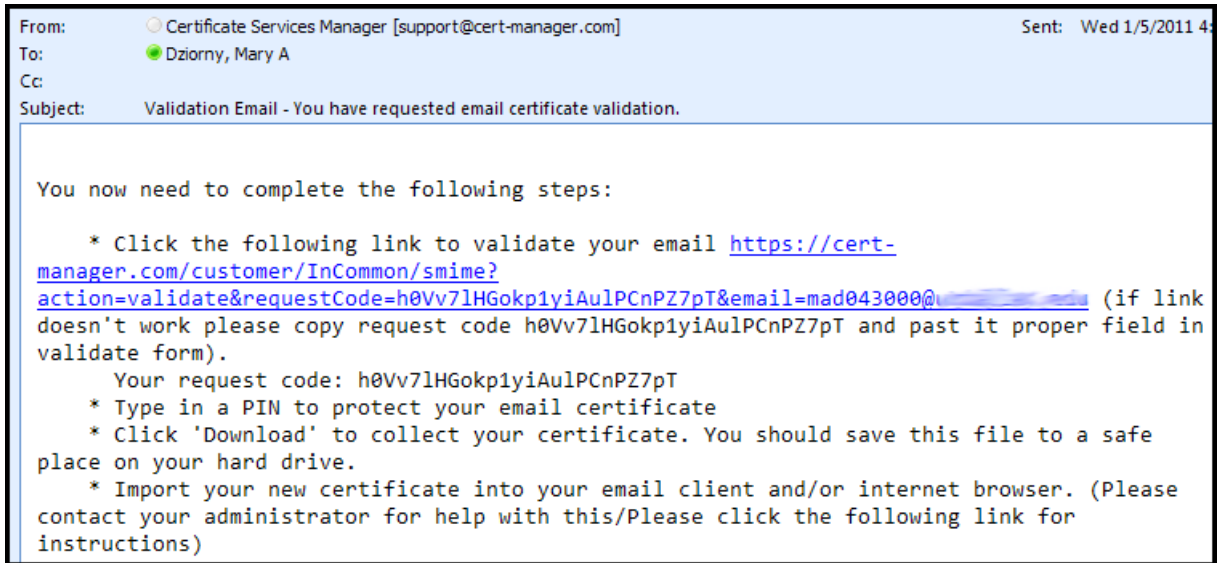


Installing UTPA Digital Certificate

1. An email will be sent to your UTPA email address.
2. Open the email and click on the link in it to finish enrolling for your certificate. Even though you have been taught NOT to click on links in email, this is one of the times it's acceptable.



3. Create a PIN. This number will be used when you import your certificate in your browser. *Pick something that you will remember Because we cannot recover it for you.*

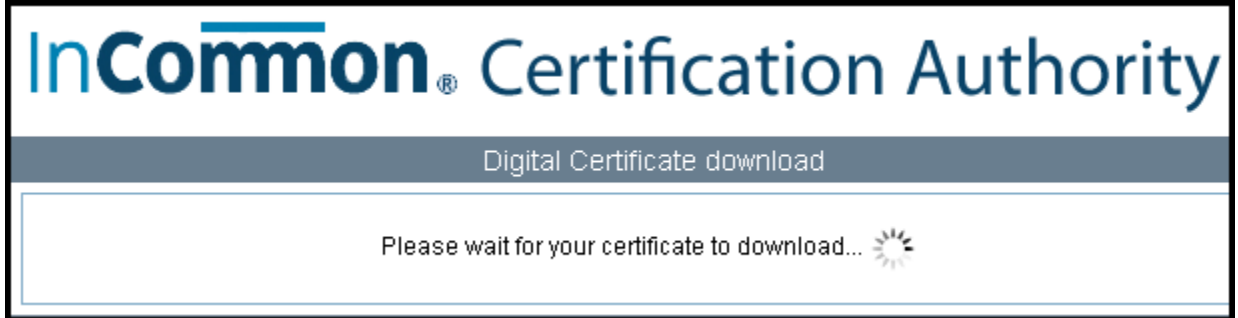
The screenshot shows the 'InCommon Certification Authority' Account Validation form. The form includes the following fields and options:

- Code:** h0Vv7lHGokp1yiAulPCnPZ7pT
- E-mail:** mad043000@...
- PIN:** (Redacted)
- Re-type PIN:** (Redacted)
- Select address fields to remove from the certificate:**

	Address as it will appear in certificate	Remove
Address1:	6001 West Campbell Street	<input type="checkbox"/>
Address2:		<input type="checkbox"/>
Address3:		<input type="checkbox"/>
City:	Richardson	<input type="checkbox"/>
State or province:	TX	<input type="checkbox"/>
Postal Code:	75080	<input type="checkbox"/>

At the bottom of the form, there are two buttons: **Submit** (circled in red) and **Cancel**.

4. Click **Submit**. It may take several minutes for the next screen to load.
Please be patient.



5. Click **Download**.



6. Save the certificate on your H drive or Home drive. If you are not given an option to choose where you save your certificate, your browser probably downloaded it into the Downloads folder on your C drive. You can simply copy the certificate file from this folder onto your H drive. Name it with the "Incommon" plus the current date ie: "InCommon_01-10-2011". If one already exists, then add "_002" to it. Etc.
7. Install your digital certificate next. Select the instructions for the operating system on your computer. If you are using a Mac, make sure you select the instructions for the email program you are using.