

DIGITAL IDENTITY

ikey Update Guide



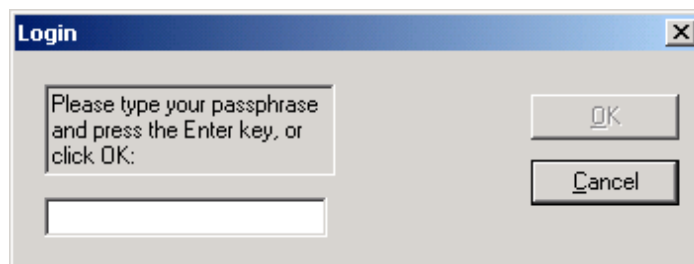
1 INTRODUCTION

This document covers the instructions relating to renewing an iKey after receiving a new certificate. It is assumed that you already have the CIP Utilities software installed. This is covered in the document “STEO Install Guide – iKey”.

2 WHAT IS MY PASSWORD?

It is easy to get confused about which password is being asked for during the renewal process, therefore the following information is provided here to explain the difference.

- 2.1 **PASSPHRASE:** Your passphrase is specific to your iKey. All iKeys are initially distributed with a default password of PASSWORD (case sensitive). You can change your iKey passphrase any time you wish via the CIP Utilities application. You are the only one who is able to change this passphrase. If you forget your passphrase you will need to call Digital Identity on 09 373 3703. The Services Team at the Ministry of Education Tertiary Helpline will not be able to generate you a new passphrase.
- 2.2 **CERTIFICATE PASSWORD:** Your certificate password is held by Digital Identity Ltd. It is specific to the information that binds you to your certificate. If you renewed your certificate last year, you will have been required to call Digital Identity to receive your certificate password. Unless you have remembered this password, you will need to call them again this time.
- 2.3 **USERNAME/PASSWORD:** please do not confuse either of the above with the username/password SIA access you may have had to STEO or NSI previously. Your passphrase should only ever be entered into a pop-up box that looks like this:

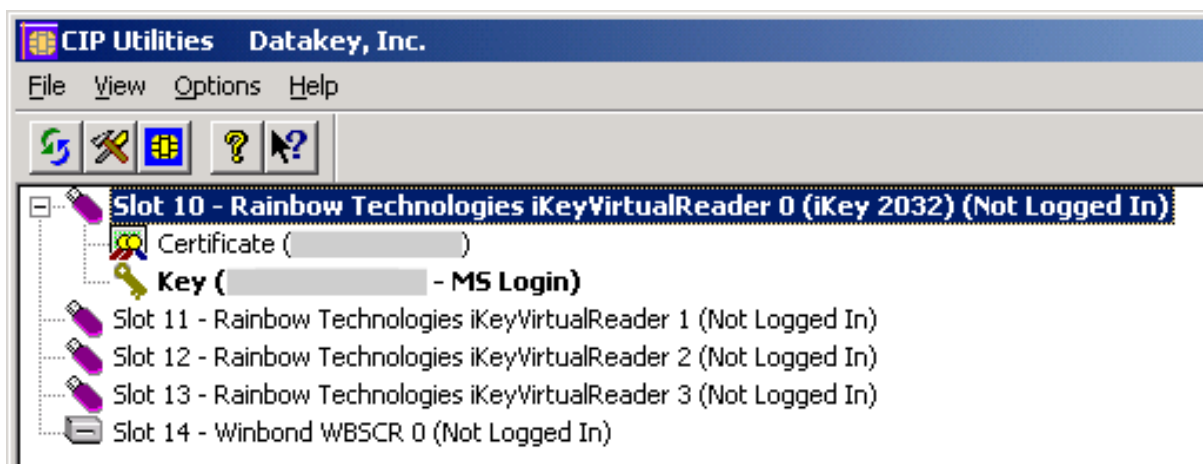


3 RECEIVING AND SAVING YOUR NEW CERTIFICATE

- 3.1 Your new certificate should have been sent to you in an email. If it has not please contact Digital Identity Ltd. on 09 373 3703.
- 3.2 You should right click on your certificate in the email, and choose ‘Save As’. Choose a place to save this certificate on your hard drive and make sure you note this location down.

