

CSS REMOTE SMARTCARD CERTIFICATE RENEWAL TOOL

PHYSICAL SMART CARD RENEWAL CLIENT CONFIGURATION & STEPS (VERSION 1.0)

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Attention: The process described below is only applicable for users that have a non-expired smartcard certificate. If your smartcard certificate has already expired, you will require to ship your smartcard to a Microsoft DIO to obtain a new certificate. Please contact VISOps, via SNOW ticket, for more information on this process.

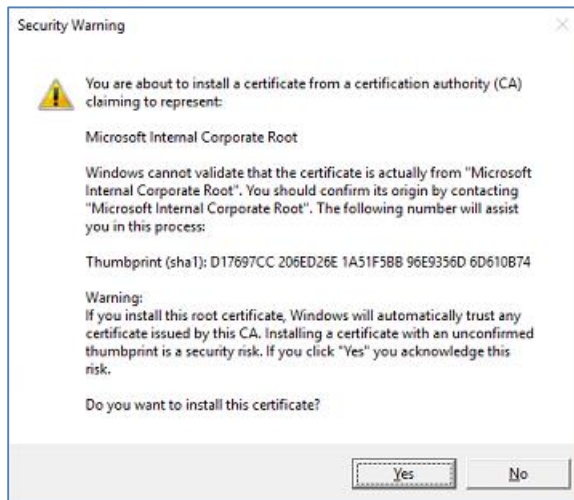
Client Configuration

Configure certificate and local enrolment policy

The Script will be run by user to add the CEP URL to user cert enroll policy and modify the external property of physical smartcard certificate. It will also launch users certificate store [certmgr.msc].

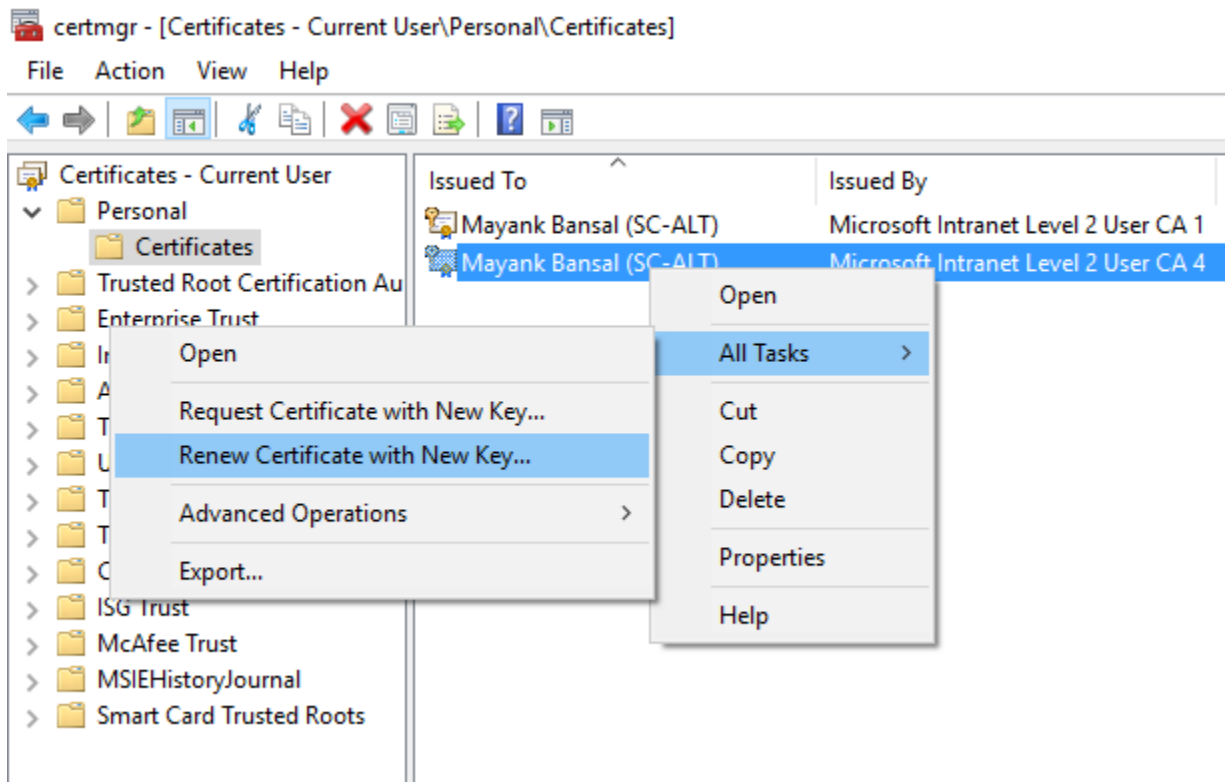
1. Save the file **SC-Renew.PS1.removeme** in your desktop
2. Rename the file to **SC-Renew.PS1**
3. Right click on the file and select **Run with PowerShell** (no admin access required)
4. The script will run and it will open the Certificate Manager (certmgr)

