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. <u>https://aries.dshs.texas.gov/aries</u> and click the Add button, then do the same for
 - b. <u>https://ariesca.dshs.texas.gov/certsrv</u> and click the Add button
- 6. Your Trusted sites should display texas.gov in the bottom field when complete
- 7. Click the close button

Trusted si	ites	×
\checkmark	You can add and remove websites from this zone this zone will use the zone's security settings.	. All websites in
A <u>d</u> d this	website to the zone:	
		Add
<u>W</u> ebsite	s:	
texas.	gov	Remove
Req	uire server verification (https:) for all sites in this z	one
		Close

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

Internet O	ptions					? <mark>X</mark>
General	Security	Privacy	Content	Connections	Programs	Advanced
Home p	age ——					
	To crea	ate home	page tabs,	type each add	lress on its o	own line.
	http:	//online.o	dshs.state.	tx.us/		*
		Use <u>c</u> u	rrent	Use de <u>f</u> ault	Use	<u>b</u> lank
Browsin	ng history					
	Delete and we	temporar b form inf	y files, hist formation.	ory, cookies, s	aved passw	ords,
	Del	te bro <u>w</u> s	ing history	on exit		
	<u> </u>		(<u>D</u> elete	<u>S</u> ett	tings
Search						
8	Chang	e search d	lefaults.		Set	tings
Tabs –						
	Chang tabs.	e how wel	bpages are	displayed in	Set	tings
Appear	ance —					
	C <u>o</u> lors	Lang	guages	Fonts	Acces	ssibility
			OK	Ca	ancel	<u>A</u> pply

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

Security Alert	
Revocation available. D	i information for the security certificate for this site is not to you want to proceed?
	Yes No View Certificate

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

×	There is a problem with this website's security certificate.
	The security certificate presented by this website was not issued by a trusted certificate authority.
	Security certificate problems may indicate an attempt to fool you or intercept any data you send to the server.
	We recommend that you close this webpage and do not continue to this website.
	Ø Click here to close this webpage.
	S Continue to this website (not recommended).
	More information

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 <u>"Request a Certificate"</u>
 - b. Click on <u>"Web Browser Certificate"</u> Click **Yes** if the following "Web Access Confirmation" screen appears



- c. Click on <u>"More Options"</u>
- d. Click on <u>"use the Advanced Certificate Request form</u>" Click **Yes** again if the "Web Access Confirmation" screen appears

10. You should see the following screen

Favorites	Microsoft Active Directory Certificate Services	~
Microsoft Active	Directory Certificate Services PROD-ARIES-CA	Home
Advanced Ce	rtificate Request	
dentifying Infor	mation:	
Name:		
E-Mail:		
Company:		
Department:		
City:		
State:		
Country/Region:		
ype of Certifica	ite Needed:	
Key Options:	Client Authentication Certificate 👻	
	Create new key set Use existing key set	
CSP:	Microsoft Enhanced RSA and AES Cryptographic Provider	
Key Usage:	C Exchange C Signature Both	
Key Size:	2048 Min: 384 (common key sizes: 612 1026 2048 k096 8192 16384) Max: 16384	
Additional Optio	Automatic key container name OUser specified key container name Mark keys as exportable Enable strong private key protection	
Request Format	CMC PKCS10	
Hash Algorithm:	sha1 •	
	Only used to sign request.	
Attributer	*	
Attributes:	< · · ·	
Friendly Name:		

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

- a. Name: Username ARIESClient
 - 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.



Click the <u>Home</u> 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 brower.

Installing the ARIES certificate

 After you get e-mail notification that your cert has been issued, Navigate to the ARIES certificate site <u>https://ariesca.dshs.texas.gov/certsrv/</u> 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 <u>Active Directory Certificate</u> <u>Services Documentation</u> .
Select a task:
Request a certificate View the status of a pending certificate request Download a CA certificate, certificate chain, or CRL

- The next screen shows the certificate(s) that have been approved and ready to install. Click on <u>Client Authentication certificate</u> 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 <u>Home</u> to navigate back to the **Welcome** screen shown above.



 The Certificate Issued screen simply shows you the certificate that will be installed. Click <u>Install</u> <u>this certificate</u> to proceed.



