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DOCUMENT NAME	*CISCO CERTIFICATE ENROLLMENT PROCEDURES*

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INTRODUCTION

SCOPE

This document details the procedures for enrolling a Cisco VPN Certificate.

RELATED DOCUMENTS

SPP-1000	PCI Information Security Services Policy

TERMS AND DEFINITIONS

VPN	Virtual Protected Network

RESPONSIBLE PARTIES

CSO	Chief Security Officer
SEC ENG	Security Engineer

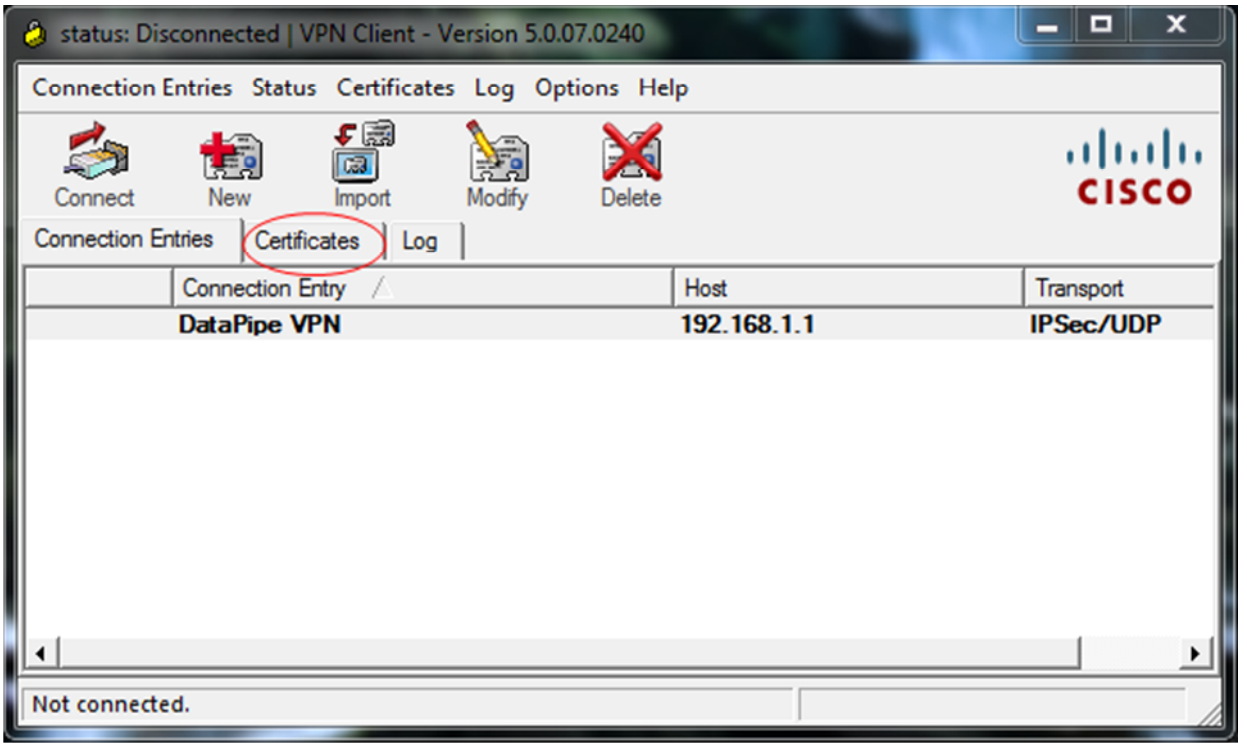
1 PROCEDURE

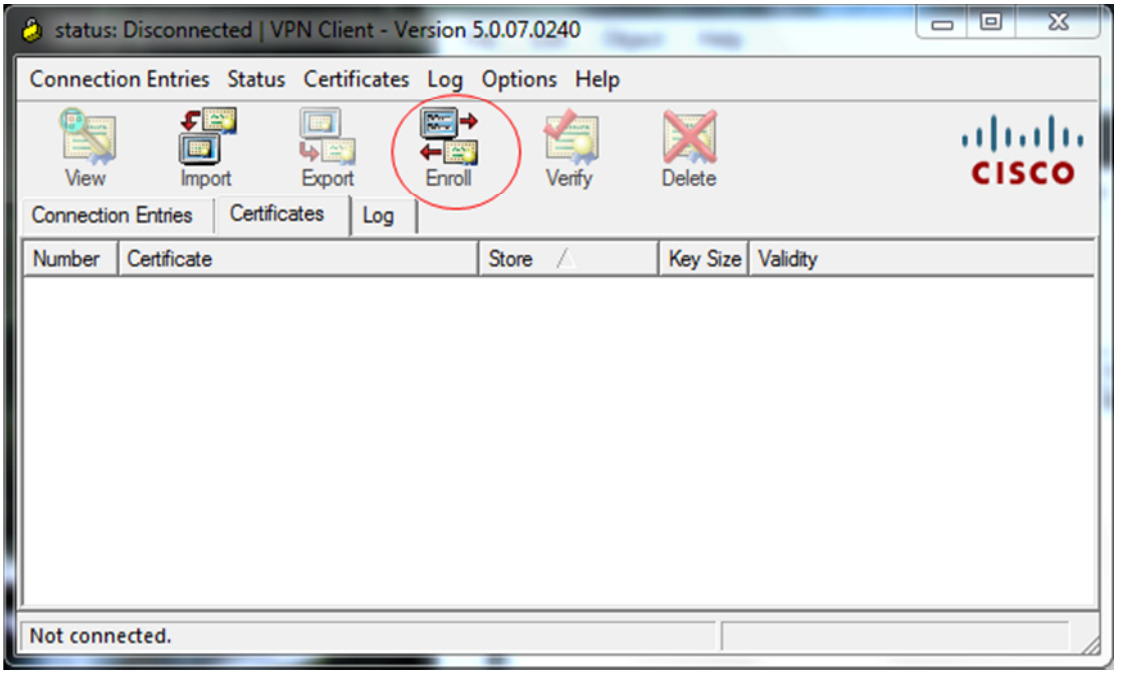
1.1 IMPORTANT NOTES

A. You must have the Cisco VPN Client installed on the computer you will be using to VPN into your solution at Datapipe. If you don't have the Cisco software installed on your computer, please submit a support request via https://www.mydatapipe.com.
B. You must enroll for a certificate using the same computer that you will be using to VPN into your solution at Datapipe.

1.2 ENROLMENT STEPS

A. Launch your Cisco VPN client and select the 'Certificates' tab. Next, below the top toolbar select the 'Enroll' button. You will be presented with the first part of the Certificate Enrollment form.