Note: While the script runs, you may be prompted with the popup below, if so, please select **[Yes]**

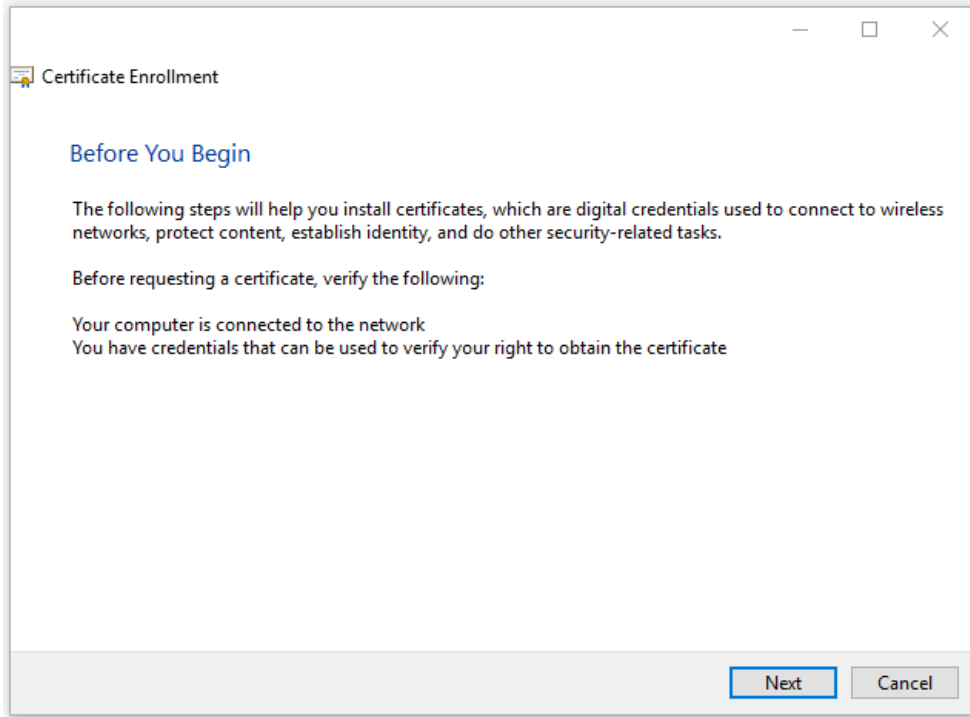


Steps to Renew Certificate

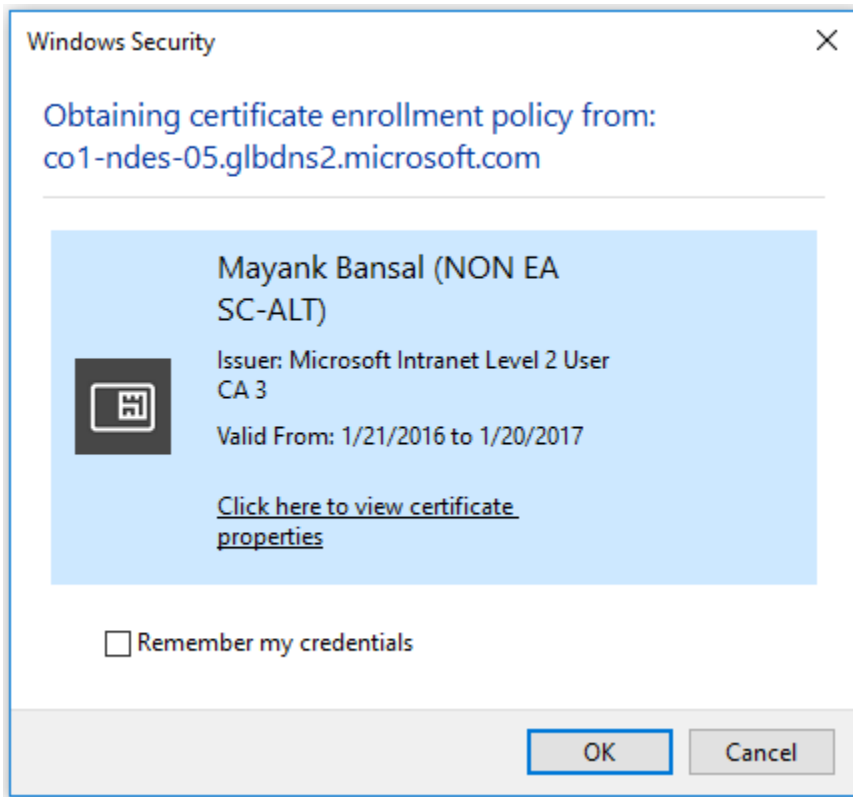
1. In the console tree, under [**Personal**], double click [**Certificates**].
2. In the details pane, right click the **Certificate** you are renewing
 - a. Microsoft Intranet Level 2 User CA 3 or Microsoft Intranet Level 2 User CA 4 (select the one you use regurraly if both available)
3. Click [**All Tasks**], and then click [**Renew Certificate with New Key**] to open the Certificate Renewal Wizard.



