

Digital Certificates

A Digital Certificate is a digital file used to cryptographically bind an entity's Public Key to specific attributes relating to its identity. The entity may be a person, organisation, web entity or software application. Like a driving license or passport binds a photograph to personal information about its holder, a Digital Certificate binds a Public Key to information about its owner.

A Digital Certificate also contains personal or corporate information used to identify the Certificate holder, and as Certificates are finite, a Certificate expiry date.

Digital Signature – primary use (FedUni staff)

Digital Signatures can be used to verify an e-mail message or data file in the same way that a handwritten signature does for a paper-based document. The Digital Signature vouches for the origin and integrity of a message, document or other data file.

Applications for using a Digital Certificate

Using Digital Certificates to deliver the **5 primary security functions**:

- **Identification / Authentication:**
The CA attests to the identity of the Certificate applicant when it signs the Digital Certificate.
- **Confidentiality:**
The Public Key within the Digital Certificate is used to encrypt data to ensure that only the intended recipient can decrypt and read it.
- **Integrity:**
By Digitally Signing the message or data, the recipient has a means of identifying any tampering made on the signed message or data.
- **Non-Repudiation:**
A signed message proves origin, as only the sender has access to the Private Key used to sign the data.
- **Access Control:**
Access Control may be achieved through use of the Digital Certificate for identification (and hence the replacement of passwords etc.). Additionally, as data can be encrypted for specific individuals, we can ensure that only the intended individuals gain access to the information within the encrypted data.

Installing your Digital Certificate

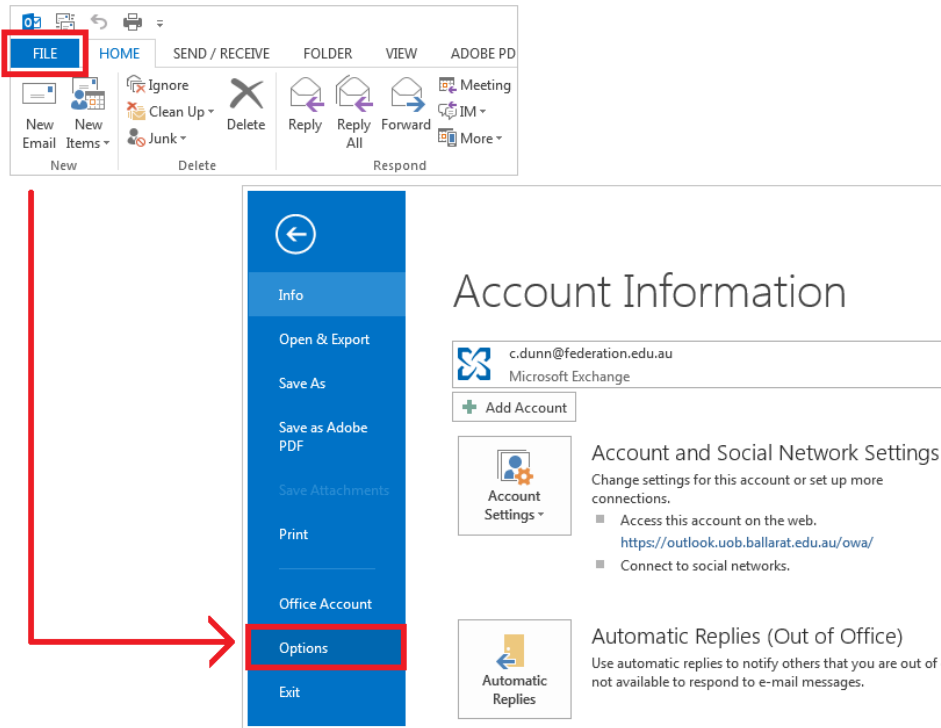
To use a digital certificate to sign emails in Outlook, the following steps need to be completed:

1. Log a request via the ServiceNow portal for a Digital Certificate.
2. Once a request has been lodged with the certificate authority, an email will be sent from noreply@quovadisglobal.com (TrustLink) with the subject "Registrant Invitation". (*Check your Junk E-Mail folder) The email will contain a link – click this to complete the certificate registration process.
3. At the end of the registration process, you will receive an email with a link for you to download your certificate to your computer.
4. Locate the downloaded certificate and double click on it to install the certificate using the Certificate Import Wizard.
 - o Click **Next > Next >** Enter a password, then click **Next > Next > Finish**. Click **OK** to 'The import was successful' pop-up.
5. Once the certificate installation is complete, you need to open Outlook and enable the certificate for use.

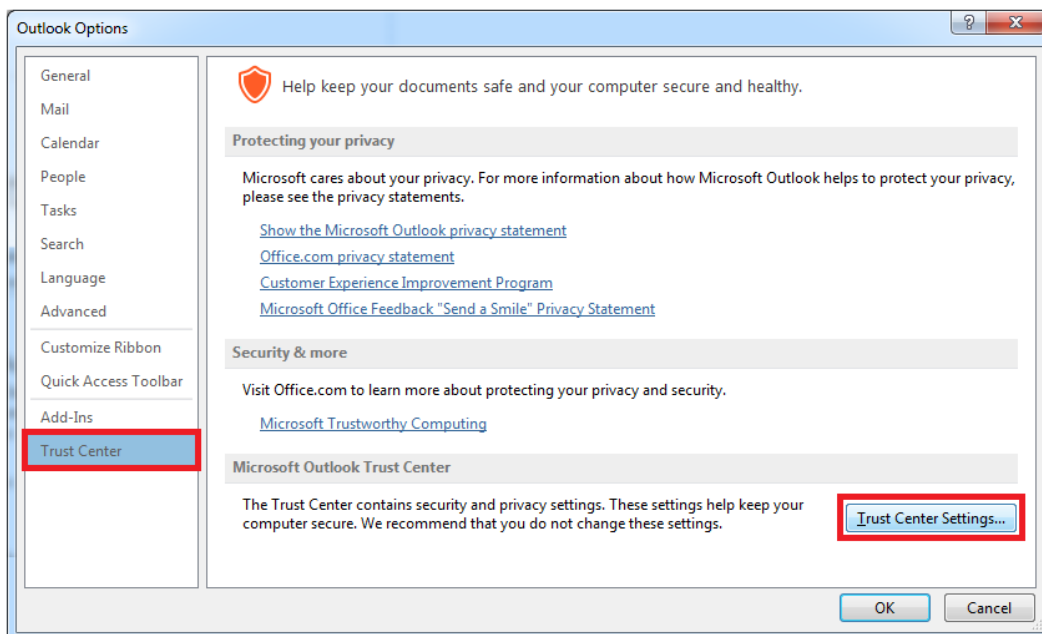
End of procedure.

