

Requesting Certificate for Windows 7 & Internet Explorer 11

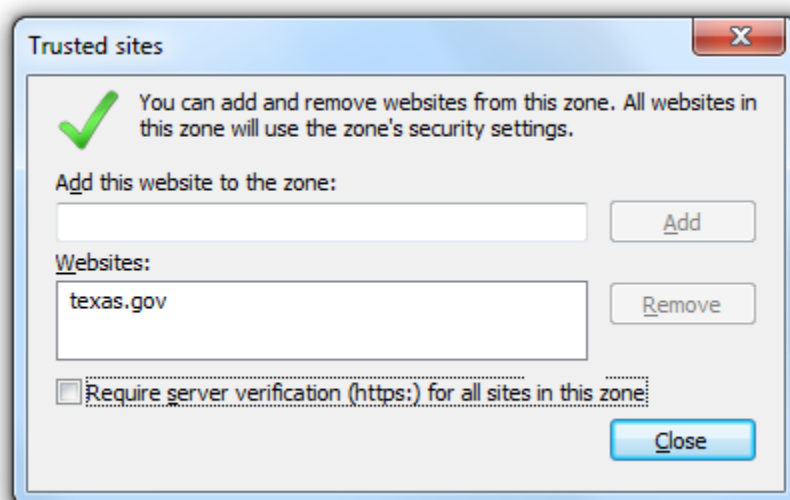
Before You Begin

These instructions are for Internet Explorer 11 running on Windows 7. To make some of the changes mentioned in the instructions, users will need to have administrative rights on their computer.

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

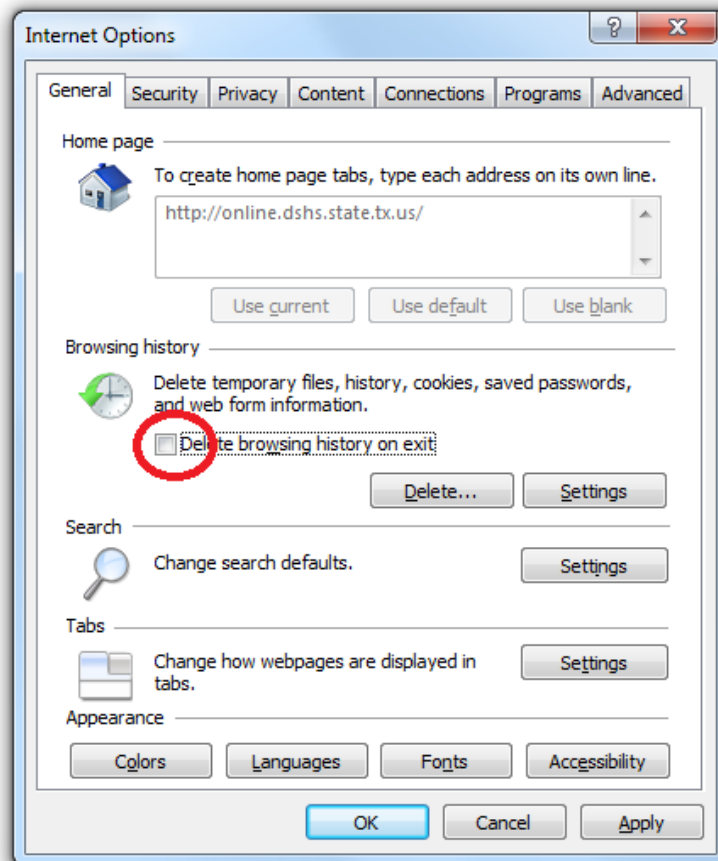
Add Certificate Request and ARIES URLs to Trusted Sites

1. Launch Internet Explorer 11. Make sure no other browser windows or tabs are open.
2. Click on Tools > Internet Options > Security Tab
3. Click on Trusted Sites and click the Sites button
4. Uncheck "Require server verification (https:) for all sites in this zone"
5. In the field to the left of the Add button, type the following URL
 - a. <https://aries.dshs.texas.gov/aries> and click the Add button, then do the same for
 - b. <https://ariesca.dshs.texas.gov/certsrv> and click the Add button
6. Your Trusted sites should display **texas.gov** in the bottom field when complete
7. Click the close button

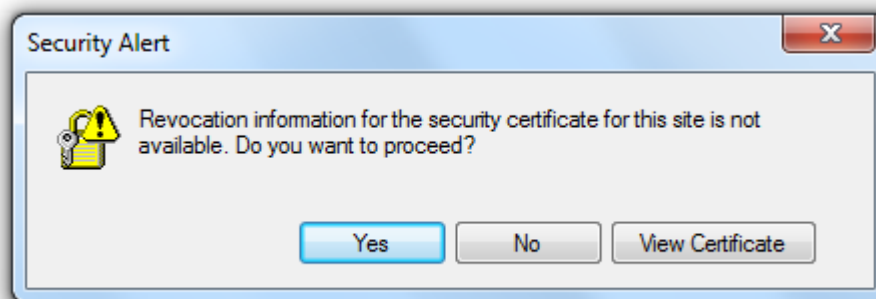


Requesting a Certificate for ARIES System

1. Prior to requesting a certificate, it's advised to uncheck the "Browsing History on Exit" setting. This will keep your certificate request from being deleted if you choose to close your browser after the request is complete.
 - a. Within Internet Explorer, click Tools > Internet Options > General Tab. Ensure the "Delete browsing history on exit" is UNCHECKED. Click OK to proceed