 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 <u>Install this CA certificate</u> 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 <u>Trusted</u> <u>Root Certificate Authorities folder</u>.

Certificate
General Details Certification Path
Certificate Information
This CA Root certificate is not trusted. To enable trust, install this certificate in the Trusted Root Certification Authorities store.
Issued to: PROD-ARIES-CA
Issued by: PROD-ARIES-CA
Valid from 3/8/2011 to 3/8/2031
Install Certificate Issuer Statement
ОК

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

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 the certificate.		
\bigcirc Automatically select the certificate store based on the type of certificate		
Place all certificates in the following store		
Certificate store:		
Browse		
Learn more about <u>certificate stores</u>		
< <u>B</u> ack <u>N</u> ext > Cancel		

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

Select Certificate Store
Select the <u>c</u> ertificate store you want to use.
Personal Trusted Root Certification Authorities Enterprise Trust Intermediate Certification Authorities Trusted Publishers Intrusted Certificates Intrusted Certificates Interview OK Cancel

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

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 the certificate.		
Automatically select the certificate store based on the type of certificate		
Place all certificates in the following store Certificate store:		
Trusted Root Certification Authorities Browse Learn more about certificate stores Image: Certificate stores		
< <u>Back</u> <u>N</u> ext > Cancel		

8. Click the Finish button to proceed



9. Click Yes on Security Warning

Security W	arning
<u> </u>	You are about to install a certificate from a certification authority (CA) claiming to represent:
	PROD-ARIES-CA
	Windows cannot validate that the certificate is actually from "PROD-ARIES-CA". You should confirm its origin by contacting "PROD-ARIES-CA". The following number will assist you in this process:
	Thumbprint (sha1): 23F66C3A A652C9A7 B531F3FD 7106B7FD 0802EF7D
	Warning: If you install this root certificate, Windows will automatically trust any certificate issued by this CA. Installing a certificate with an unconfirmed thumbprint is a security risk. If you click "Yes" you acknowledge this risk.
	Do you want to install this certificate?
	<u>Y</u> es <u>N</u> o

10. Click on OK



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

Certificate
General Details Certification Path
Certificate Information
This CA Root certificate is not trusted. To enable trust, install this certificate in the Trusted Root Certification Authorities store.
Issued to: PROD-ARIES-CA Issued by: PROD-ARIES-CA Valid from 3/ 8/ 2011 to 3/ 8/ 2031
Install Certificate Issuer Statement
OK

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

Certificates				×	
Intended purpose: <a>					
Intermediate Certification Authorities Trusted Root Certification Authorities Trusted Publ					
Issued To	Issued By	Expiratio	Friendly Name	*	
NO LIABILITY ACC	NO LIABILITY ACCEP	1/7/2004	VeriSign Time St	E	
ROD-ARIES-CA	PROD-ARIES-CA	3/8/2031	<none></none>		
SecureTrust CA	SecureTrust CA	12/31/2029	Trustwave	-	
Import Export Remove Certificate intended purposes <all></all>					
			View		
Learn more about <u>certificates</u>			æ		

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.

Certificates			×
Intended purpose: <all> Personal Other People Interr</all>	nediate Certification Aut	horities Trusted Ra	◆ ot Certification
Issued To	Issued By PROD-ARIES-CA	Expiration Date	Friendly Name
Import	Remove		Advanced
Certificate intended purposes			View
Learn more about <u>certificates</u>			Close

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

🕝 д Create Shortcut	X
What item would you like to create a shortcut for?	
This wizard helps you to create shortcuts to local or network programs, files, fol Internet addresses.	ders, computers, or
Type the location of the item:	
https://aries.dshs.texas.gov/aries	B <u>r</u> owse
Click Next to continue.	
	Next Cancel

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 <u>Ctrl</u>, <u>Alt</u> and <u>A</u> 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.

🔬 NewARIES Pr	operties 🛛 📉			
General Web Document Security Details Previous Versions				
NewARIES				
<u>U</u> RL:	https://aries.dshs.texas.gov/ARIES			
Shortcut key:	None			
Visits:	Unknown			
	Change Icon			
	OK Cancel Apply			