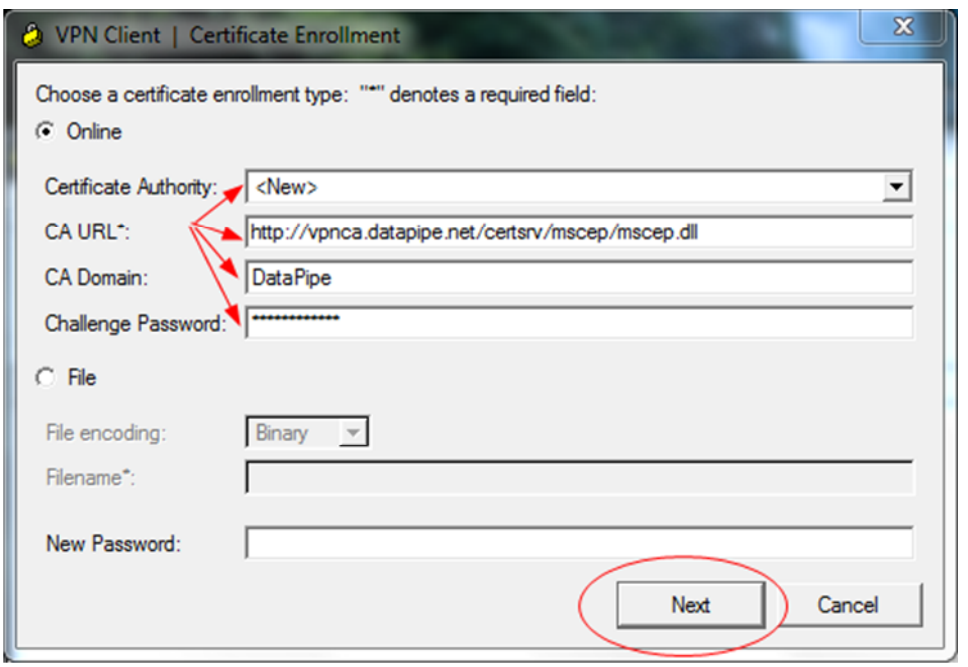




B. Fill out the first part of the enrollment form using the following information:

1. CA URL: http://vpnca.datapipe.net/certsrv/mscep/mscep.dll
2. CA Domain: Datapipe
3. Challenge Password: Leave blank

C. Leave the rest of the fields blank then select 'Next'.



D. Fill out the second part of the Certificate Enrollment form with the following **mandatory** fields:

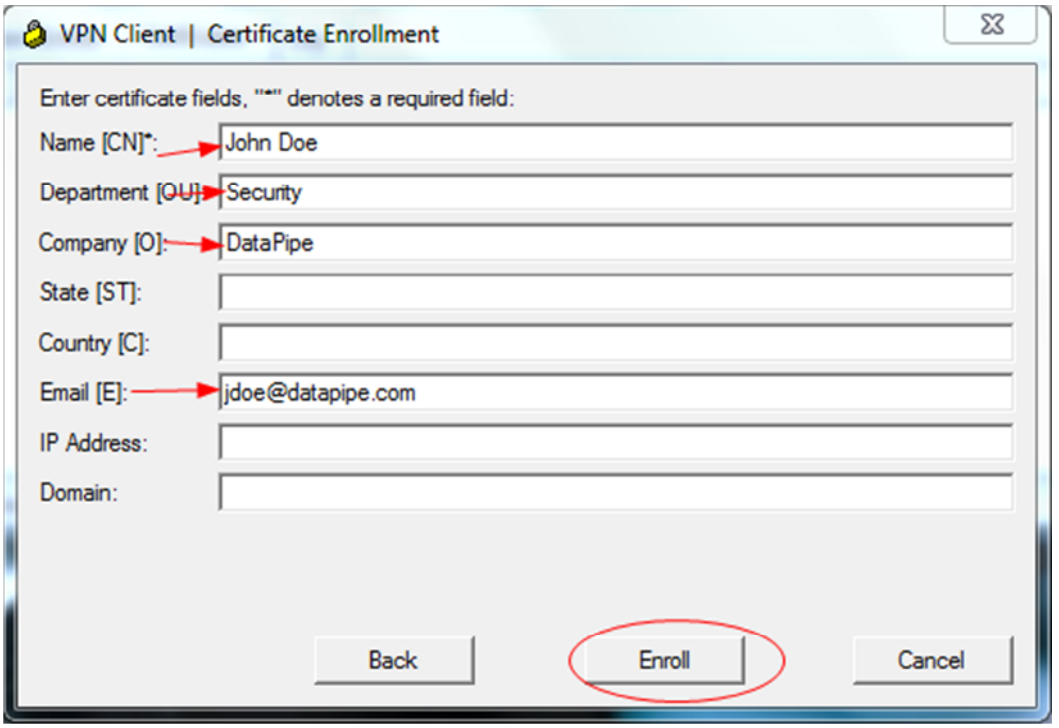
1. Your Full Name
2. Email address
3. *Company
4. *Department

All other attributes are considered optional. Once all your information has been entered correctly select 'Enroll'.