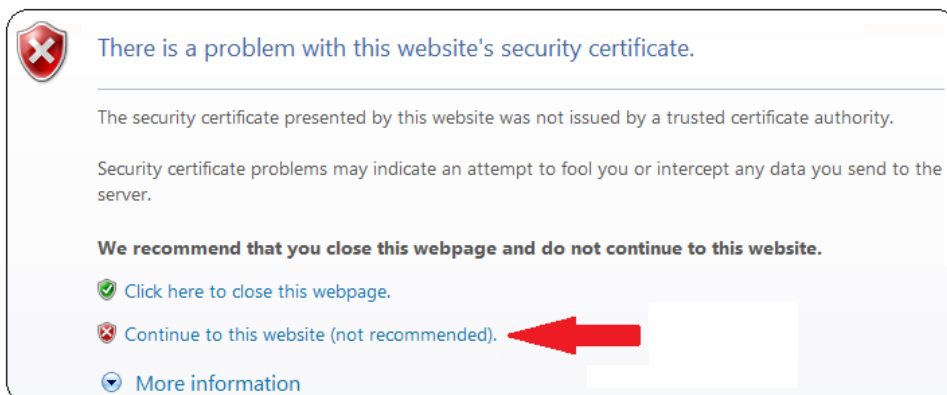
2. Launch Internet Explorer 11. Make sure no other browser windows or tabs are open.
3. Go to ARIES prod certificate site <https://ariesca.dshs.texas.gov/certsrv> Click Yes if the following Security Alert Window appears



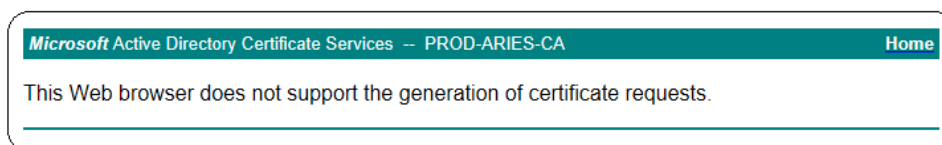
4. After pressing the Yes button you may see the following second Security Alert
The web address is safe. Press the Yes button again to proceed



5. One final Security Warning may appear. Click “Continue to this website” to proceed

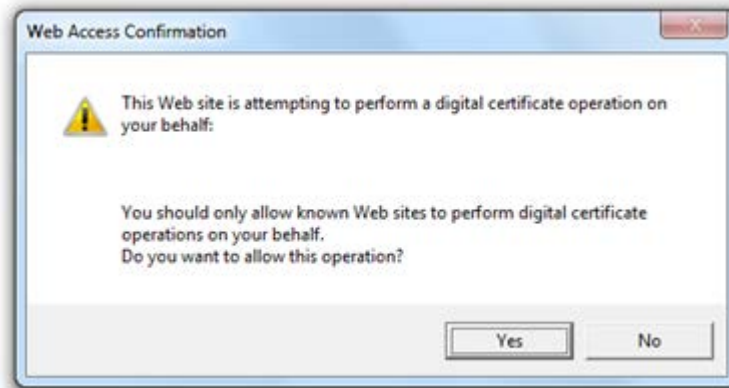


6. If the following screen appears follow the instructions in Step 7, otherwise proceed to step 10.



7. Select **Compatibility View Settings** from the **Tools** pulldown menu in Internet Explorer.
8. The current URL will automatically appear in the **Add this website** portion of the window, Click on the Add button to proceed.

9. At this point you should be viewing the “Microsoft Active Directory Certificate Services – PROD-ARIES-CA” shown in a green color bar
 - a. Click on “Request a Certificate”
 - b. Click on “Web Browser Certificate” Click **Yes** if the following “Web Access Confirmation” screen appears



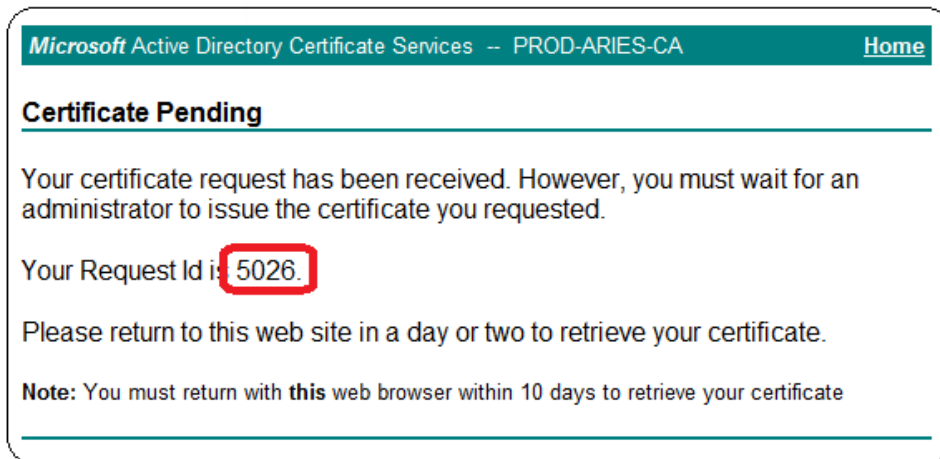
- c. Click on “More Options”
 - d. Click on “use the Advanced Certificate Request form” Click **Yes** again if the “Web Access Confirmation” screen appears

10. You should see the following screen

11. THE **ONLY** SECTIONS ON THE ADVANCED CERTIFICATE REQUEST SCREEN THAT NEED TO BE COMPLETED ARE CIRCLED IN RED. DO NOT MAKE ANY ADDITIONAL CHANGES TO THE FORM.

