

Information and Cybersecurity Division
Computer Security Incident Response Team (CSIRT-UPJS)

TLP:CLEAR

Working with certificates

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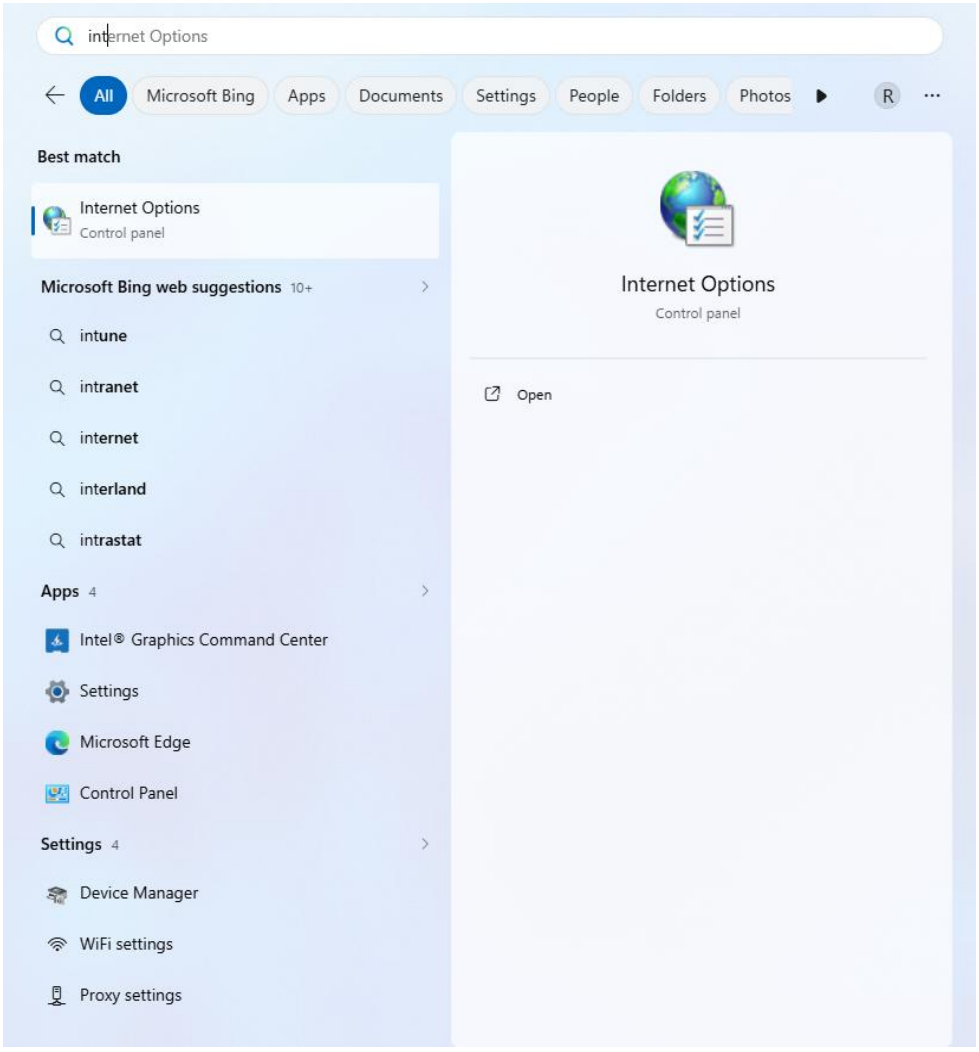
Generating a Personal Certificate request in Chrome and Edge Browsers