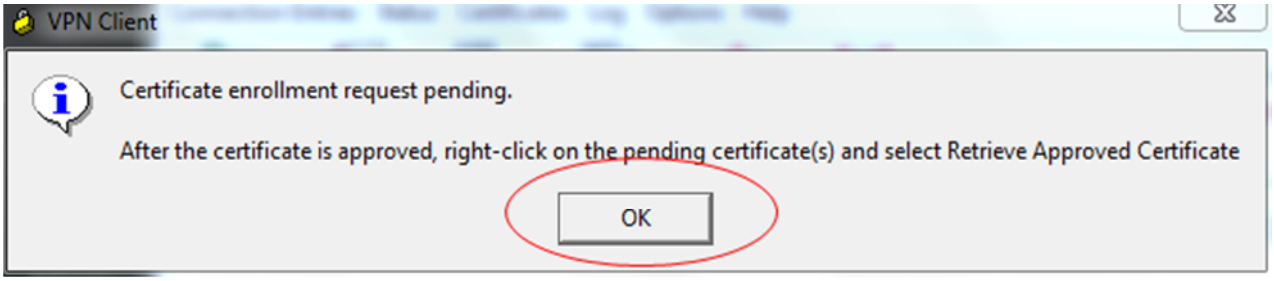
***NOTE**: The Company and Department attributes must be entered **exactly** as they were provided in the *VPN Authorization Worksheet* that was submitted to Datapipe. If you are enrolling for a certificate and do know if you are currently listed on the *VPN Authorization Worksheet*, or do not know the appropriate department and company attributes, please ask your manager for this information. If Datapipe receives a certificate enrollment request which does not exist or match the VPN Authorization Worksheet exactly, the request will be **denied**.

