

Digital ID Process
Office of Information Technology
University of Texas at San Antonio

Introduction

Digital IDs are used to assign security to your e-mail account. E-mail messages sent with a digital ID signature are good.

The University of Texas at San Antonio allows for the creation of digital IDs through the Verisign service. This program is administered by the Information Security group. For more information, contact the Information Security Office, 458-5555.

Requesting a Digital ID

1. Begin the process by accessing the Web site:
<https://onsite.verisign.com/services/TheUniversityofTexasSystemTheUniversityofTexasatSanAntonioCA/digitalidCenter.htm> . (See Figure 1.)



Figure 1.

2. On the second screen, enter your enrollment information (Figure 2.).

The screenshot shows the 'Enrollment' page for UTSA. The page title is 'Enrollment' and it includes a 'Help with this Page' link. The main heading is 'Complete Enrollment Form'. The first section is 'Enter your Digital ID information', which includes fields for 'First Name', 'Last Name', and 'Your E-mail Address'. A callout bubble points to the 'Your E-mail Address' field with the text 'Enter your UTSA e-mail address: john.doe@utsa.edu'. Below this is the 'Challenge Phrase' section, with a callout bubble pointing to the 'Enter Challenge Phrase' field that says 'UTSA recommends you check this box'. The 'Publish your Digital ID' section has a checkbox labeled 'Check this Box to Publish Your Digital ID' which is checked. At the bottom, there is an 'Optional: Enter Comments' section.

Figure 2.

3. Confirm your e-mail address (Figure 3.). It must match your UTSA e-mail address.

The screenshot shows a dialog box titled 'Microsoft Internet Explorer'. It contains a question mark icon and the text: 'Confirm your e-mail address: john.doe@utsa.edu'. Below this, it says: 'If your e-mail address is correct, click OK. If not, click CANCEL and correct it in the enrollment form.' and 'If the e-mail address is not correct, you will not be able to use your Digital ID.' At the bottom, there are 'OK' and 'Cancel' buttons.

Figure 3.

4. Potential Scripting Violation message (Figure 4.). Click YES to allow creation of the digital ID to continue.

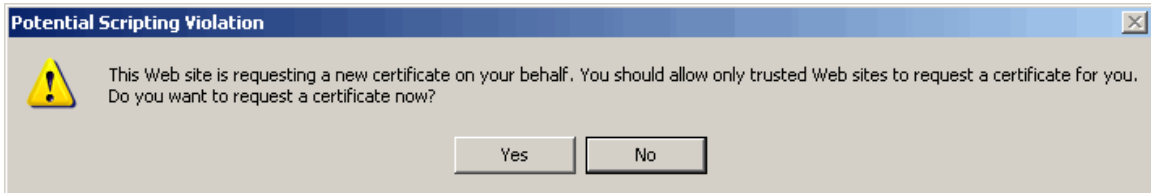


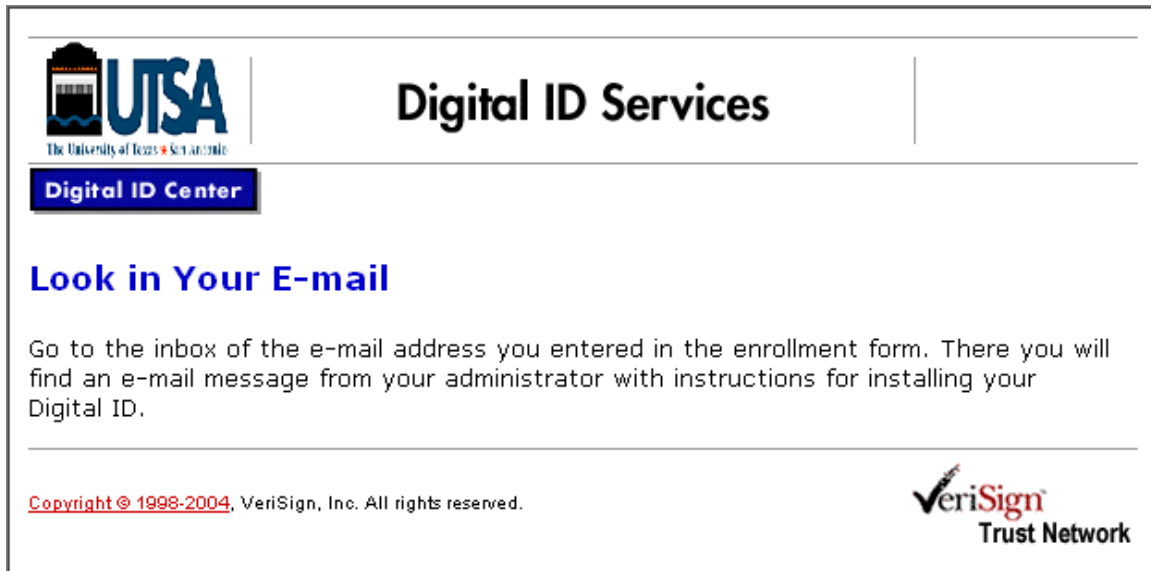
Figure 4.

