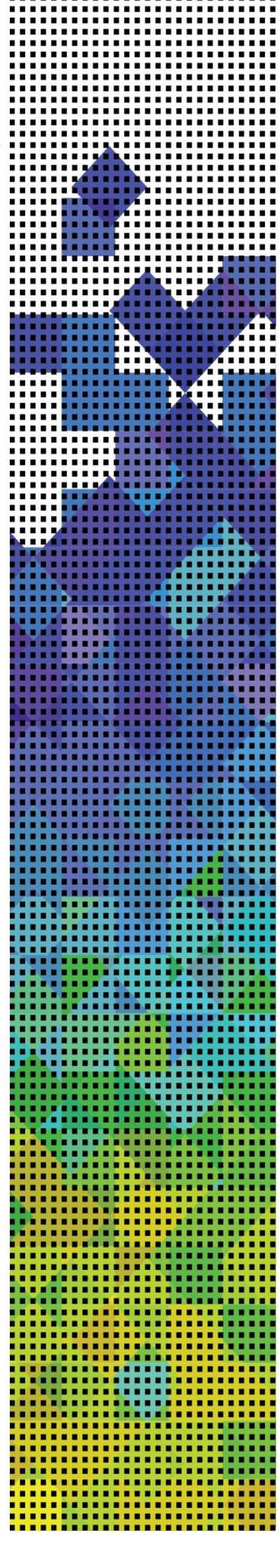
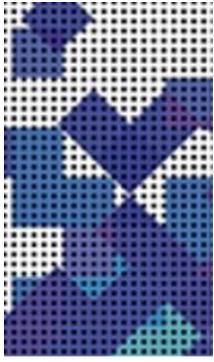




PKI

PKI Token Activation Guidance.

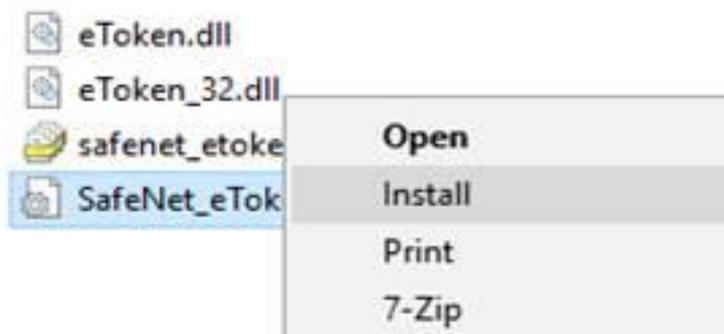




How to download token driver in your PC:

1. **Download** the driver of PKI Token from Microsoft update catalog through this link: [20458208_bdd9ab3f6fae796aa06221f959dcf3acefcaafd7.cab](https://www.catalog.update.microsoft.com/Search.aspx?q=20458208_bdd9ab3f6fae796aa06221f959dcf3acefcaafd7.cab) . This is for **64-bit** operating system.

