

## ALTERNATE TOKEN

### IMPORTANT THINGS TO REMEMBER ABOUT YOUR ALT-TOKEN:

- YOU are the only person who knows your PIN code! Do not share it, do not display it in your workplace or write it on the card!
- If you forget your PIN, N6 CANNOT recover it. A new card will need to be ordered from the U.S. It can take up to a month to receive a new card.
- If you put in the wrong password 3 times your card will lock. If your card becomes locked, it will have to be mailed back to the U.S. to be reset.
- If you have encrypted email stored in your Outlook folders, be sure to un-encrypt the messages or copy the information out of the messages BEFORE beginning to use your new ALT-Token card.
- This card contains your new PKI certificates. You will need to register these certificates with DoD websites you may use.
- Do NOT leave your Alt-Token card unattended in your workstation. This is a security violation! Unattended smart cards (CAC or ALT-Token) can be confiscated.
- You will see a notice pop up in the lower right hand part of your screen if you leave your card unattended for a long period of time. To continue working simply click on the notice and enter your PIN code.
- You will see a notice pop up in the lower right hand part of your screen if you shut down/log off. To continue logging off/shutting down simply click on the notice to confirm.
- If you are having trouble logging on to ONE-NET with your Alt-Token card, please call the ONE-NET SERVICE DESK at 626-HELP

## **HOW TO CHANGE PIN ON CAC/ALT-TOKEN CARDS**

Your Alt-Token card was issued to you with a temporary PIN code. You should change this PIN code to something that only you know. In the next few pages you will find instructions on how to change your PIN code.

Remember to protect your ALT-Token card and your PIN code.

If you are having trouble logging on to ONE-NET with your Alt-Token card, please call the ONE-NET SERVICE DESK at 626-HELP.

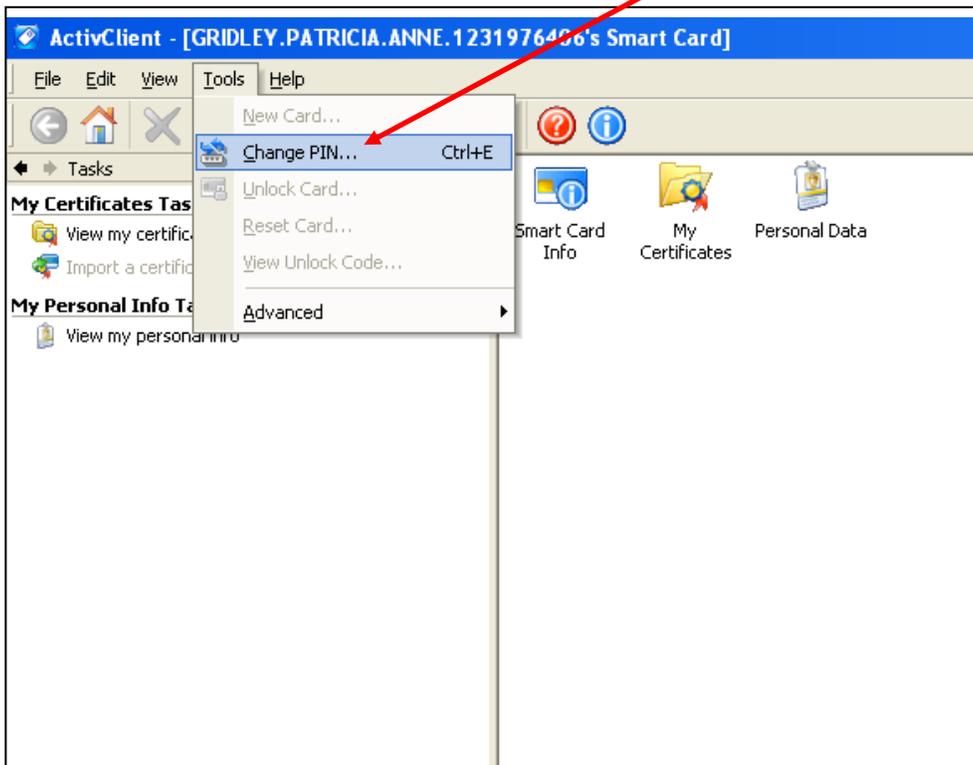
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## HOW TO CHANGE THE PIN

1. Open the ActivClient Agent by double-clicking on the card-reader icon in the lower right hand of your computer desktop.



2. From the “Tools” menu option, select “Change PIN...”



3. In the PIN Change Tool screen, enter your CURRENT PIN number

ActivIdentity  
**ActivClient**

Please type your current PIN and the new PIN you want to use

Enter your PIN: [.....]

Enter New PIN: [.....]

Confirm New PIN: [.....]

Your new PIN must satisfy the following conditions:

- Must contain at least 6 characters
- Must not exceed 8 characters
- Must contain only digits
- Must be correctly confirmed

< Back   **Next >**   Cancel

4. Now enter your NEW PIN.

5. Then enter the NEW PIN again to confirm it

6. Click "Next" to Change the PIN.

ActivIdentity  
**ActivClient**

Your smart card PIN has been changed successfully.  
To close this wizard, click Finish.