- a. Name: Username ARIESClient
 - i. The username is your ARIES Login name, single space, then ARIES in all caps followed by Client without a space. For example, if your ARIES login is JohnDoe4 your Aries name will be "**JohnDoe4 ARIESClient**"
- b. Key Size: Click on 2048
- c. Click "Submit" to proceed

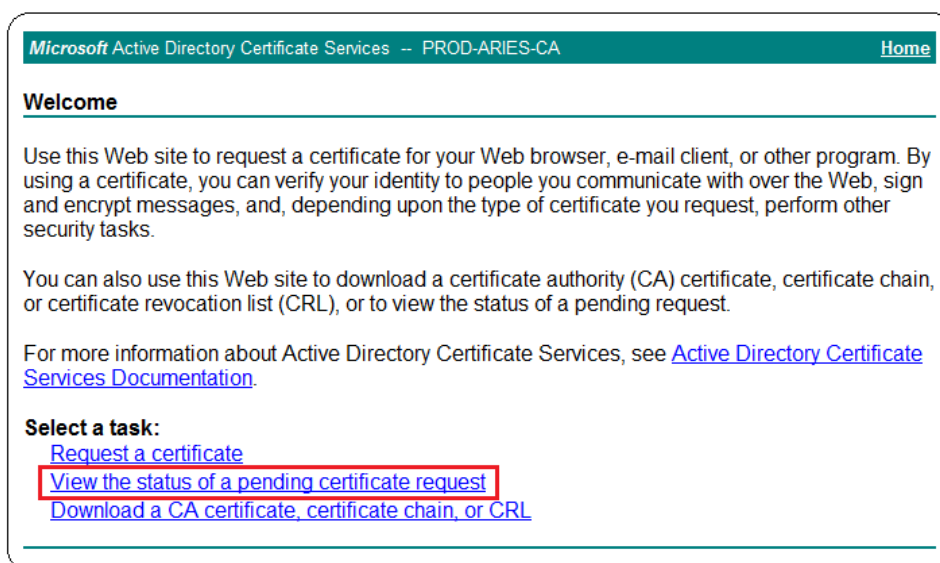
12. A Certificate Pending screen will appear with a request id number. Send this number along with the Certificate Request form to your Data Manager.



13. 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 screen shown below. If this isn't possible, ensure the "Delete browsing history on exit" is UNCHECKED in step one, then close the browser.

Installing the ARIES certificate

1. After you get e-mail 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”.



Microsoft Active Directory Certificate Services -- PROD-ARIES-CA [Home](#)

Welcome

Use this Web site to request a certificate for your Web browser, e-mail client, or other program. By using a certificate, you can verify your identity to people you communicate with over the Web, sign and encrypt messages, and, depending upon the type of certificate you request, perform other security tasks.

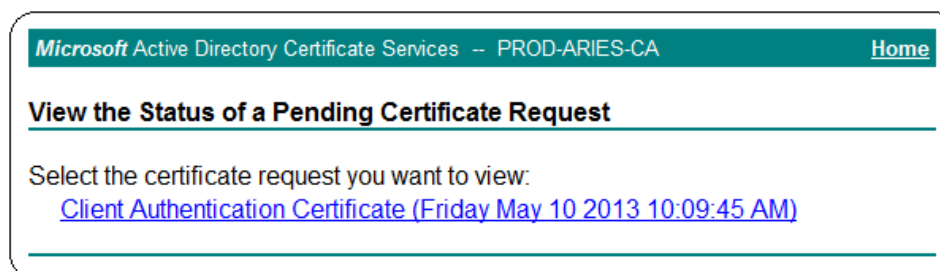
You can also use this Web site to download a certificate authority (CA) certificate, certificate chain, or certificate revocation list (CRL), or to view the status of a pending request.

For more information about Active Directory Certificate Services, see [Active Directory Certificate Services Documentation](#).

Select a task:

- [Request a certificate](#)
- [View the status of a pending certificate request](#)
- [Download a CA certificate, certificate chain, or CRL](#)

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.



