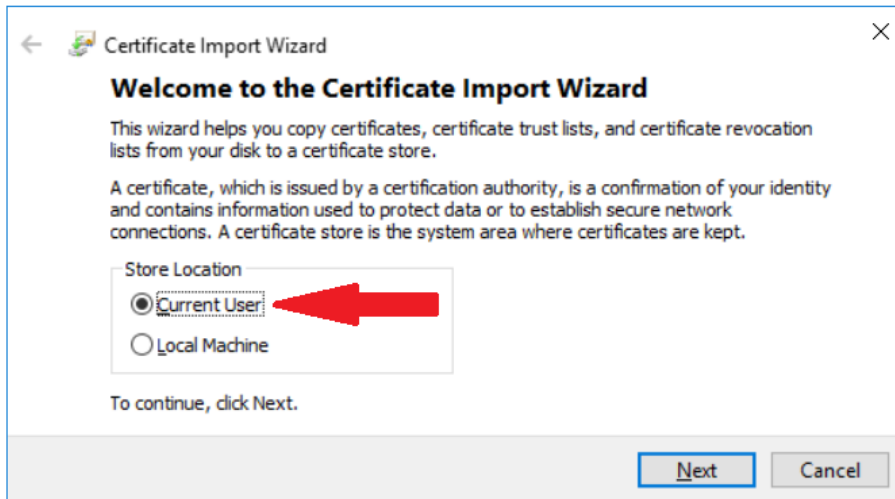
5. When the certnew.cer action window appears at the bottom, click **Open** to proceed.



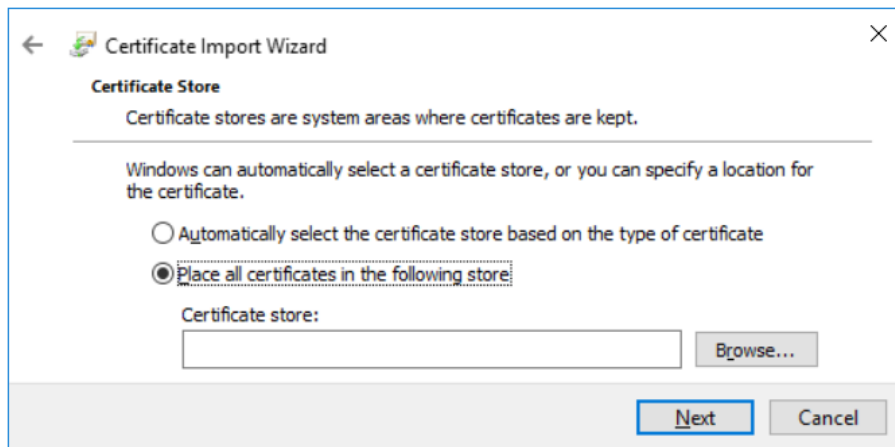
6. Click on Install Certificate to continue. This step installs the PROD-ARIES-CA certificate in the Trusted Root Certificate Authorities folder.



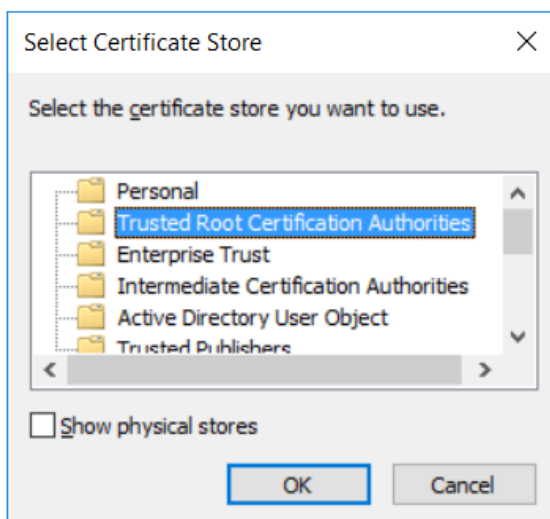
- When the Certificate Import Wizard window appears, ensure that Current User is selected and click Next to proceed.