Warning

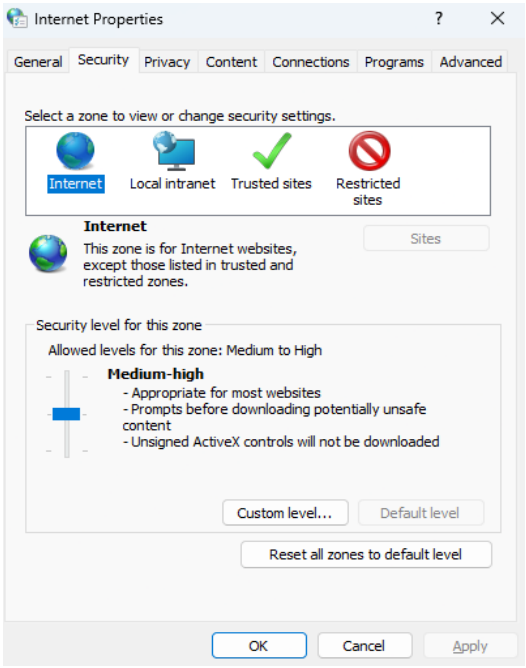
When generating the request, keep in mind that your personal certificate must be installed on the same computer (and in the same browser) on which the request was generated. However, once you export a personal certificate that is already installed, you will be able to use it on other computers as well.

Initial setup

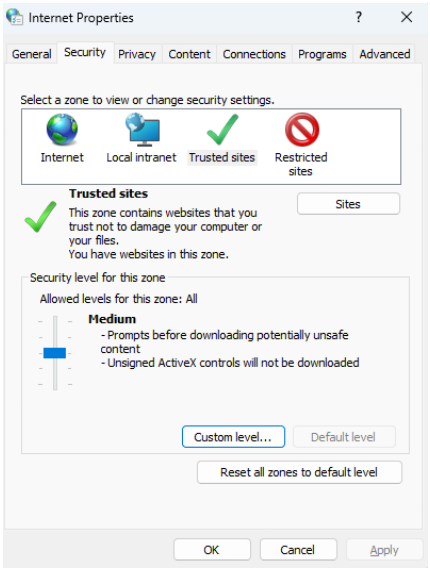
1. In the Windows search box, type *Internet Options* and select *Open*.

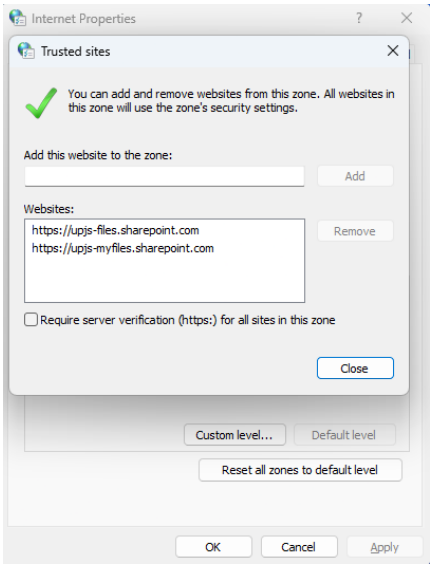


In this dialog box, select the *Security* tab and click *Trusted Sites*:



2. Click the *Sites* option and configure the settings as shown in the image below (be sure to uncheck the "Require server verification (https:)" option for all sites in the zone. Next, click *Add* and then *OK*. The page http://www.eidas.disig.sk will be added to the Web Sites list.

