



User Guide



U.S. Nuclear Regulatory Commission
IE Configuration and Digital Certificate
Collection User Guide



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Introduction

This document serves as the User Guide for the NSTS Smart Card Plug-in. It describes how an NSTS applicant can use the NRC Digital Certificate Center to set up and configure an end-user workstation for the NSTS Smart Card Plug-in.

Installation Checklist:



STEP 1:

Download and Install the VeriSign MyID client components

(NOTE: You will need administrative rights to your workstation to complete this step)



STEP 2:

Configure Internet Explorer for the VeriSign MyID web portal



STEP 3:

Collect your Digital Certificate



User Support:

Guidance for help and troubleshooting

This material is also available online at <https://pki.nrc.gov/downloads.html>.

1. Downloading and Installing the VeriSign MyID Client Components

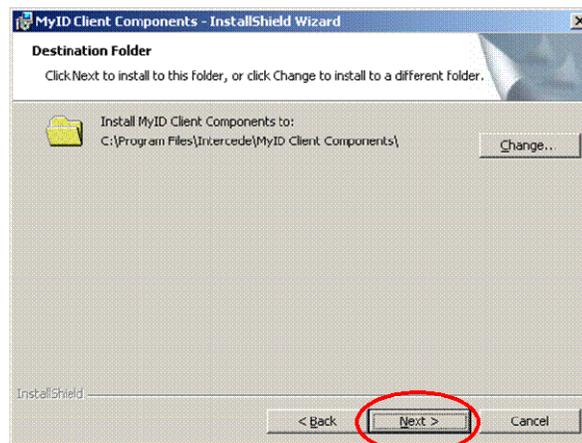
Upon application approval, you will receive a smart card package containing an OMNIKEY Card Reader, a smart card and a small instruction sheet. This section describes the steps required to download and install the VeriSign MyID Client Components.

MyID Client Components

The section describes how to install and configure the VeriSign MyID client components for the MyID web portal

+ Note You must be an 'administrator' for your workstation to perform these steps, as it requires installation of drivers and software

1. As an Administrator, log in to workstation
2. Using Internet Explorer, navigate to <https://pki.nrc.gov/downloads.html>
3. Click on 'Smart Card Plug-in'
4. If presented with a security warning, click on "Run" (or "Save" to perform the installation at a later time).
5. On the Welcome screen, click "Next" to continue
6. Choose an appropriate installation folder for the software, and click "Next" to continue. It is recommended that the default values be used.



7. On the "Ready to Install the Program" screen, click "Install" to continue
8. Once the installation is complete, click "Finish."

2. Configuring Internet Explorer

Internet Explorer Configuration

The section describes configuration settings in Windows Internet Explorer for the VeriSign MyID web portal. You will use this portal to collect your digital certificates once your application is approved.

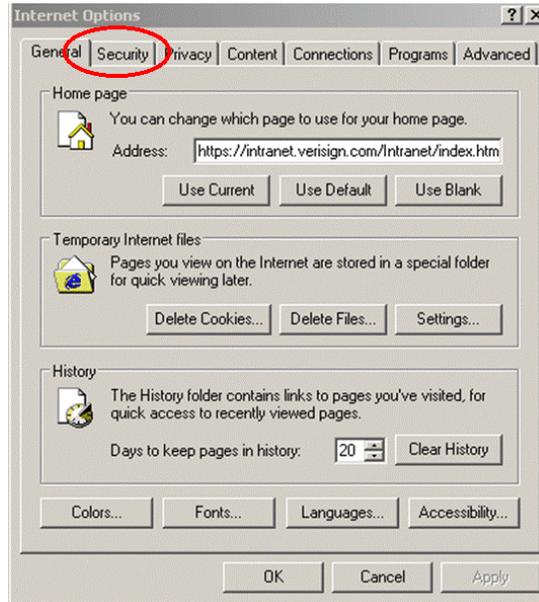
In this configuration, we will add the server to the *Trusted sites* security group in Internet Explorer (IE), and set the security settings to allow scripting and execution of ActiveX controls from this site (because the components directly access the smart cards).

