

# CDC Secure Data Network User Enrollment Guide (Netscape)

## Overview

This document provides an overview of the enrollment process of the CDC Secure Data Network (SDN) using Netscape®. **Specific instructions for completing enrollment in the Hospital Smallpox Vaccine Monitoring System (HSVMS) are shown in large text throughout the document.**

## Access Enrollment Site

To begin the enrollment process, you must first access the SDN enrollment website.

*You must access the SDN enrollment website and complete the enrollment process from the same computer and browser you will be using to access SDN.*

The website can be reached by accessing the following uniform resource locator (URL):

<https://ca.cdc.gov>

Upon accessing this site, a page similar to the one below will appear. To continue, you must enter the general registration password that should have been provided by your program administrator. Please note that this password cannot be provided in this document for security purposes, nor can CDC SDN Support provide it. After you enter the registration password, click on the *Accept* button to continue.



### Password Check for CDC Digital ID Services

Please enter the password for CDC's Digital ID Services and click the *Accept* button.

Password:

Accept

## Review Enrollment Information

After authentication, you will be presented with a general information page providing an overview of digital certificates and system requirements. After you review the enrollment information, proceed to the first enrollment step by clicking the *Enroll* button.

### Welcome to the CDC Secure Data Network client registration site

To immediately enroll for a CDC Secure Data Network digital ID, click here:

At this site you may register to become a client of the CDC Secure Data Network (SDN). Registering to become a client involves two separate but related activities:

- obtaining permission to use one or more sensitive CDC information systems;
- obtaining and installing a CDC digital certificate.

You can be granted permission to access a sensitive CDC system only by an authorized representative of that system. The registration information you enter in your application pages will be forwarded to the appropriate system representative for approval. Obtaining the CDC digital certificate is contingent upon this approval. It is expected that, if you have arrived thus far, you already have some understanding with the CDC program's representative and your request for access is likely to be approved. If this is not the case, you should stop now and contact the CDC program's representative first to discuss obtaining access.

#### About digital certificates

A digital certificate, or "digital ID," is a data object used to verify the identity of the person or system possessing it.

Once you have obtained permission from a system representative to access a sensitive CDC system, a digital ID will be generated for you by separate entity called a certificate authority (CA). When you have been notified by the CA that your digital ID is ready, you will have to go to a specified Web site to receive it. You will then install the certificate, or digital ID, in your browser.

Thereafter, when you wish to access a system within the CDC SDN using your browser, your browser will present your digital ID to the SDN and the SDN will verify your identity with the CA. You will then be granted permission to enter the CDC SDN system.

You may not share your digital certificate with any other person. CDC Internet security policy requires that each digital ID be held by and used by one and only one person.

## Enter Personal Information

The top part of the page contains an option for a non-Java version of the application as well as important information about your browser. Click on "Non-Java Page".

*To enroll for a digital certificate, your version of Netscape must be 4.0x or higher.*

Below the information area is a form that must be completed to continue the enrollment process. The form is used to create your digital certificate and should be completed with as much information as possible (all optional information is identified by red italics). Your program administrator and CDC will use this information to verify your identity.

**IMPORTANT: If your facility is a hospital, enter your unique Facility ID (e.g., CMS Provider #, VA Station Code) into the "Program or Division" box. We cannot process your request for a digital certificate without this number.**

