

Kent State PKI: Sign-up Instructions for GeoTrust SSL Certificate

1. Create a Certificate Signing Request (CSR) according to your web server's instructions. If prompted for key length, be sure to specify **1024-bits** (or higher, if required by your application). Use the following values when filling out the form:
 - a. Common name: **The fully qualified domain name of the website, as accessed by your users** (i.e. server.dept.kent.edu)
 - b. Organization: **Kent State University**
 - c. Organizational unit: **The name of your division** (i.e. Information Services)
 - d. City/Locale: **Kent**
 - e. State: **Ohio**
 - f. Country: **US**

The CSR will look like this:

```
-----BEGIN NEW CERTIFICATE REQUEST-----
MIIDYTCCAsocAQAwgYUxGTAXBgNVBAMTEHdmc3Rlc3Qua2VudC5lZHUxHTAbBgNV
BAstFEluZm9ybWFOaW9uIFNlcnZpY2VzMzR4wHAYDVQQKExVlZW50IFN0YXR1IFVv
aXZlcnNpdHkxDTALBgNVBACjTBEtbnQxDTALBgNVBAgTBE9oaW8xCzAJBgNVBAYT
AlVtMIGfMA0GCSqGSIb3DQEBAQUAA4GNADCBiQKBgQDTN4XVDq92LjbbPc5RfRWB
MTklLjIeweyKkYBBAGCNwIBDjFtMGswDgYDVR0PAQH/BAQDAgTwMEQGCsGSIb3
DQEJdWQ3MDUwDgYIKoZIhvcNAwICAgCAMA4GCCqGSIb3DQMEAgIAgDAHBgUrDgMC
BzAKBggqhkiG9w0DBzATBgNVHSUEDDAKBggrBgEFBQcDATCB/QYKkYBBAGCNwOC
vK4YLIXw0nFIsVYdUjpbZvAp4wkBaGD4W/4kYWgm27tVLdX6CrtYpgj90y6/JPID
lu+s7r5/s31OQG0kIyX/0ml8i2TvUw23uGNmpJUaNmnmQVZthl893s42AAAAAAA
AAAwDQYJKoZIhvcNAQEFBQADgYEAV4YTT9a95fNXIqkVkJLJiuC4+4bcjw/fbWAV2
ZXQzLDcigPB4KPrmKSSi2LZUsAmSnVrGeRLDExhpka0T4GkEnrU2ZMDThdSaQONk
ECU6enRgzmZ0q2uKosayEzQLYFWeXroAooExDlJmaSQNdQrtSan7IDrXC3d6zZn
KzznVL0=
-----END NEW CERTIFICATE REQUEST-----
```

2. After your CSR has been generated, copy the string into your clipboard for pasting in the following steps.
3. Visit GeoTrust's Enterprise SSL "True Business ID Enrollment" page, using the "GeoTrust certificate order website" link provided at <http://www.acs.kent.edu/ssg>
4. Fill in the form fields as follows, then click the Continue button.
 - a. Renewal: **Initial Order** (unless you are renewing a GeoTrust SSL certificate)
 - b. Competitive Upgrade: **Yes** (if you are replacing an existing CA's certificate)
 - c. Validity Period: **1 year** (only 1 year subscriptions are available at this time)
 - d. Server Licenses: **1**, unless installing on multiple servers for Microsoft NLBS or other host-based load balancing systems
 - e. IAS CSR Generation: **Not check marked** in most cases
 - f. Special Instructions: Please provide your **IDC account number** so that administrative computing services can charge your department

5. Paste your CSR into the Certificate Signing Request field and press the Continue button
6. On the following screen, verify that the CSR's content is correct. If you find errors, create a new CSR and submit it by pressing the Replace CSR button. Otherwise, fill in the contact form as follows, then press Continue:
 - a. Site Administrator
First Name: **Dan**
Last Name: **Roberts**
Phone Number: **330-672-5373**
E-mail Address: **pki-admin@kent.edu**
 - b. Technical Contact
Your name, phone number and e-mail address
 - c. Billing Contact
Whoever in your department you would like to receive notification of the charges (the cost of the certificate will be charged by IDC to your department from Administrative Computing Services)
7. Verify that the order information displayed on the screen is accurate; read the subscriber agreement and check mark the box if you agree with the terms; then click the Submit Order button.
8. Wait for the order to be processed. Once you have submitted your request, a confirming e-mail will be sent to you, and a notification will be sent to the site administrator that an order is pending. Your order will be checked for accuracy by the site administrator. If any changes are required, the administrator will return your message with comments. Otherwise, the administrator will approve your order and automated e-mail will be sent to your address containing the actual certificate.
9. When you receive your certificate, copy it from your email and place it in a file on your server, then import it according to the instructions provided with your web server.
10. Verify that your certificate is valid by visiting your secure web page and checking the certificate details.

TEST YOUR NEW CERTIFICATE RIGHT AWAY. If you find that the certificate name doesn't match your URL, or that any information contained within the certificate is incorrect, you have only three (3) days within which to cancel your order. If you do not notify us at pki-admin@kent.edu to cancel your order within three days, you may have to purchase an additional certificate to replace the bad one.