5. Create a new RSA exchange key (Figure 5.). Click OK. No other input is necessary in this step.



Figure 5.

6. This portion of the application is complete (Figure 6.). Now your identity must be verified by a member of the UTSA Information Security group. An Information Security staff member will send you an e-mail message with more details.



The screenshot shows a web page with the UTSA logo (The University of Texas at San Antonio) on the left. The main heading is "Digital ID Services". Below this is a blue button labeled "Digital ID Center". The main content area has the heading "Look in Your E-mail" and a paragraph: "Go to the inbox of the e-mail address you entered in the enrollment form. There you will find an e-mail message from your administrator with instructions for installing your Digital ID." At the bottom left, there is a copyright notice: "Copyright © 1998-2004, VeriSign, Inc. All rights reserved." At the bottom right is the VeriSign Trust Network logo.

Figure 6.

7. Once your identity has been verified, you will receive information on how to Pick Up your Digital ID (Figure 7.).

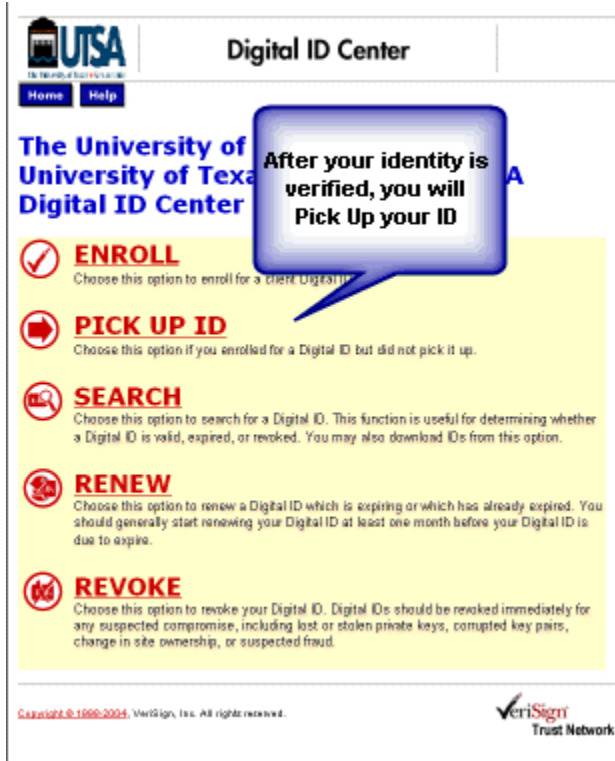


Figure 7.

Using Your Digital ID

After you have picked up your digital ID, it will be ready for use.

When you create a new e-mail message, you should see two new icons on the toolbar. The first icon (Figure 8.) allows you to digitally sign your message and the second (Figure 9.) will encrypt your message and all of your attachments.

