

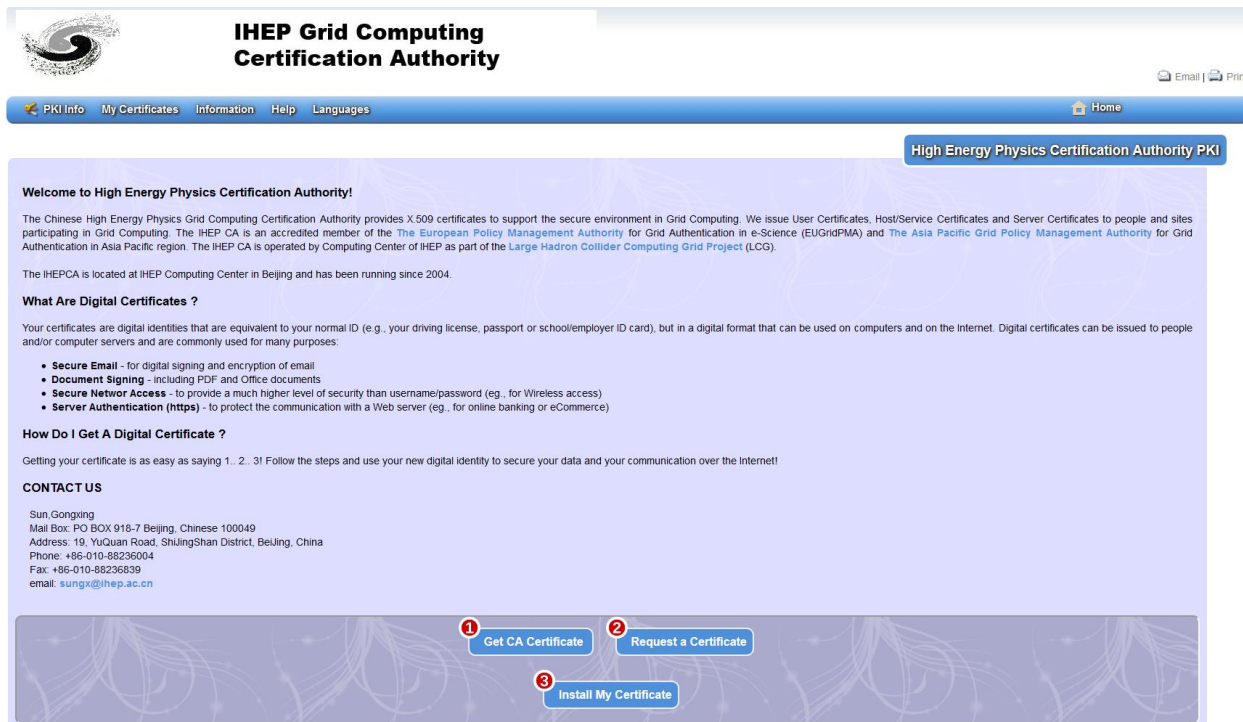
How to Request a Certificate from IHEP CA (In Detail)

It's a step by step guide for new user to apply the certificate.

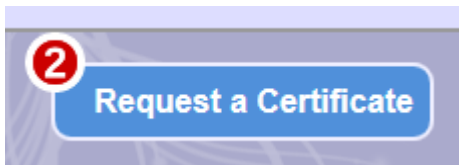
The following screenshots can be zoomed in.

Visit the web page <https://cagrid.ihep.ac.cn/>

If you can't open this page, please try another web browser, for example, Firefox, or another desktop PC if you use wireless connection by notebook PC.



Step2: Click "2 Request a Certificate" at the bottom in above webpage (show as bellow)



Then you will see the following webpage

Request a User Certificate

By requesting a certificate, you indicate that you accept the [Certificate Policy](#) and [Certificate Practice Statement](#) and that you agree to the Subscriber Obligation specified in that document.

Step1: Submit the User Certificate Application Form

Complete the [form](#) correctly and then email it to [RA Operator](#) for personal authentication and statistics. You are not supposed to move on until you receive your confirmation by us.

Step2: Online request for certificate

You are requested to fill the blanks correctly

[Online for User Request](#)

Step3: Get your certificate

You may probably wait for identity verification and certificate issuance in 2 work days before you can get your certificate. Once you receive our notification, you can get your certificate via our [web portal](#).

Step4: Export the certificate

Here is the reference document [Certificate Management](#). It teaches you how to export certificate with web browser.

Request a Host Certificate

By requesting a certificate, you indicate that you accept the [Certificate Policy](#) and [Certificate Practice Statement](#) and that you agree to the Subscriber Obligation specified in that document.

Step1: You must have a personal certificate beforehand

If you haven't owned a personal certificate yet, request one.

Step2: Online request for a certificate

You are expected to fill the blanks correctly.

[Online for Host Request](#)

Step3: Get your certificate

You may probably wait for identity verification and certificate issuance in 2 work days before you can get your certificate. Once you receive our notification, you can get your certificate via our [web portal](#).

Step4: Export the certificate

Here is the reference document [Certificate Management](#). It teaches you how to export certificate with web browser. **You should delete your host certificate from the browser for safety consideration.**

Download the .doc file in the blue link “form” in the fourth line.

