

# Windows - Mandatory Smartcard Self-Enrollment Process

Before getting started:

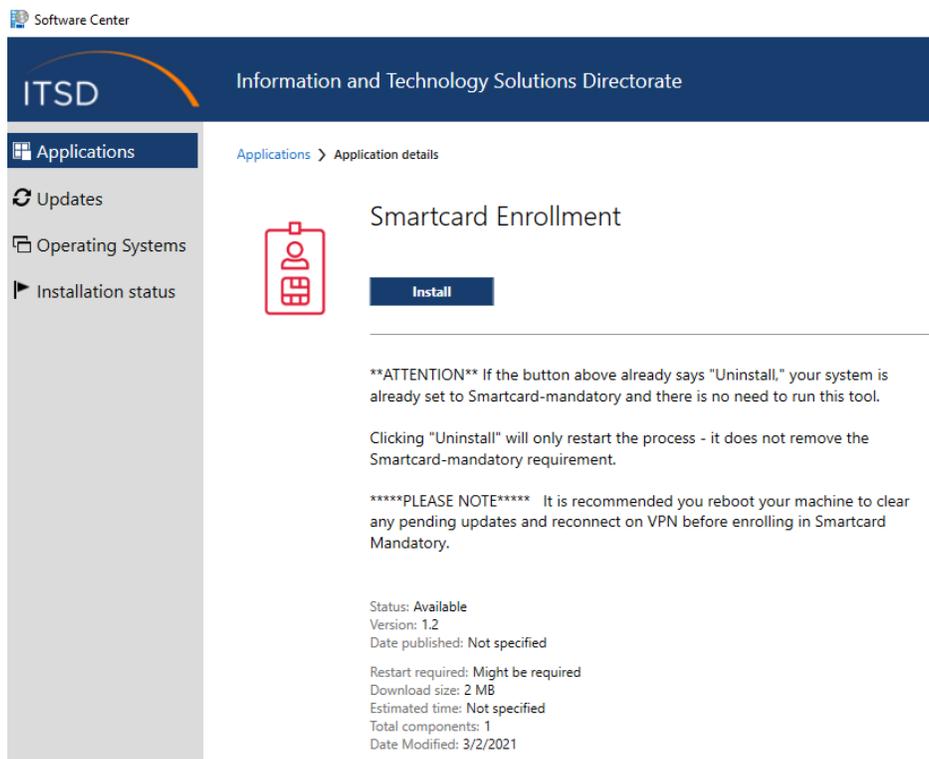
- **Connect to the JPL Network.** If you are working remotely, connect via Pulse Secure Full Tunnel VPN. If you are on-lab, connect to JPL Net.
- **Insert your Smartcard Badge into your Smartcard Reader** connected to your computer.

Note that depending on the size of your screen, you may see similar windows overlap, but you can drag the top window to the side to reveal the other windows' content then continue self-enrolling.

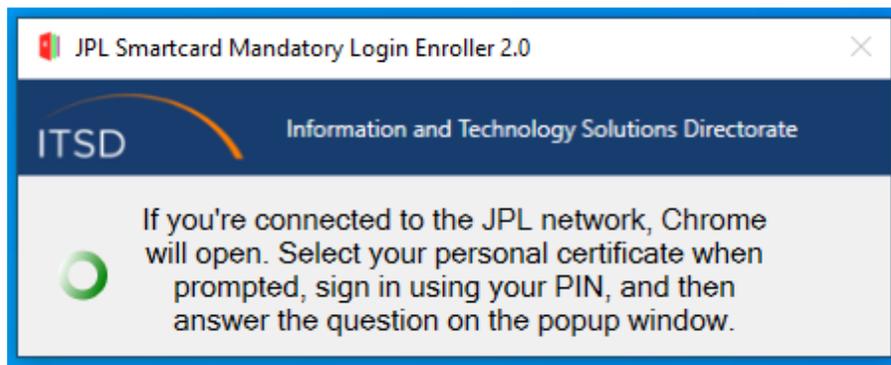
1. In Software Center, under Applications Category, select Smartcard Enrollment.