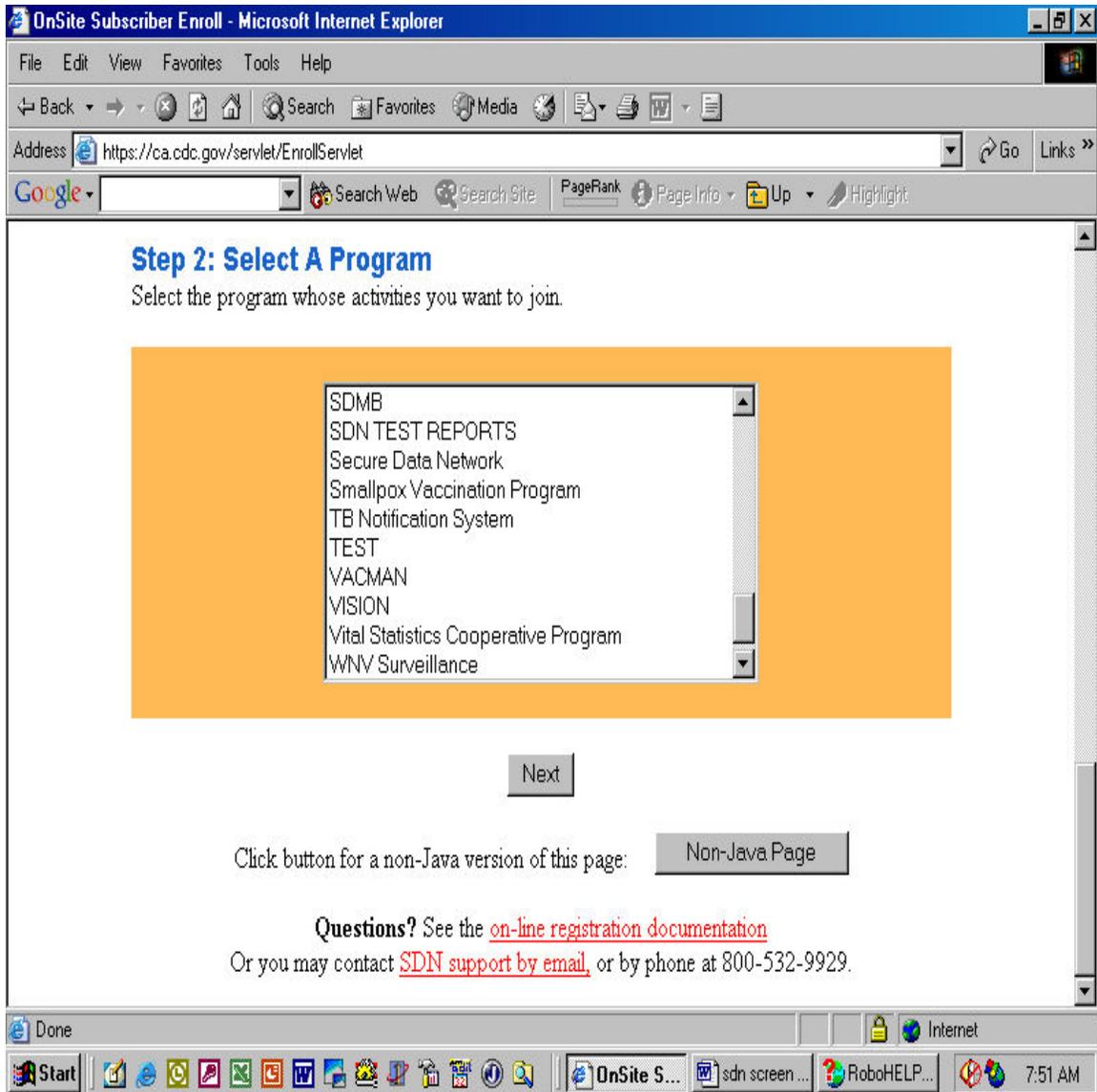
## Step 1: Enter Personal Information

Please enter this information about yourself. Items in *red italics* are optional.

|  |   |   |   |
|--|---|---|---|
| <i>Prefix</i>  | <input type="text"/>  | <i>Preferred Name</i>                           | <input type="text"/>                      |
| First Name   | <input type="text"/>  | <i>Middle Name</i>                              | <input type="text"/>                      |
| Last Name  | <input type="text"/>  | <i>Degree</i>                                   | <input type="text"/>                      |
| Email Address  | <input type="text"/>  | <i>CDC User ID</i><br><i>(where applicable)</i> | <input type="text"/>                      |
| Employer   | <input type="text"/>  | <i>Program or Division</i>                      | <input type="text"/>                      |
| Employer Type  | <input type="text" value="Academic/Research Organization"/> |   |   |
| Job Type   | <input type="text" value="Biomedical Research"/>            |   |   |
| Phone  | <input type="text"/>  | <i>Fax</i>                                      | <input type="text"/>                      |
| <i>Work Address</i><br><i>(130 characters maximum)</i> | <input type="text"/>  | <i>U.S. State</i><br><i>(required for US)</i>   | <input type="text" value="Pick a State"/> |
|  |   | <i>U.S. County</i>                              | <input type="text"/>                      |
| City   | <input type="text"/>  | Zip Code  | <input type="text"/>                      |
| Country  | <input type="text" value="United States"/>                  |   |   |
| Alternate Contact:                                     |   |   |   |
| Name   | <input type="text"/>  | Phone   | <input type="text"/>                      |

