Requesting ARIES Certificate for Windows 10 & Edge

Before you Begin

These instructions require the use of Edge running on Windows 10. To make some of the changes mentioned in the instruction, users may need to have administrative rights on their computer.

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

Requesting a Certificate for ARIES

- 1. Launch Edge and navigate to https://ariesca.dshs.texas.gov/certsrv
- 2. Since certificates need to be requested using Internet Explorer, the website shown above will need to be opened in I.E. Click the three dots in the upper right corner of the Edge screen and select <u>Open with Internet Explorer.</u>



- 3. A second window with the Internet Explorer icon will appear. The rest of the steps will be performed in the I.E. window.
 - a. Click on <u>Request a certificate</u>
 - b. Click on Web Browser Certificate

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	Microsoft Active Directory Certificate Services - PROD-ARIES-CA Home
E Microsoft A	Welcome
$\leftarrow \rightarrow$	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.
Microsoft Active (Welcome	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.
Use this Web si can verify your i type of certificat	For more information about Active Directory Certificate Services, see Active Directory Certificate Services Documentation.
You can also us list (CRL), or to	Select a task: Request a certificate
For more inform	Download a CA certificate, certificate chain, or CRL
Select a task: Request a ce	
View the stat	

4. Click Yes if the following "Web Access Confirmation" screen appears

Web Acce	ess Confirmation	\times	
4	This Web site is attempting to perform a digital certificate operation on your behalf:		
	https://ariesca.dshs.texas.gov/certsrv/certrqbi.asp?type=0		
	You should only allow known Web sites to perform digital certificate operations on your behalf. Do you want to allow this operation?		
	<u>Y</u> es <u>N</u> o		

- 5. Click on More Options, then click on use the Advanced Certificate Request form
- 6. Click Yes again if the "Web Access Confirmation" screen appears

7. You should see the following screen

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Microsoft Active	Directory Certificate Services PROD-ARIES-CA	lome 🔨
Advanced Ce	rtificate Request	
Identifying Inform	nation:	
Name:	JohnDoe4 ARIESClient	
E-Mail:	john.doe@hivprovider.org	
Company:	HIV Provider	
Department:	Client Services	
City:	Somewhere	
State:	Tx	
Country/Region:	US	
Type of Certifica	te Needed:	
	Client Authentication Certificate 🗸	
Key Options:		
	Oreate new key set	
CSP:	Microsoft Enhanced RSA and AES Cryptographic Provider	
Key Usage:	⊖ Exchange ⊖ Signature ● Both	
Key Size:	2048 Min: 384 Max:16384 (common key sizes: <u>512 1024 2048 4026 8192 16384</u>)	
	Automatic key container name OUser specified key container name	
	Mark keys as exportable	
Additional Option	Lenable strong private key protection	
Request Format:	CMC PKCS10	
Hash Algorithm:	sha1 V	
······	Only used to sign request.	
	Save request	
	^	
Attributes:	×	
Friendly Name:		
	Submit >	
	Cubine -	
		— V

8. The <u>ONLY</u> SECTIONS ON THE ADVANCED CERTIFIVCATE REQUEST SCREEN THAT NEED TO BE COMPLETED ARE CIRCLED IN RED.

- a. Name: Username ARIESClient
 - i. The username is your ARIES Login name that your Administrative Agency's Data Manager assigned to you. Enter that name followed by a space and ARIES in all caps followed by Client (with a capital 'C') without a space. For example, if your ARIES login is JohnDoe4, your ARIES name will be JohnDoe4 ARIESClient
- b. You may need to change the CSP to what's displayed in the screen
- c. Key Size: Click on 2048
- 9. Double check that the other variables have remain unchanged
 - a. Type of Certificate.....Client Authentication Certificate
 - b. Create new key set.....Radio button selected
 - c. CSP:.....Microsoft Enhanced RSA & AES Crytographic Provider
 - d. Key Usage.....Both
 - e. Automatic key container name...Radio button selected
 - f. Request Format.....defaulted to PKCS10
 - g. Hash Algorithm.....sha 1

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



- 11. 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 Welcome Screen. If this isn't possible, ensure the "Delete browsing history on exit" is UNCHECKED (shown in the next step), then close the browser.
- 12. Click the gear symbol in the upper right corner of the window
- 13. Click Internet options from the pull down menu

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Microsoft Active Directory Certificate Services PROD-ARIES-C Welcome	Print File Zoom (100%) Safety	> > >	ome
a certificate, you can verify your identity to people you co messages, and, depending upon the type of certificate you You can also use this Web site to download a certificate certificate revocation list (CRL), or to view the status of a For more information about Active Directory Certificate S Services Documentation.	Add site to Apps View downloads Manage add-ons F12 Developer Tools Go to pinned sites Compatibility View settings	Ctrl+J	ypt
Select a task: <u>Request a certificate</u> <u>View the status of a pending certificate request</u> <u>Download a CA certificate, certificate chain, or CRL</u>	Internet options About Internet Explorer		