E. For Re-enrollment Only

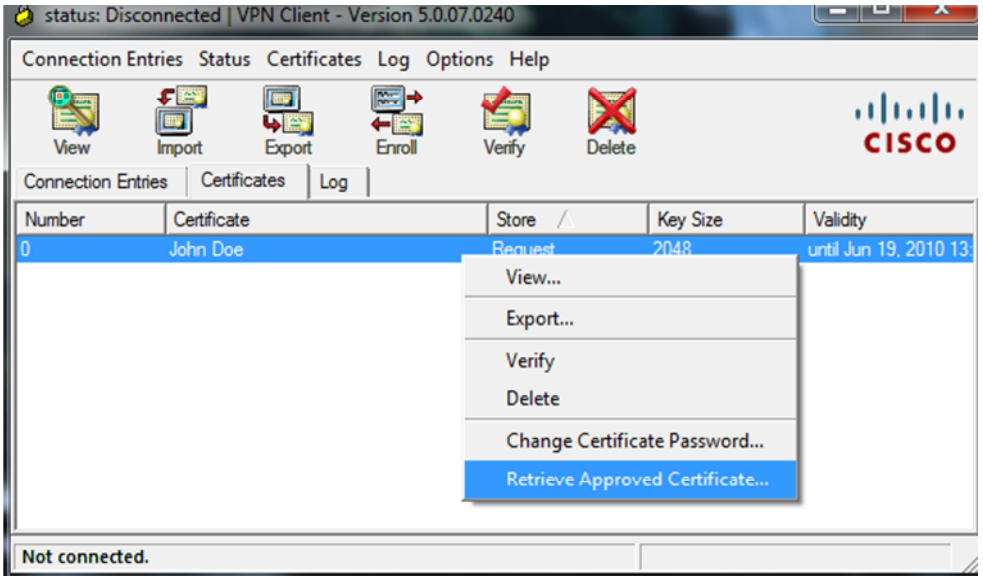
To view your existing certificate attributes please click on the certificates tab in the Cisco VPN client. Locate your certificate and double click on it to bring up its properties. The 'Subject' line contains your OU (Department) and O (Company) attributes. Please use these same values in the certificate enrollment forms.

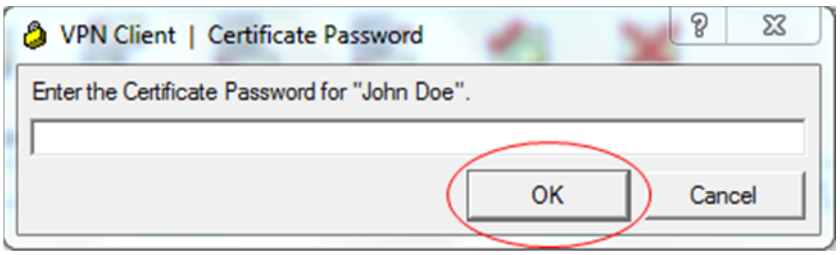


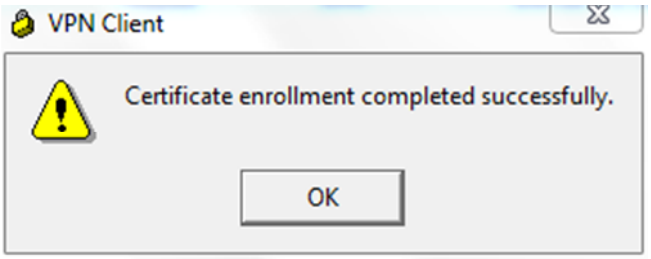
F. Your certificate request is now pending. You will get a confirmation email from a member of the security department once your certificate has been approved. This may take up to one business day.