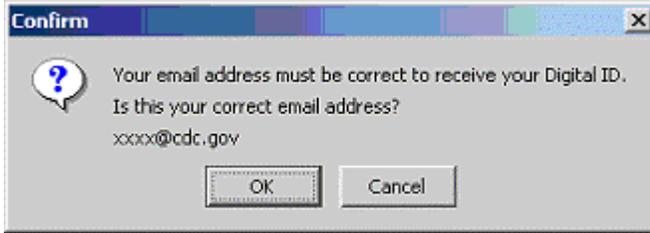
## Select Program

The list box below the personal information form allows you to choose the program for which you are requesting access. To select the program, simply highlight the appropriate entry in the list box. **Select Smallpox Vaccination Program from the list presented.**



*Upon initial enrollment, you may select only one program from the available list. If you require access to more than one program, select the program identified by your program administrator. After obtaining your digital certificate, you will be able to request additional programs and activities via SDN (it is not necessary to apply for more than one digital certificate).*

After completing the personal information form and selecting the program to which you are applying, click the *Next* button to continue. A confirmation dialog box will appear to verify the Email address provided on the personal information form.



*It is important that the Email address you provide is accurate and used in conjunction with the performance of your duties (i.e., not a personal account). The information required to complete the installation of your digital certificate will be sent to the address provided.*

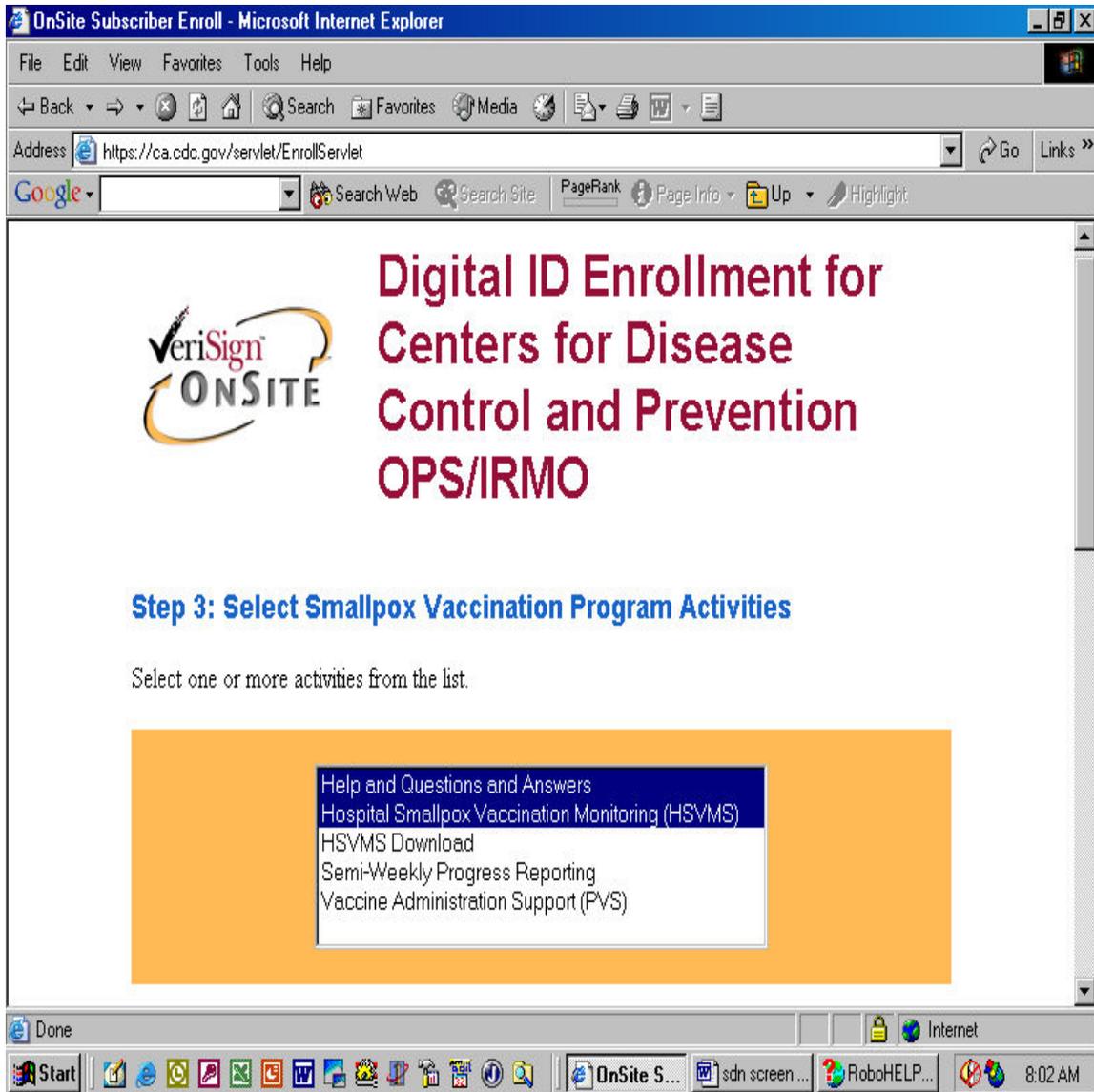
After confirming your Email address, click the OK button to continue.