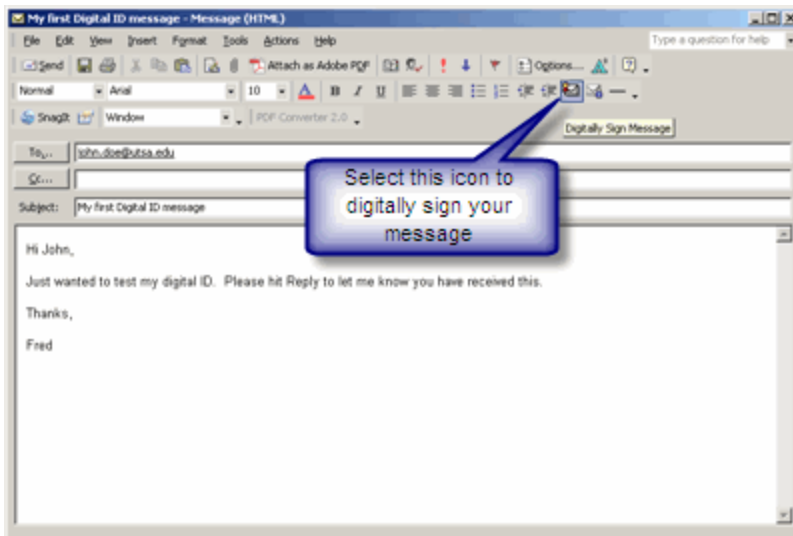


Figure 8.

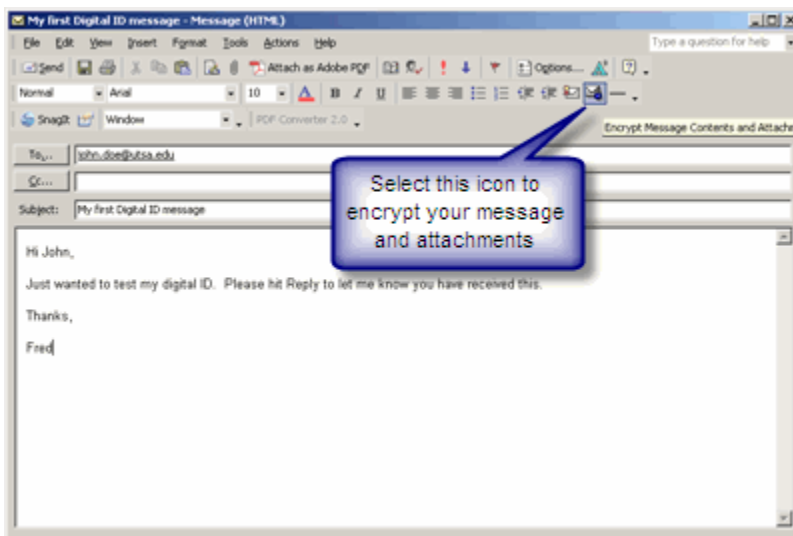


Figure 9.

If you do not see these two new icons, see the “Add E-mail Message Icons” section of the Troubleshooting guide.

Message encryption (Figure 9.) is a multi-step process. For more information on how to encrypt a message, please contact the Information Security Office, 458-5555.

Customer Support

For more information on digital IDs or to report a problem with your digital ID, contact the Information Security group, 458-5555.

Troubleshooting

Add E-mail Message Icons

If your e-mail messages do not display the **Digitally Sign Message** and **Encrypt Message Contents and Attachments** icons, you will need to manually insert them into a message.

1. In Microsoft Outlook, compose (open) a new e-mail message. In the message, select **V**iew / **T**oolbars / **C**ustomize (Figure 10.).