Follow the detailed instructions for your specific version of Internet Explorer. If you are not sure of the version of Internet Explorer on your workstation, click on Help, About Internet Explorer, and note the Version Number:

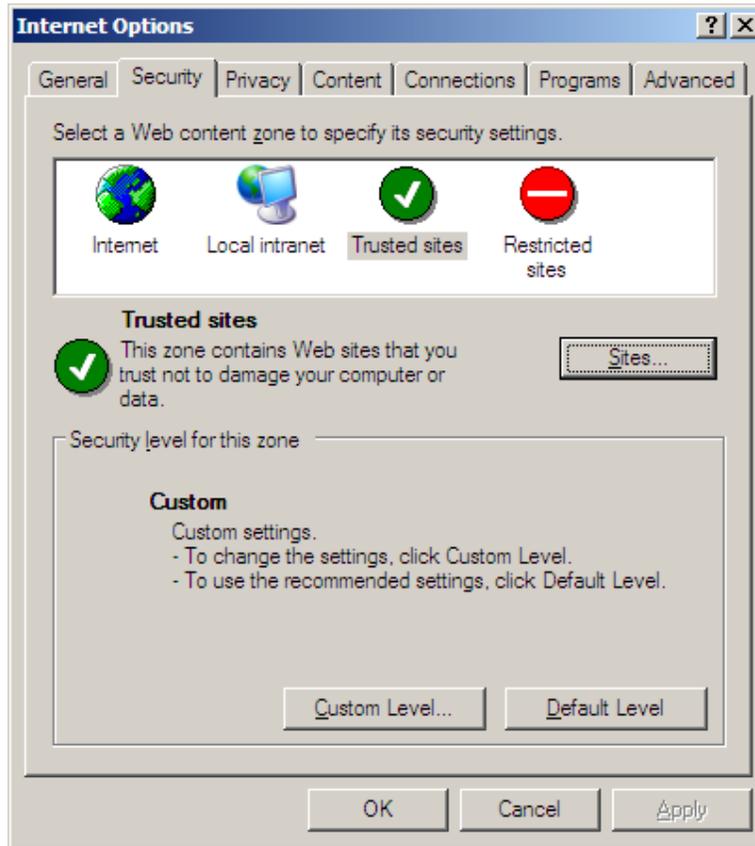


Instructions for Configuring Internet Explorer Version 6:

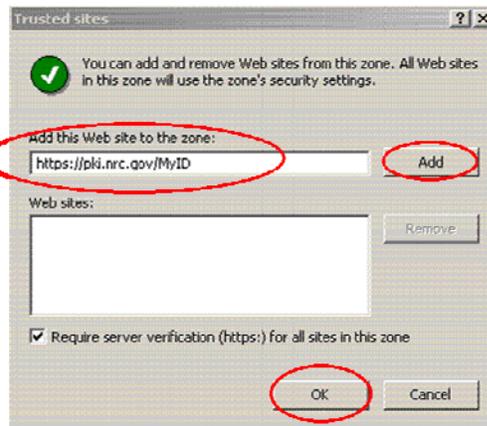
1. In Internet Explorer, click **Tools** -> **Internet Options**. The General Tab will be displayed.
2. Click the **Security** Tab.



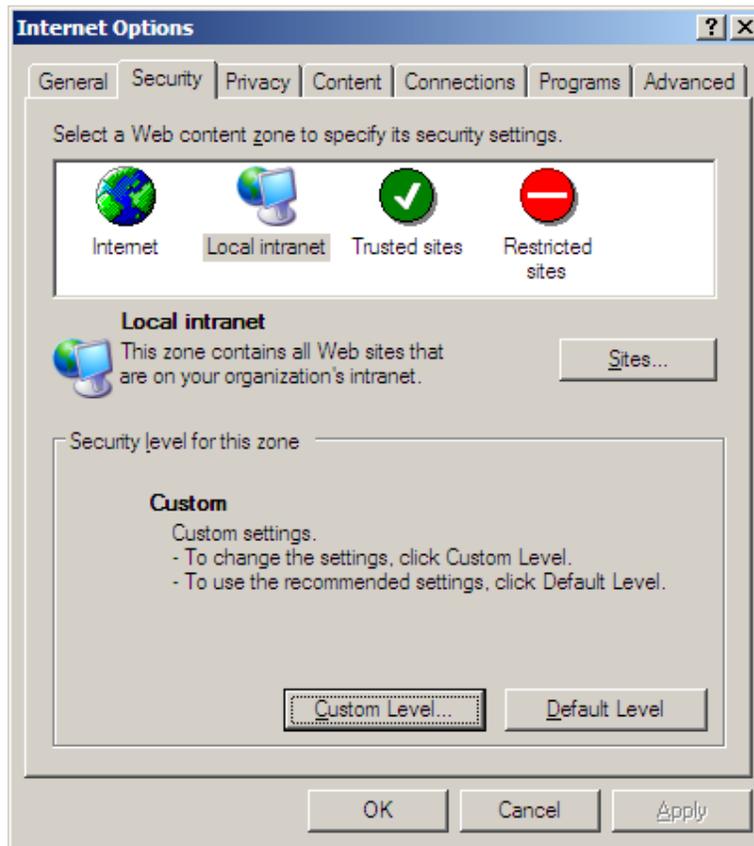
3. Add the NRC MyID website (<https://pki.nrc.gov/MyID>) to the list of Trusted Sites:
 - a) Click the **Trusted Sites** icon and then click **Sites**.