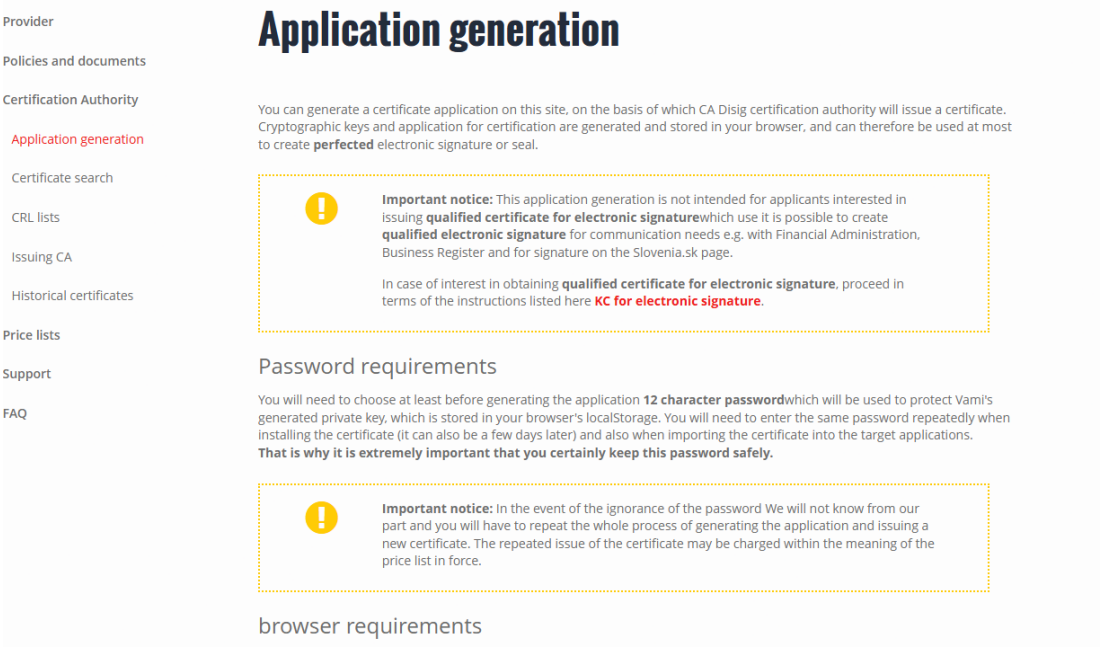




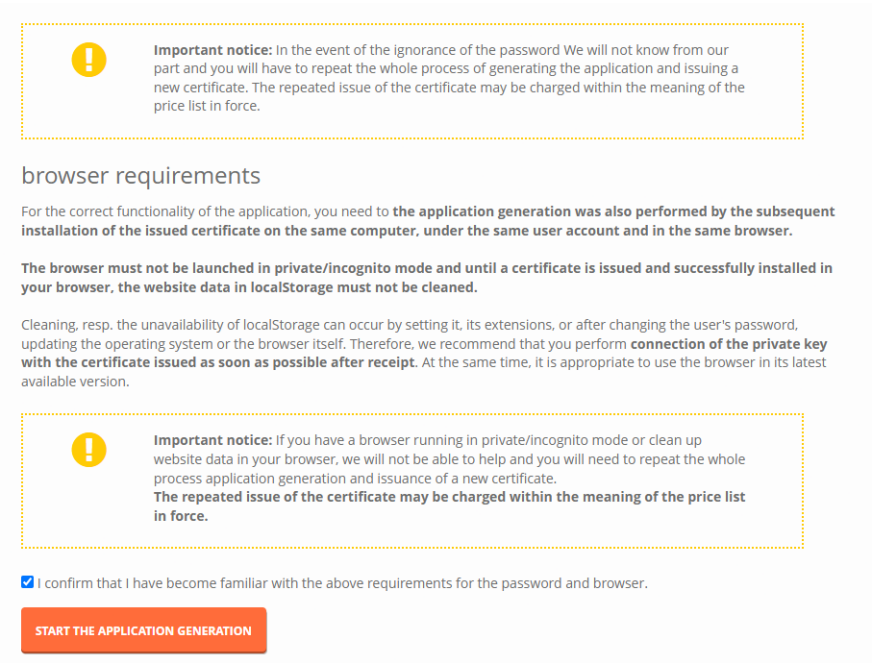
3. On the *Security* tab of the *Internet Options* dialog box, click the *Custom Level button* (''Trusted Sites'' must still be selected as the web zone). In the dialog box that opens, make sure that Allow initialization and scripting of ActiveX controls that are **not** marked as safe for scripting is enabled (see the image below). Click *OK* to finish configuring the settings and close the *Internet Options* dialog box.

