

# IOWA STATE UNIVERSITY

## Engineering Technology Support

### How to Request your Personal Certificate

1. Sign into Account Services on the Web with your Net-ID and password at <http://asw.iastate.edu>

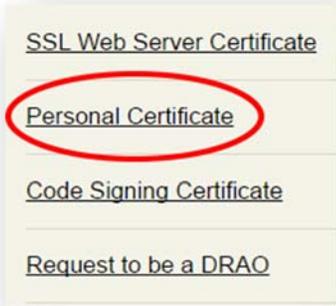


IT Administration  
Campus IT Staff Administrative Functions  
Manage Sponsored Net-IDs  
**Request for Services**

2. Choose 'Request for Services'

3. Choose 'Certificate'

4. Choose 'Personal Certificate'



SSL Web Server Certificate  
**Personal Certificate**  
Code Signing Certificate  
Request to be a DRAO

5. Select the name to be associated with the certificate. For the Use option select 'Both' and Submit Request.

6. Shortly after, you will receive an email from 'Certificate Services Manager' with instructions and an activation link.

7. Follow the link in the email, you will be asked to choose a PIN for your certificate. You will need this PIN whenever you sign documents using your certificate.

#### Personal Certificate Request

Net-ID: crichey

Name:  Colin Richey  
 Colin Thomas Richey

Department: CHEMICAL & BIOLOGICAL ENGINEERING

Use:  Signing  
 Encryption  
 Both

Term: 5 years

8. Download your certificate file; keep this saved on your computer to use when signing documents. It is highly recommended to keep a copy of your certificate file in one or more other places as well. Good options for additional storage locations would be the U: drive, CyBox, or sent to yourself as an email attachment.