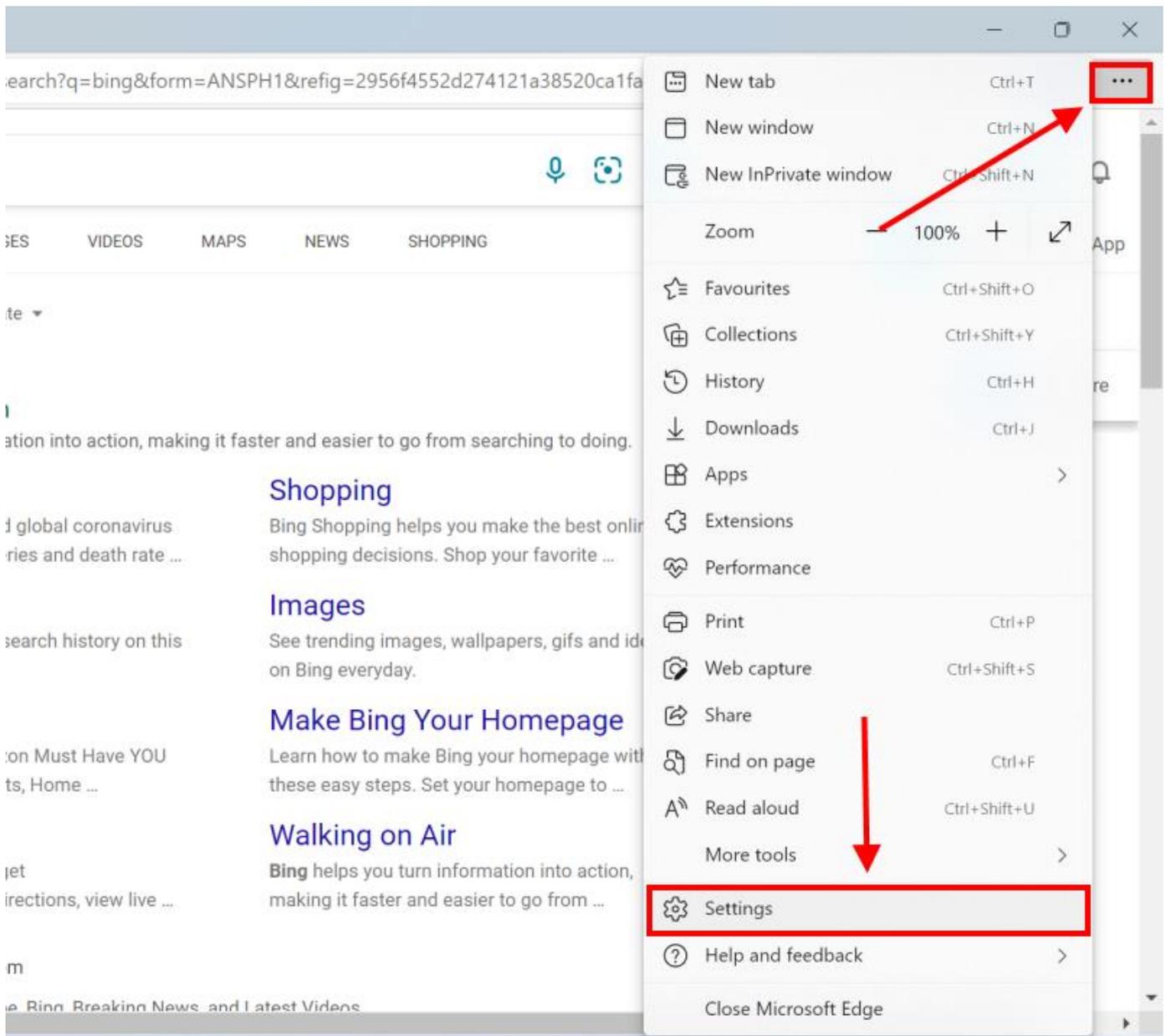
2. The driver will be downloaded as .zip folder  , extract the folder and you will get four files. Right click on the last file and press **install**.





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**.





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**.

The screenshot displays the Windows Settings application. On the left, the 'Settings' sidebar is visible, with 'Default browser' highlighted by a red rectangular box. The main content area shows the 'Default browser' settings. Under the 'Internet Explorer compatibility' section, the 'Allow sites to be reloaded in Internet Explorer mode' dropdown menu is highlighted with a red rectangular box. The dropdown menu is open, showing the following options: 'Default' (selected), 'Default', 'Allow', and 'Don't allow'.



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

Internet Explorer compatibility

Let Internet Explorer open sites in Microsoft Edge [?](#) Incompatible sites only ▾

When browsing in Internet Explorer you can choose to automatically open sites in Microsoft Edge

Allow sites to be reloaded in Internet Explorer mode [?](#) Allow ▾

When browsing in Microsoft Edge, if a site requires Internet Explorer for compatibility, you can choose to reload it in Internet Explorer mode

For this setting change to take effect, restart your browser [Restart](#)

Internet Explorer mode pages Add

These pages will open in Internet Explorer mode for 30 days from the date you add the page. No pages have been added to the Internet Explorer mode list yet.

