

Quick Guide to the Secure Data Network and PEMS Activities

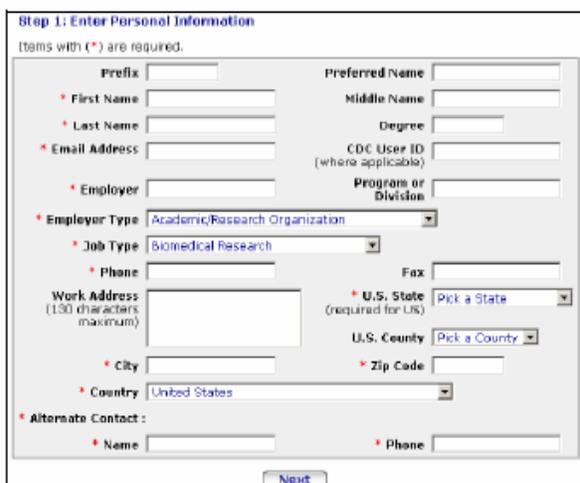
Enrolling for a CDC Digital Certificate

Digital certificates are issued by CDC to identify specific users authorized to access the SDN Web site. Individuals requiring access to the SDN Web site must request a digital certificate, and the certificate must be installed on the workstation used to access the SDN Web site.

1. Open Internet Explorer, enter <https://ca.cdc.gov> in the **Address** field, and press **Enter**.
The browser displays the Digital ID Enrollment page:



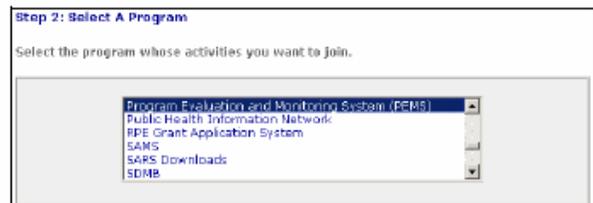
2. Enter the site password.
Note: Contact the SDN Help Desk at 1-800-532-9929 or by e-mail at cdcsdn@cdc.gov to obtain the site password.
3. Click **Accept**.
The browser displays the System Requirements and Digital ID Subscriber Agreement page.
4. Review the information concerning digital certificate registration and click **Enroll** at the bottom of the form.
The browser displays the Step 1: Enter Personal Information page:



5. Complete the fields on the page.
Note: Fields with a red asterisk are required.
6. Click **Next**.
The browser displays a confirmation message containing your e-mail address.
Note: The correct e-mail address must be entered. After the certificate is issued, the system sends you an e-mail with a link to download the certificate.
7. Verify the accuracy of the e-mail address displayed and do one of the following:
 - ▶ Click **Yes** if the e-mail address is correct.
 - ▶ Click **No** if the e-mail address is incorrect. Correct the e-mail address on the Enter Personal Information page and repeat steps 6 and 7.

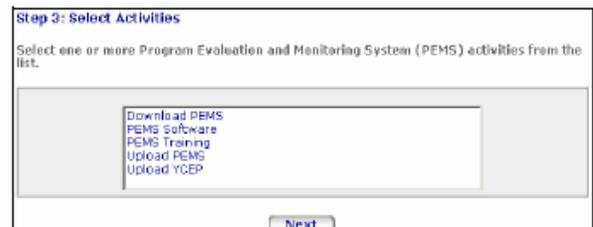
The browser closes the confirmation message and displays the Step 2: Select a Program list.

8. Select **Program Evaluation and Monitoring System (PEMS)**:



Note: You can only request one program during enrollment.

The browser displays PEMS activities in the **Step 3: Select Activities** list:



9. Select the necessary activities.
Note: To select more than one activity, press and hold the **CTRL** key while clicking each activity.
10. Click **Next**.
The browser displays the Step 4: Choose a Challenge Phrase page:



The SDN server requires the challenge phrase be correctly entered everytime a user accesses the <https://sdn.cdc.gov> Web site. It is also required when installing a digital certificate.

11. Enter the challenge phrase in both fields and then click **Next**.

Note: For specific criteria that must be followed when creating a challenge phrase, refer to "Creating a Challenge Phrase."

The browser displays a message indicating the request for the certificate has been received. An e-mail message is generated and sent to the address entered on the Step 1: Enter Personal Information page. This is not an e-mail indicating you have been approved for the certificate. If this verification e-mail message is not received within two hours, contact the SDN Help Desk by phone at 1-800-532-9929 or by e-mail at cdcsdn@cdc.gov.

Creating a Challenge Phrase

The challenge phrase entered must meet all of the following conditions:

- Is at least eight characters long.
- Contains only English letters, numbers, spaces, or any of the following special characters:
 - (hyphen) + (plus) : (colon)
 - ' (apostrophe) . (period)
- Contains at least one non-alphabetic character.
- Does not contain your name or any part of your e-mail address.
- Is not a word unless the word is either:
 - interrupted by one or more non-alphabetic characters, or
 - prefixed or suffixed by three or more non-alphabetic characters.
- Does not contain more than two consecutive repeating characters.
- Contains at least four unique characters.
pro+duce, **JSmoltz29**, and **cart'pony** are examples of secure challenge phrases.

Note: A challenge phrase is case sensitive.

The information in this Quick Guide is condensed from *Using the Secure Data Network to Access PEMS Program Activities*. Please refer to the manual for in-depth information regarding the SDN and PEMS. For a copy, contact CCID customer support at 1-877-659-7725.

Downloading and Installing a Digital Certificate in Internet Explorer

To successfully download and install a certificate on a computer that utilizes user IDs and passwords, you must be logged on as an administrator or member of the Administrators group. If you have any doubts regarding your installation rights, contact the local network administrator. Verify you have admin rights before clicking the hyperlink sent in an e-mail from CDC: the link can only be used once.

1. Do one of the following:
 - ▶ If Internet Explorer is the default browser, click the hyperlink in the e-mail.
 - ▶ Open Internet Explorer. Copy the complete hyperlink from the message to the **Address** field of the Internet Explorer window, and press **Enter**.

Note: For either option, ensure that the hyperlink is unbroken and not wrapping to a second line in the message.
2. Enter the challenge phrase and click **Submit**.

Note: The challenge phrase is case sensitive. If you cannot remember the challenge phrase, you cannot download the certificate and you must request a new certificate.

After the successful entry of the challenge phrase, Internet Explorer displays the personal information that was entered on the Step 1: Enter Personal Information page.

3. Click **Confirm**.

Note: If some information is incorrect, do not update it at this time. If you do, the installation will stop and you will have to request a new certificate. Correct the information after installing the certificate.

Internet Explorer displays warnings regarding installation requirements, including the VeriSign Import Control requirement. If the control is not found on the computer, Internet Explorer displays a prompt to install it. You must install this control or the certificate installation will fail.

4. Click **Download**.

After the certificate is successfully installed, Internet Explorer displays a verification page:

Congratulations!

Your Digital ID has been successfully generated and installed.

Your Digital ID Information:

Digital ID#(IDM) = 705721468026097079077060204000