Setting up Outlook

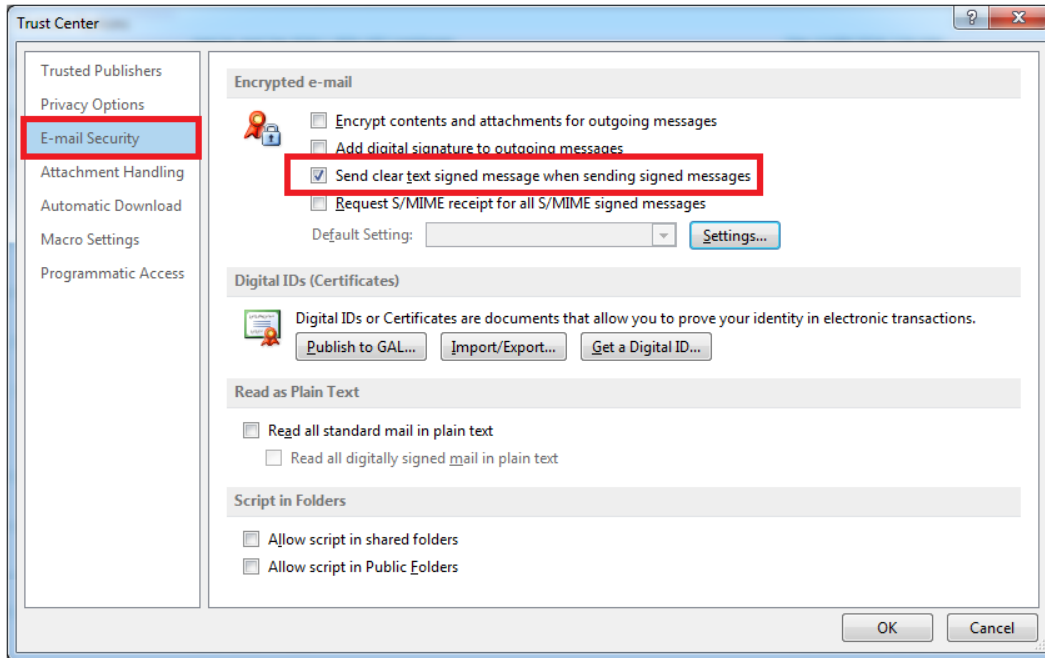
1. From your Outlook Mailbox, click the **File** tab, then click **Options**.



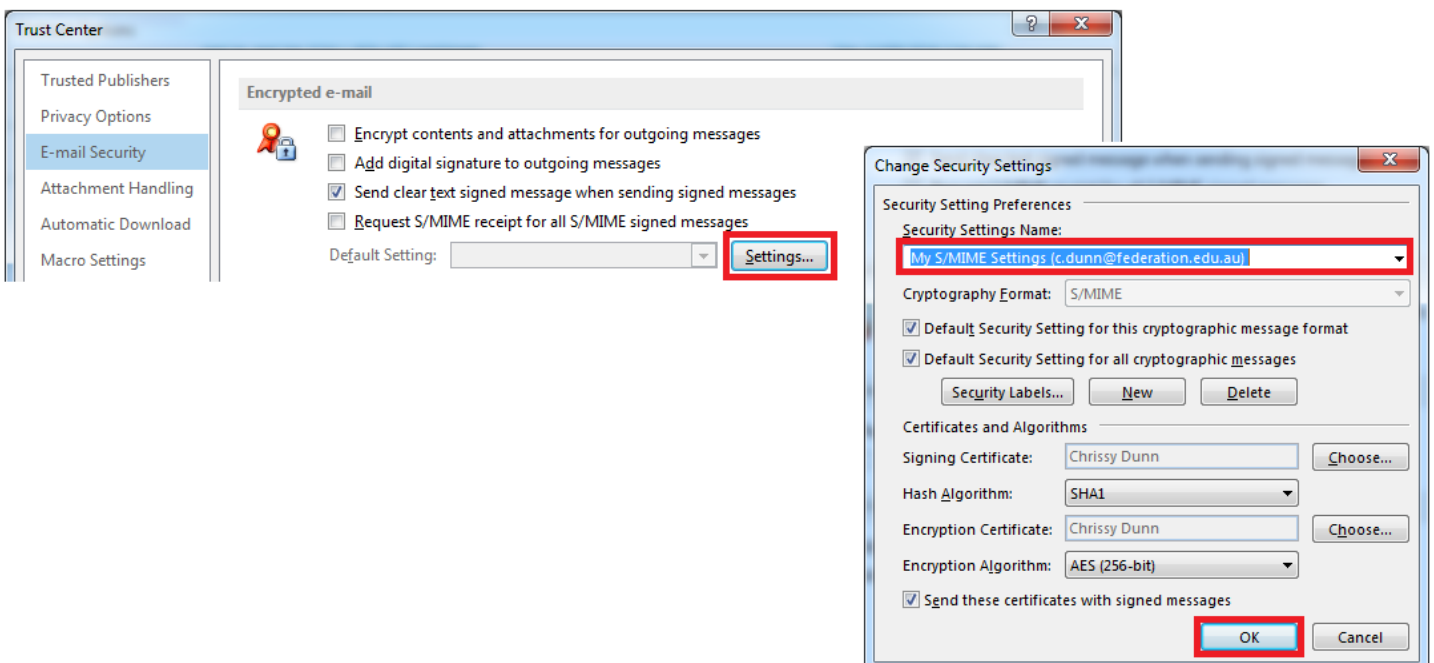
2. Select **Trust Centre** from the left-hand menu.
3. On the **Trust Centre** screen, click the **Trust Centre Settings** button.



4. On the **Trust Centre Settings** screen, select E-Mail Security on the left hand side
5. Ensure the **Send clear text signed message when sending signed message** checkbox is ticked.