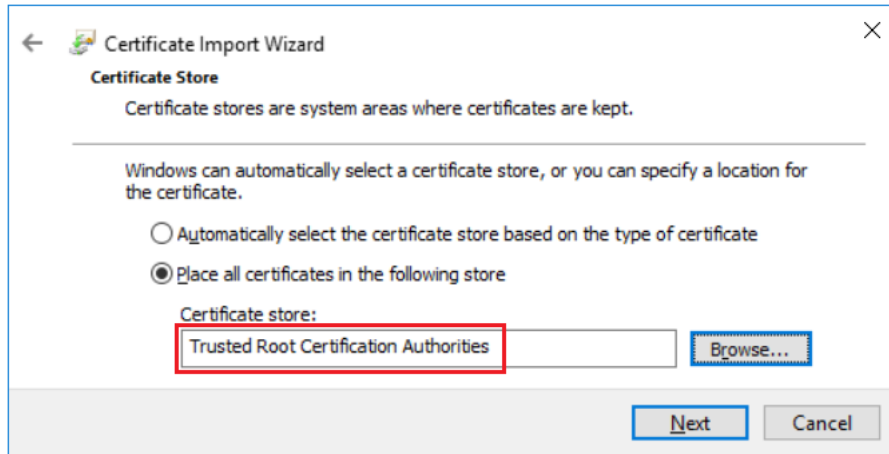
- Select the radio button for Place all certificates in the following store and press the Browse button to proceed



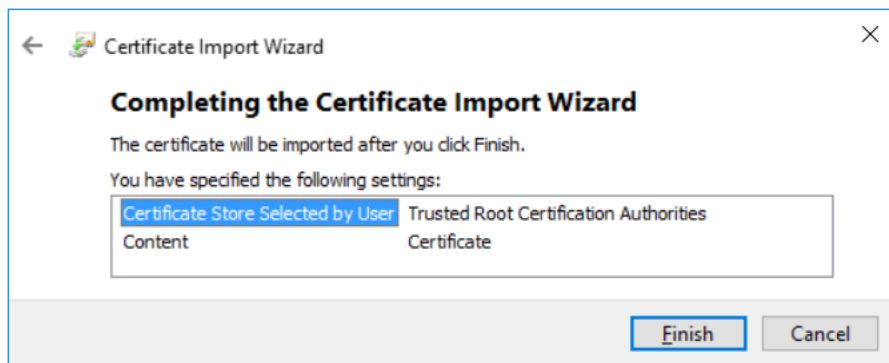
- From the **Select Certificate Store** window, select the **Trusted Root Certificate Authorities** and click OK to proceed



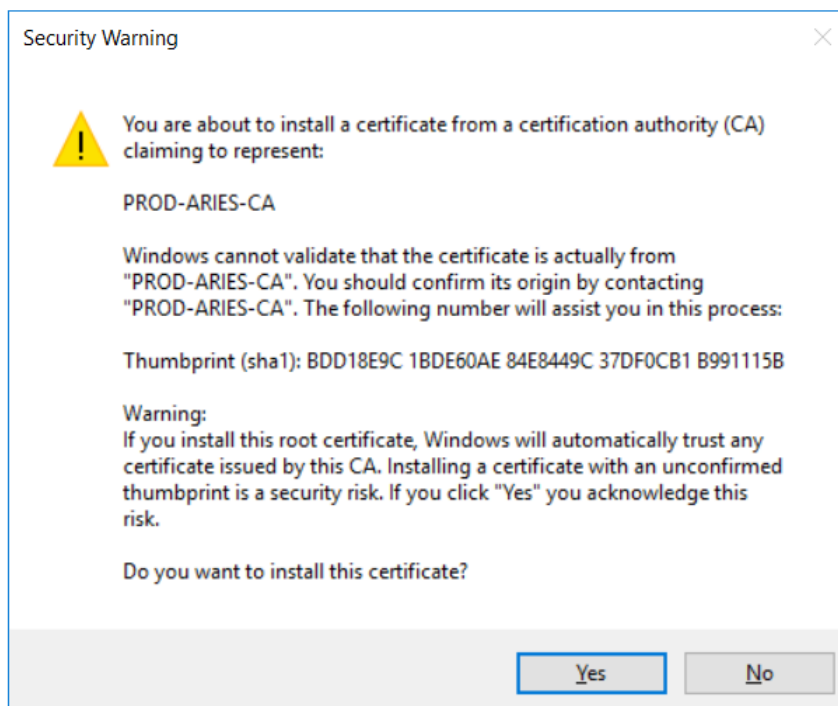
10. The following screen shot shows the certificate will be installed in the Trusted Root folder. Click Next to proceed.



