



Western Regional Center

National Oceanic & Atmospheric Administration

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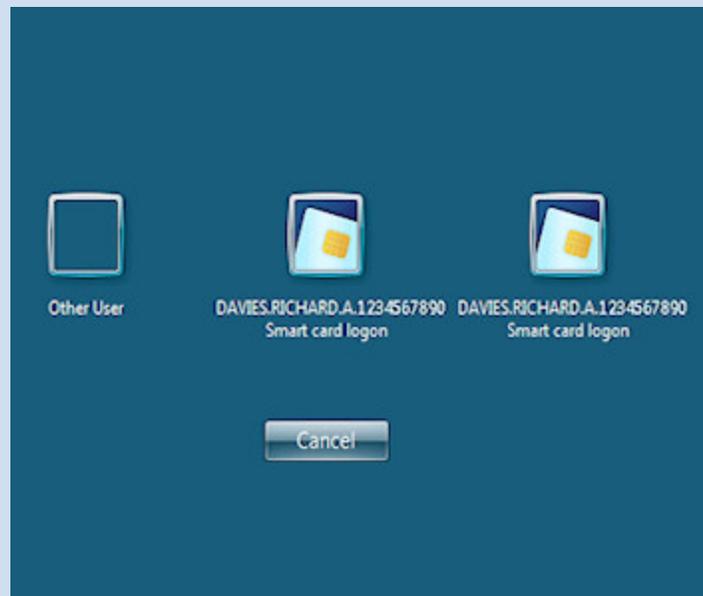


OCIO Systems Support Seattle IT Updates - June 2012

Common Access Card (CAC)

Systems Support has finished most of the changes needed to support the use of the Common Access Card (CAC). Most machines have some way of reading the CAC cards either in the keyboard or a separate card reader. A few machines can't read the CAC cards yet. Laptops are not ready because of the encryption program. The CAC cards are supported for use, but not required yet.

We would like all desktop users to start using your CAC cards to logon in the mornings. To use the CAC card the first time, you should select **Switch User**. If your CAC card is in the reader you will see two identical smart-card icons with your name under each. Each icon connects to a different certificate on your CAC card, but only one will work correctly. Normally the first certificate is the version our system is configured to use.



If you click on the icons, you will see one of the two dialog boxes below. The certificate below on the left is the correct version that is connected to our network. Notice the 10-digit number with @mil at the end. You will enter your personal PIN number in the box labeled PIN then press Enter or click on the small, blue circle with the arrow. You can ignore the box Username hint. The image below on the right is the WRONG version of your CAC certificates. Notice below your name is a very long description of the certificate including your common name, OU=other, OU=DoD, etc. Your system will NOT logon using this version.



After you have logged into the system using your CAC card and PIN, please test the programs that you normally use. Please let us know if any programs ask you to provide your CORPSRV user name and password. We know some programs have their own user name and password system like WebTA, CBS, CSPA, Discoverer, C.Award, Federal RPM, Sunflower, OTCnet, Equip, and email.

Once you start using your CAC card you might find a program that doesn't work with the CAC certificates. You can test if the program works with your user name and password by switching back to your previous logon information. To do this you select Switch User at the first logon then click Other User. If you find any programs that work with your user name and password but don't work when using your CAC and PIN, please let us know by calling the helpdesk.

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

June Tech Tips

- **Quick Reference Guides**

The company **Custom Guides** has created quick reference cards for many popular programs, including Windows, Word, Excel, PowerPoint, OneNote, Publisher, Outlook, IE, Visio, iPhone, iPad, Photoshop, Sharepoint, etc.

These quick reference guides can be found on our server at **V:\Quick Reference Cards** or directly from the company's web site.

Each quick reference card is a colorful PDF showing common features of the program as well as keyboard shortcuts and common tasks.

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