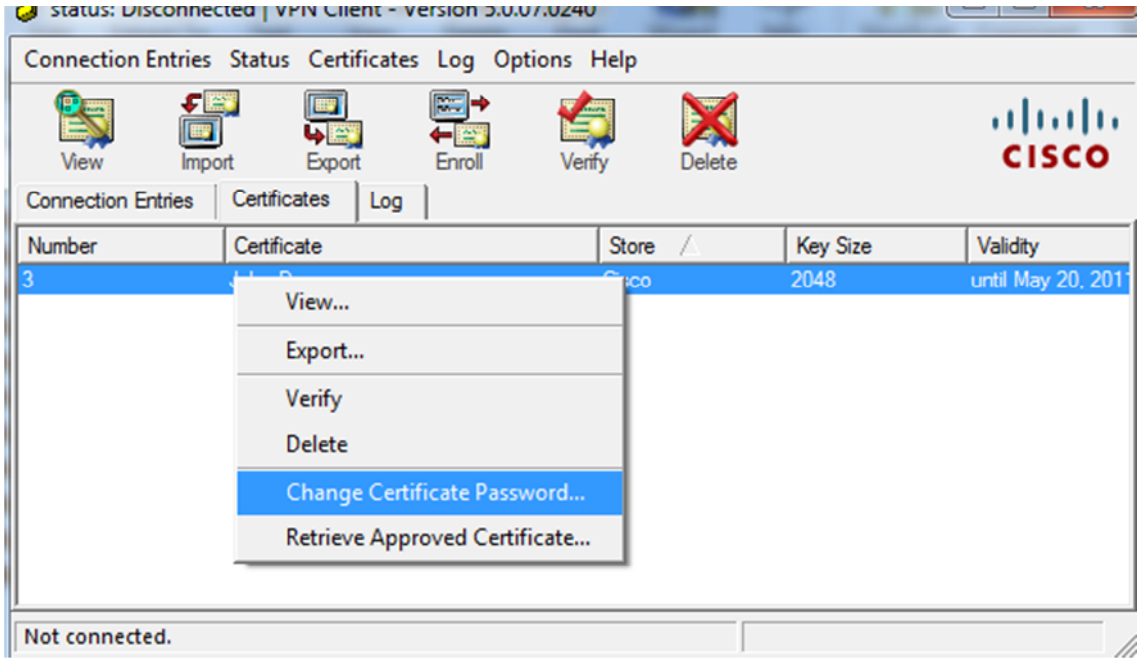
G. After you receive an email that your certificate has been approved, select the 'Certificates' tab in the Cisco VPN client. Next, find your certificate request and right click on it and choose '**Retrieve Approved Certificate**'. You will be prompted for a password; **do not enter a password here**. Just click 'OK'. Your certificate has now been installed.