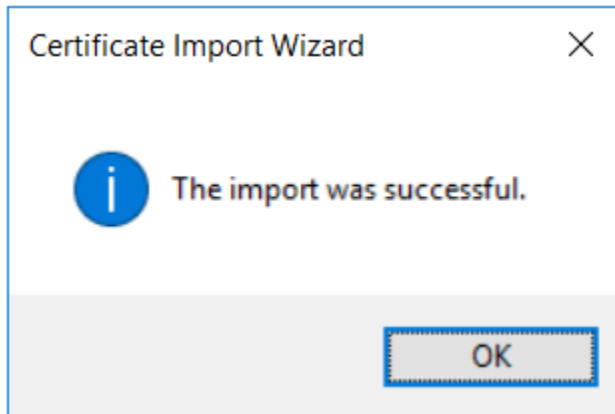
11. Click the Finish button to proceed.



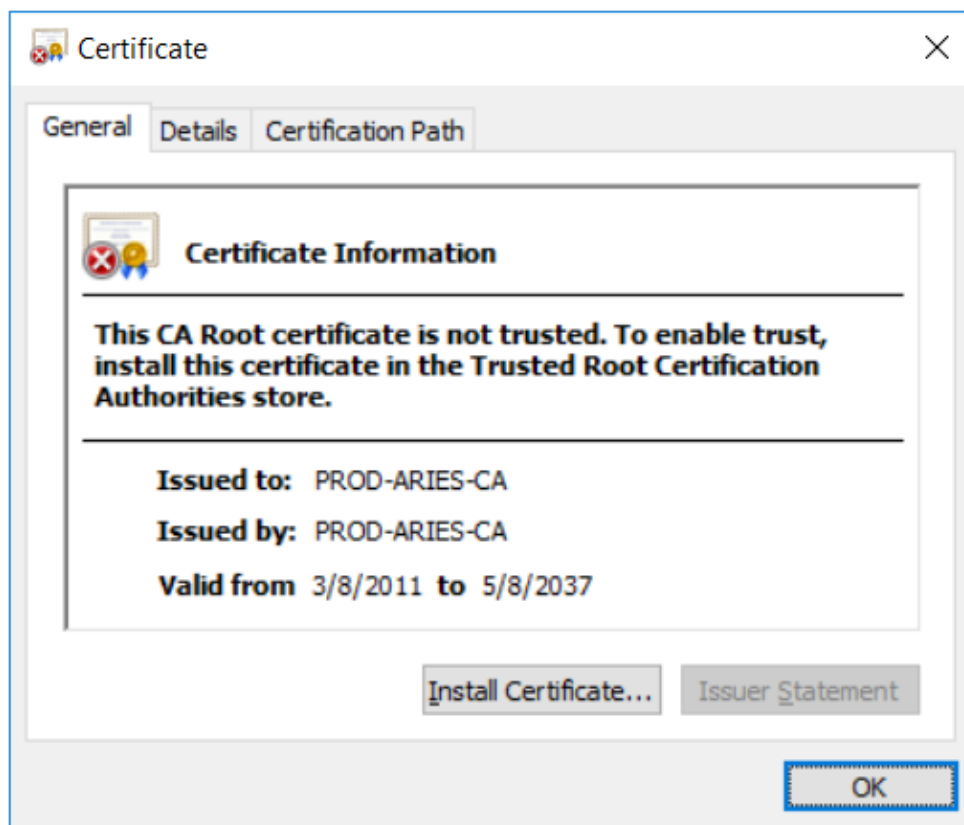
12. Click Yes on the Security Warning window