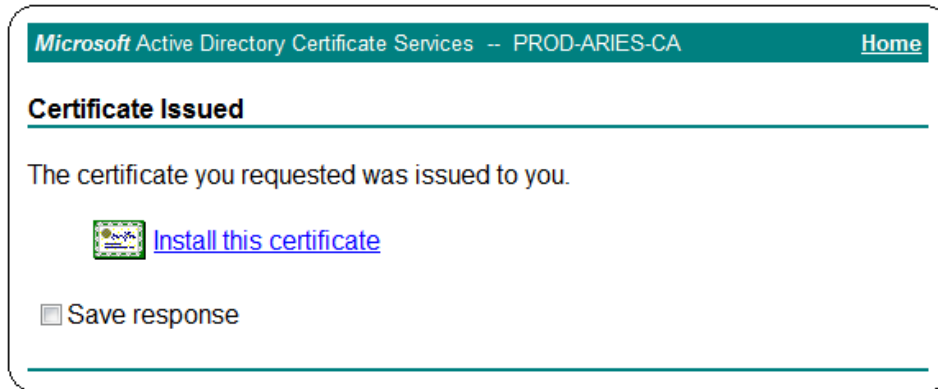
Microsoft Active Directory Certificate Services -- PROD-ARIES-CA [Home](#)

View the Status of a Pending Certificate Request

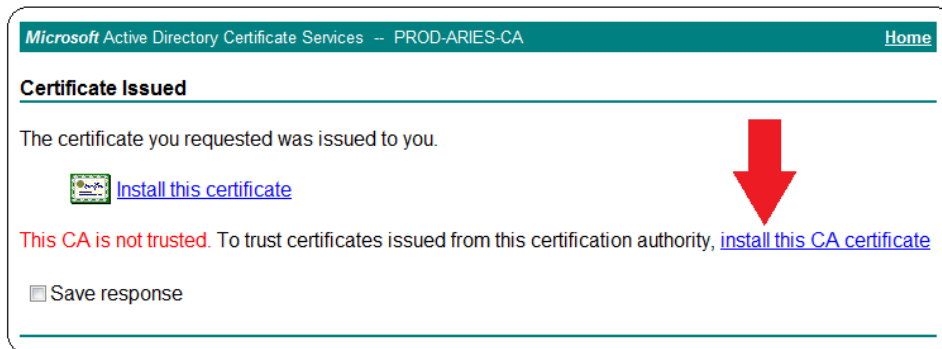
Select the certificate request you want to view:

- [Client Authentication Certificate \(Friday May 10 2013 10:09:45 AM\)](#)

3. The **Certificate Issued** screen simply shows you the certificate that will be installed. Click **[Install this certificate](#)** to proceed.



4. If ARIES certificates have been installed on the user's computer before, the following step will not need to be completed. If you see the following window, click **Install this CA certificate** to proceed.



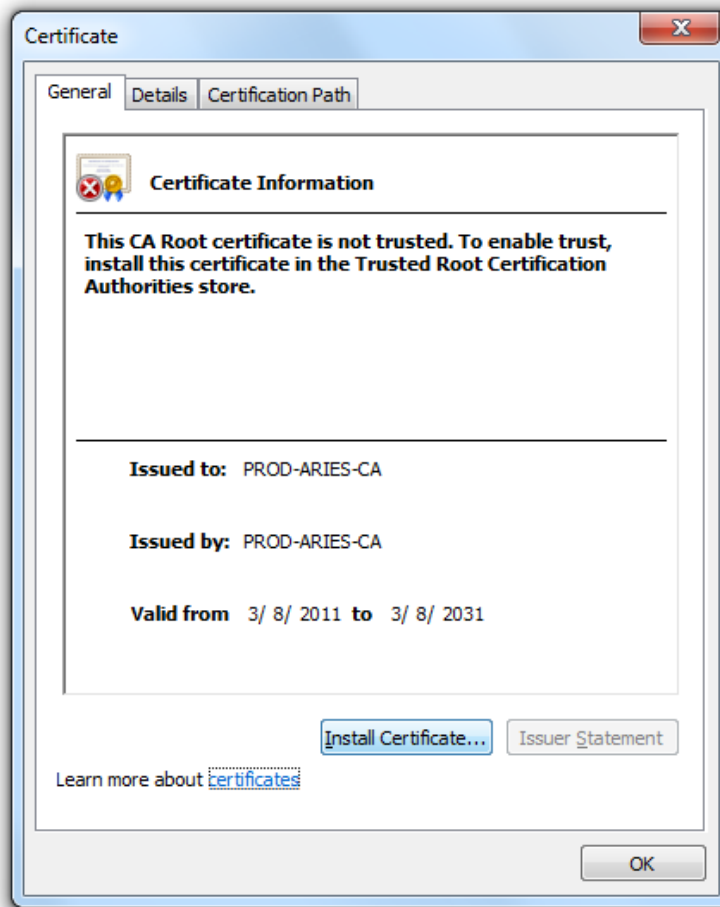
5. When the **File Download – Security Warning** window appears, click Open to proceed



With **Internet Explorer 11 Compatibility View** turned on this message may appear at the bottom of the browser window and look like the following screen shot.