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

Default browser

Microsoft Edge is your default browser Make default

Internet 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, you can choose to reload it in Internet Explorer mode

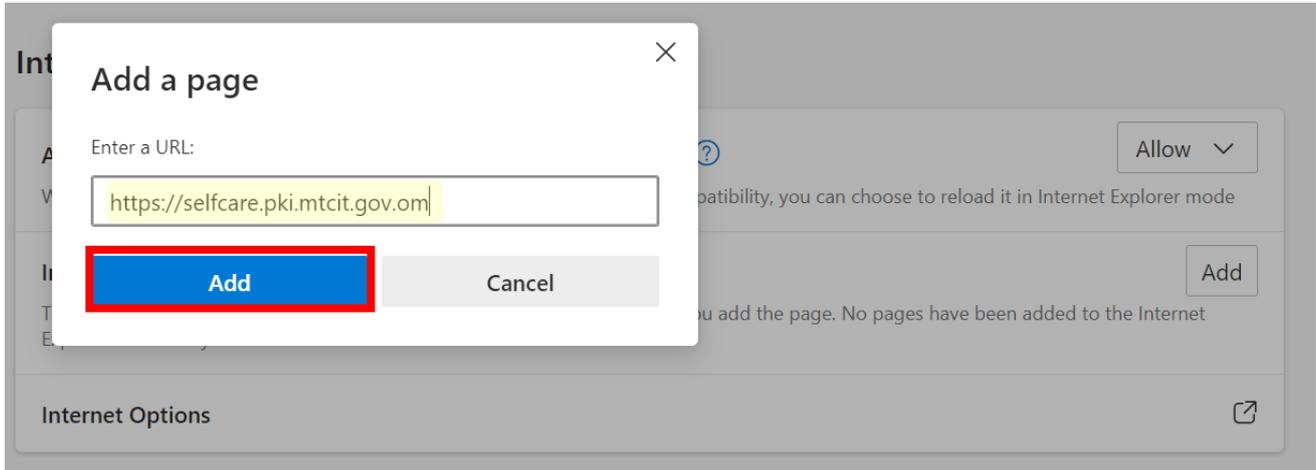
Internet Explorer mode pages Add

These pages will open in Internet Explorer mode for 30 days from the date you add the page. No pages have been added to the Internet Explorer mode list yet.