### **Specify County**

This is an optional step. You may highlight the county for your work address or skip to Step 4.

### **Select Smallpox Vaccination Program Activities**

Click on Hospital Smallpox Vaccination Monitoring (HSVMS)



## Choose a Challenge Phrase

Below the list of activities is a general overview of the challenge phrase that is required for use and management of your digital certificate. You must select a challenge phrase based on the guidelines presented and enter it twice (once in the "Challenge Phrase" field and once in the "Confirm" field). After you enter your challenge phrase in both fields, click the *Next* button to continue.

**Choose a challenge phrase that you can remember as you will need it every time you want to access HSVMS.**

## Step 4: Choose a Challenge Phrase

The challenge phrase is a password or phrase that you will need to provide every time you access the CDC Secure Data Network, and is needed to revoke your Digital ID at Verisign. For security reasons, a **challenge phrase must**:

- Be at least eight characters long.
- Contain only English letters, numbers, spaces, or any of these characters:  
hyphen - plus + colon : apostrophe ' comma , period .
- Contain at least one nonalphabetic character.
- Not contain your name or any part of your email address.
- Not contain more than two consecutive repeating characters.
- Contain at least four unique characters.
- Not be a word, unless the word is either
  - Broken up by one or more nonalphabetic characters
  - Prefixed or suffixed by a total of three or more nonalphabetic characters

Challenge phrases are case-sensitive, so be sure to remember whether any letters are capitalized. While not required, a challenge phrase containing mixed case letters is more secure. We invite you to consider using one.

[More Information and Examples.](#)

|                  |                      |
|------------------|----------------------|
| Challenge Phrase | <input type="text"/> |
| Confirm          | <input type="text"/> |

Next

## Choose Encryption Strength

The encryption strength selection is used to generate the digital certificate and determines the “cipher strength” employed. Because greater cipher strength is more desirable for transaction security, you should choose the strongest encryption strength available. **Choose the default selection as displayed.**

### Optional: Choose Your Encryption Strength

The security of your Digital ID depends in part upon the size of encryption *key* used. Larger keys are more secure. If you use the standard version of Netscape Navigator or Communicator, select a key size of 512. If you use the US-only version, you can select 768 or 1024 for greater security.

2048 (High Grade) ▾

ACCEPT

The encryption strength you choose should be based on the following priority (the available strengths may vary):

4. 2048 (High Grade)
5. 1024 (Medium Grade)

## 6. 512 (Low Grade)

*If you are employing “smart card” technology and wish to use it in conjunction with your digital certificate, you will need to follow the manufacturer’s guidelines for use with digital certificates.*

# Review and Accept Subscriber Agreement

After choosing your encryption strength, you are required to review and accept the VeriSign Subscriber Agreement before your digital certificate can be issued. The VeriSign Certification Practice Statement (CPS) governs the issuance and use of a digital certificate from VeriSign.