Process for generating a request for a personal certificate

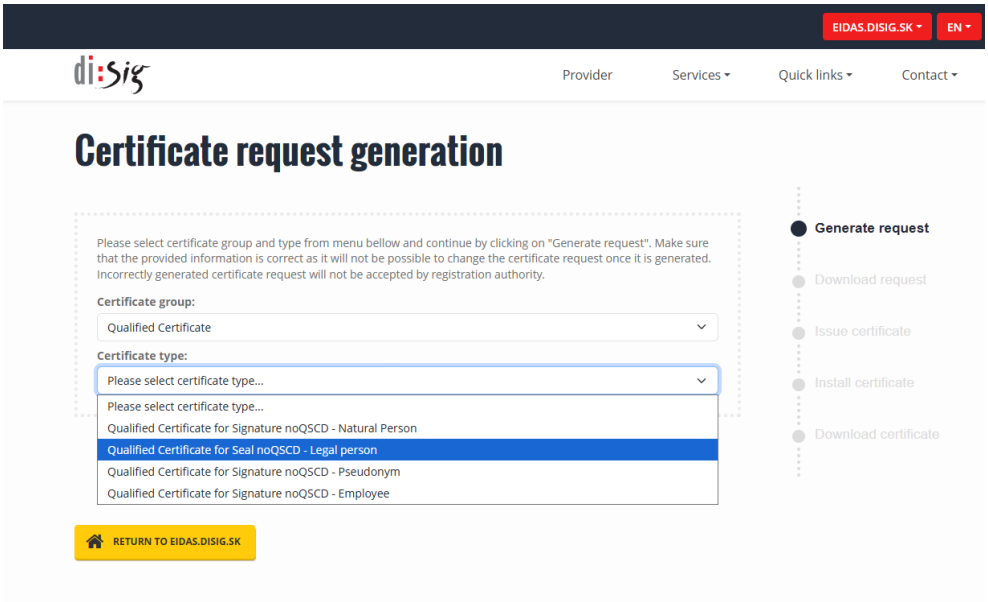
1. Visit the page where you can generate a request: https://eidas.disig.sk/en/provider/certification-authority/certificate-request/. This page lists the minimum requirements for your password and browser. When generating a request, your browser must not be running in private/incognito mode.



2. At the bottom of the page, you will find the option *Start the application generation*. Before selecting this option, you must click to confirm that you have read and understood the password and browser requirements. Once you have clicked to confirm, you can select the *Start Generating the Request* option.



3. In the "Certificate Type" section, select the type of certificate you wish to request. Select the option "Signature Certificate – Employee of a Legal Entity."



4. Next, you must choose a password that meets the requirements and enter the following information:

All data should be entered without diacritical marks.

First and Last Name (required): Enter the information from your ID card. If you have an academic title listed on your ID card and would like it to appear on the certificate as well, enter it before your first name.

Name (required): Enter your first name.

Last Name (required): Enter your last name.

Organization (required): This field must be filled in with "UPJS in Košice."