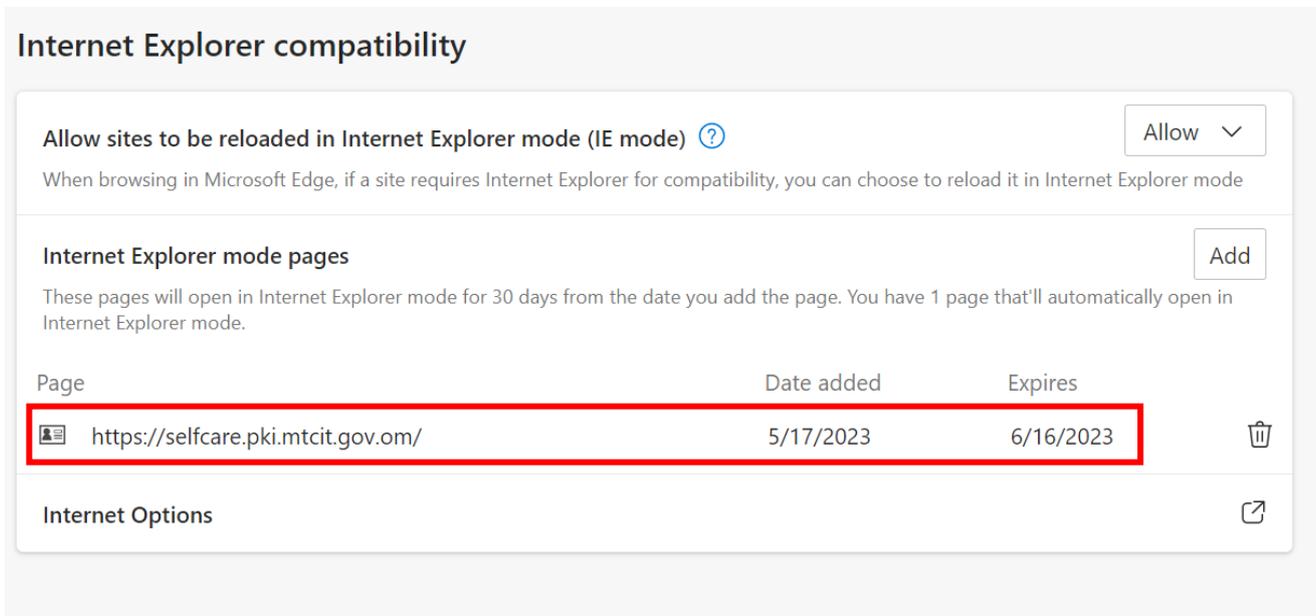
Internet Options ↗



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

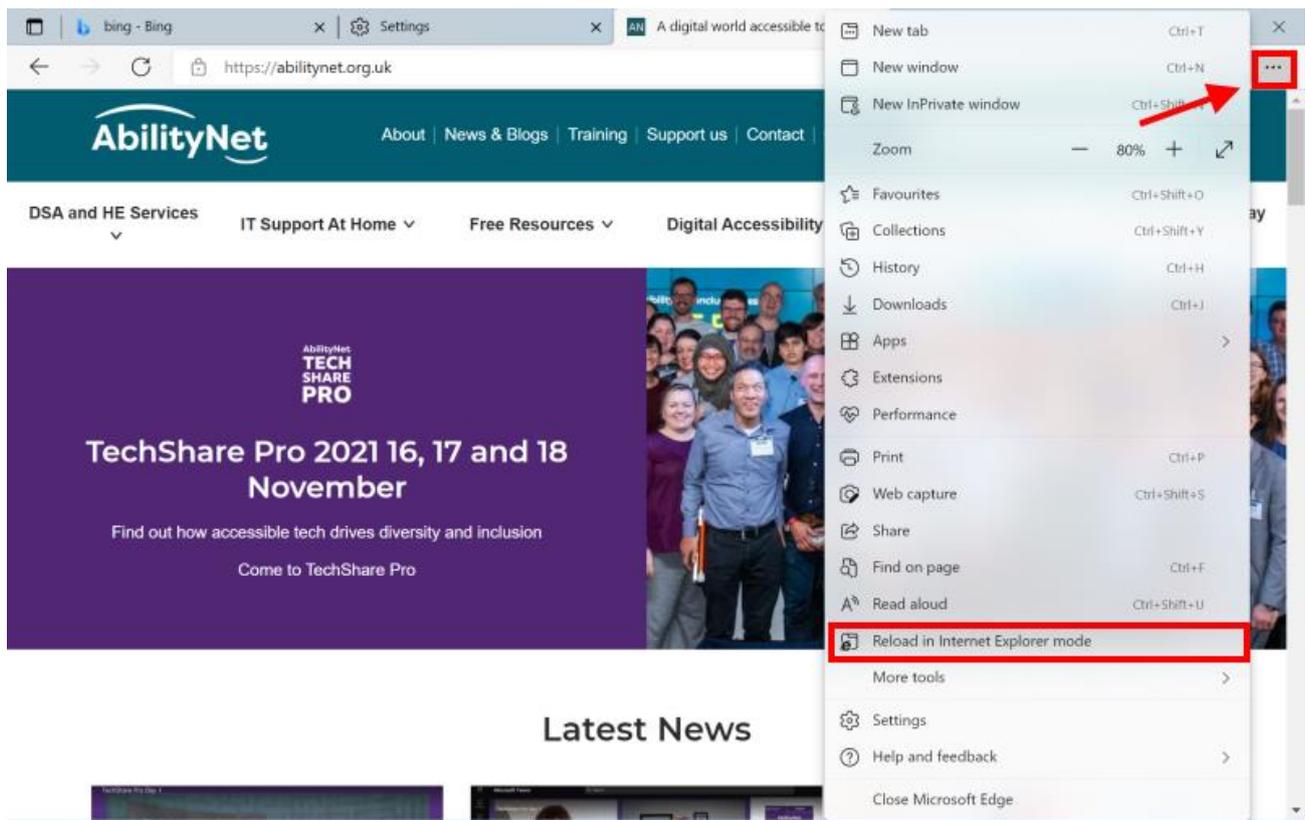


6. Now self-care portal page added to the Internet Explorer mode List.





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





8. Bellow page will opened in your browser.

← → ↻ |  |  https://selfcare.pki.ita.gov.om 

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Mini

 An additional add-on is available for the Web browser being used to access the Self-care Web Portal. The add-on enhances the connection to the Self-care Web Portal and may add additional features. To install the add-on, click the "Download" button and follow the instructions.

[Download](#)

 **Resolve Card Problems**

- [Card is Lost or Stolen](#)
- [Card is Forgotten](#)
- [Card is Back](#)



How to Activate my PKI Token

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

← → ↻ | <https://selfcare.pki.ita.gov.om>

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An additional add-on is available for the Web browser being used to access the Self-care Web Portal. The add-on enhances the connection to the Self-care Web Portal and may add additional features. To install the add-on, click the "Download" button and follow the instructions.