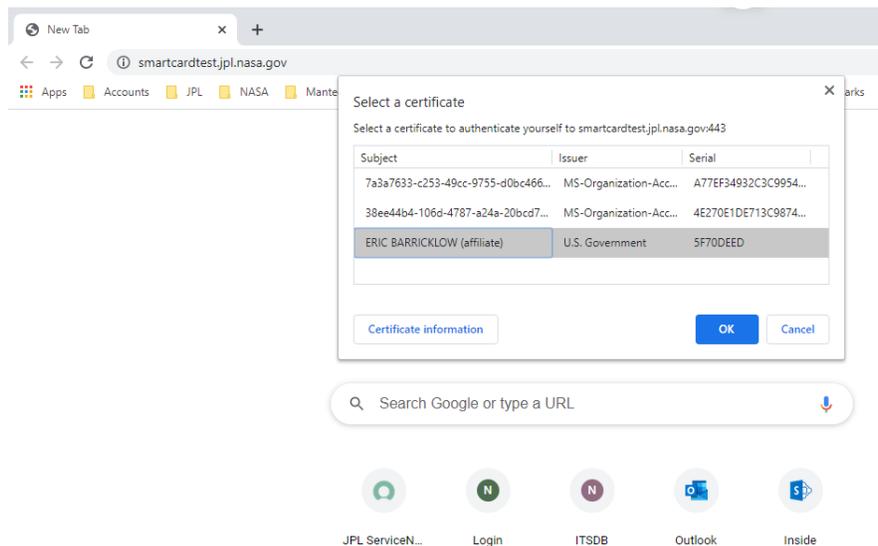
2. "Installing" Smartcard Enrollment will launch an internal website to validate Smartcard and PIN functionality.



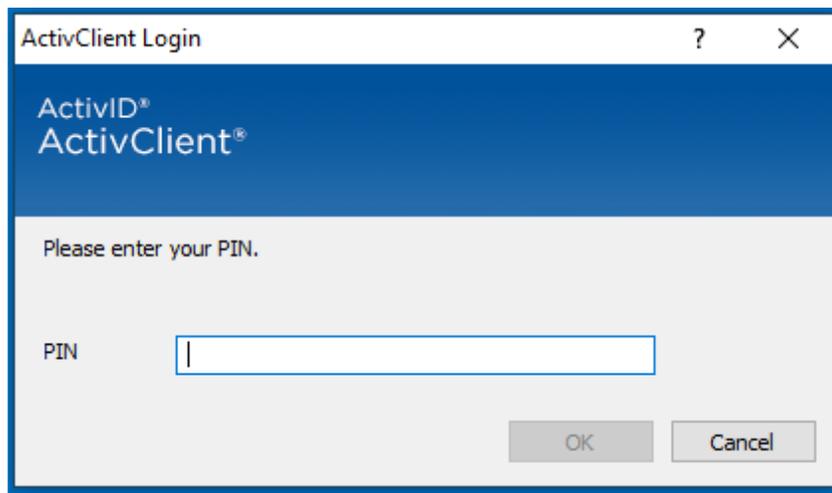
3. A brief dialog box will appear with the following instructions.



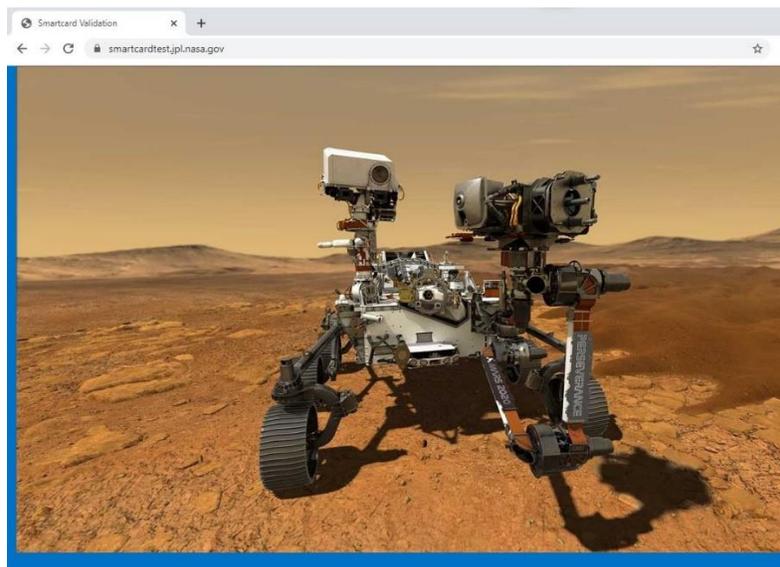
4. When prompted to select Certificate, choose the one issued by U.S. Government.



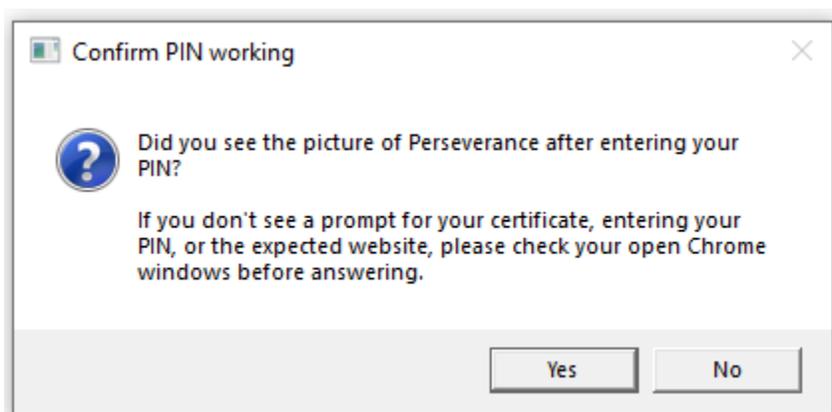
5. Enter your PIN when prompted.