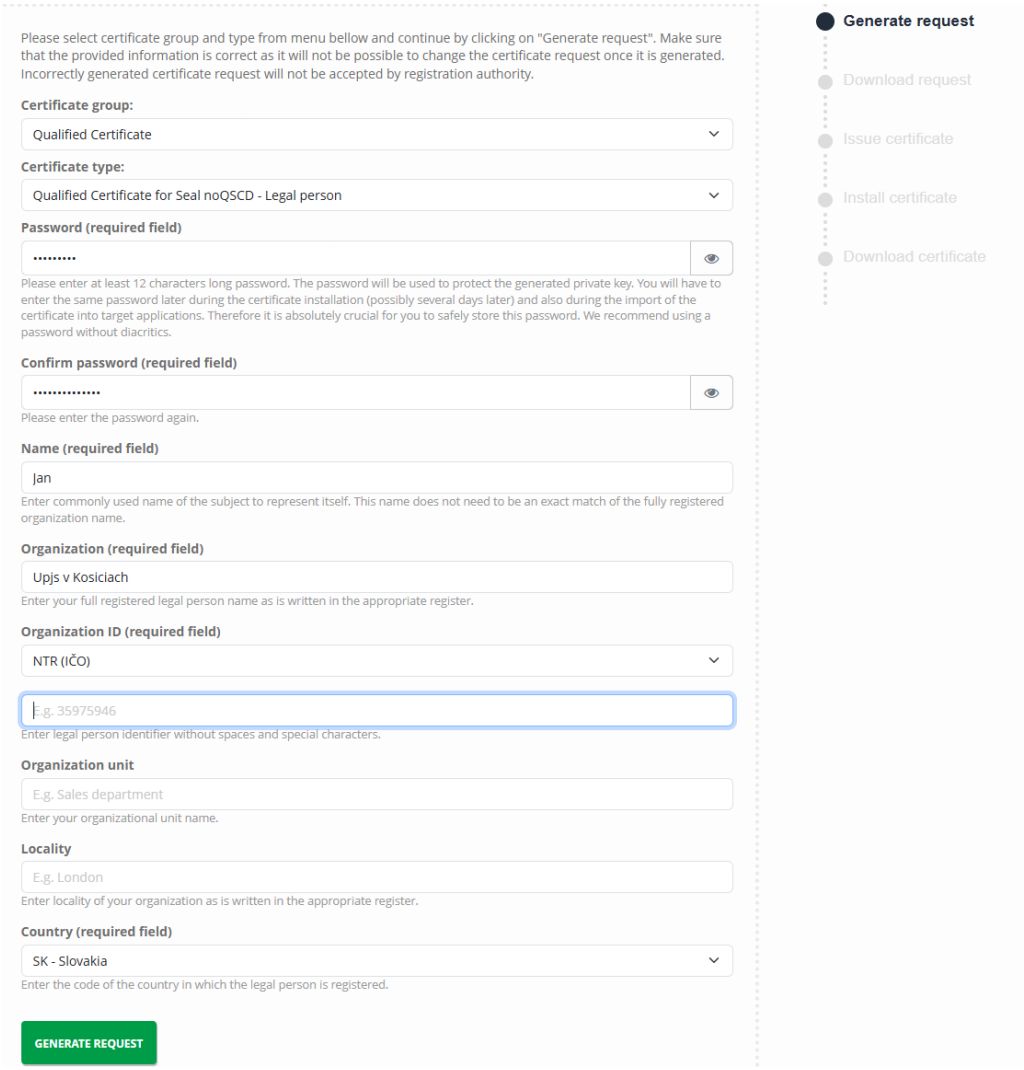
Organizational unit (not required field).

City (not required field): If you wish to enter it, please enter your permanent address.

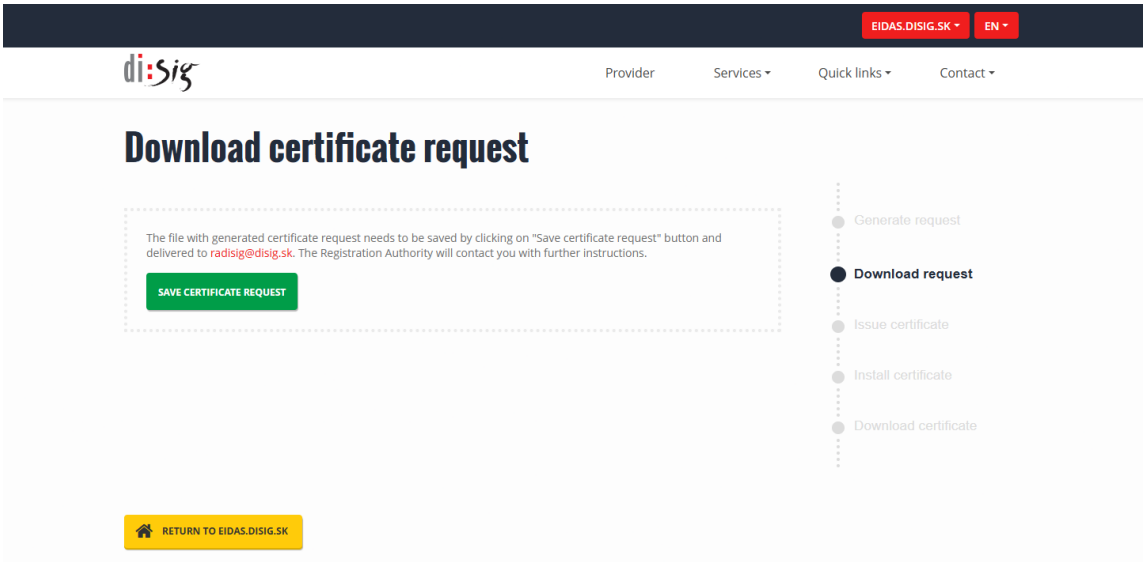
Country (required field): The value of this field does not need to be changed; it remains SK - Slovakia.