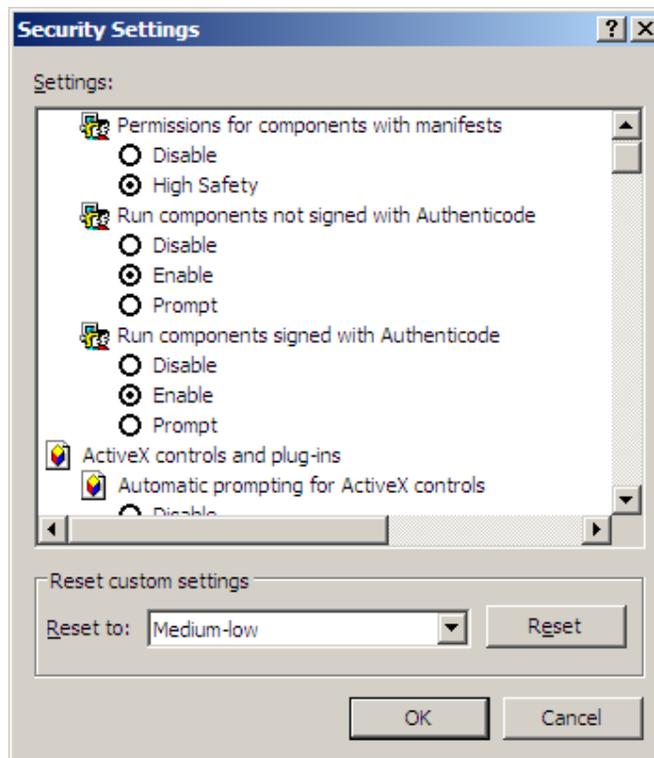
- b) In the “**Add this Web site to the zone:**” field, type (or copy and paste) the NRC MyID website (<https://pki.nrc.gov/MyID>).
- c) Click **Add**, then click **OK**.



- 4. Change the security settings for the site:
 - d) On the Internet Options window on the Security tab, Click **Custom Level**.



e) The Security Settings window will be displayed.