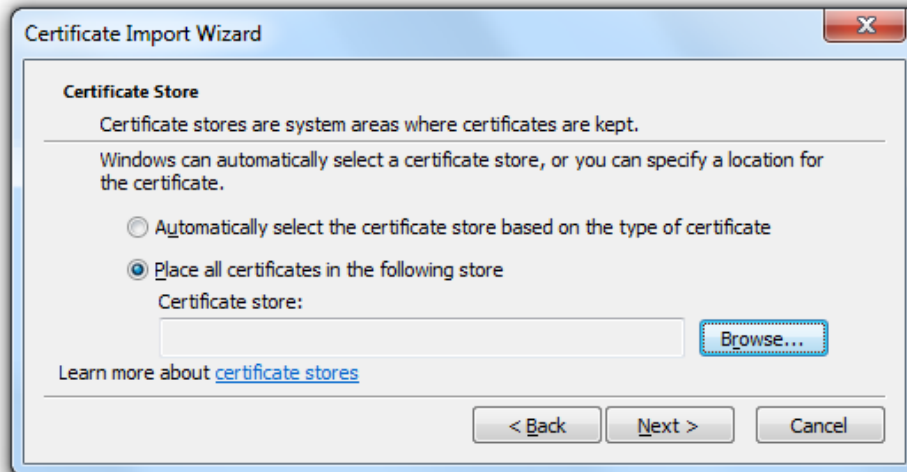
Click on Install Certificate to continue. This step installs the PROD-ARIES-CA certificate in the Trusted Root Certificate Authorities folder.



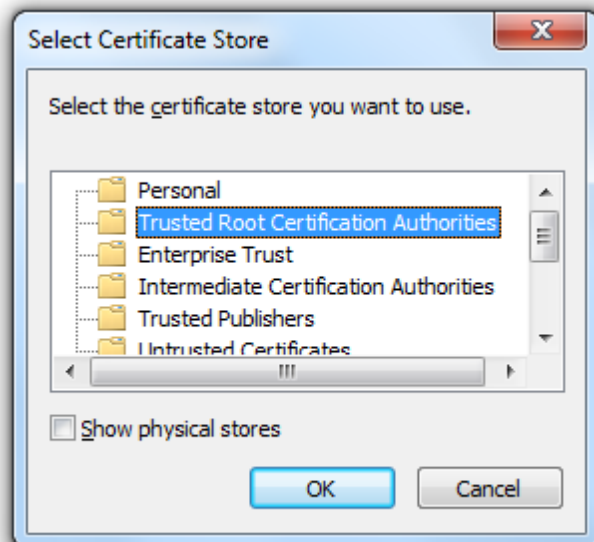
6. When the **Certificate Import Wizard** window appears, click Next to proceed



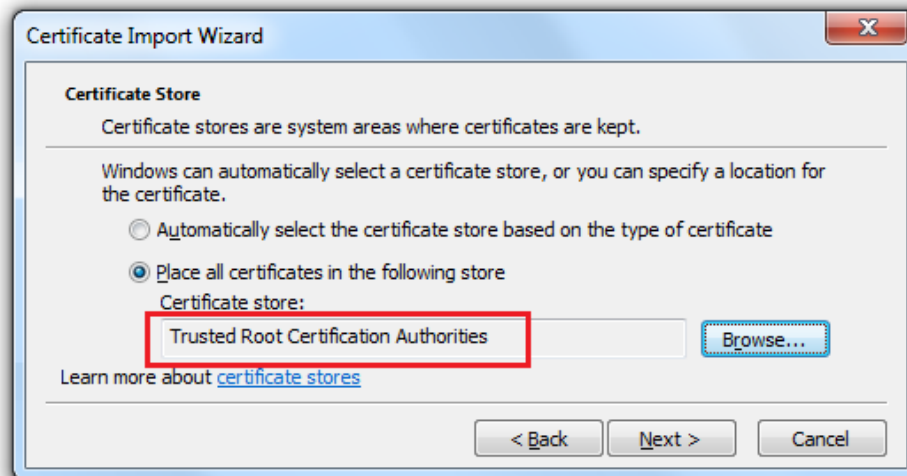
7. Select the radial button for Place all certificates in the following store and press the Browse button to proceed



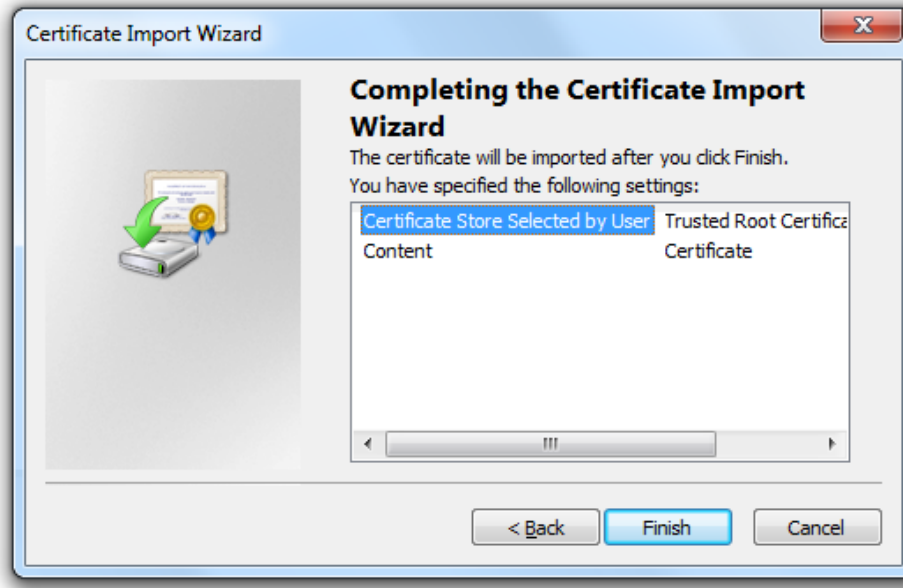
From the **Select Certificate Store** window, select **Trusted Root Certificate Authorities** and click OK to proceed