6. Check that the **Default Setting** box is showing the certificate with your email address in it. If it is not:
 - o Click the **Settings** button
 - o Select the certificate with your email address in it from the **Security Settings Name** dropdown box
 - o Click **OK**

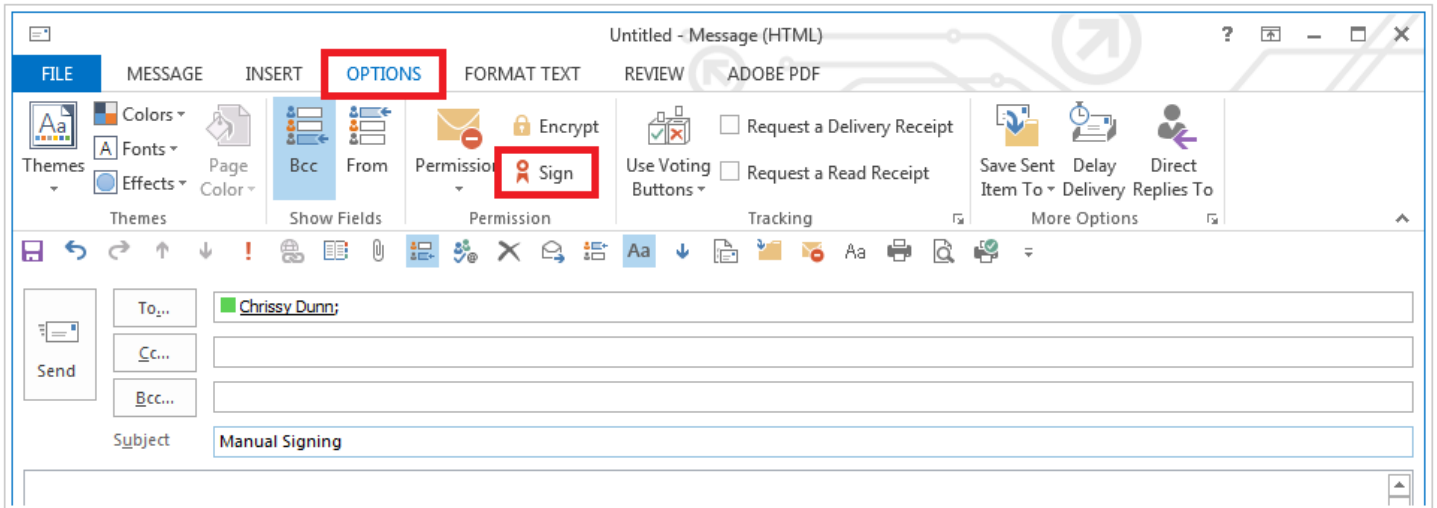


7. Click **OK > OK**.
8. You will now need to restart Outlook (otherwise the Sign and Encrypt icons will not be available).
9. All your outgoing emails can now be 'signed' with your digital certificate. See ***Manually Signing Emails*** on the following page.

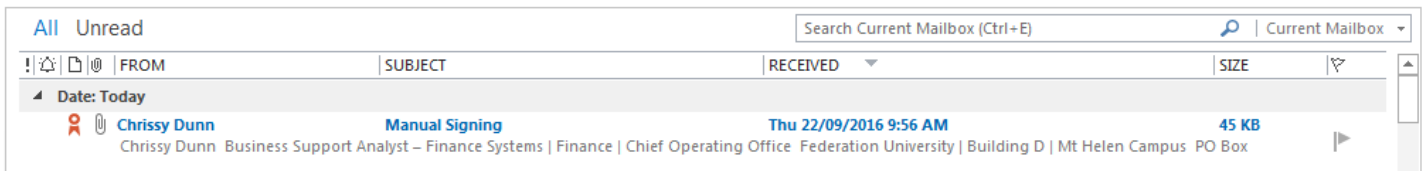
End of procedure.

Manually signing emails

1. Compose your email.
2. Before sending, click the **Options** tab, then click **Sign**.



3. Click **Send**.
4. The recipient will see a small red ribbon icon on the unread email in their inbox, which indicates the email has been digitally signed:



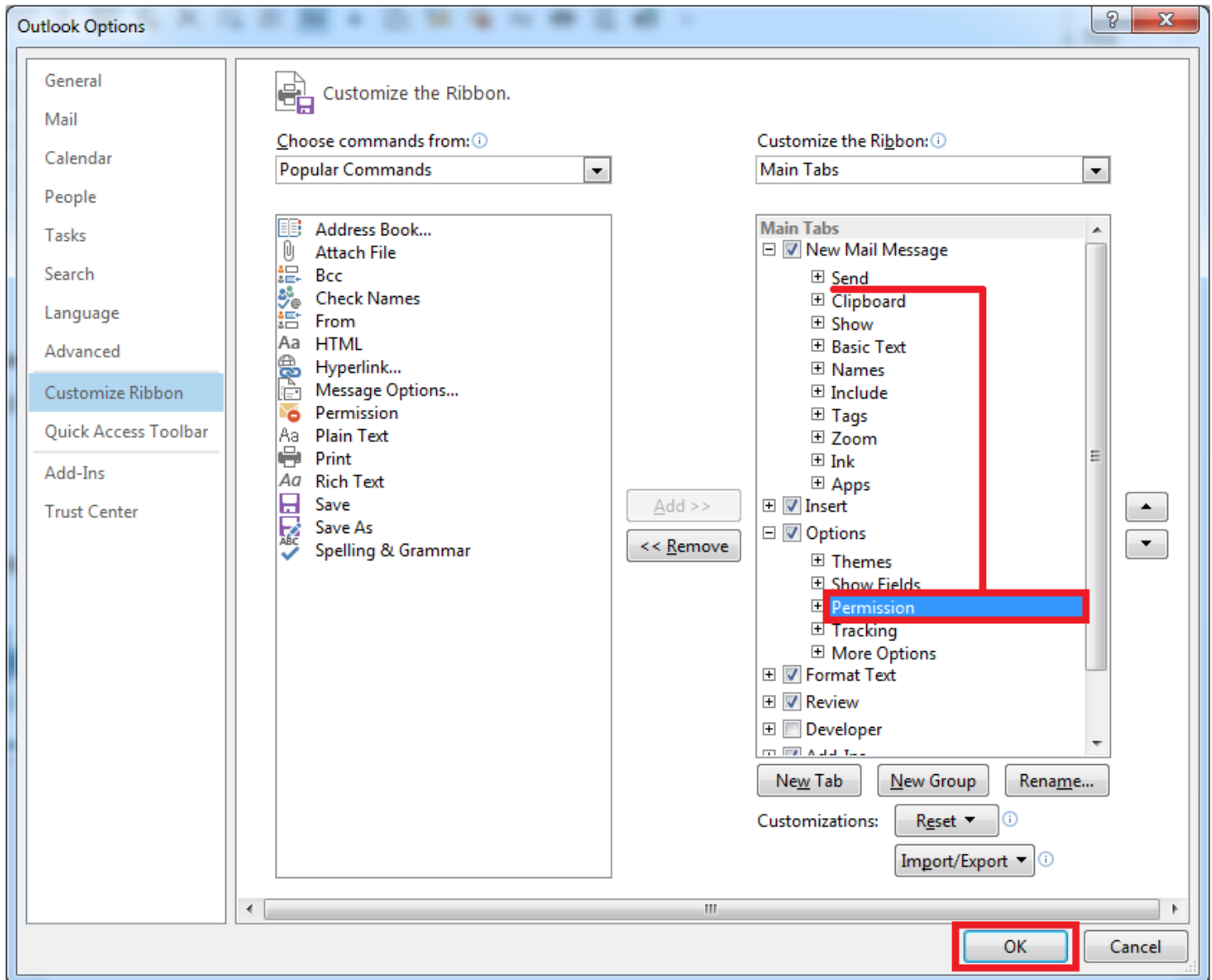
Recommended

Move the Permission icons (**Encrypt**, **Sign**) from the **Options** menu tab to the **Message** menu tab for convenience. This way they are readily available when creating a new message. To do this:

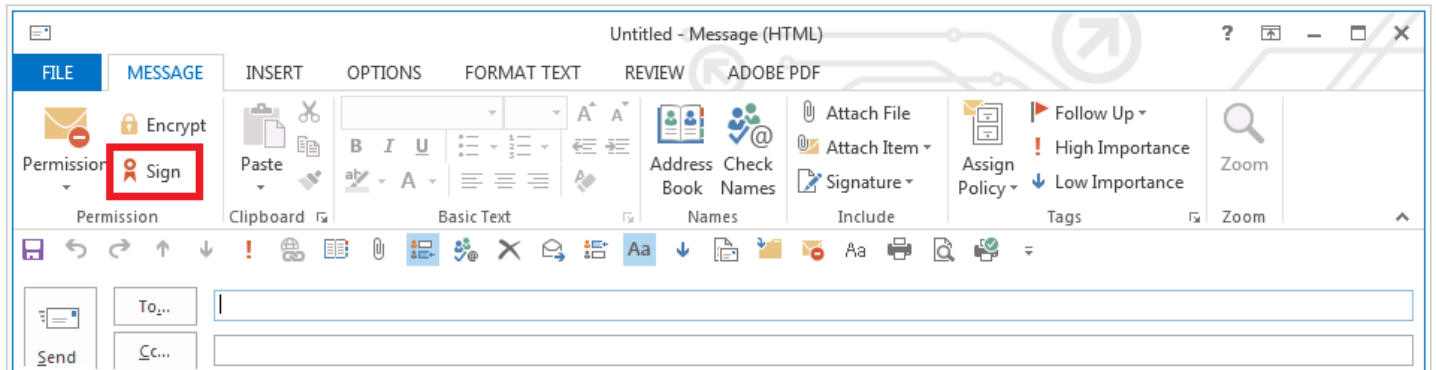
1. Start a new email.
2. Right-click on the tool bar, and select **Customise the Ribbon**.



3. Right-click on the tool bar, and select **Customise the Ribbon**.
4. Drag the **Permission** command from the **Options** tab to the **New Mail Message** tab. (An ideal position is in between **Send** and **Clipboard**.)
5. Click **OK**.



6. The **Sign** button is now immediately visible in the **Message** ribbon:



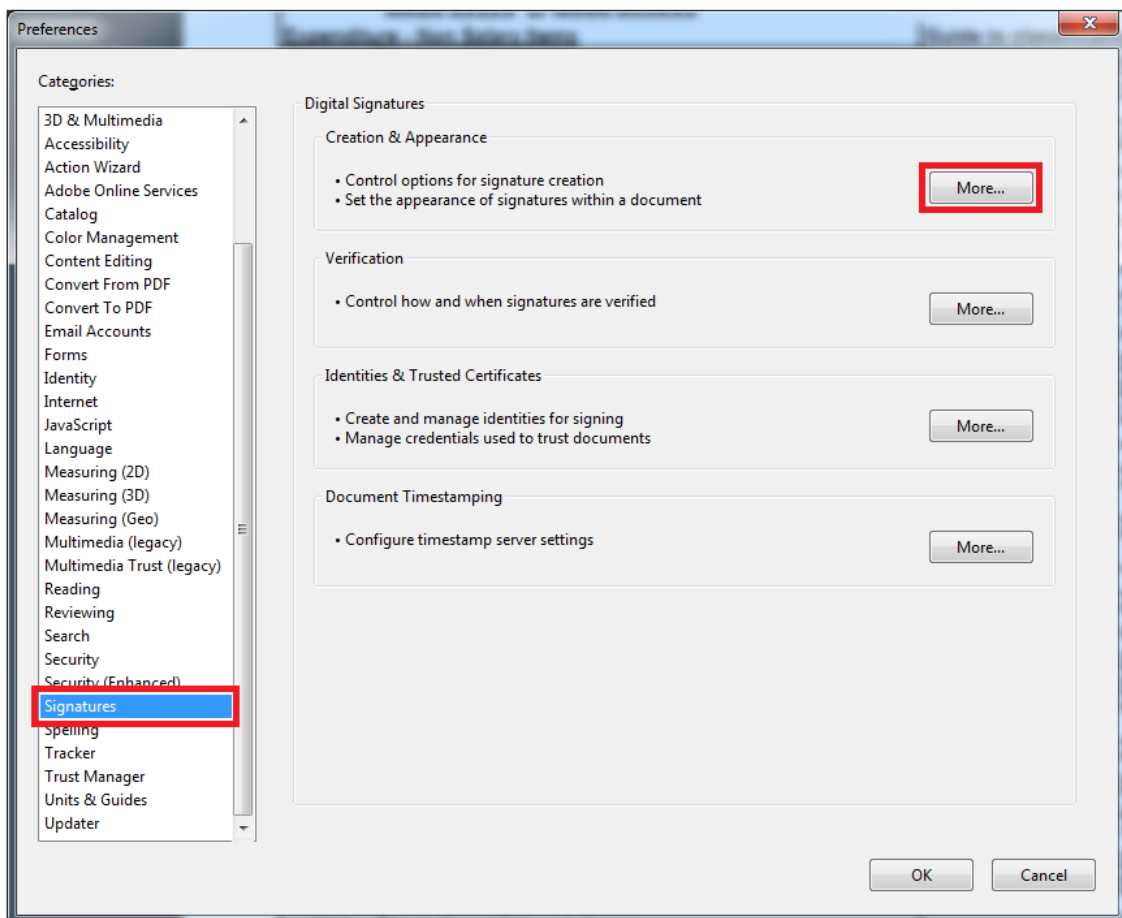
End of procedure.

Manually signing PDF documents

Add an image of your handwritten signature to your certificate in Adobe:

Prior to completing these steps, you need to have uploaded an image of your handwritten signature to your computer.