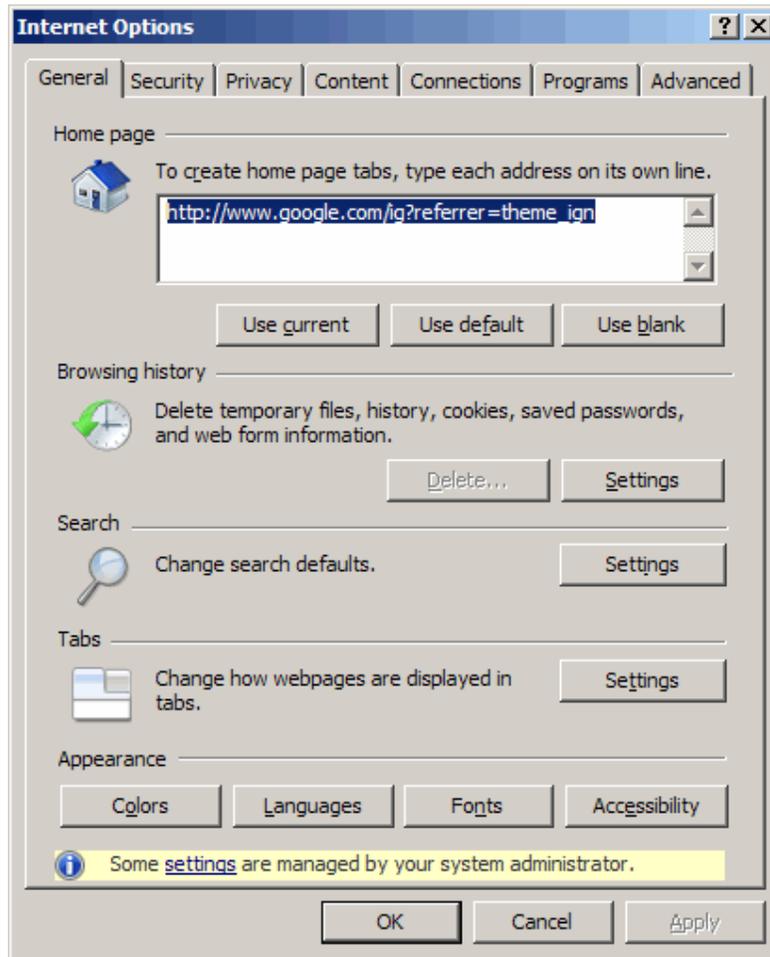
- f) Scroll down the list of Security Settings, and select the **Enable** radio button for the following:
 - i) Enable **Initialize and script ActiveX controls not marked as safe**
 - ii) Enable **Allow scripting of Internet Explorer Webbrowser control**
 - iii) Enable **Allow script-initiated windows without size or position constraints**
- g) Click **OK**
- h) You may be prompted with a Warning message, "Are you sure you want to change the security settings for this zone?" Click **Yes**.
- i) You will be returned to the Internet Options window.
- j) Click **OK**

+ Note These steps must be performed by each individual Windows User that intends to use the workstation as an issuance station.

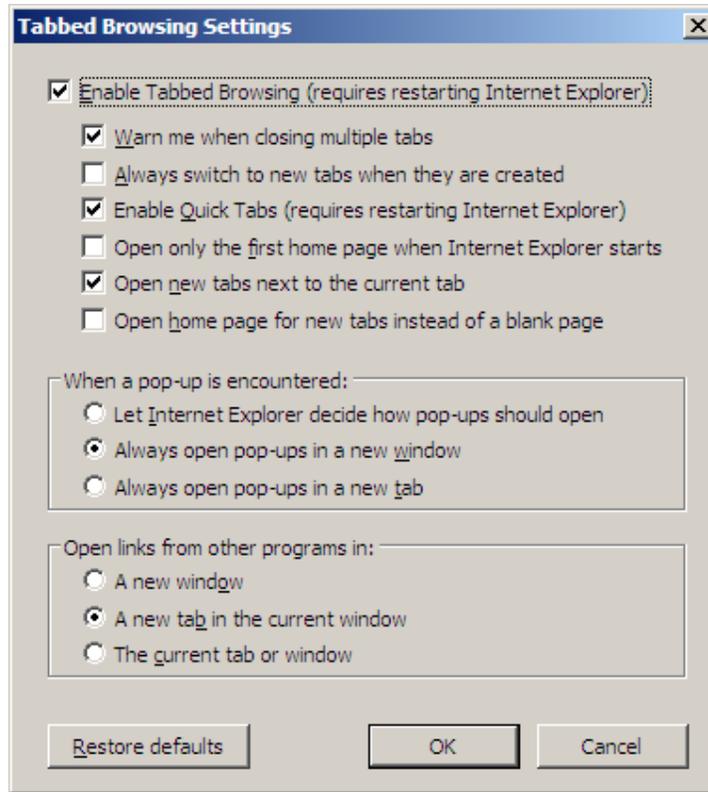
+ Note If you upgrade to Internet Explorer 7 after you have installed MyID Client Components, you must set the Internet Explorer security settings according to the instructions for Internet Explorer 7 below. The Internet Explorer 7 upgrade resets many of the security settings to their default values.