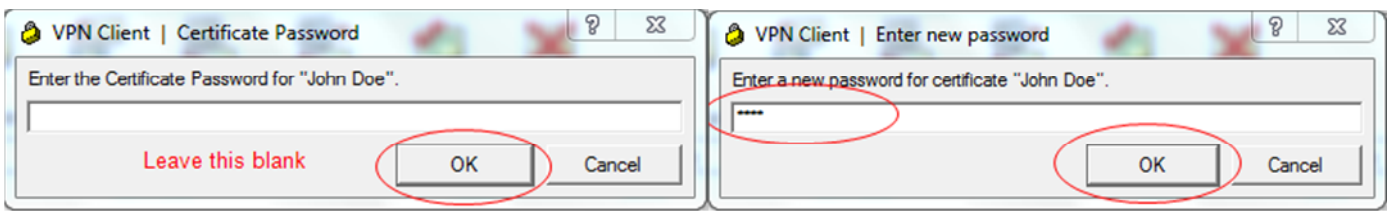


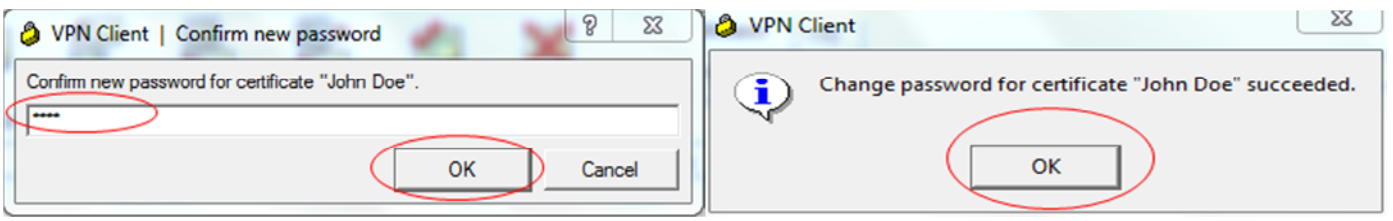




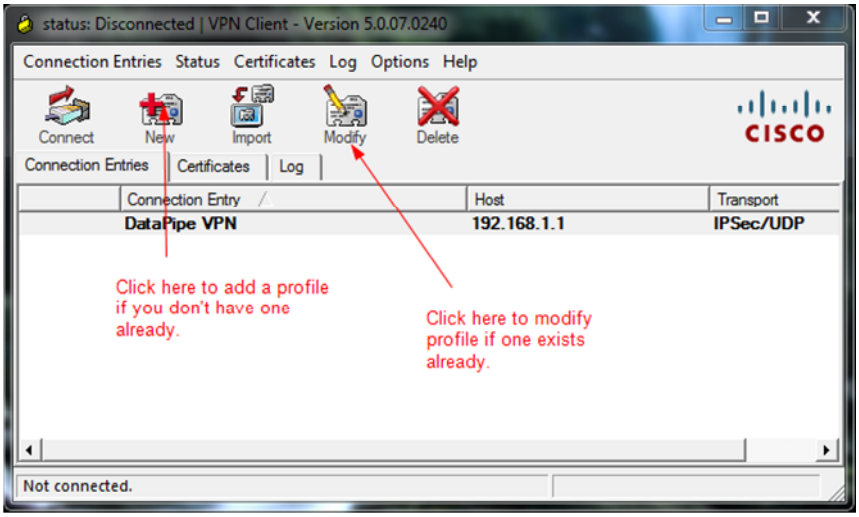
H. In the Cisco VPN client, select the 'Certificates' tab and select your certificate. Right click on your certificate and select 'Change Certificate Password.' You will be asked to enter an existing password, **leave this one blank** and select OK. Now enter a new complex password that you will remember. You will be asked for this password every time you VPN via the Cisco VPN client. It is important to note that Datapipe cannot recovery this password. Select 'OK', you should be notified that your password has been changed.

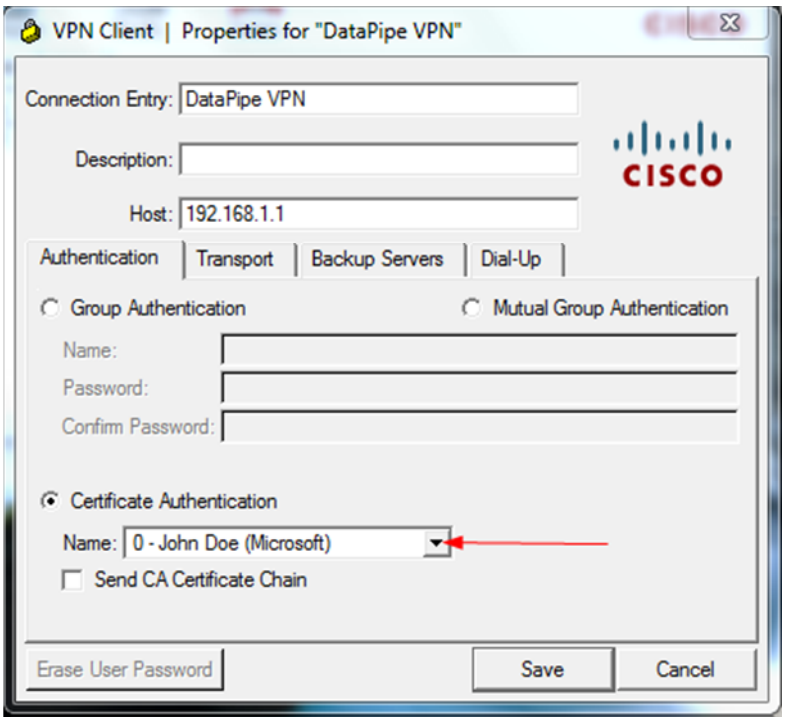






I. Open up your Cisco VPN client and right click your connection entry. If you do not have a connection entry created already, please add an entry that with a name and input your firewall IP as the host and choose 'certificate authentication'. Select your certificate from the drop down menu that you just installed.





J. Click **Save**. You should now be able to connect. If you have any problems connecting, please email tripwire@datapipe.com with the error message you received. **Finished!**