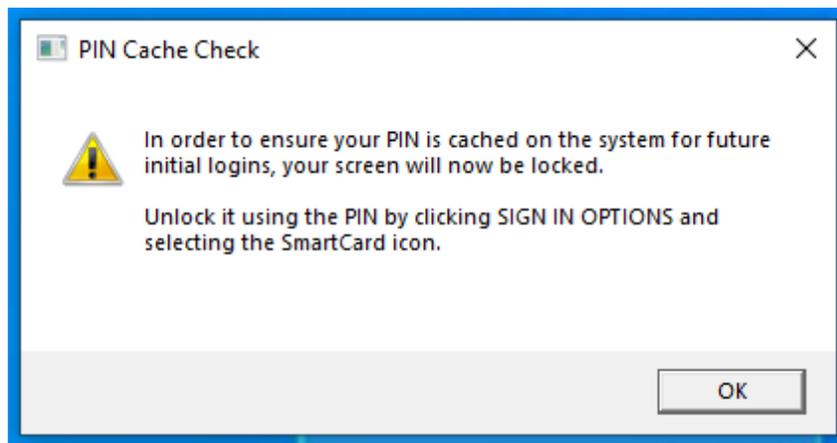
6. See Perseverance (Landing Page)



7. You will be prompted to confirm or deny that you were able view Perseverance (Landing Page).



8. If Perseverance was not viewed, skip to step 14. Choosing yes will display the following prompt.



9. You will be prompted to unlock your system using your Smartcard and will need to change the logon method to utilize your Smartcard.



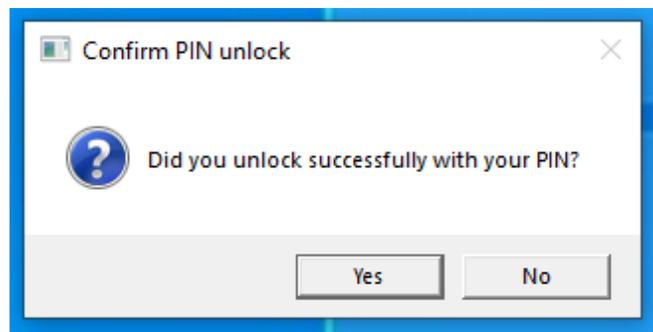
10. Select the Smartcard option



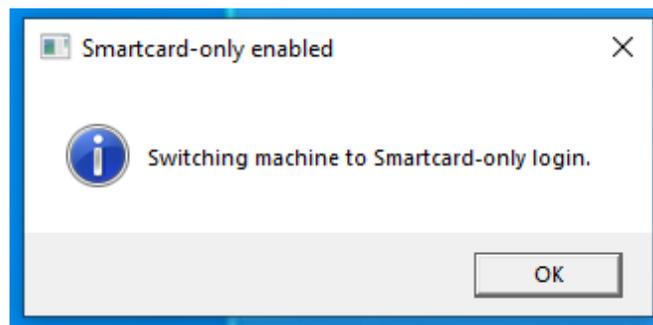
11. Unlock your system by entering your PIN.