Instructions for Configuring Internet Explorer Version 7:

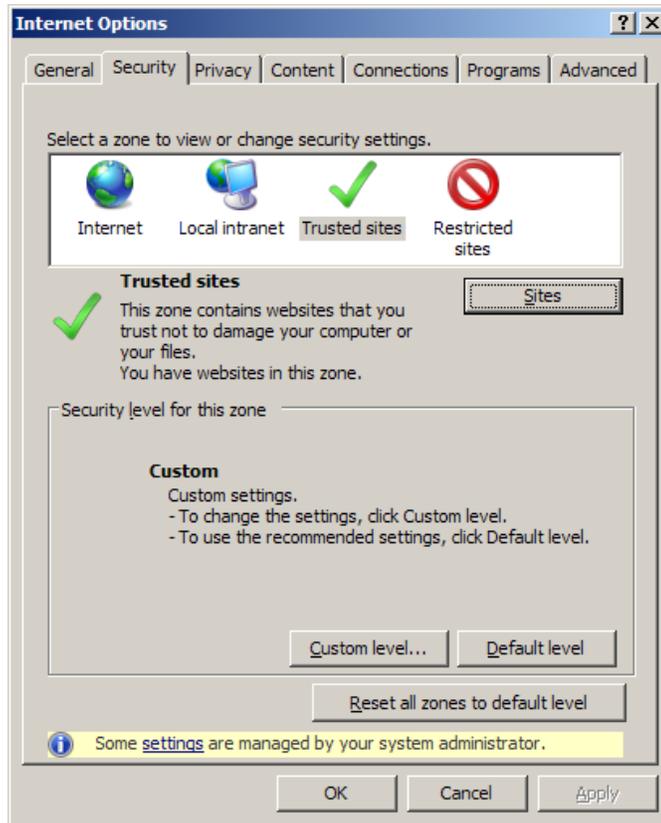
1. In Internet Explorer, click **Tools** -> **Internet Options**. The General Tab will be displayed.
2. Set the tabbed browsing preferences:
 - a) Click the **Settings** button under **Tabs**.



- b) Make sure **Always open pop-ups in a new window** is selected. This is a recommended setting for MyID.
- c) Click **OK**



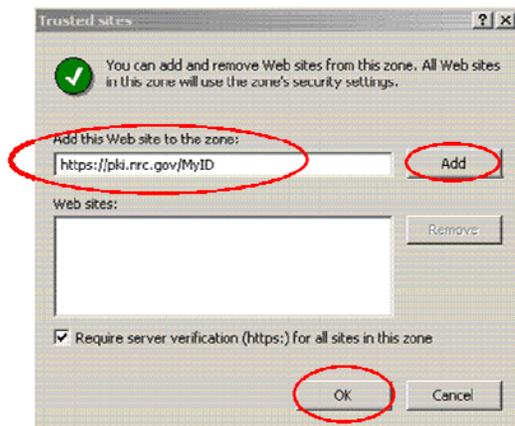
3. Click the **Security** tab.
4. Add the NRC MyID website (<https://pki.nrc.gov/MyID>) to the list of Trusted Sites
 - a) Click the **Trusted Sites** icon and then click **Sites**.