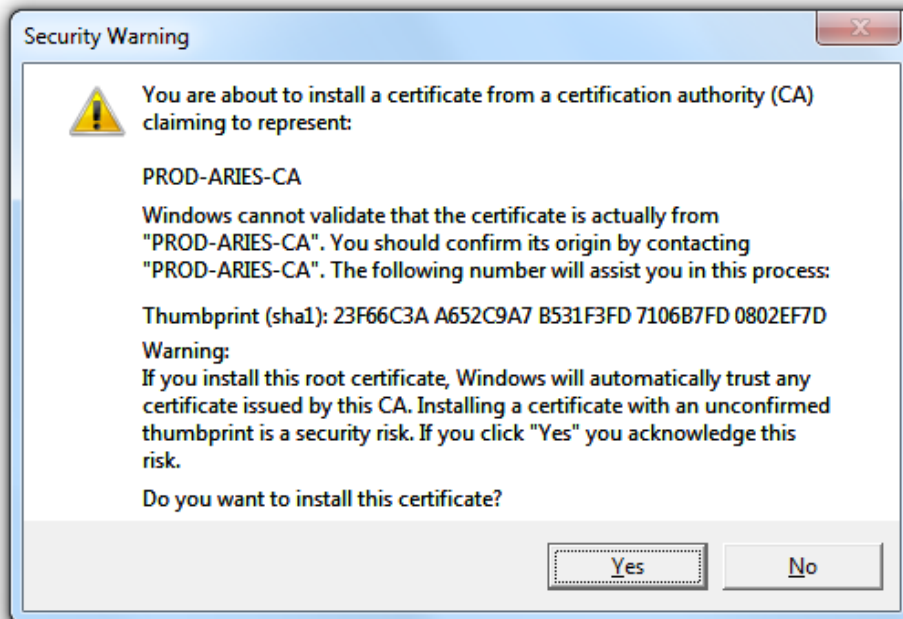
This screen shot shows the certificate will be installed to the Trusted Root folder. Click Next to proceed