[Download](#)

Resolve Card Problems

- [Card is Lost or Stolen](#)
- [Card is Forgotten](#)
- [Card is Back](#)

2. Click Activate card

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Obtain Cards

- [Activate Card](#)

Resolve Card Problems

- [Card is Lost or Stolen](#)
- [Card is Forgotten](#)
- [Card is Back](#)



3. Enter the activation code shared by email.



Card Activation

[Back to main screen](#)



You are about to activate your smart card. The following steps will generate the elements that your card requires to function.



Please enter your authentication credentials.

Authentication parameters

Activation Code

Next

7-Click on Activate Card (Token).

8-Fill in your **activation code** " PLCUSESG ".

9-Select answers for your 4 security questions.

10-Choose and Confirm your PIN **Code**.



See more about noreply-cms@ita.gov.om.

ALL FOLDERS ARE UP TO DATE.

CONNECTED TO: MICROSOFT

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.



Card Activation

[Back to main screen](#)



You are about to activate your smart card. The following steps will generate the elements that your card requires to function.



Please choose the questions and answers that will allow you to be authenticated by your Help Desk.

Choice of questions / Enter answers

What was your first position title?	▼	<input type="text"/>
What is the name of your favorite uncle?	▼	<input type="text"/>
Who was the forename of your first boss?	▼	<input type="text"/>
What is your favorite newspaper?	▼	<input type="text"/>

Previous

Next



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

The screenshot shows the 'Card Activation' screen. At the top, there is a 'Back to main screen' button. Below it, an information box states: 'You are about to activate your smart card. The following steps will generate the elements that your card requires to function.' The main instruction is: 'Please choose a new PIN according to the following policies:'

- Minimum Length: 6
- Maximum Length: 6
- Minimum Number of Unique Characters: 6
- Only Allow Numeric Characters
- Forbid Sequences

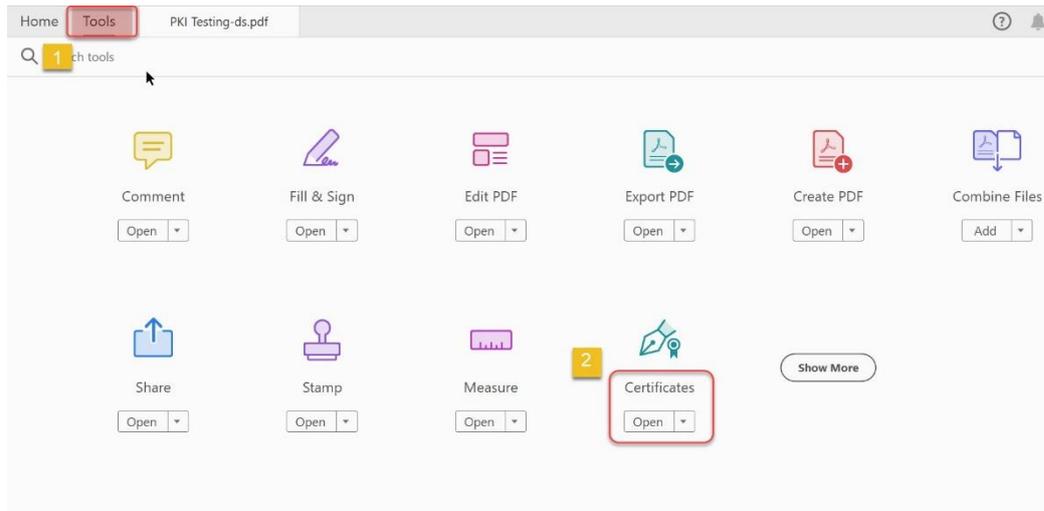
Below the instructions is a 'Choice of PIN' form with two input fields: 'PIN' and 'PIN confirmation', both containing six dots. There are 'Previous' and 'OK' buttons at the bottom of the form. A red bracket labeled '1' encompasses both input fields. A red arrow labeled '2' points to the 'OK' button.

A 'Success' dialog box is displayed over the form, containing a green checkmark and the text: 'The card has been successfully activated'. An 'OK' button is located at the bottom right of the dialog box, with a red arrow labeled '3' pointing to it.

