



CHEAT SHEET

ACTIVATING PIV AUTHENTICATION CERTIFICATE (PIV_AUTH) ON A COMMON ACCESS CARD (CAC)



DoD is in the process of changing the configuration of the CAC and requiring that only the PIV_Auth certificate be used for Smart Card logon and web authentication.

As of 24 February 2018, all Navy-issued Common Access Cards (CACs) are issued with the Personal Identity Verification (PIV) Authentication (Auth) certificate activated. However, since CACs issued before 24 February 2018 were issued without the PIV_Auth certificate activated, all users with CACs issued before that date will need to activate their PIV_Auth certificate. In order to activate your PIV_AUTH certificate, you will need to go to the Defense Manpower Data Center (DMDC) Real-Time Automated Personnel Identification System (RAPIDS) Self-Service (RSS) ID Card Office Online portal.

The following steps will assist the user on how to check if their PIV_Auth certificate is activated and if required, how to activate their PIV_Auth certificate.

Section 1 - Verifying Certificate Activation

Before attempting to activate your PIV_Auth certificate, verify your CAC active certificate complement:

1. Select the Start button > All Programs > ActivIdentity > ActivClient > User Console.

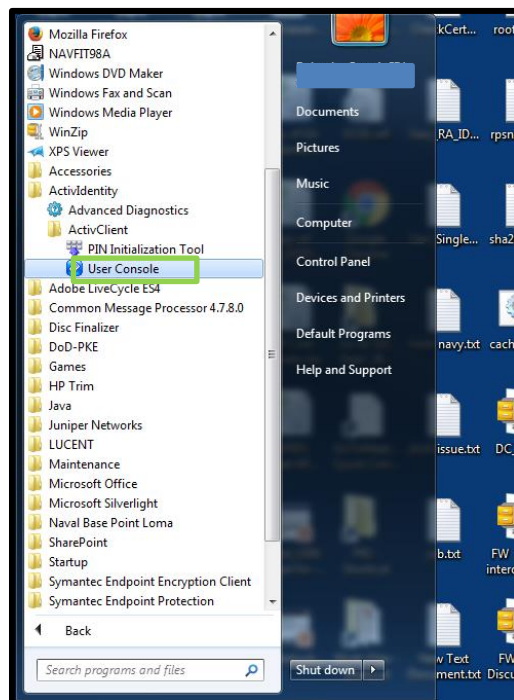


Figure 1 - Open ActivClient User Console

2. Reset the Card Optimization Cache:
 - a) Select Tools from the menu.

CHEAT SHEET

ACTIVATING PIV AUTHENTICATION CERTIFICATE (PIV_AUTH) ON A COMMON ACCESS CARD (CAC)

- b) Select Advanced.
- c) Select Reset Optimization Cache.

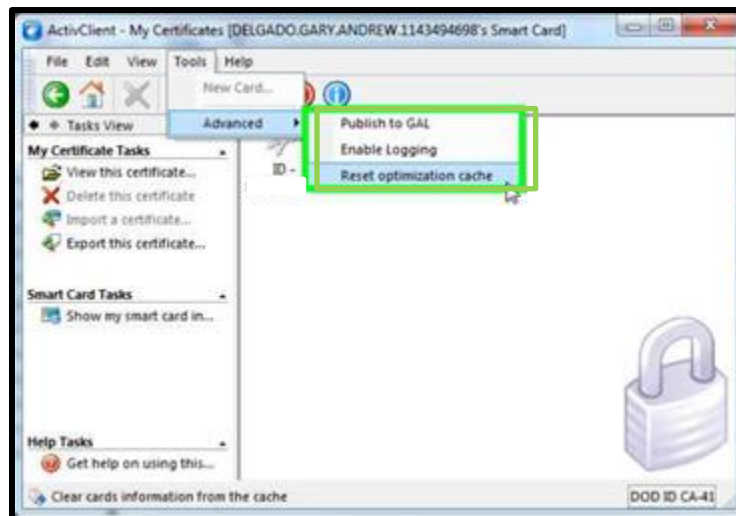


Figure 2 - Reset Card

- 3. Double-click on the "My Certificates" folder. If there are only three certificates (figure 3), the PIV_AUTH is not yet activated. If there are four certificates and one is named "PIV Authentication" (Figure 4), your CAC's PIV_AUTH certificate is already activated.