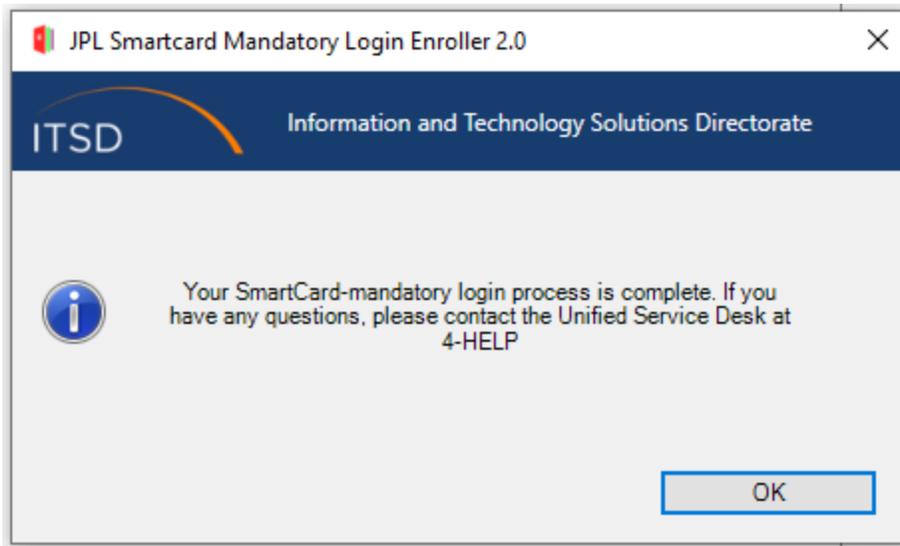


12. Next, you will be asked if you unlocked successfully you're your PIN.



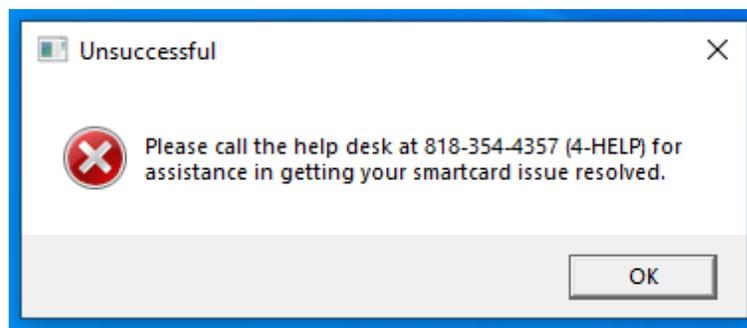
13. If your system was not unlocked using Smartcard/PIN combination, skip to step 16. Choosing yes will display the following prompts.



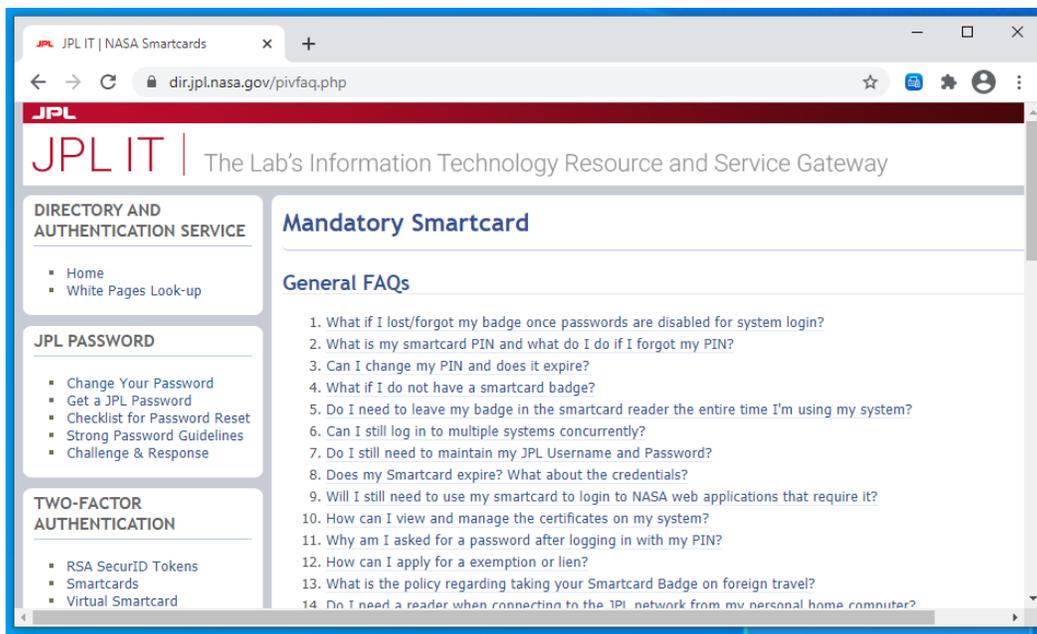


If you see the message above, you are Smartcard Compliant and no further action is required!

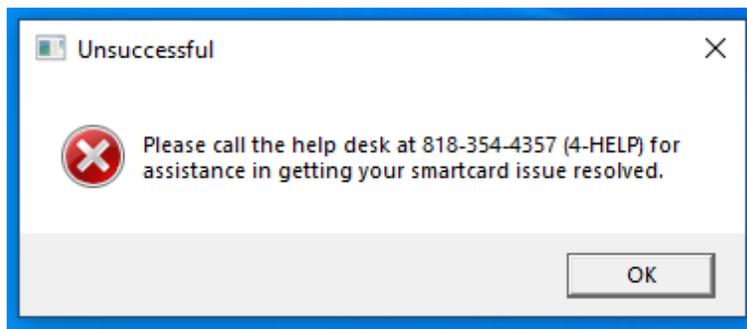
14. Failure to see Perseverance (Landing Page) and selecting NO to step 8 will prompt you to call the ServiceDesk for assistance.



15. Followed by the Smartcard FAQ webpage.



16. Failure to see unlock your system using Smartcard/PIN and selecting NO to step 13 will prompt you to call the ServiceDesk for assistance.



17. Followed by the Smartcard FAQ webpage.