13. Click OK to proceed



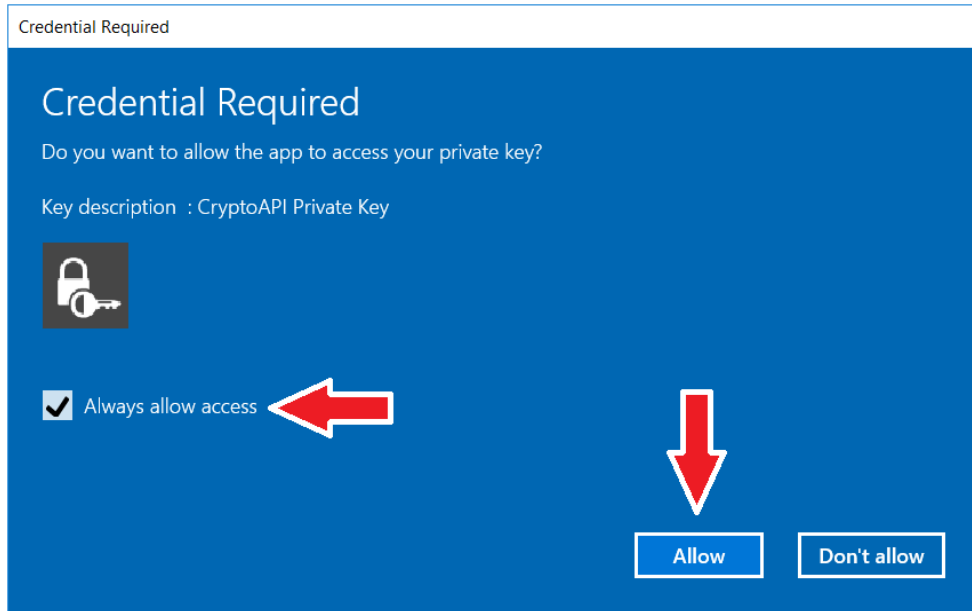
14. Click OK on the Certificate window to complete the PROD-ARIES-CA certificate



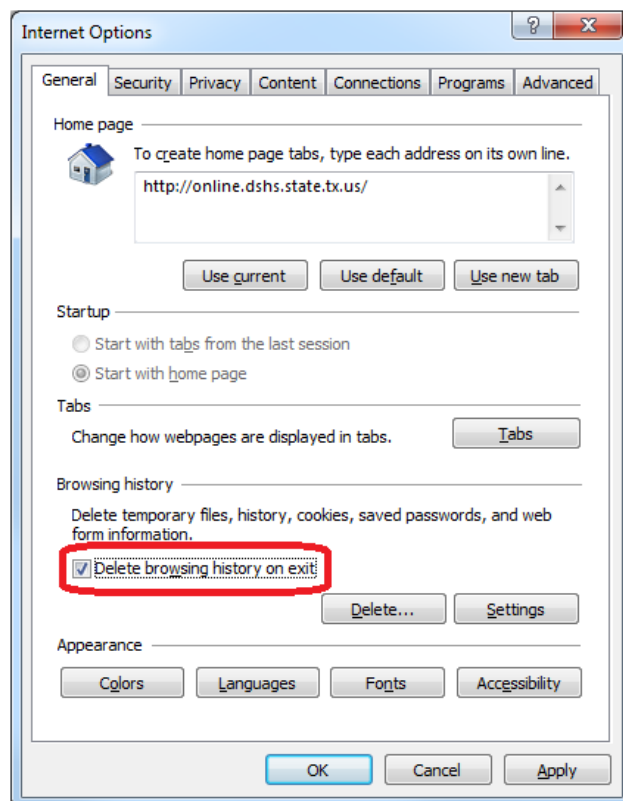
15. If there are additional certificates to install, click the Home link, click View the status of a pending certificate request

16. To check the operation of ARIES, open the Edge browser and navigate to the ARIES site <https://aries.dshs.texas.gov/aries>