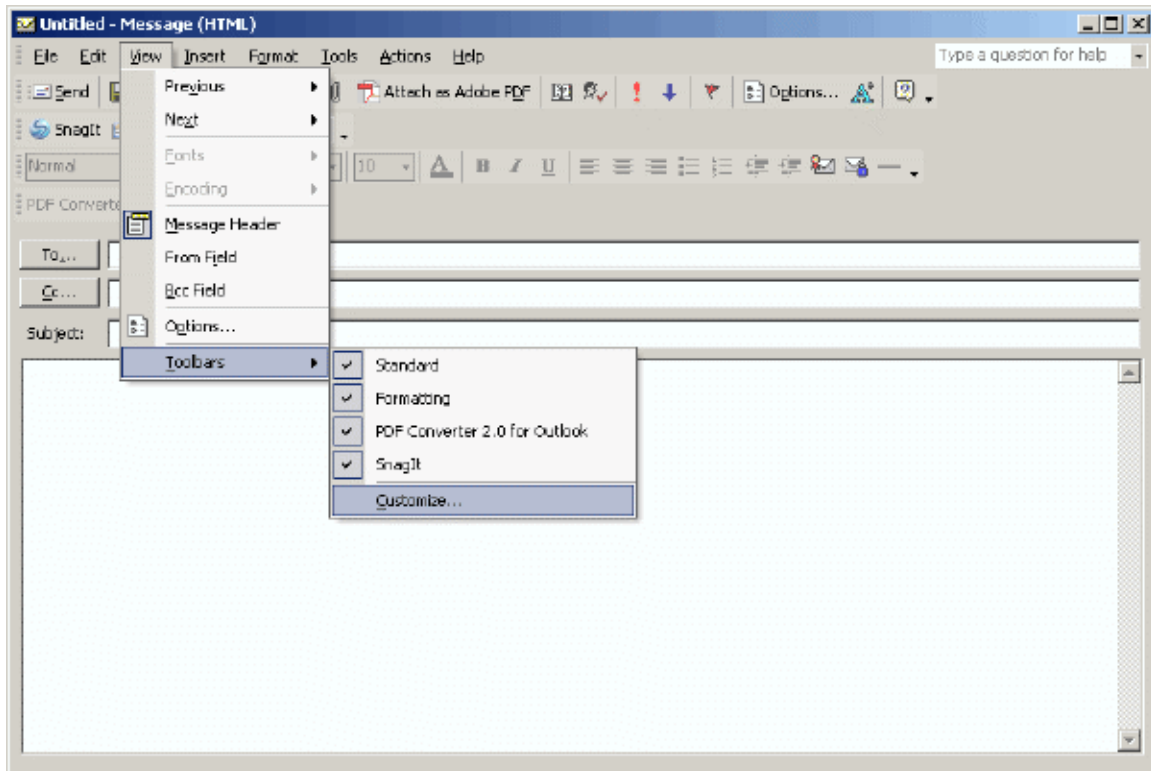


Figure 10.

2. In the **Customize** window, under **Categories**, scroll down and select **Standard**. In the **Command** window, scroll down and select **Digitally Sign Message** (Figure 11.).