Email (required): Please enter your work (or school) email address, NOT your personal email address.

Working with certificates

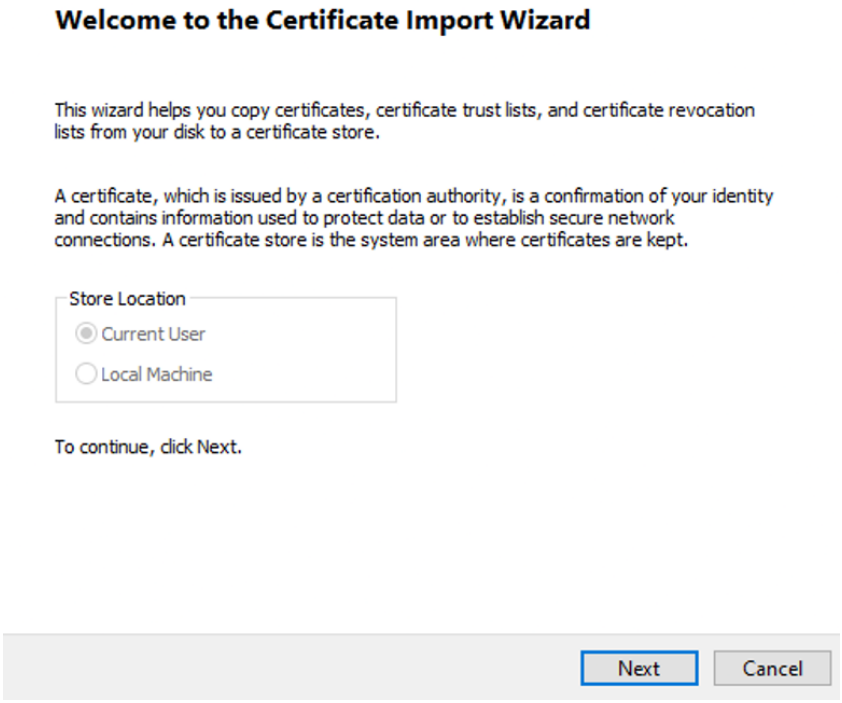


5. The generated certificate request must be sent to aio@upjs.sk.

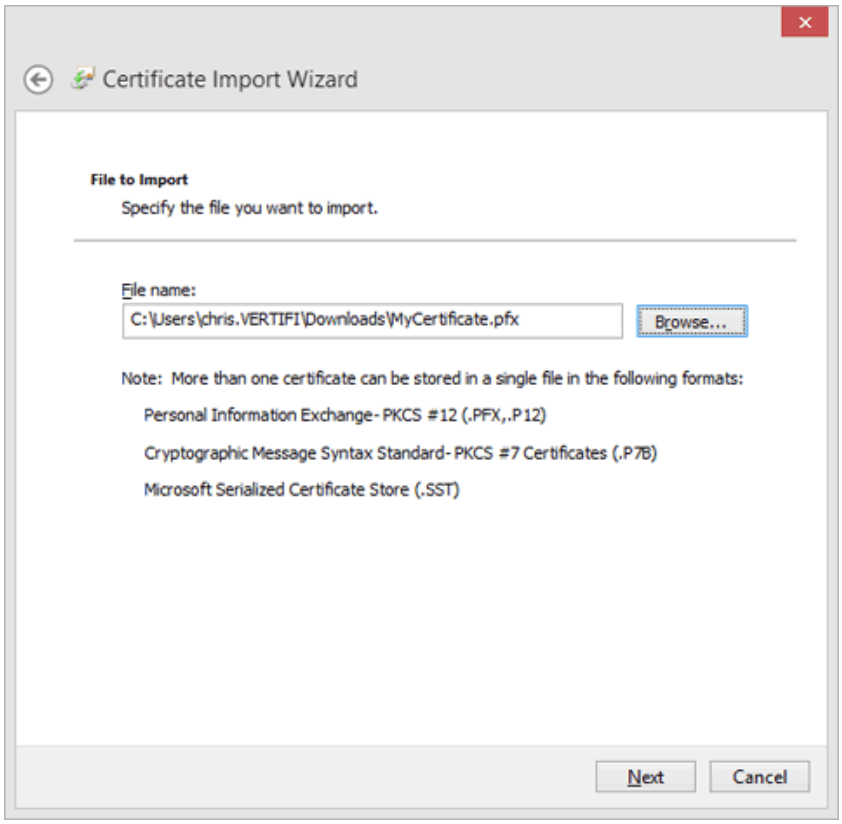


Importing a certificate

1. To import your certificate, double-click it. Then select the **Current User** option and click the **Next** button.

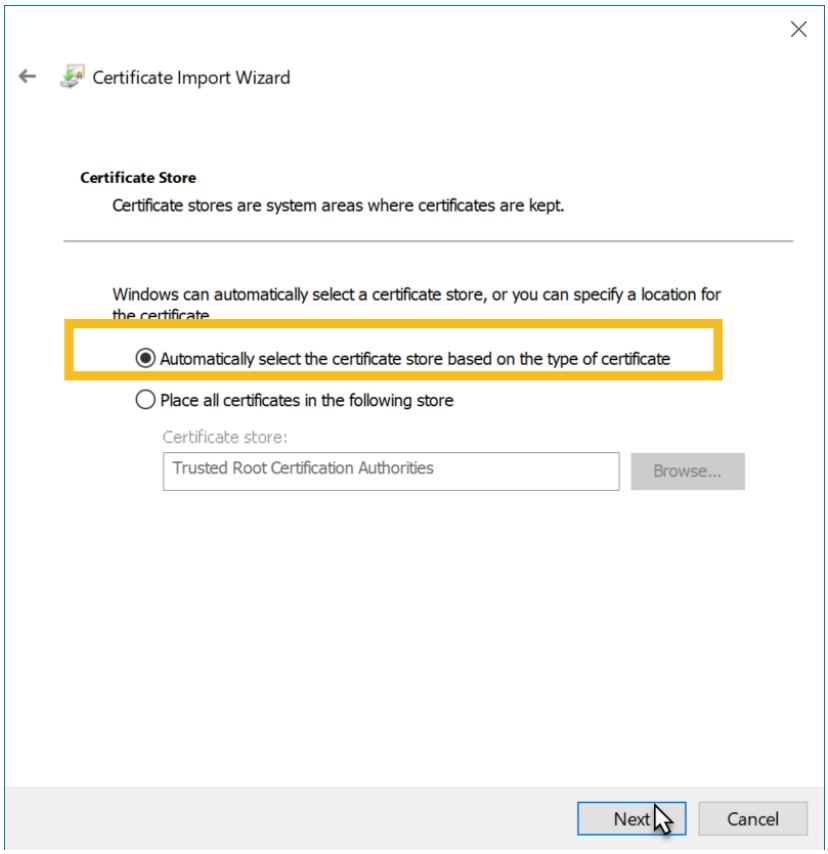


2. Next, select the file you want to import. Use the **Browse** option to navigate to the location where it is saved. After selecting the file, click **Next**.



3. In the Securing Private Keys section, you must enter the *password* you provided during the request and select the *import options* in this case, check the box for **Include all extended properties**. Then select **Next**.

4. In the *Certificate Storage Location* section, select Automatically select the **certificate storage location based on the certificate type**. Then select **Next**.



5. The last section displays a summary of the settings you selected in the previous steps. If everything is correct, as shown in the image below, you can select the **Finish option**. This is the final step in importing your certificate.