14. Ensure the checkbox circled in red is UNCHECKED.

Internet Options				?	×
General Security Pr	rivacy Content	Connections	Programs	Advance	d
Home page To create http://g	e home page ta o.microsoft.con	bs, type each a n/fwlink/p/?Linl	ddress on i dd=255141	ts own line	2.
	Use <u>c</u> urrent	Use de <u>f</u> aul	t <u>U</u> se	new tab	
Startup					-
Start with ta <u>b</u> s	s from the last s ne page	ession			_
Change how web	pages are displi	ayed in tabs.	1	<u>F</u> abs	
Browsing history —					_
Delete temporary web form informa	files, history, co ation.	ookies, saved p	asswords, a	and	
Lelete bro <u>w</u> sir	ng history on ex	it			
Ŭ		<u>D</u> elete	<u>S</u>	ettings	
Appearance					
Colors	<u>L</u> anguages	Fo <u>n</u> ts	Acc	<u>e</u> ssibility	
		ОК	Cancel	<u>A</u> pply	y

Installing the ARIES certificate

 After you get email 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"



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- 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 message This CA is not trusted....(shown in step 4) will not appear. The cert will simply install. Proceed to step 15.

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Microsoft Active Directory Certificate Services PROD-ARIES-CA		H	<u>lome</u>	^
Certificate Issued				
The certificate you requested was issued to you.				
Install this certificate				
□ Save response				
				\sim

4. Click Install this CA certificate to proceed.

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Microsoft Active Directory Certificate Services PROD-ARIES-CA		Home	• ^
Certificate Issued			_
The certificate you requested was issued to you.			
Install this certificate			
This CA is not trusted. To trust certificates issued from this certification authority, in certificate	stall this	<u>CA</u>	
□ Save response			
			- ~

5. When the **<u>certnew.cer</u>** action window appears at the bottom, click **Open** to proceed.



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

💀 Certificate	×
General Details Certification Path	
Certificate Information	1
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 5/8/2037	
Install Certificate Issuer Statement	
ОК	

7. When the Certificate Import Wizard window appears, ensure that Current User is selected and click Next to proceed.

~	🚰 Certificate Import Wizard	×
	Welcome to the Certificate Import Wizard	
	This wizard helps you copy certificates, certificate trust lists, and certificate revocation lists from your disk to a certificate store.	
	A certificate, which is issued by a certification authority, is a confirmation of your identity and contains information used to protect data or to establish secure network connections. A certificate store is the system area where certificates are kept.	
	Store Location	
	To continue, click Next.	
	<u>N</u> ext Cancel	

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

←	🚰 Certificate Import Wizard	\times
	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: Browse	
	<u>N</u> ext Canc	el

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

Select Certificate Store	×		
Select the certificate store you want to use.			
Personal Trusted Root Certification Authorities Enterprise Trust Intermediate Certification Authorities Active Directory User Object Trusted Publishers	*		
OK Cancel			

10. The following screen shot shows the certificate will be installed in the Trusted Root folder. Click Next to proceed.

÷	Certificate Import Wizard	×			
	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 $A\underline{u} tomatically select the certificate store based on the type of certificate$				
	• Place all certificates in the following store				
	Certificate store: Trusted Root Certification Authorities Browse				
	<u>N</u> ext Cance	I			

11. Click the Finish button to proceed.

÷	🚰 Certificate Import Wizard	×
	Completing the Certificate Import Wizard	
	The certificate will be imported after you click Finish.	
	You have specified the following settings:	
	Certificate Store Selected by User Trusted Root Certification Authorities	
	Content Certificate	
	<u> </u>	I

12. Click Yes on the Security Warning window

Security W	/arning	×
	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): BDD18E9C 1BDE60AE 84E8449C 37DF0CB1 B991115B		
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	



14. Click OK on the Certificate window to complete the PROD-ARIES-CA certificate

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 5/8/2037			
Install Certificate Issuer Statement			
ОК			

- 15. If there are additional certificates to install, click the Home link, click View the status of a pending certificate request
- 16. To check the operation of ARIES, open the Edge browser and navigate to the ARIES site https://aries.dshs.texas.gov/aries

17. If the following Credential Required window appears, check <u>Always allow access</u> and click the <u>Allow</u> button.

Credential Required		
Credential Required Do you want to allow the app to access your private key? Key description : CryptoAPI Private Key		
Always allow access	Allow	Don't allow

18. Remember to recheck the Delete browsing history on exit button.

Internet Options			
General Security Privacy Content Connections Programs Advanced			
Home page			
To create home page tabs, type each address on its own line.			
http://online.dshs.state.tx.us/			
Use <u>current</u> Use de <u>f</u> ault <u>U</u> se new tab			
Startup			
Start with tabs from the last session			
Start with nome page			
Tabs			
Change how webpages are displayed in tabs.			
Browsing history			
Delete temporary files, history, cookies, saved passwords, and web			
Delete browsing history on exit			
Delete			
Appearance			
Colors Languages Fonts Accessibility			
OK Cancel Apply			

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://aries.dshs.texas.gov/aries and click the Next button



3. Type ARIES for the shortcut name and click the Finish button

		×
←	Create Shortcut	
	What would you like to name the shortcut?	
	Type a name for this shortcut:	
	ARIES	
	Click Finish to create the shortcut.	
	<u> </u>	Cancel

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.

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General Web D	ocument Security Details Previous Versions	
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<u>U</u> RL:	https://aries.dshs.texas.gov/aries	
Shortcut key:		
Visits:	Unknown	
	<u>C</u> hange Icon	
	OK Cancel <u>Apply</u>	