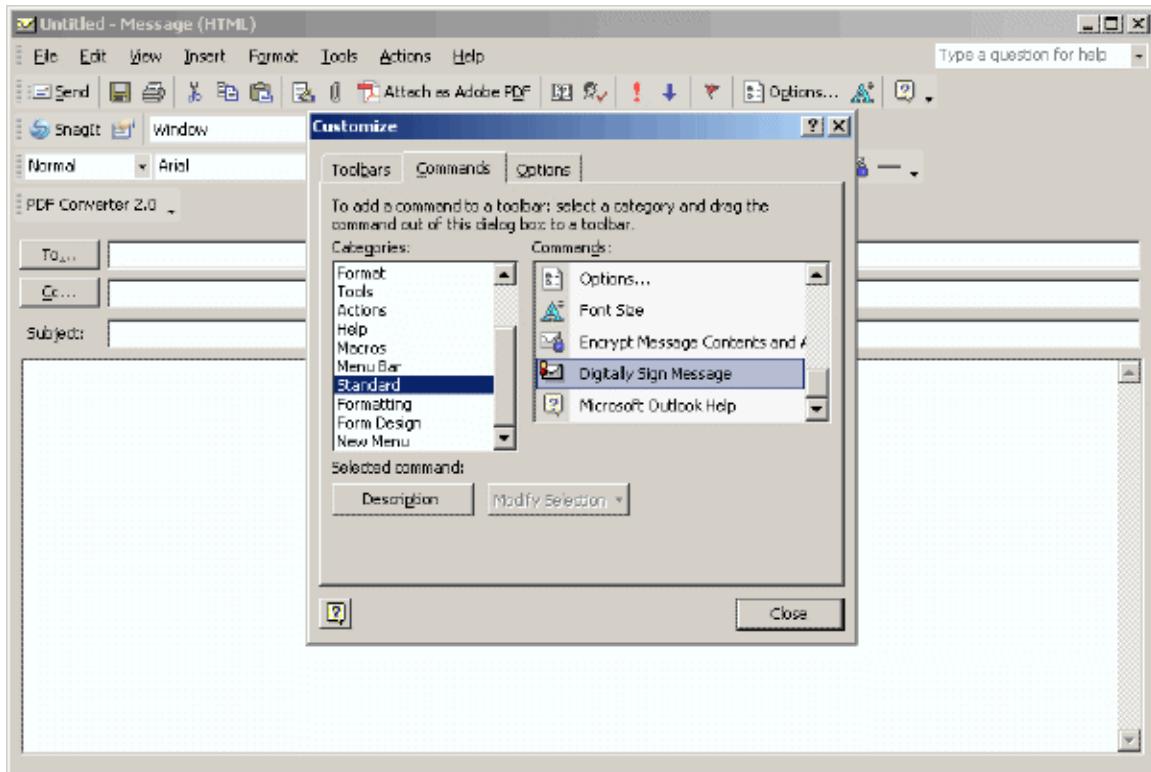


Figure 11.

3. Make sure that **Digitally Sign Message** is highlighted, then left-click it and drag it to your e-mail message (Figure 12.). Then **Close** the Customize window. The icons (Figure 13.) should now be displayed in this message and all subsequent messages you create.