< Back   Next >   **Finish**

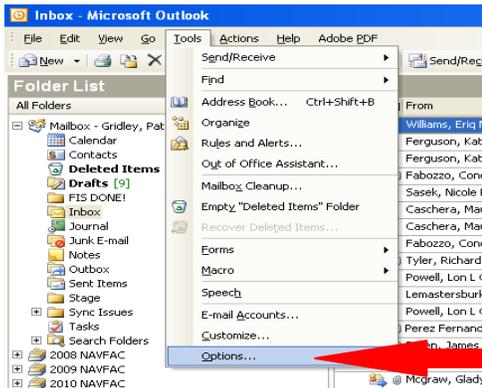
7. Click "Finish" to complete the process. Then close the window by clicking the "x"

8. Close the window by clicking the "x"

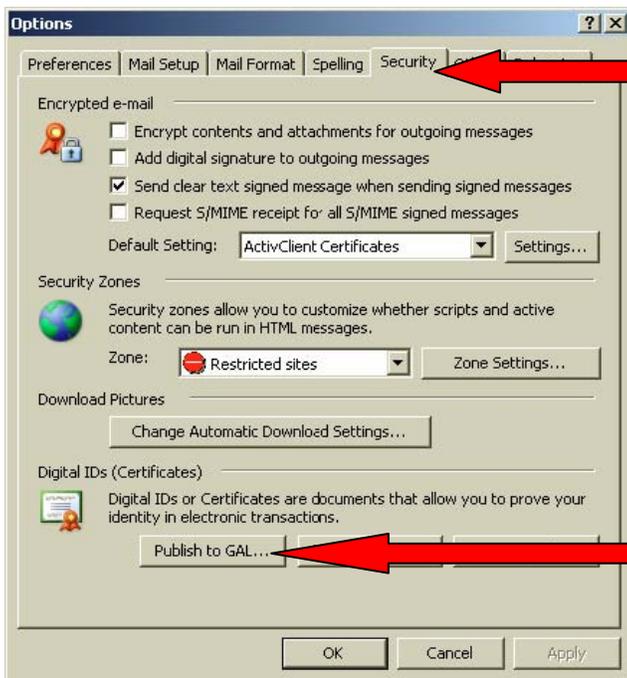
## HOW TO PUBLISH YOUR PKI CERTIFICATES TO THE GAL

Publishing your PKI Public certificate to the Global Address Book (GAL) will allow you to receive encrypted email. (Note: PKI email encryption is NOT used for classified information such as Confidential, Secret or above.)

Open MS OUTLOOK. On the Menu Bar select “Tools>Options”

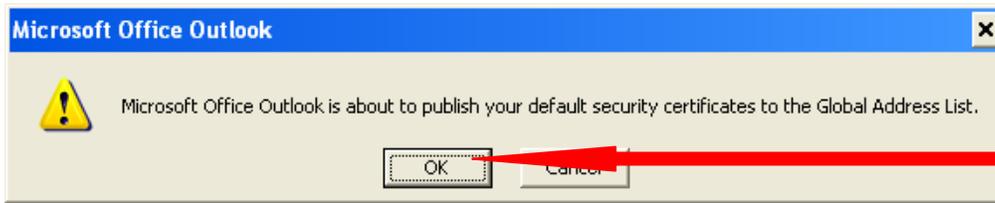


1. Select “Options”



2. Click on the “Security” Tab.

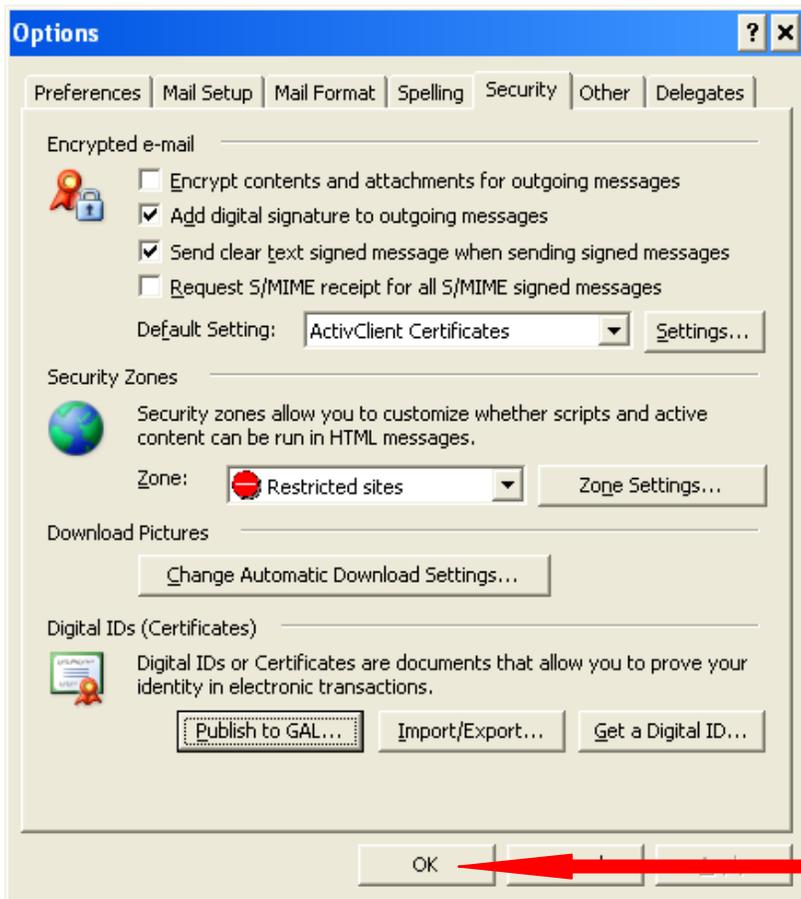
3. Click on the “Publish to GAL” button



**4. Click “OK” to publish your certificates.**



**5. Click “OK.”**



**6. Click “OK” to finish.**

Your certificates have now been published. You will need to publish your certificates any time that you get a new CAC or ALT-Token card.