4 UPDATING AN IKEY

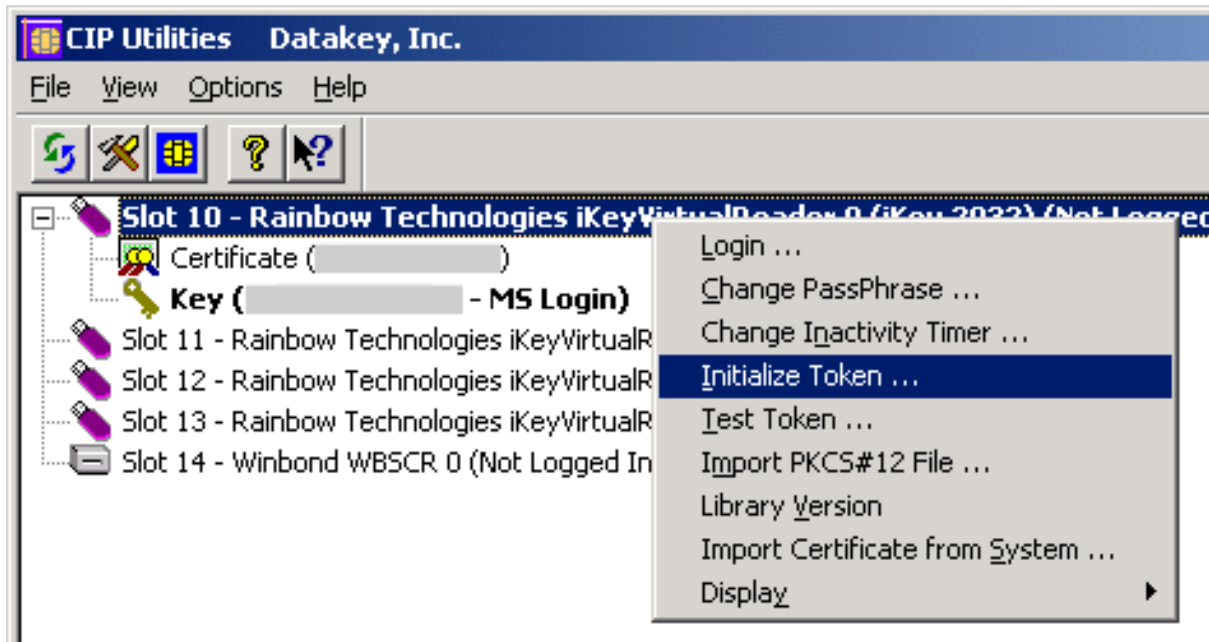
- 4.1 Before you begin to update your iKey with your new certificate, please make sure you have your certificate password. You might remember this password from last year's renewal. If you have forgotten it please call Digital Identity on 09 373 3703 and ask for your Ministry of Education certificate password. **Please note that only the person the certificate is registered to can request the password.**
- 4.2 Insert the iKey into the USB port, and then start the CIP application. This is usually found in the following start menu location:
Start -> Programs -> Digital Identity -> iKey 2000 Software
- 4.3 When the CIP application is started, the main window should look similar to the one below:



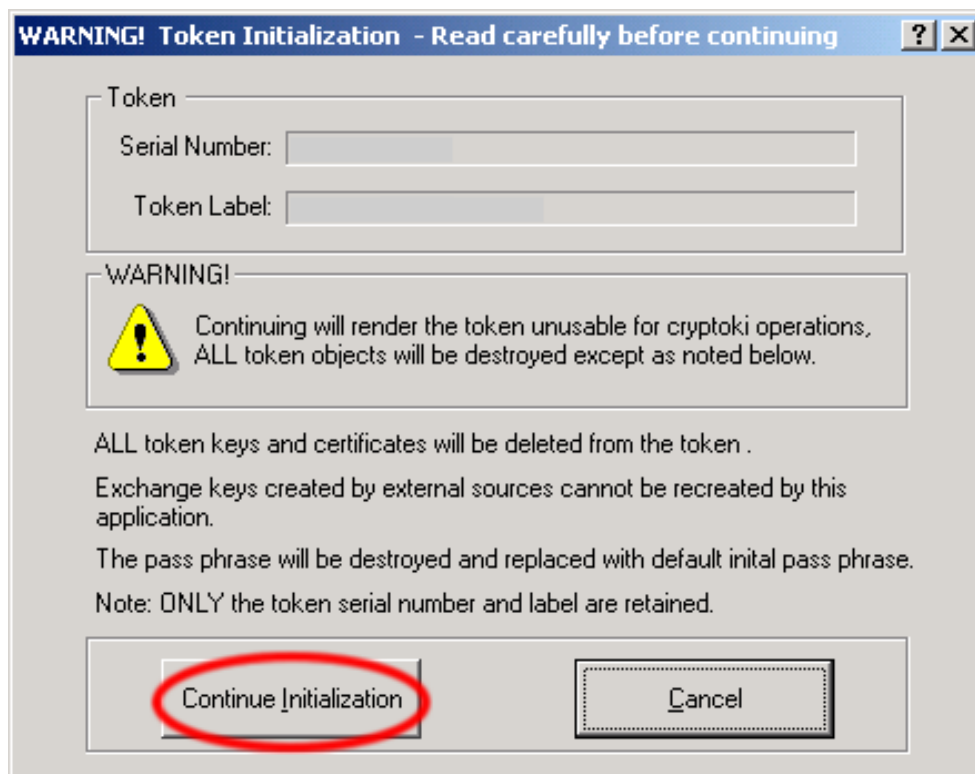
- 4.4 Now you will have to initialise the iKey token so that it can be loaded with your new certificate.

To do this, follow the instructions below.

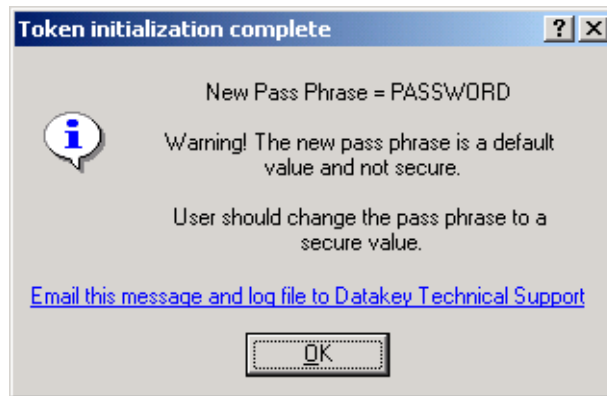
4.4.1 First right-click your mouse on the top item in the list of “Slots” in the CIP window, then select the “Initialize Token ...” menu item.