17. If the following Credential Required window appears, check **Always allow access** and click the **Allow** button.

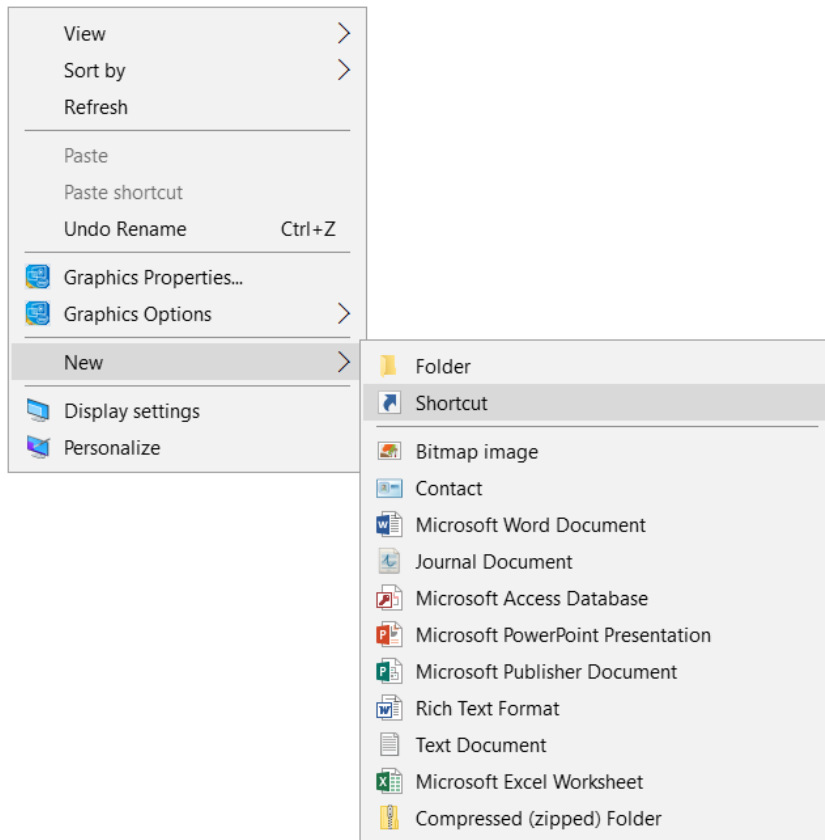


18. Remember to recheck the Delete browsing history on exit button.

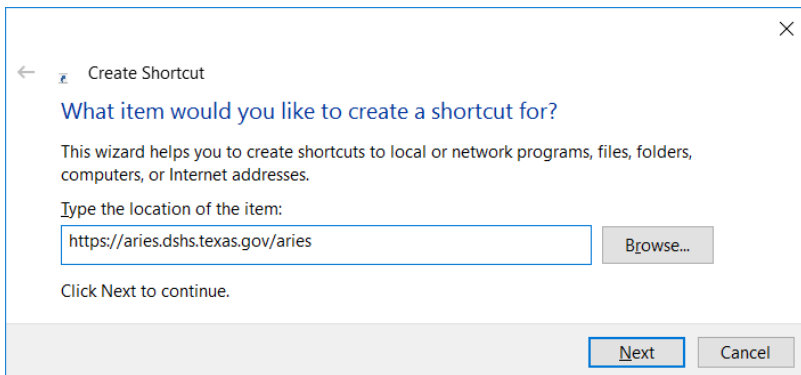


Creating ARIES Desktop Icon and Keyboard Shortcut

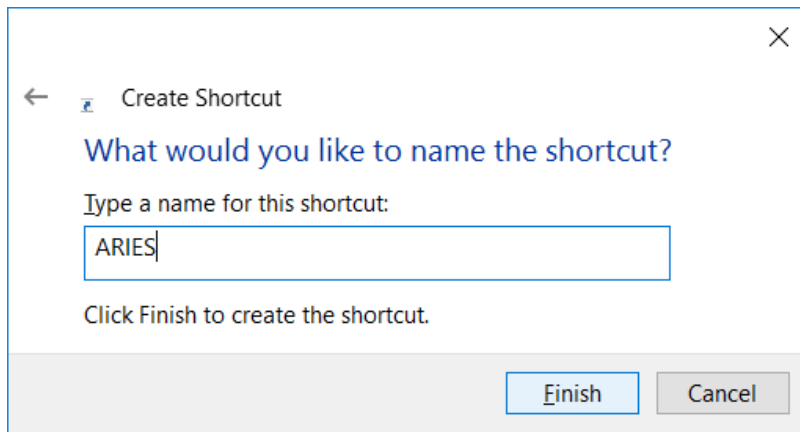
1. Navigate to the Windows Desktop. Right mouse click and select New from the menu, then select Shortcut



2. Type the following URL in the blank field
 - a. <https://aries.dshs.texas.gov/aries> and click the Next button



3. Type ARIES for the shortcut name and click the Finish button



4. Locate the newly created ARIES shortcut icon on your desktop. Hold your pointer arrow over the icon, right mouse click and select properties. Select the Web Document tab and key in a one letter designation for the Shortcut key. I've chosen "A" for ARIES. Click OK. Creating this shortcut allows the user to simply press the **Ctrl**, **Alt** and **A** keys at the same time to open the program. You don't have to close any other programs or navigate to the desktop. Simply press those three keys together. This feature can be created for any desktop shortcut.