Fill in the .doc file and email it to “RA Operator” (Prof. Sun Gong-Xing)

For users in IHEP, a printed form with your signature is also needed. You should send the paper form to Prof. Sun Gong-Xing or Xiaomei Zhang in the Computing Center of IHEP.

For users in other universities or institutions, you should send the printed form with your signature to the coordinator. If you do not know who is the coordinator in you university, you can ask Prof. Sun Gong-Xing or Xiaomei Zhang by the email.

Then waiting for the email reply from gridca. (may be 2 days)

Once you receive the email to inform you to go on, then continue.

First go to the above web page. Press the link “Online for User Request”.

Then you will see the following page, fill in your personal information and press “continue”.

Important notice: Please do not add a blank after you first name or last name, or it will cause error later.

Basic Information

First Name

Last Name

Contact Details

E-Mail Address

In the next page “Certificate Details”, you should choose “Medium” in “Level of Assurance”

Certificate Details

Subject Name

Organization

Organization Unit

Advanced Features


E-Mail

Additional Details

Certificate Template

Selected Registration Authority

User Policy Agreement

Level of Assurance 

Key Generation Mode

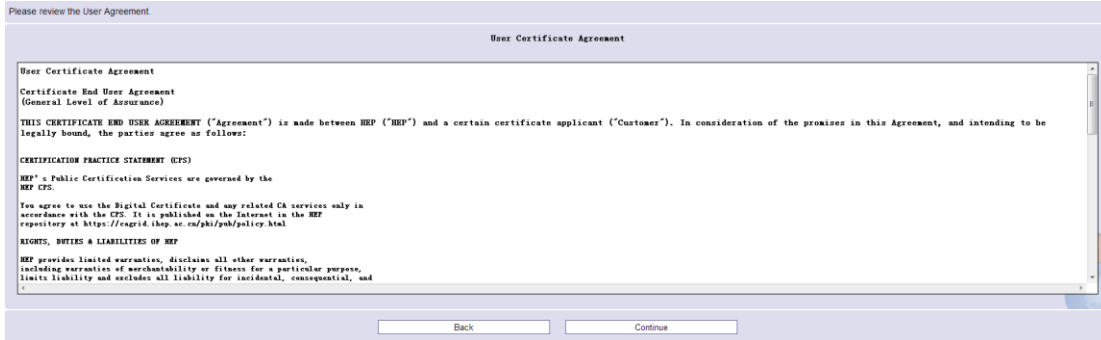
Then press continue

Key Generation Details

Signature Scheme

Key Strength

press continue



Continue

Then it displays the summary information, check if they are right.



After confirm that these information are correct, the press "Generate Request"

Thank you for requesting your certificate from our organization, your request with the serial 20000 it's been successfully archived and it is now waiting for approval by any of our Registration Authorities (if you are unsure about the receiving of your request by this server, you can check the list of new requests). You need, however, read the email we sent you and confirm your email address before the process can progress.

To complete the certification process you have to go to one of our Registration Authority office with one of the following documents:

- o ID card or passport.
- o Documentation asserting your role and authorization for requesting a certificate for your organization.

If you still have doubts about the issuing process, just use the links provided in the information section to learn how to complete all the needed steps.

```
ADDITIONAL_ATTRIBUTE_EMAIL      kanbw@ihep.ac.cn
ADDITIONAL_ATTRIBUTE_FIRSTNAME  Bowen
ADDITIONAL_ATTRIBUTE_LASTNAME   Kan
AGENT_NAME                       Safari
AGENT_OS_NAME                     Windows NT
AGENT_OS_VERSION                  6.1
AGENT_VERSION                     557.36
KEY_ALGORITHM                     RSA
KEY_BITS                          1024
LOA                                2
NOTBEFORE                        Thu Sep 26 06:38:54 2013
RA                                Trustcenter itself
ROLE                              User
SERIAL                            20000
SUBJECT                           CN=Bowen Kan, O=HEP, OU=CC, O=HEP, CN=CN
SUBJECT_ALT_NAME                  email:kanbw@ihep.ac.cn
TYPE                              PKCS#10
```

Print

When you see this page, you will receive a email from kanbw@ihep.ac.cn immediately. The context of the email looks like:

HEP

Someone, probably you, requested a new Digital Identity at our Certification Authority. If you want to continue, please follow this link to confirm your email address:

kanbw@ihep.ac.cn

We ask you to confirm your email address before processing your request in order to assure no one else but you can request a certificate for this email address. You can have several email addresses, but one will need to be confirmed at all times to use the system.

Thank you for using HEP!






–The HEP Team
© 2013, HEP

Press the link kanbw@ihep.ac.cn to confirm you request email. Then you will see:

Email Address Verification

Success

[Continue](#)

 [Search](#)  Notices
 My Certs  Messages
 My Profile

OpenCA Software © 1998–2013 by Massimiliano Pala and the [OpenCA Labs](#).

If you can't see this page, copy the link and open it in an other webbrowser window.
When you see this page, it means you have succesfully submit you request.