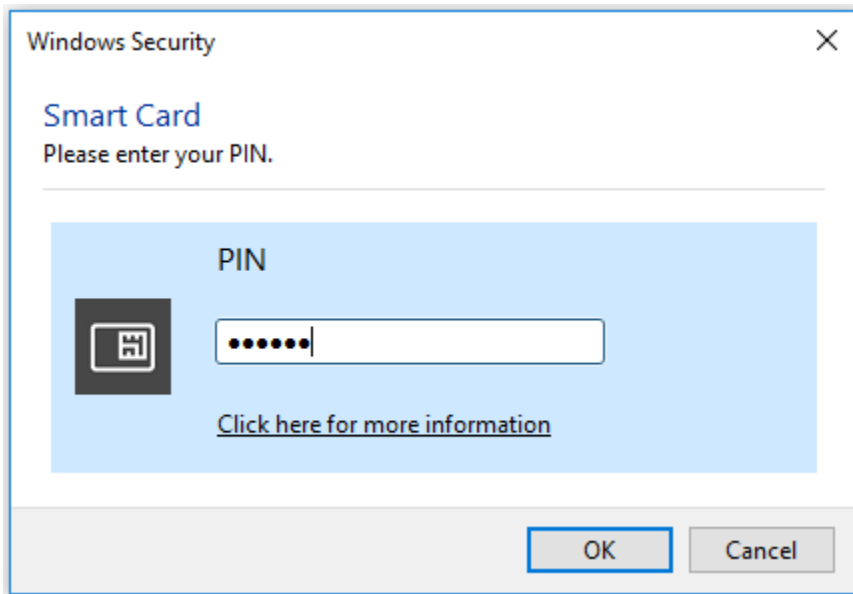
4. Click **[Next]**



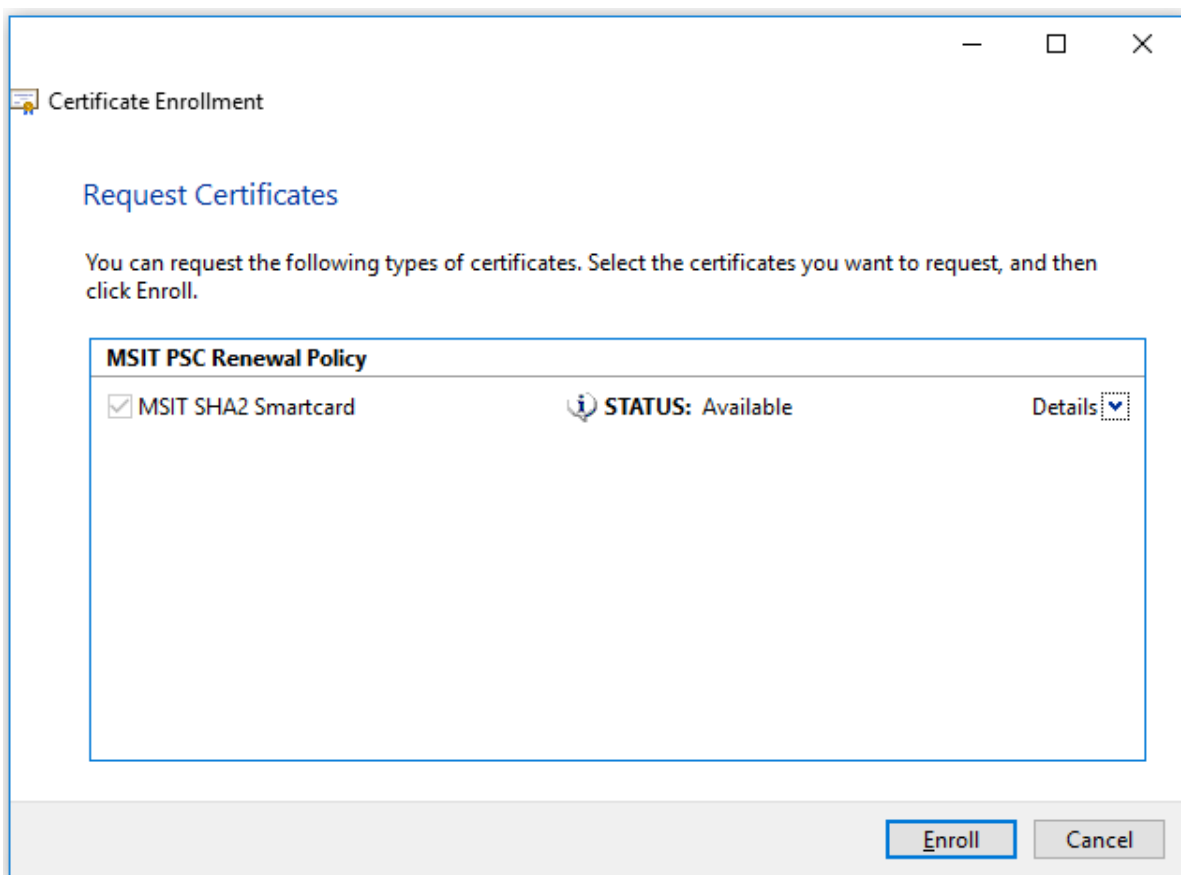
5. Select the appropriate Certificate to renew and click **[OK]**