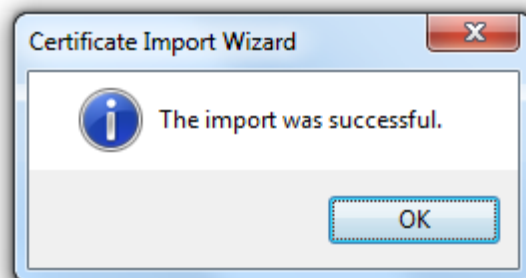
- Click the Finish button to proceed



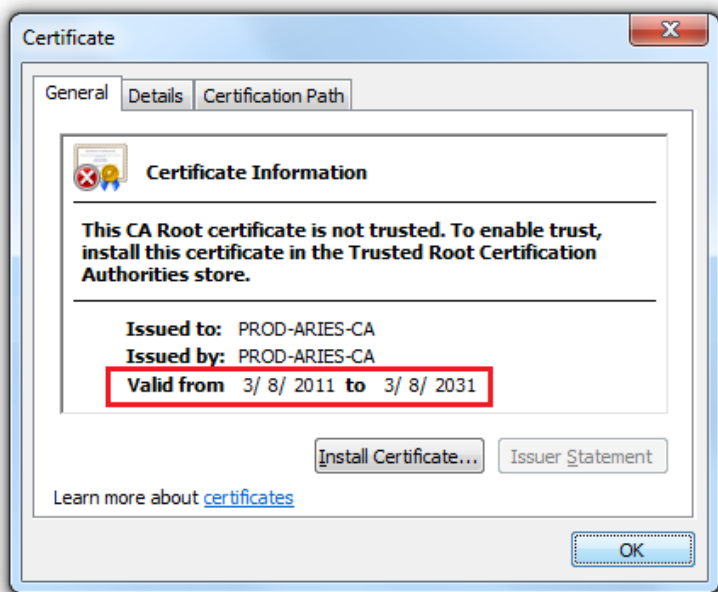
- Click Yes on Security Warning



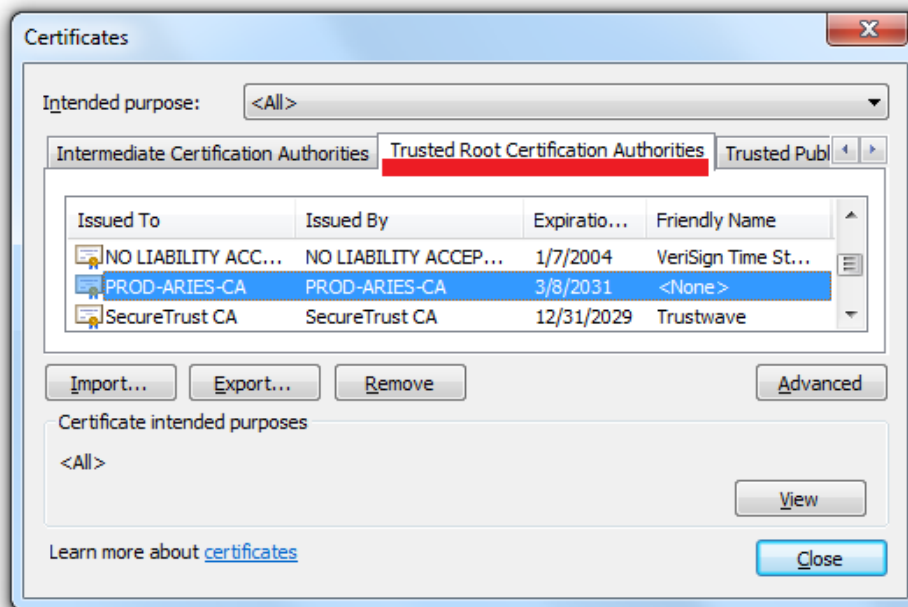
- Click on OK



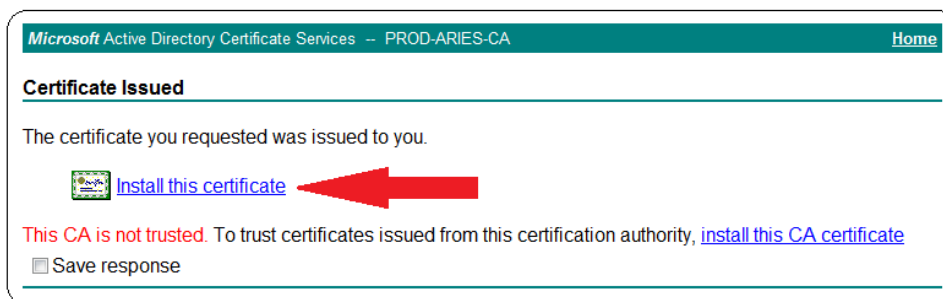
11. The FIRST installation is complete, click on OK to close the window shown below



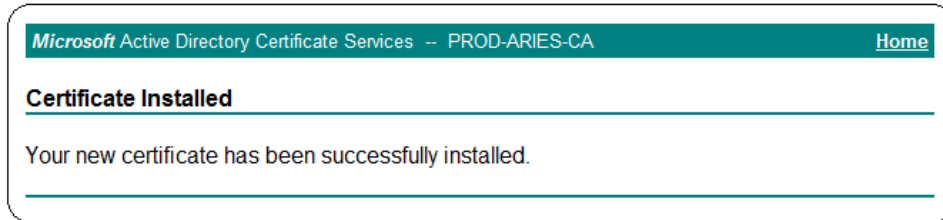
12. Prior to Step 4 of this section, the Trusted Root Certificate Authorities didn't have an ARIES certificate. The steps taken up to this point have been installing the cert. that expires in 2031