## Digital ID Subscriber Agreement

By applying for, accepting, or using a Digital ID you are agreeing to the terms of the [VeriSign Subscriber Agreement](#) (“Agreement”). Your organization requires you to follow this Agreement. By clicking the accept button below, you indicate your acceptance of this Agreement. If you do not agree to the terms of this Agreement, do not complete this application, click **accept**, or use the Digital ID.

When you submit this Digital ID application by clicking **Accept**, your browser will generate your public and private keys. The browser will also prompt you to set up a password to protect your private key and to store it on a diskette. Your private key is a secret file that you will use to digitally sign or encrypt e-mail. Your public key will become part of your Digital ID—your business associates can use it to verify your digital signature or to send you encrypted e-mail.

Your private key and password are stored on your computer and are not transmitted to the Certification Authority that creates your Digital ID. When your Digital ID is ready, you will receive e-mail that includes instructions for retrieving and installing it.

If you have completed this enrollment form, click **Accept** to submit this request to the Administrator.

For more information regarding the Agreement or CPS, please visit the VeriSign website at <http://www.verisign.com/repository>.

After you have reviewed the Agreement and agree to the terms presented, click the **Accept** button to continue.

# Generate a Private Key

To begin the process of creating a digital certificate on your computer, you must generate a key request for submission to the certification authority (CA). Upon acceptance of the VeriSign Subscriber Agreement, Netscape attempts to create a placeholder for the digital certificate. This placeholder is used to store information about the digital certificate request and allows the user to set a security level associated with use of the digital certificate.

If this is the first time you have attempted to create a digital certificate, Netscape will prompt you for a master password, which is used to restrict access to your

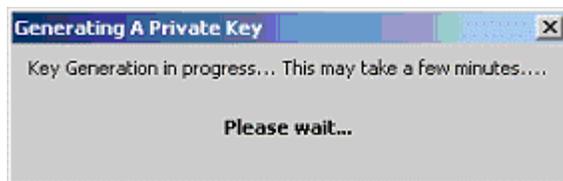
digital certificate.



To set the master password, enter the same password into both fields of the dialog box. While you enter your password, the “Password quality meter” gives you a rough idea of the quality of your password as you type it based on factors such as length and the use of uppercase letters, lowercase letters, numbers, and symbols.

*The local password for protecting the digital certificate is not used by SDN and therefore cannot be recovered (changed) by SDN personnel. Additionally, the password constraints used for the SDN challenge phrase are not applied to the master password.*

After entering the master password in both fields, click the *OK* button to generate the key.



## Check Email

Once the digital certificate placeholder has been created, a notification to check your Email account (the one provided during enrollment) will appear.



### Check E-mail

Check your inbox at the e-mail address you entered in the enrollment form for an e-mail from your administrator. It will contain instructions for installing the Digital ID.

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**Exit out of the SDN enrollment website now. Within a few hours or 48 hours at most, you should receive an email stating that your digital certificate request has been approved (see next page). Please do not call the support line until 48 working hours have passed (404-498-2110 or 1-800-532-9929). We anticipate receiving many requests for digital certificates and it will take some time to process them.**

### Digital Request Approval

Upon approval of your digital certificate request (including program activities), an Email will be sent to your account with instructions and a personal identification number (PIN) for obtaining your digital certificate.

From: cdcadsa@cdc.gov  
Sent: Tuesday, March 5, 2002 10:32 AM  
To: xxxx@cdc.gov  
Subject: Your Digital ID is ready

Dear JANE DOE,

Your Administrator has approved your Digital ID request.

To assure that someone else cannot obtain a Digital ID that contains your personal information, you must retrieve your Digital ID from a secure web site using a unique Personal Identification Number (PIN). You can retrieve your Digital ID by following these simple steps:

Step 1: Visit the Digital ID retrieval web page:

<https://onsite.verisign.com/services/CentersforDiseaseControlandPrevention0PSIRMO/digitalidCenter.htm>

Step 2: Select Pick-up ID

Step 3: In the form, enter your Personal Identification Number (PIN):

Your PIN is: 123456789

Step 4: Follow the instructions on the page to complete the installation of your Digital ID.