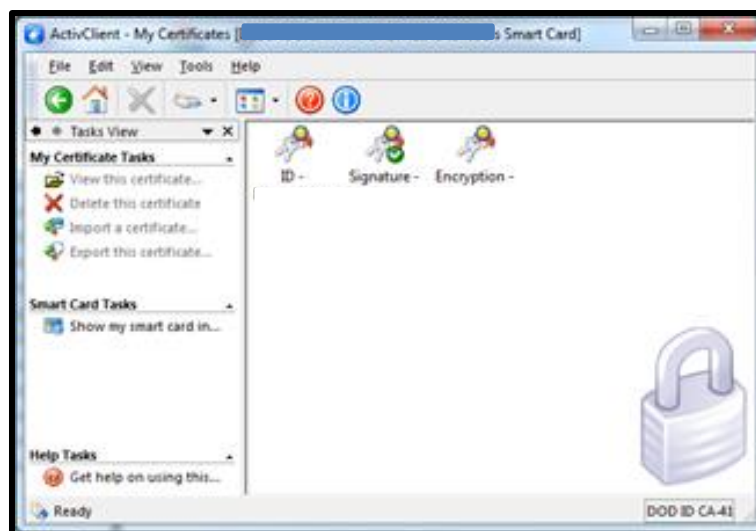


Figure 3 - PIV_AUTH certificate NOT activated



CHEAT SHEET

ACTIVATING PIV AUTHENTICATION CERTIFICATE (PIV_AUTH) ON A COMMON ACCESS CARD (CAC)

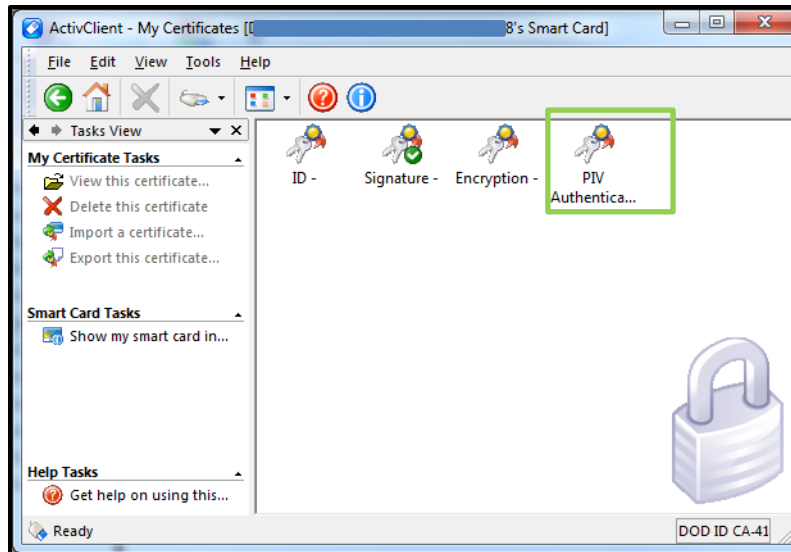


Figure 4 - PIV_Auth Certificate Activated

Section 2 - Activating PIV_Auth Certificate

If your PIV_AUTH certificate is not yet activated, go to the DMDC RSS portal at https://www.dmdc.osd.mil/self_service/ to activate your PIV_Auth certificate.

1. Once you have reached the DMDC RSS, select the "Sign In" button.
2. On the next screen, select "OK".
3. On the next screen, select "Login" under the CAC section and select your ID certificate (not Email).

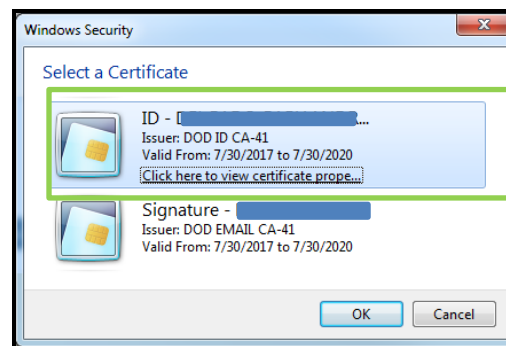


Figure 5 - Select ID certificate

4. On the "CAC Maintenance" page, select the "Activate PIV certificate" button.



CHEAT SHEET

ACTIVATING PIV AUTHENTICATION CERTIFICATE (PIV_AUTH) ON A COMMON ACCESS CARD (CAC)



CAC Maintenance

Email: [Redacted]

Affiliation: [Redacted] Agency/Department: [Redacted] Card Expires: [Redacted] Card Pairing Code: [Redacted]

End Date: UNKNOWN

Email: [Redacted]

Affiliation: Civil Service (DoD and Uniformed Service) Agency/Department: Navy Card Expires: [Redacted] Card Pairing Code: [Redacted]

End Date: UNKNOWN

Change CAC Email [Icon] **Activate PIV certificate** [Icon]

Download Applications [Icon] Add PCC on UPN [Icon]

Print Family List [Icon]

Figure 6 - CAC Maintenance

5. On the next page, select the "Proceed" button and follow all prompts until done.

Reading CAC for Activate PIV Certificate

To activate the PIV Authentication certificate, information must be read from your CAC.

The PIV Authentication certificate was added in support of FIPS 201. This certificate, in conjunction with the PIV End Point applet, allows access to federal websites which require PIV authentication.

This can take several minutes.
Please do not refresh the screen or click the browser's back button.

Proceed [Icon] **Cancel** [Icon]

Figure 7 - Activate PIV

6. When the PIV_AUTH activation process is complete, perform Section 1 of this document again to confirm that the PIV_AUTH certificate has been activated.