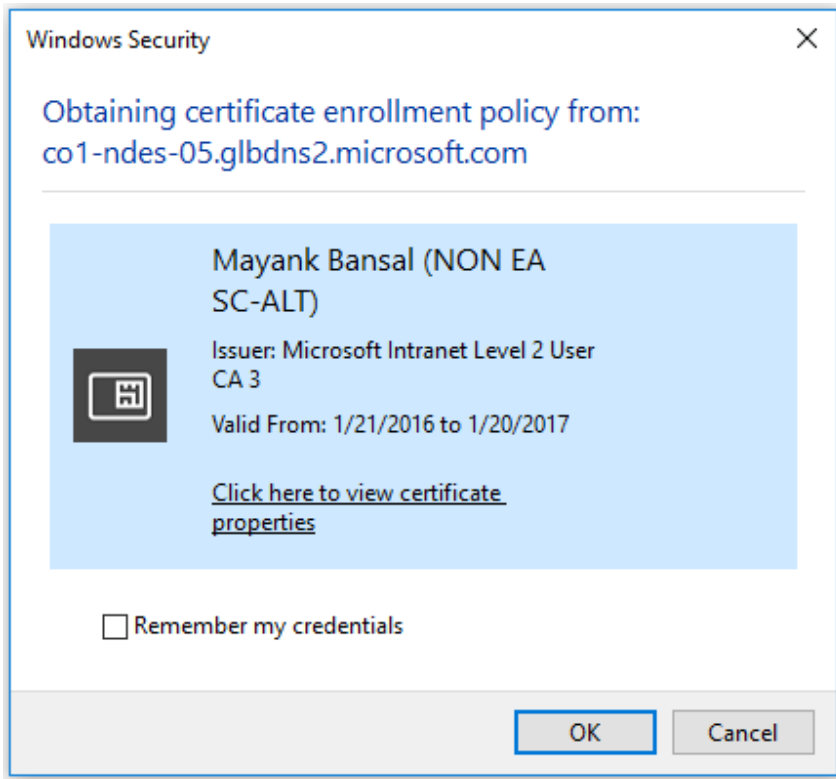
6. Enter PIN for your smartcard and click **[OK]**



