



Western Regional Center

National Oceanic & Atmospheric Administration

U.S. Department of Commerce



OCIO Systems Support Seattle IT Updates - April 2012

Common Access Card (CAC)

Systems Support has been directed to prepare all of our supported customers to log onto their PCs with their Common Access Cards (CAC), which are the new ID cards that have been issued for the past three years. The full implementation of this project should be completed by June 2012.

In preparation for everyone to be able log onto their PC with the CAC, review the following information:

- Important Preparation Items:
 - Make sure that you have an active CAC
 - Make sure that you know your CAC Pin Number
 - If you do not remember your PIN number, you can go to the Pass & ID office to reset your PIN.
 - Seattle Pass & ID office. Hours of operation are 9am – 4 pm. Phone 526-6571. You can stop in or call to see if they have a few minutes to reset your PIN.
 - For more information regarding the NOAA Security Office and CAC information, go to http://www.osec.doc.gov/osy/NOAA/NOAA_Security.htm .
 - Make sure that each PC has the ability to read a CAC.

Newer laptops should all have a built-in CAC reader and most new keyboards have a CAC reader built into them. A separate USB CAC reader can also be purchased. Approved CAC card readers can be found on the IT Security web site on <https://www.csp.noaa.gov/noaa/security-program/HSPD-12/cacreader.xhtml>

If you have any questions, please call our Helpdesk at x6377 or email us at: SeattleSSD.HelpDesk@noaa.gov .

April Tech Tips

- **Customizing your labels in Gmail**

Gmail labels (similar to folders) have some additional options if you use the web interface. Some of the additional features include the ability to hide a label if it does not have any unread messages in it. This is handy for the Drafts and Spam folder. They do not take any additional space in your list of labels if they are empty or have only old messages in them.

Going into Settings (the gear icon with six teeth) and selecting the Labels tab is where you can decide to show or hide your Trash area, and if you want or view the messages you have put flagged (Stars). Clicking on the Starred label will show all the messages that have a star or flag applied. If you don't use the stars or flags, you can hide this label too.

Another label that offers some nice capabilities is the All Mail label. This is the area in Gmail that contains all of your email regardless of what labels are applied to the individual messages. Some messages end up not having any labels applied to them and won't show up when clicking on any label. These messages are what Google calls "Archived" messages. Viewing All Mail will let you see these messages. Messages that have no label applied and show "Me" as the sender are in your Sent Mail.

Settings

General Labels Accounts Filters Forwarding and POP/IMAP

System labels	Show in label list
Inbox	
Starred	show hide
Important	show hide
Chats	show hide
Sent Mail	show hide
Drafts	show hide show if unread
All Mail	show hide
Spam	show hide show if unread
Trash	show hide

If you have any questions, please call the Computer Helpdesk at 6377.
Previous Tech Tips located at www.wrc.noaa.gov/systems/techtips.htm