If you have any questions or problems, please contact your Administrator by replying to this e-mail message.

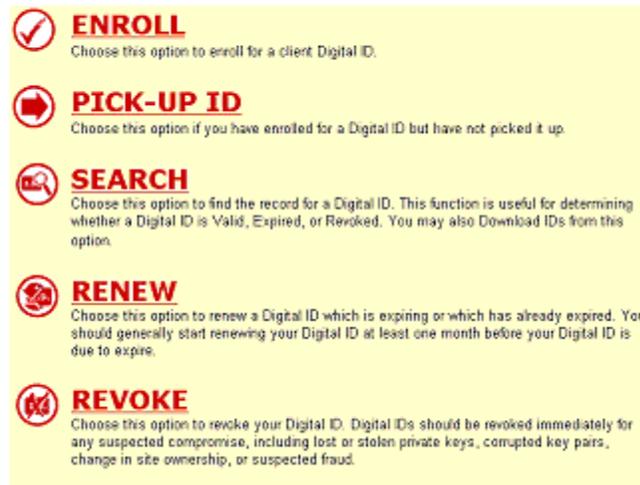
*You must use the same computer and browser to pick-up your digital certificate as was used to complete the enrollment process. If a different browser or computer is used, the installation will fail (you will, however, be able to re-attempt the process using the correct browser and computer at a later time).*

To complete the installation of your digital certificate, go to the URL provided in the Email notification.

*If you manually enter the URL provided in the notification, you must use a secure HTTP session (i.e., https).*

The notification URL will direct the browser to the VeriSign Digital ID Center for CDC.

### Centers for Disease Control and Prevention OPS/IRMO Digital ID Center



- ENROLL**  
Choose this option to enroll for a client Digital ID.
- PICK-UP ID**  
Choose this option if you have enrolled for a Digital ID but have not picked it up.
- SEARCH**  
Choose this option to find the record for a Digital ID. This function is useful for determining whether a Digital ID is Valid, Expired, or Revoked. You may also Download IDs from this option.
- RENEW**  
Choose this option to renew a Digital ID which is expiring or which has already expired. You should generally start renewing your Digital ID at least one month before your Digital ID is due to expire.
- REVOKE**  
Choose this option to revoke your Digital ID. Digital IDs should be revoked immediately for any suspected compromise, including lost or stolen private keys, corrupted key pairs, change in site ownership, or suspected fraud.

To obtain the digital certificate, click on the PICK-UP ID option from the menu. A form will appear that requires the PIN sent in the notification Email.



### Password Check for CDC Digital ID Services

Please enter the password for CDC's Digital ID Services and click the *Accept* button.

Password:

Accept

Once the PIN has been entered, click the *Submit* button to download the digital certificate.

If the digital certificate has been successfully delivered, a confirmation page will be displayed.

## What Do You Do Next?

Your Digital ID has been delivered to your web browser. To ensure your ID was properly installed follow the instructions below:

### For Netscape Navigator 4 (Communicator):

1. Click on the Security icon on the toolbar, or select the Communicator menu, Security Info option.
2. In the Security Info window, click the Yours option in the left hand frame.
3. Your Digital ID should appear in the certificates list.
4. Select your Digital ID and click the View button.

### For Netscape Navigator 3:

1. Select Security Preferences from the Options menu.
2. Select the Personal Certificates tab.
3. Your new Digital ID should appear in the Personal Certificates list. It should be listed by the certificate name that you specified when you received your Digital ID.  
**Note:** If you did not enter a certificate name, try clicking on the white space at the top of the box. It will highlight, allowing you to enter a name.
4. View your Digital ID by selecting it and then selecting the More Info button.

### Consult our Help Desk and Tutorials:

1. Visit our [Help Desk](#) to view our tutorials and other useful information.
2. Visit our [Digital ID Center](#) to find out more about Digital IDs and Digital ID services.

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Now you are ready to access the HSVMS. This is done through the CDC's Secure Data Network (SDN).

## Accessing SDN

After obtaining and installing the digital certificate, the SDN website can be accessed by going to the following URL:

<https://sdn.cdc.gov>

To use the certificate, Netscape will prompt for the master password associated with the certificate store.