7. Click **[Enroll]**

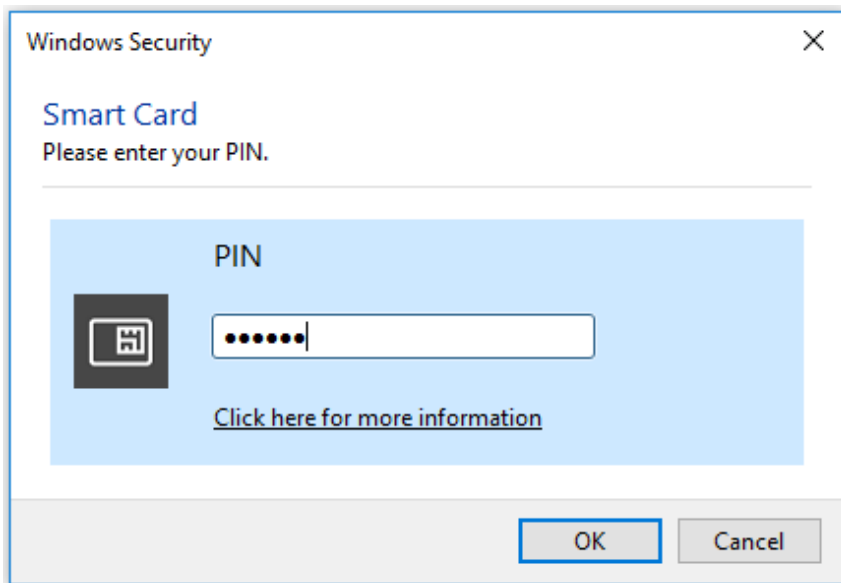


8. Select the appropriate Certificate to renew again and click **[OK]**

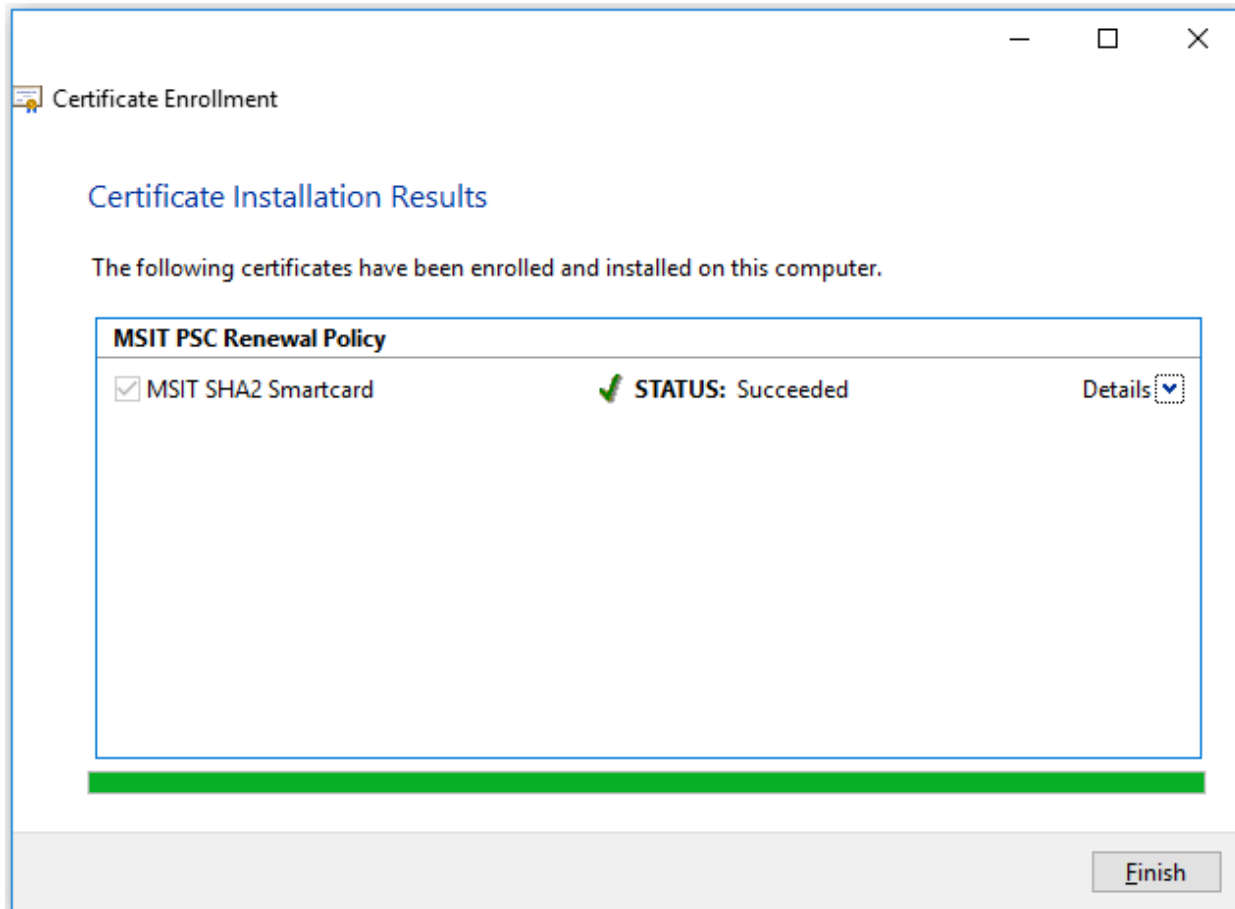


9. Enter PIN for your smartcard and click **[OK]**

Note: you will be prompted **4** times during for your PIN during this step



10. Certification Installation Results page will be displayed with outcome



11. Your renewal was completed **successfully!**

FAQs

Q: Can I use this tool to reactivate an expired smartcard certificate for a user?

A: No, expired certificates cannot be renewed. A new certificate needs to be assigned to the smartcard. Please contact VISOps for more details on the DIO process/contacts.

Q: How am I alerted that my certificate is about to expire?

A: Three email alerts are sent to each user's Microsoft account, 30 days, 15 days and 3 days respectively, before the expiration date.

VIS recommend renewing smartcard certificates after 10 months. Additionally, you can see when your certificate is due to expire by using the [certmgr.msc] tool.

Q: Do I require Admin privileges in order to run this tool from my desktop?

A: Admin privileges are not required to run this tool.

Q: Who should I contact if I'm unable to successfully renew my smartcard certificate, despite being eligible for the process?

A: Please escalate to your management team, who in turn will contact their respective VIS PM

Q: Can I use this tool to renew 2FA and RAS smartcard certificates?

A: Yes, both types of certificates are eligible.

Q: What if I'm not allowed to run this tool on my machine?

A: Please contact your local IT team, this is an official Microsoft tool & process.