



سلطنة عُمان وزارة النقل والاتصالات وتقنية المعلومات Sultanate of Oman Ministry of Transport, Communications and Information Technology



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PKI

PKI Token Activation Guidance.





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How to download token driver in your PC:

1. **Download** the driver of PKI Token from Microsoft update catalog through this link: <u>20458208 bdd9ab3f6fae796aa06221f959dcf3acefcaafd7.cab</u>. This is for **64-bit** operating system.

2. The driver will be downloaded as .zip folder ¹⁰⁰, extract the folder and you will get four files. Right click on the last file and press **install**.

eToken.dll	
eToken_32.dll	Open
SafeNet_eTok	Install
	Print
	7-Zip







How to open Self-care web portal in the Microsoft Edge browser.

1. Open Edge browser, click on the **Options button** in the top-right corner of the Edge browser and select **Settings**.

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jet irections, view live	Bing helps you turn information into action, making it faster and easier to go from	ŝ	Settings			
m		?	Help and feedback		>	
e Rinn Rreakinn News an	d Latest Videos		Close Microsoft Edge			







2. Click on **Default browser** on the left-hand side, and then click on the dropdown menu of **Allow sites to be reloaded in Internet Explorer mode**. You may see a message explaining Internet Explorer mode. If so, click **Got It!** Return to the drop-down menu and select **Allow**.

et	tings	Default browser		
Q	Search settings	Microsoft Edge is your default browser	Make defa	ault
8	Profiles			
ô	Privacy, search, and services			
9	Appearance	Internet Explorer compatibility		
	Start, home, and new tabs		ompatible citor only	
Ē	Share, copy and paste	Let Internet Explorer open sites in Microsoft Edge (2)	iompatible sites only	Ŷ
T,	Cookies and site permissions	Microsoft Edge		
6	Default browser			
\downarrow	Downloads	Allow sites to be reloaded in Internet Explorer mode \bigcirc	Default	\sim
뙁	Family safety	When browsing in Microsoft Edge, if a site requires Internet Explorer for compatibility, you on to reload it in Internet Explorer mode	an choose Default	
β	Languages		Allow	
0	Printers	Internet Explorer mode pages	Don't allo	w
	System and performance	Inese pages will open in Internet Explorer mode for 30 days from the date you add the pag been added to the Internet Explorer mode list yet.	e. No pages	
	Reset settings			
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C I X	Phone and other devices Accessibility			







3. If you prompted to restart the browser, click Restart.

Internet Explorer compatibility Let Internet Explorer open sites in Microsoft Edge ⑦ When browsing in Internet Explorer you can choose to automatically open sites in Microsoft Edge Allow <</p> Allow sites to be reloaded in Internet Explorer mode ⑦ Allow Othen browsing in Microsoft Edge, if a site requires Internet Explorer for compatibility, you can choose to reload it in Internet Explorer mode Or this setting change to take effect, restart your browser Internet Explorer mode pages Add

4. Click Add, to add self-care portal to the Internet Explorer mode List.

inclosoft Luge is your default blowser	Make default
ternet Explorer compatibility	
Allow sites to be reloaded in Internet Explorer mode (IE mode) 🕐	Allow 🗸
When browsing in Microsoft Edge, if a site requires Internet Explorer for compatibility, ye	ou can choose to reload it in Internet Explorer mode
When browsing in Microsoft Edge, if a site requires Internet Explorer for compatibility, yc Internet Explorer mode pages	ou can choose to reload it in Internet Explorer mode







5. Write <u>https://selfcare.pki.mtcit.gov.om/ov.om</u>, and then click Add.

Int	Add a page		×		
A	Enter a URL:			0	Allow 🗸
V	https://selfcare.pki.mtcit.gov.om			patibility, you can choose to reload it in Internet	Explorer mode
b	Add	Cancel			Add
E.,				u add the page. No pages have been added to t	he Internet
Inte	ernet Options				Ø

6. Now self-care portal page added to the Internet Explorer mode List.

Internet Explorer compatibility			
Allow sites to be reloaded in Internet Explorer mode (IE r When browsing in Microsoft Edge, if a site requires Internet Explorer	node) ⑦	Al reload it in Internet Explo	llow 🗸
Internet Explorer mode pages These pages will open in Internet Explorer mode for 30 days from th Internet Explorer mode.	e date you add the page. You have 1	page that'll automatically	Add 7 open in
Page	Date added	Expires	
https://selfcare.pki.mtcit.gov.om/	5/17/2023	6/16/2023	创
Internet Options			Ø







7. Open <u>https://selfcare.pki.mtcit.gov.om/</u> using Edge. To switch the browser to Internet Explorer mode, click the **Options** button and select **Reload in Internet Explorer mode**.







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8. Bellow page will opened in your browser.

\leftarrow	\rightarrow	С	C 🧔 🗅 https://selfcare.pki.ita.gov.om	to
	ان الوقمية e.omor	of n		ات Mini
		An ad The a instal	additional add-on is available for the Web browser being used to access the Self-care Web Portal. e add-on enhances the connection to the Self-care Web Portal and may add additional features. To tall the add-on, click the "Download" button and follow the instructions.	
		Re	Resolve Card Problems - <u>Card is Lost or Stolen</u> - <u>Card is Forgotten</u> - <u>Card is Back</u>	





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How to Activate my PKI Token

1. download the add-on and install it in your computer



2. Click Activate card









3. Enter the activation code shared by email.



4. Answer the four security questions. It is important to remember these questions and answers as you will need them to unlock your token in case it is blocked.

estructor estimation	
Card Activation	
5 Back to main screen	
You are about to activate your smart card. The following steps will generate the card requires to function.	ne elements that your
Please choose the questions and answers that will allow you to be authenticat	ted by your Help Desk.
Choice of questions / Enter answers	
What was your first position title?	
What is the name of your favorite uncle?	
Who was the forename of your first boss?	
What is your favorite newspaper?	
	Previous Next







5. Following listed polices, set a six digits new PIN code and click OK, then your token successfully activated.

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Card Activat	ion			
5 Back to main scr	een			
You are ab card requir	out to activate your smart card. T ies to function.	The following steps will generation	ate the elements that your	
Please cho Min May Min Onl For	ose a new PIN according to the fo imum Length: 6 imum Length: 6 imum Number of Unique Character y Allow Numeric Characters bid Sequences	Success The card has been	Successfully activated	- 3
	arian of DIM			
PIN				
PIN confirmation		2		
	Previous OK	2		







How to Sign PDF file using PKI Token

- 1- Open PDF File.
- 2- Select *Tools*, and then choose *Certificates* as shown below.

Home To	PKI Testing-ds.pd	f				?
Q 1 ch to	pols					
	Comment Open 🔹	Fill & Sign Open +	Edit PDF Open *	Export PDF Open 💌	Create PDF	Combine Files
	Share	Stamp Open •	Measure Open *	2 Certificates Open •	Show More	

- 3- Select Digitally Sign.
- 4- Choose the place where you suppose to sign, then draw a label for the signature as showing below

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Certificates	1 💩 Digitally Sign 🕃 Time Stamp 🖧 Validate All Signatures	Close
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5- The following box will appear. You have to choose (*your-name-DESIGN*), then click *sign*

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6- Save your Document, and then enter your TOKEN PIN.

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Click here for	more information

7- Finally, your document digitally *signed*.