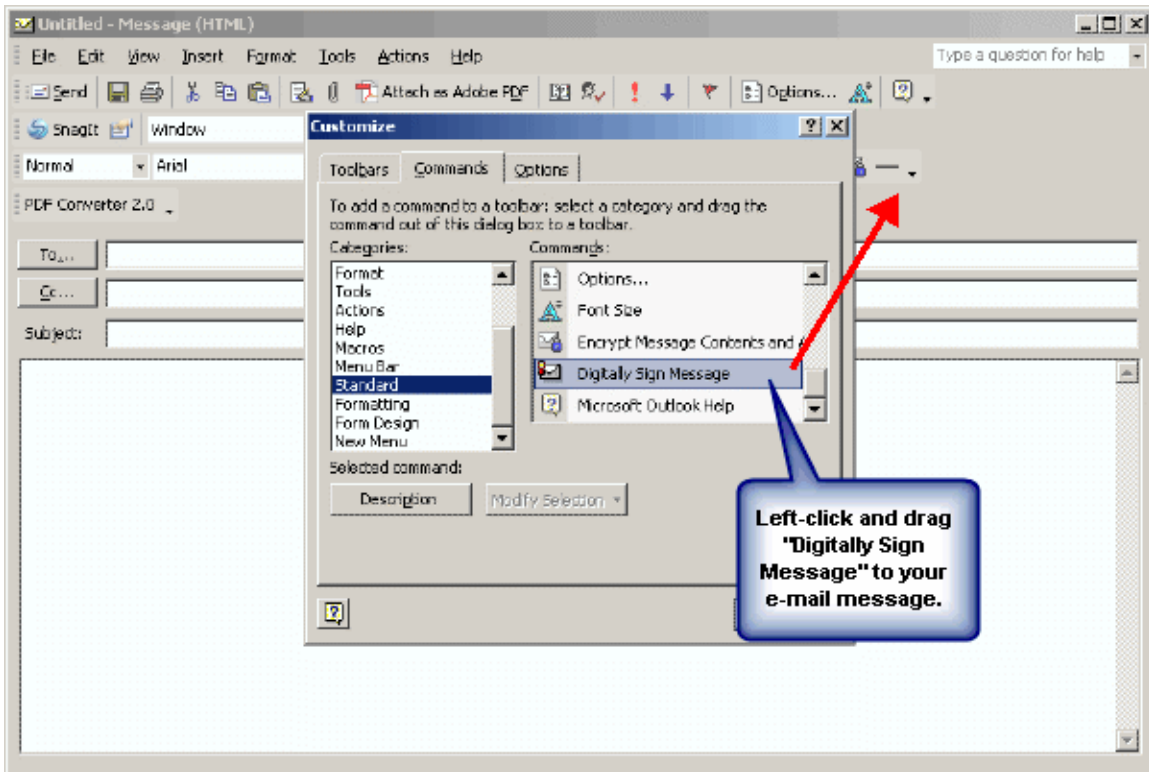


Figure 12.

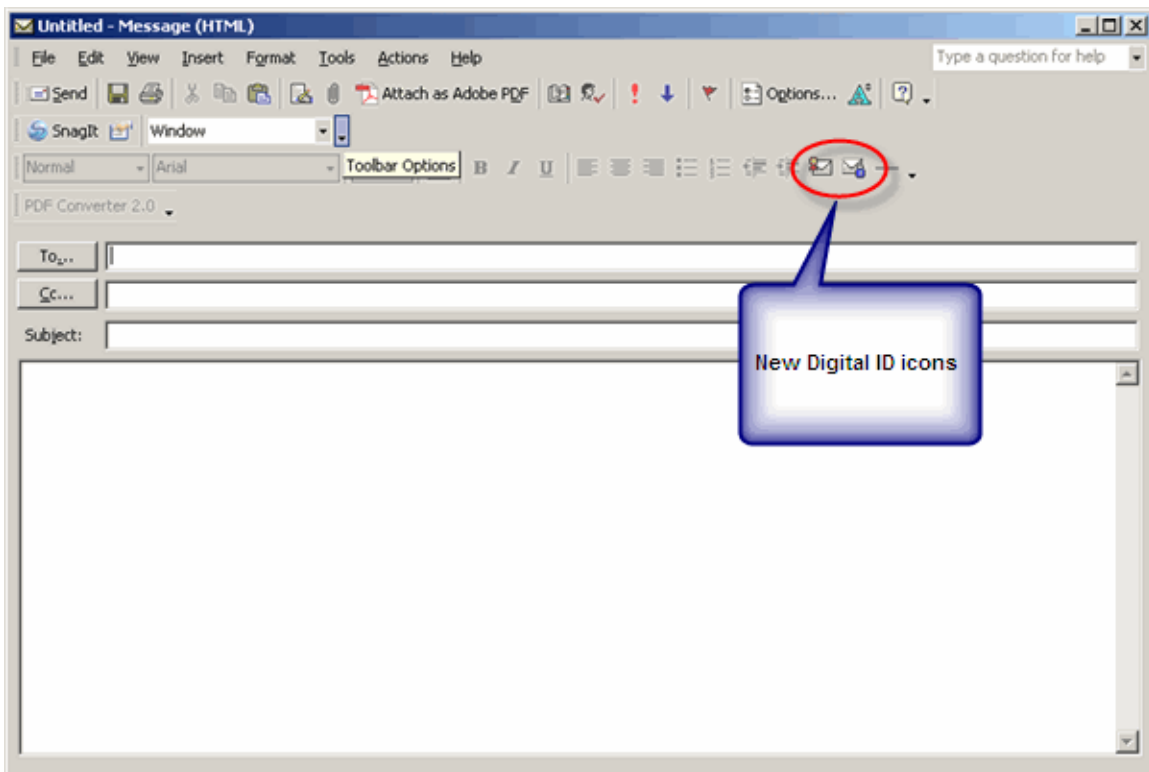


Figure 13.