13. Click on Install this certificate next to picture of a certificate

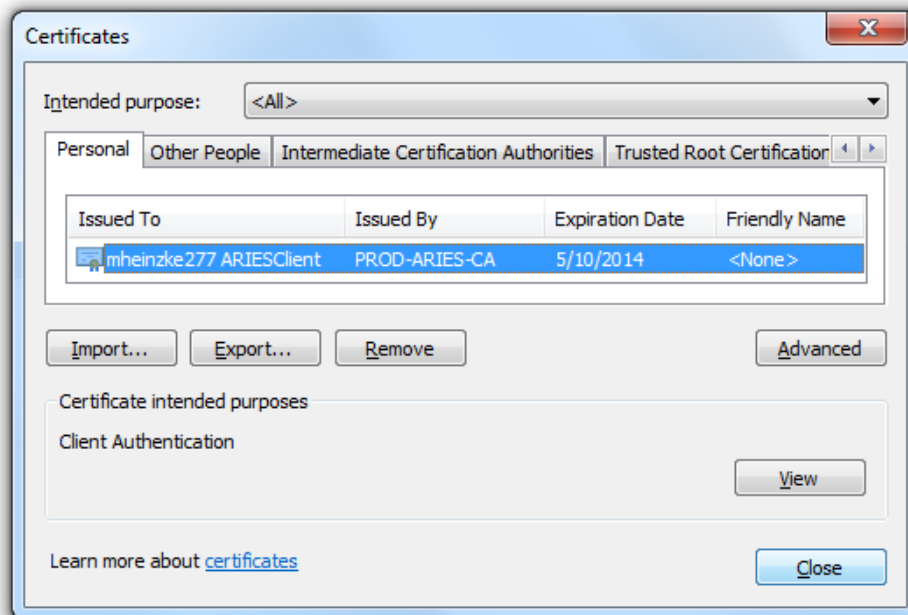


14. Your ARIES Certificate is now available for use



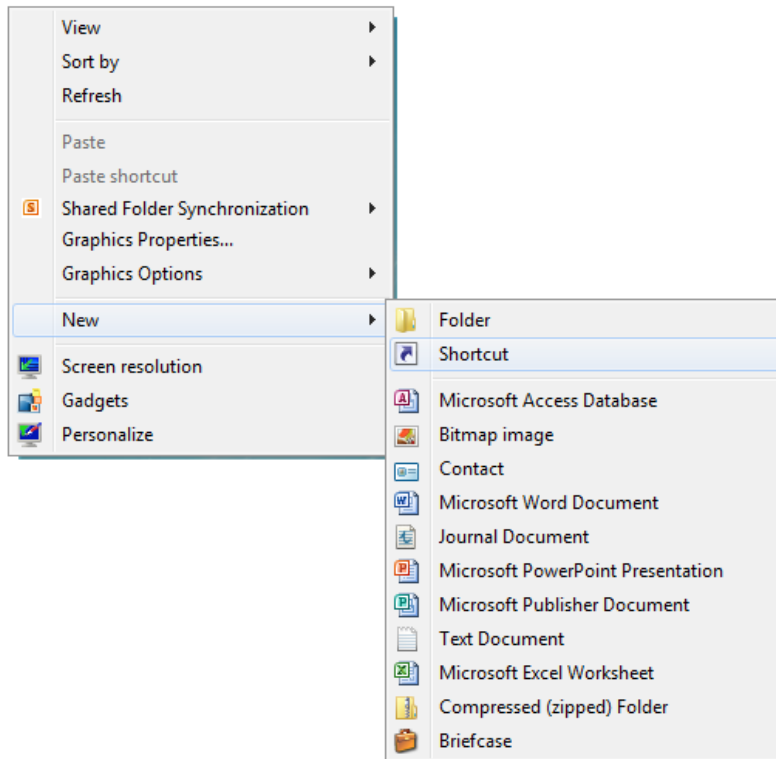
15. If there are additional certificates to install, click the **Home** link, click **View the status of a pending certificate request**

16. To check if the certificate was installed, open Internet Explorer, click on Tools > Internet Options > Content > Certificates. Under the **Personal** tab you will see the certificate you just installed.
Notice this certificate expires in 12 months.

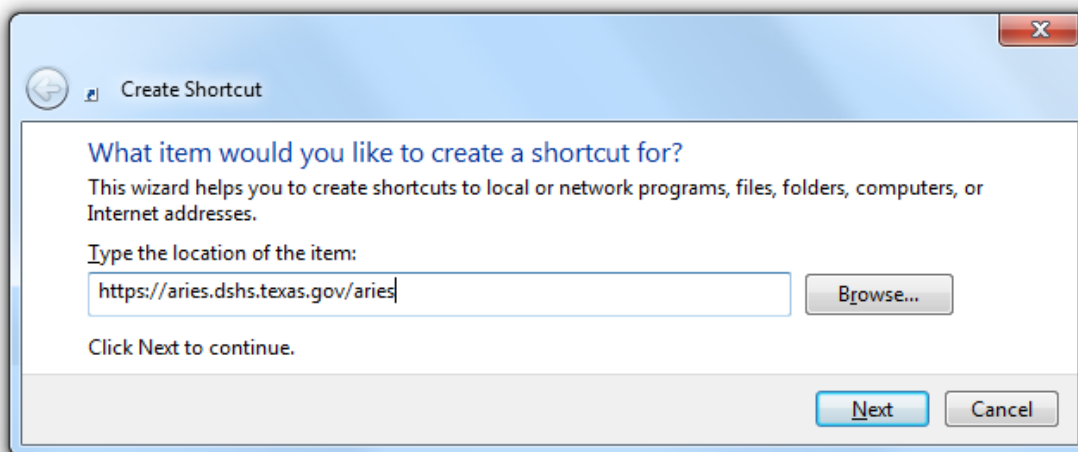


Creating ARIES Desktop Icon and Keyboard Shortcut

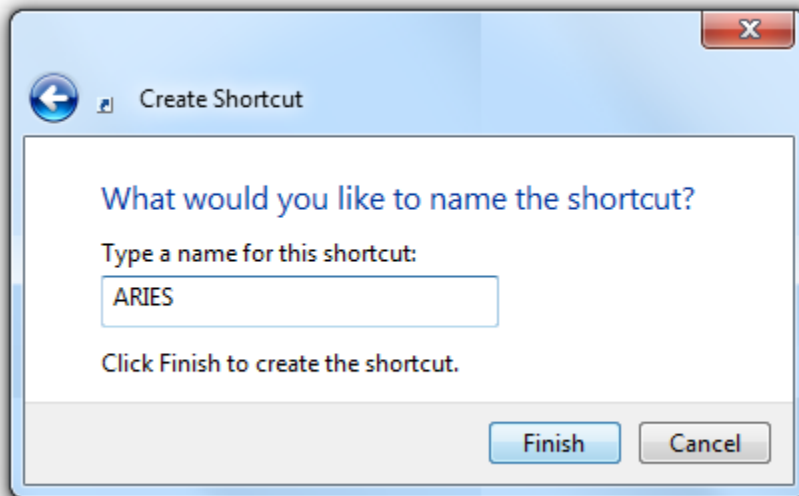
1. Navigate to the Windows Desktop. Right mouse click and select New from the menu, then select Shortcut.



2. Type the following URL in the blank field
 - a. <https://160.42.110.150/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.