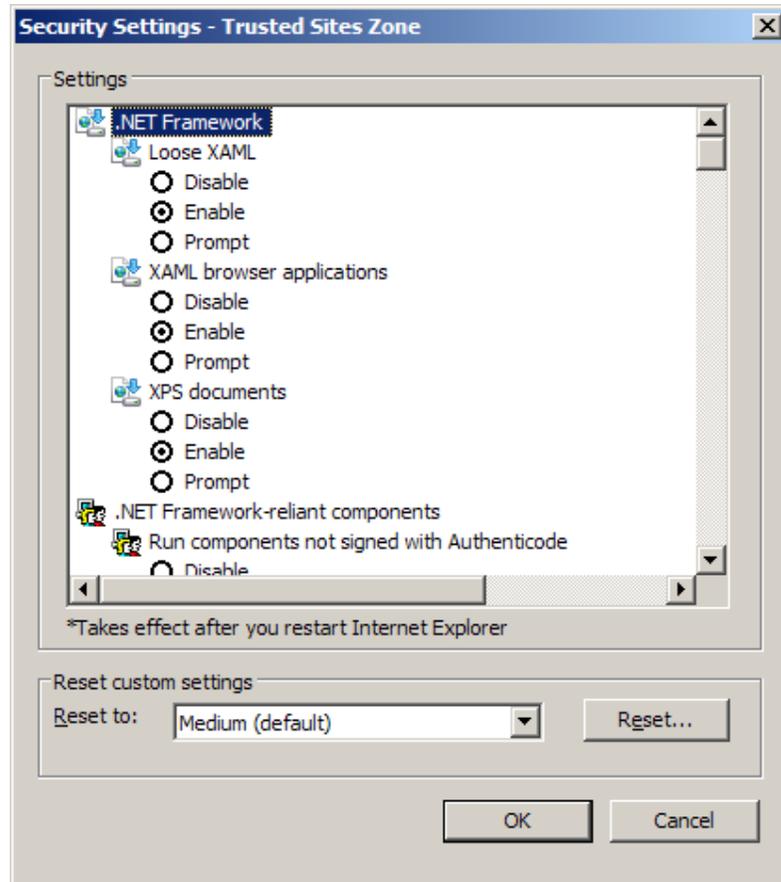


- b) In the “Add this Web site to the zone:” field, type (or copy and paste) the NRC MyID website (<https://pki.nrc.gov/MyID>).
- c) Click **Add**, then click **OK**

5. Change the security settings for the site:

- a) On the Internet Options window on the Security tab, Click **Custom Level**.





- b) Scroll down the list of Security Settings, and select the **Enable** radio button for the following:
 - i Enable **Initialize and script ActiveX controls not marked as safe for scripting**
 - ii Enable **Allow scripting of Internet Explorer web browser control**
 - iii Enable **Allow script-initiated windows without size or position constraints**
 - iv Enable **Run Active X controls and plug-ins**
 - v Enable **Script Active X controls marked safe for scripting**
 - vi Enable **File download**
 - vii Enable **Allow websites to open windows without address or status bars**
- c) Click **OK**
- d) You may be prompted with a Warning message, "Are you sure you want to change the security settings for this zone?" Click **Yes**.
- e) You will be returned to the Internet Options window.

f) Click **OK**

+ Note These steps must be performed by each individual Windows User that intends to use the workstation as an issuance station.

3. Collecting Your Digital Certificate

The section describes how an applicant can collect his/her certificates once they have received their smart card package.

+ Note Steps outlined in section 1 and 2, “Download and Install the VeriSign MyID client components” and “Configure Internet Explorer for the VeriSign MyID web portal” **MUST** be completed before attempting to collect your certificate.

Log in to the NRC MyID Web Portal

1. Log in to workstation
2. Using Internet Explorer, navigate to <https://pki.nrc.gov/MyID>
3. At the logon screen, enter your Logon ID (provided to you in an email), and click “**Logon**”



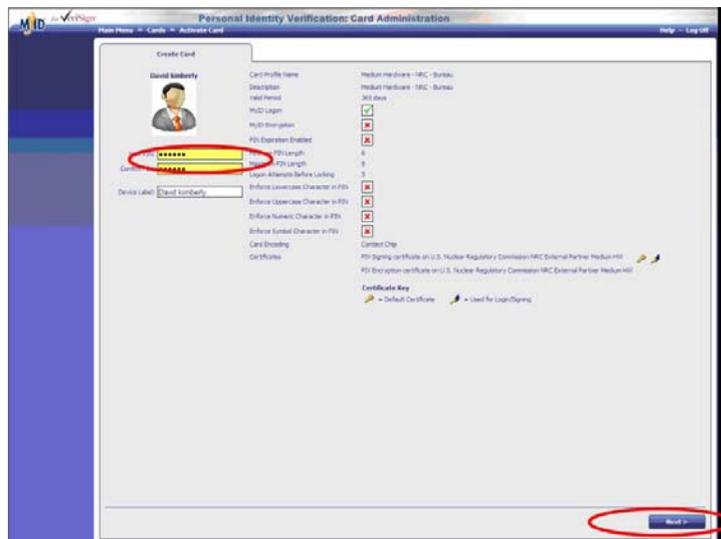
4. Enter answers to the 2 authentication questions, provided at time of enrollment, **in all UPPER CASE**, and click on “**Logon.**”



Collect the certificates

+ Note During this process, you will be asked to enter a PIN. This PIN will be required each time you need to access the certificates on your smart card. Please review the the PIN requirements on the screen and select your PIN appropriately. **Do NOT share this PIN with anyone else.**