4.4.2 Now click the “Continue Initialization” button.

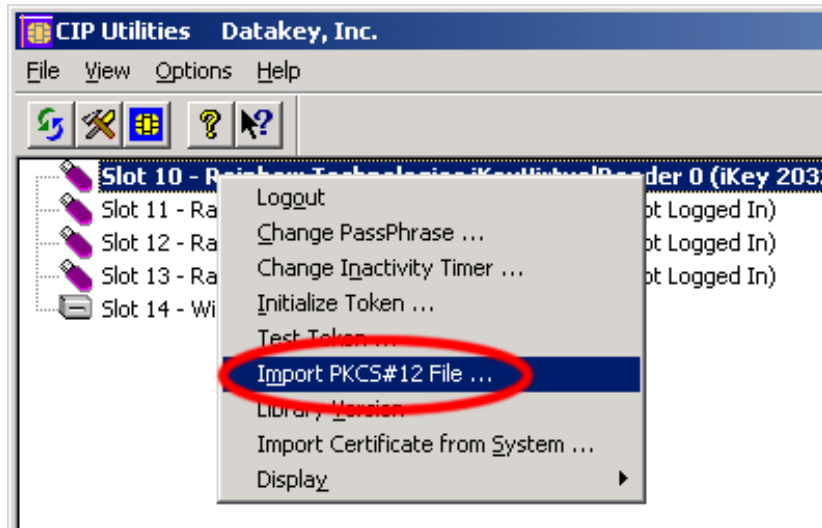


4.4.3 Once this operation is completed a window should appear like the one below.

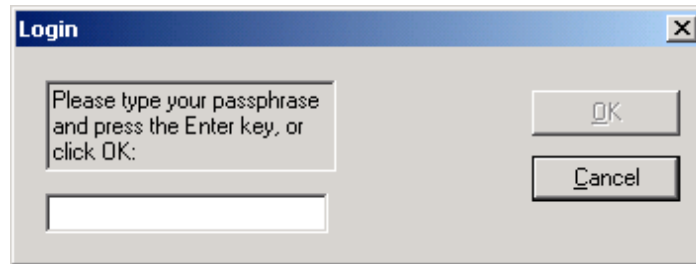


4.5 After initialisation is complete you will have to import the new key file.

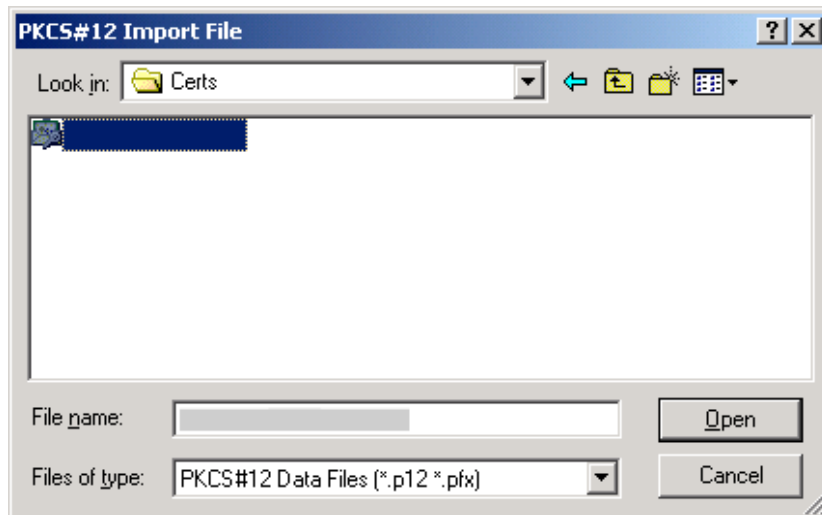
4.5.1 Right-click and select the “Import PKCS#12 File ...” menu item.



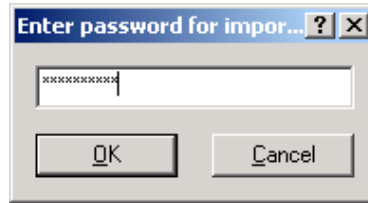
4.5.2 You will first have to login to the iKey token. The passphrase should be PASSWORD as you have just initialised the token. Note that the passphrase is case sensitive.



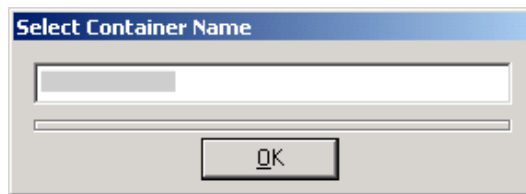
4.5.3 Once logged in to the iKey token a file chooser dialog will appear. Use this to locate the certificate you saved in 3.2. Once you have located the file, click on it and then click the “Open” button.



4.5.4 You will then get asked for the certificate password to unlock the file

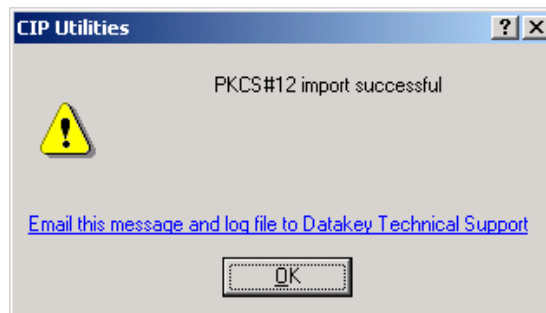


4.5.5 After the password is entered a window asking for the container name will be displayed. It will initially display the unique ID for the certificate but it is best to change this to your full name for convenience. The “container name” is simply a name for the certificate that is displayed when you enter the CIP Utilities application to make it easier to find the correct certificate to work with.



4.5.6 If a window appears with a warning that the Ministry of Education signing certificate is not recognised just click the “Yes” button to continue.

4.5.7 After the import is successful this window will appear.



4.6 The new certificate is now installed on your ikey and ready for use. At this stage you will still not be able to log into STEO or NSI.

4.7 In order to log on to STEO and/or NSI, you will need to register your new certificate through the NSI or STEO web sites. If you are not sure how to do this, please call the Ministry of Education Tertiary Helpline on 0800 422 599.