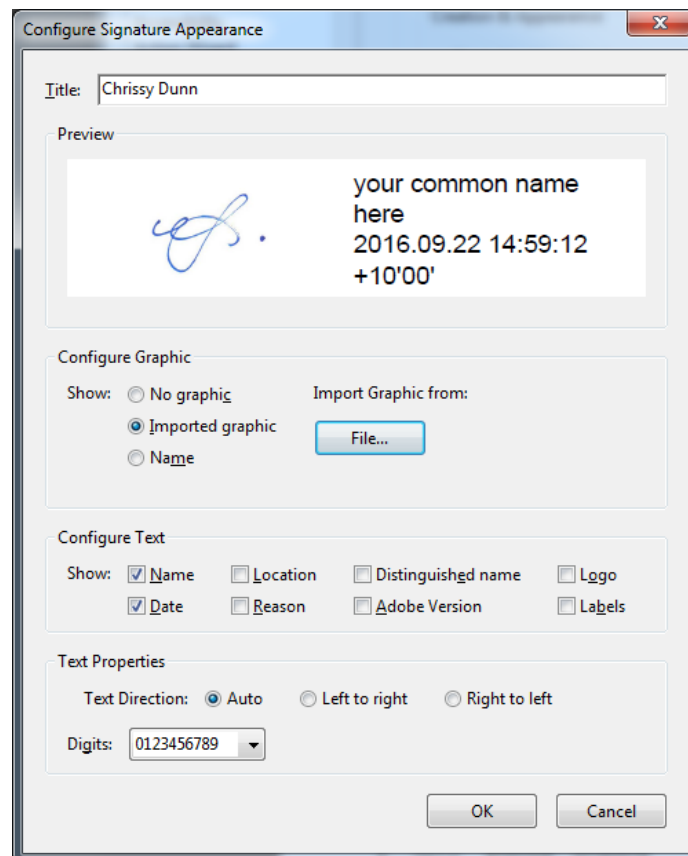
1. From the toolbar, select **Edit > Preferences**.
2. Select **Signatures** from the Categories menu on the left.
3. From the Creation & Appearance box, click **More**.



4. Click **New**.
5. Enter a title for your signature in the **Title** field.
6. Select the **Imported graphic** option, then click **File > Browse** to locate your saved image file. Select it and click **OK** – the image will now appear in the **Preview** field.

7. Untick these options under **Configure Text**:

- Location
- Distinguished name
- Logo
- Reason
- Adobe Version
- Labels

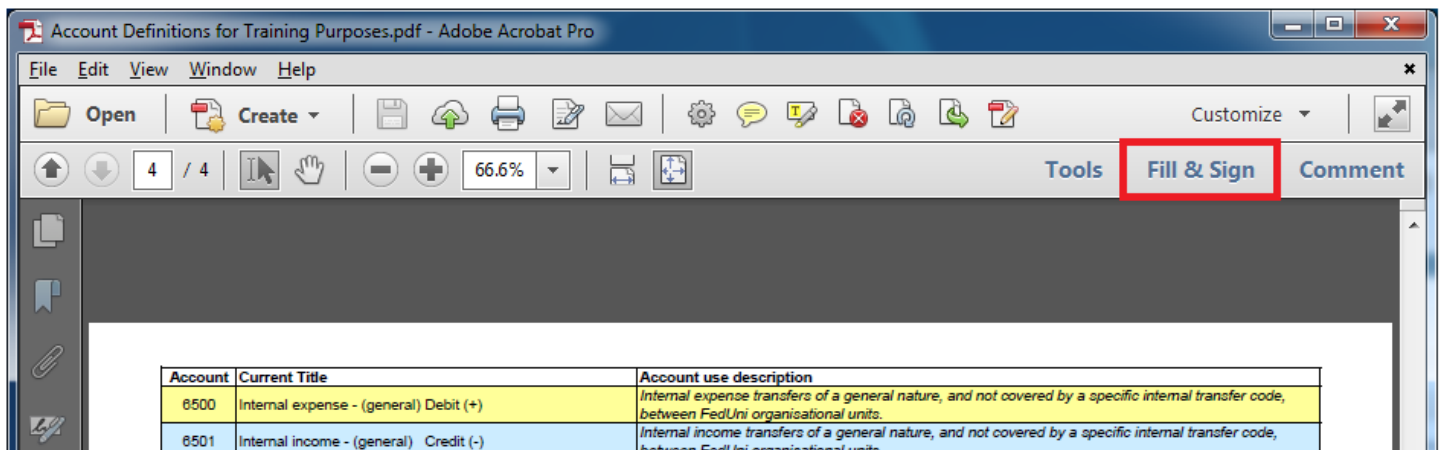


8. Click **OK** > **OK** > **OK**.

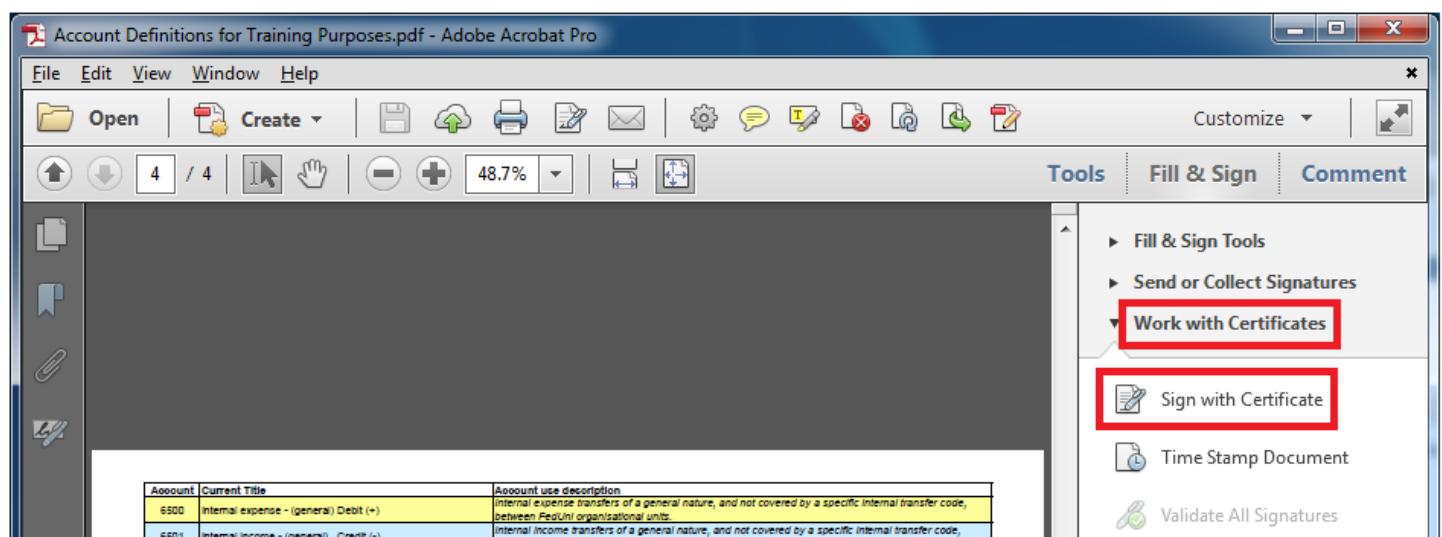
End of procedure.