1. You will automatically be redirected to the “Activate Card” workflow.

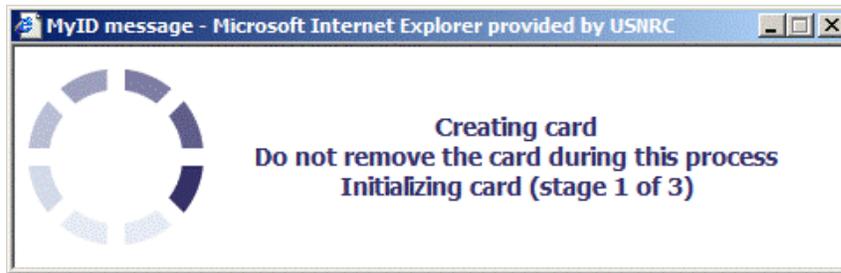


2. Enter your new PIN in the “**New PIN**” and “**Confirm PIN**” fields
3. Insert the smart card into the OMNIKEY Card Reader.
4. Click on the “**Next**” button to continue.
5. Once the card initialization is complete, the “Create Card” screen will be displayed.

Wait for certificate collection to complete

6. The certificate collection process may take a few minutes. Please be patient and do not remove your card from the card reader. No user input is required by the system during this stage. The following status messages may be displayed during this process:

- “Creating Card, Initializing Card”



- Certificates “Pending”

PIV Encryption(U.S. Nuclear Regulatory Commission+NRC External Partner Medium HW) (2) Pending
PIV Signing(U.S. Nuclear Regulatory Commission+NRC External Partner Medium HW) (2) Pending

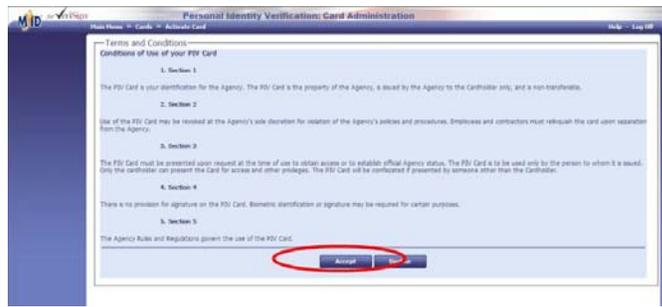
- Certificates “Writing”
- Certificates “Done”

PIV Encryption(U.S. Nuclear Regulatory Commission+NRC External Partner Medium HW) (2) Pending
PIV Signing(U.S. Nuclear Regulatory Commission+NRC External Partner Medium HW) (2) Done

- “There are currently no card layouts available”

There are currently no card layouts available.

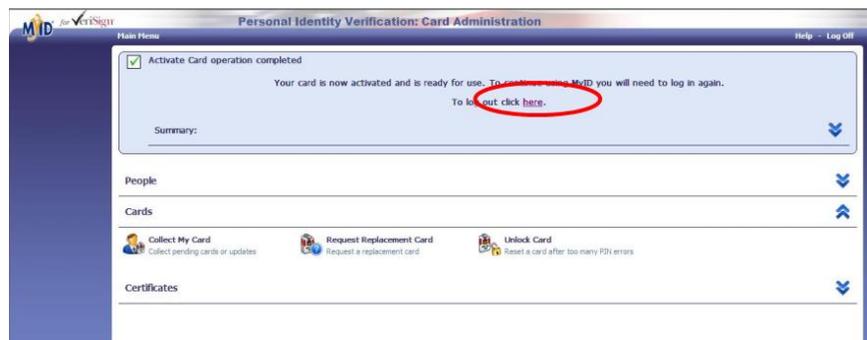
- **This is OK as your card has already been printed.**
7. Before your card is activated, you must accept the terms and conditions of use of your card. Click on the “**Accept**” button to continue.



8. Enter your PIN on the next dialog box, and click on "OK" to continue.



9. Once certificate collection is complete, the screen will display "Activate Card operation completed".



10. Click on the "Logoff" button (located in the top-right area of the window)

Your certificates have now been issued and stored on the smart card. Please protect the privacy of your PIN at all times.

4. Support

Please visit the appropriate support resources for help and troubleshooting:

1. "Plugins, Viewers, and Other Tools" – located at <https://pki.nrc.gov/downloads.html>.
2. NSTS Help Desk - 877-671-NSTS (6787) or use the online "Contact Us" form available at <https://pki.nrc.gov/nsts/dcc-nsts.html>.
3. For hardware/software installation issues due to lack of administrative privileges, please contact your organization's help desk or information technology (IT) support.