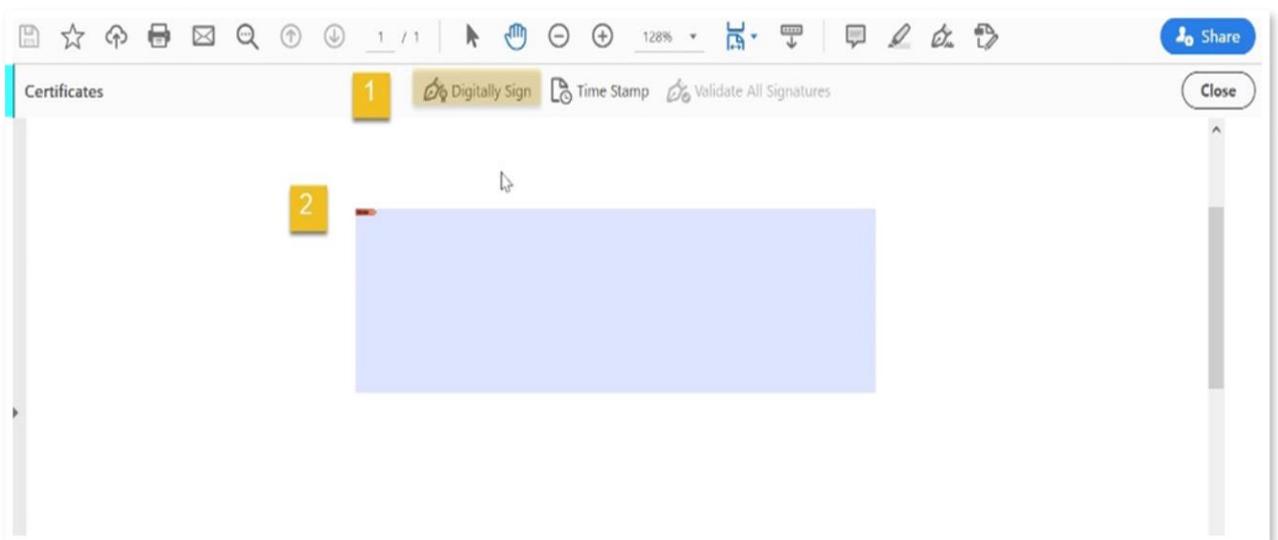


How to Sign PDF file using PKI Token

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

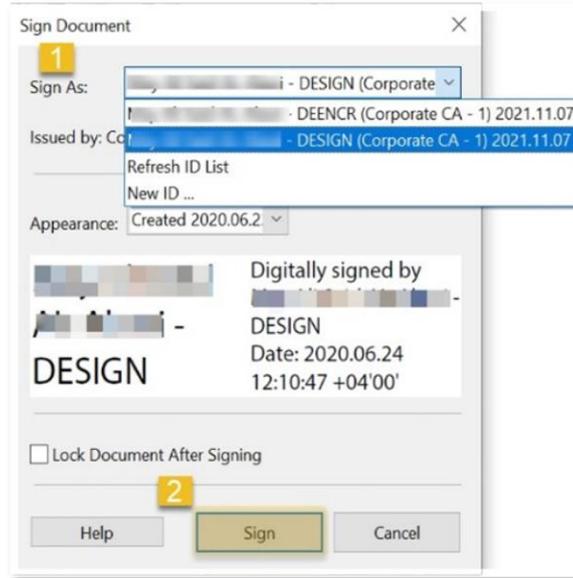


- 3- Select **Digitally Sign**.
- 4- Choose the place where you suppose to sign, then draw a label for the signature as showing below

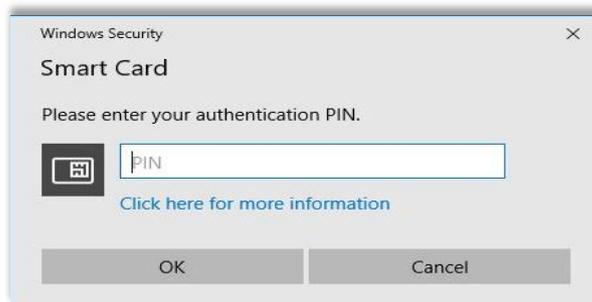




5- The following box will appear. You have to choose (*your-name-DESIGN*), then click *sign*



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



7- Finally, your document digitally *signed*.