Add your digital signature to a PDF document:

1. Open the required document.
2. Locate where the digital signature is to be placed (normally where a hand-written signature would go).
3. In Adobe, click the **Fill & Sign** button.



4. From the options that appear on the right, select **Work with Certificates > Sign with Certificate**.

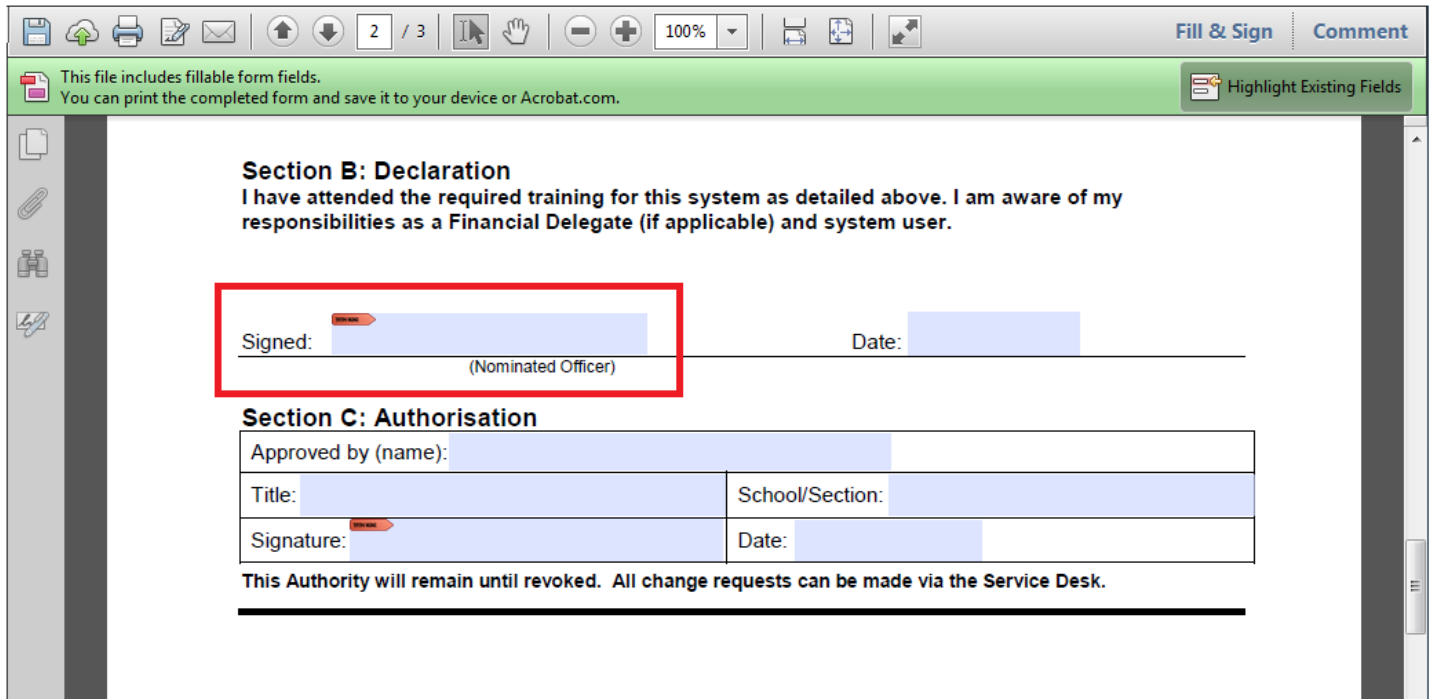


5. A pop-up box will appear instructing you to drag a rectangle shape where you require the signature to appear.
6. Once you've done this, another pop-up will appear with your certificate information. From the **Appearance** drop-down box, select the signature you set up in the previous activity. This will now display your handwritten signature.
7. Click **Sign**.
8. You will be prompted to save the document. Once saved, the digital signature will appear on the document. Clicking the signature box will display the relevant information about the person signing the document.

End of procedure.

Add your digital signature to a signature field within a PDF document:

1. Open the required document.
2. Locate the signature field.

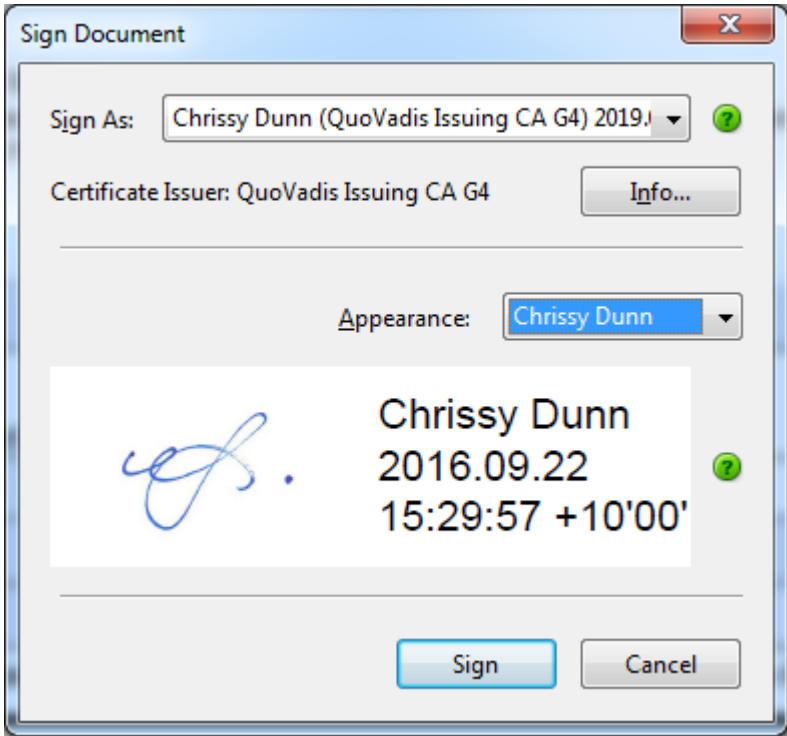


The screenshot shows the Adobe Acrobat Reader interface. The top toolbar includes icons for Save, Open, Print, Copy, Paste, Undo, Redo, and a zoom level of 100%. A green status bar at the top indicates 'This file includes fillable form fields. You can print the completed form and save it to your device or Acrobat.com.' The main content area displays 'Section B: Declaration' with the text: 'I have attended the required training for this system as detailed above. I am aware of my responsibilities as a Financial Delegate (if applicable) and system user.' Below this is a signature line with a red box highlighting the 'Signed:' field, which contains a blue box with a red arrow pointing to it. The text '(Nominated Officer)' is centered below the signature line. To the right of the signature line is a 'Date:' field. Below the signature line is 'Section C: Authorisation' with a table for approval details:

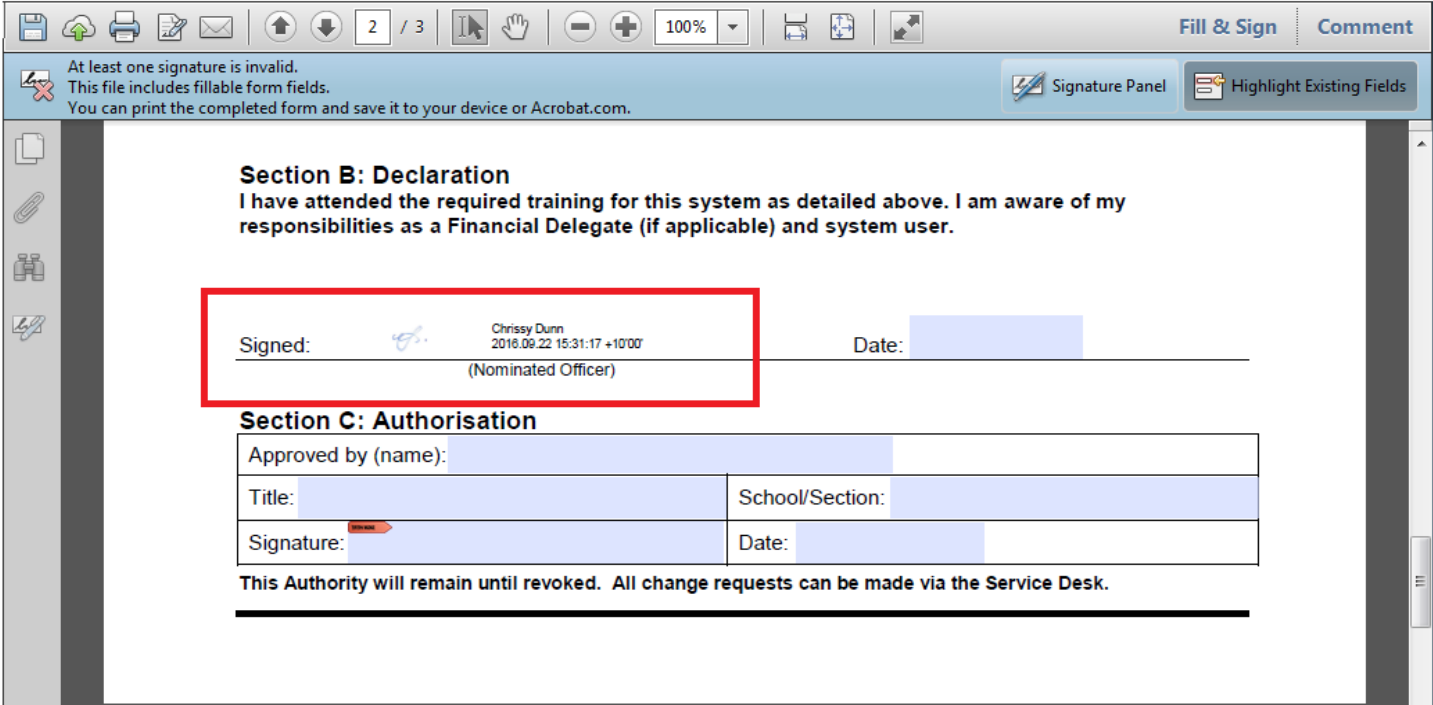
Approved by (name):	
Title:	School/Section:
Signature:	Date:

Below the table, the text reads: 'This Authority will remain until revoked. All change requests can be made via the Service Desk.'

3. Click in the signature field. A pop-up will appear – select your preferred signature from the **Appearance** drop-down box.
4. Click **Sign**.



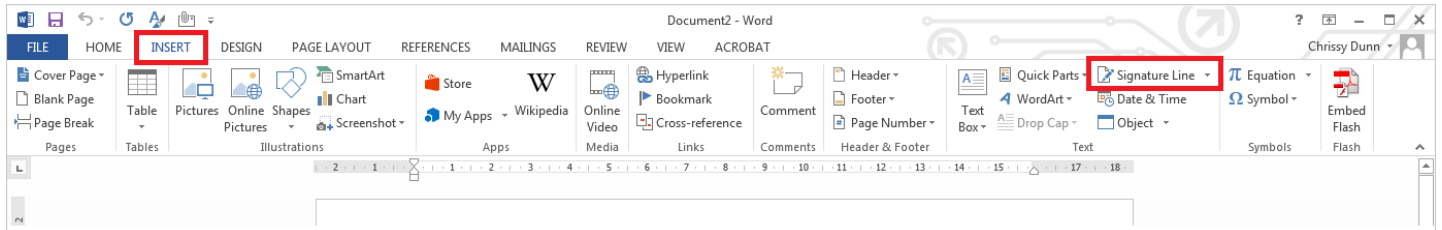
5. The signature field now displays your digital signature:



End of procedure.

Manually signing Word documents

1. Open or create a document.
2. Click the **Insert** tab, then click **Signature Line**.



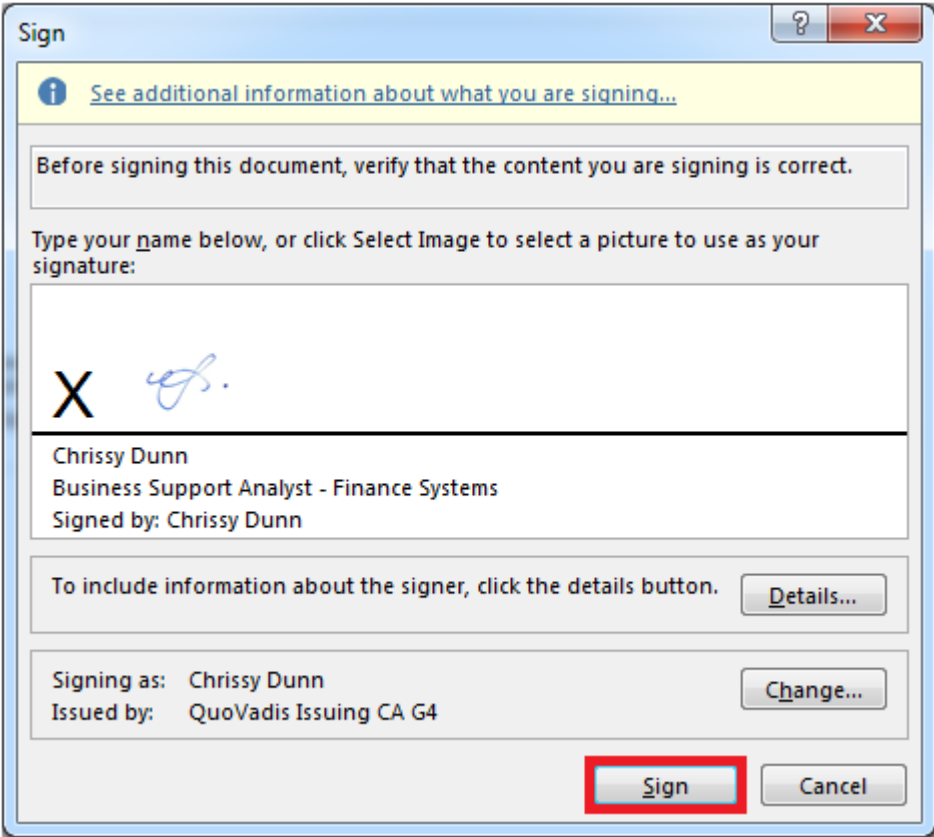
3. Complete the first three fields in the pop-up window:

The 'Signature Setup' dialog box is shown with the following fields and options:

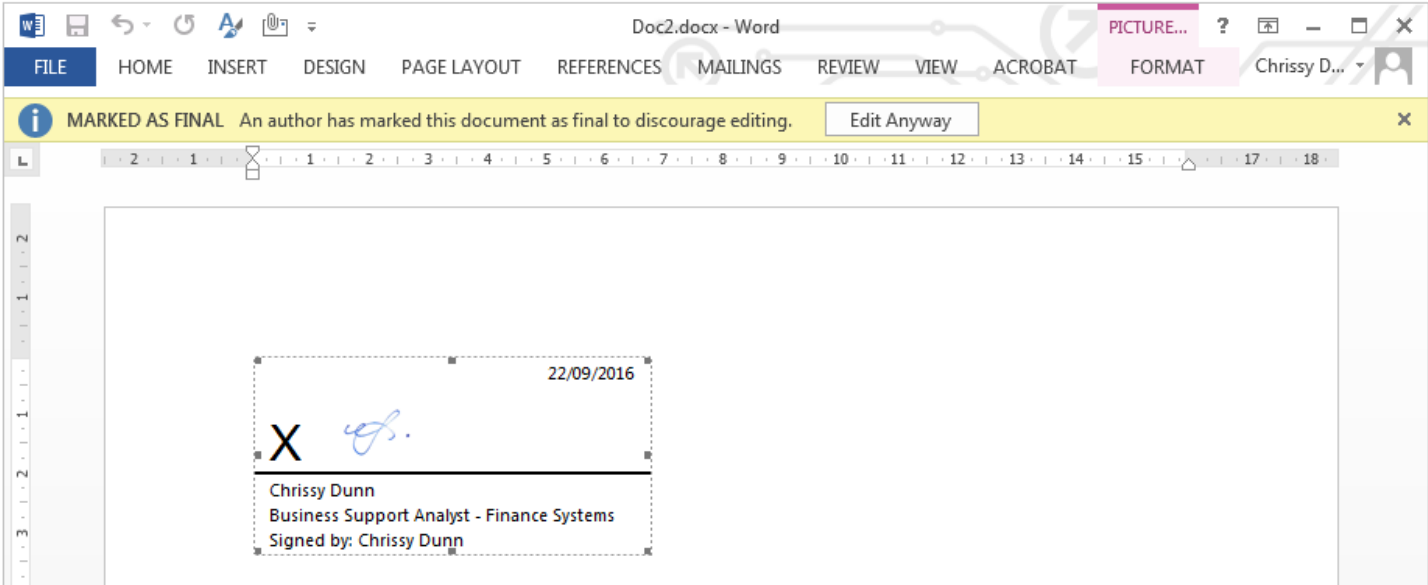
- Suggested signer (for example, John Doe):** Chrissy Dunn
- Suggested signer's title (for example, Manager):** Business Support Analyst - Finance Systems
- Suggested signer's e-mail address:** c.dunn@federation.edu.au
- Instructions to the signer:** Before signing this document, verify that the content you are signing is correct.
- Allow the signer to add comments in the Sign dialog
- Show sign date in signature line

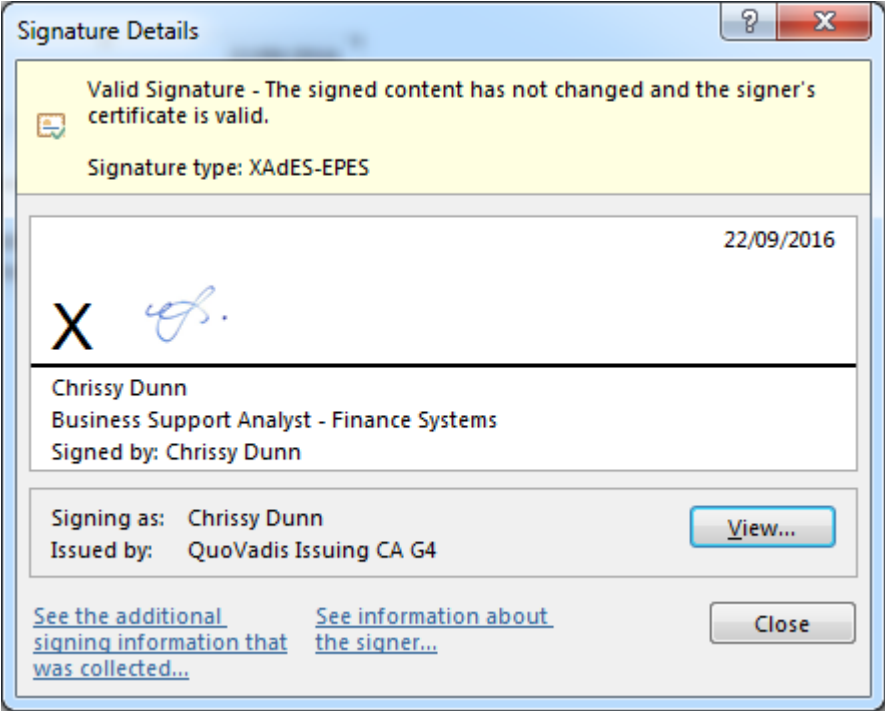
Buttons: OK, Cancel

4. Click **OK**.
5. Double-click on the signature box that appears in the document, and click **Yes** to the prompt to save the document.
6. In the pop-up box, either:
 - o Type your name; OR
 - o Attach an image of your written signature.
7. Click **Sign**, then click **OK** to the **Signature Confirmation** pop-up.



- Right-clicking the signature box and selecting **Signature Details** will display the relevant information about the person signing the document.





End of procedure.