2018 – 2019 Certificate Instructions for CPDMS

Your certificates for the coming year, are on your FES page, in a zipped file called 0000xxxxxxx_c2018.zip, where the X's represent your facility number. This file also may have been distributed to a shared drive by your supervisor depending on your facilities' practices.

Please begin by downloading that zipped file to your computer, then unzip the folder and follow the instructions based upon which browser you use.

FOR IE 11 USERS:

1. Go your Tools menu then select Internet Options.

2. In Internet Options please select the tab at the top that says Content. In the Content tab, please click the button that says Certificates.

(PLEASE NOTE: If you do not see a content tab or you only have the General tab, you will need to contact your facility IT support to either grant you rights, or install them for you.)

3. In the certificates window, please start by selecting the tab that says Trusted Root Certification Authorities. Once there, select import. At this point you will need to navigate to where you have unzipped the file and select the file called KCR_ROOT_CA_SHA2.crt. This is a new Root file for 2018 that needs to be installed.

4. Once the Root file is installed, go back to the Personal tab in the certificates window and click import. You will need to now navigate to where you have unzipped the file, and select the file called 0000xxxx_c2018.p12. This file will be the one that asks you for the code that is located in the word document that was in the zip file.

5. You are finished. We highly recommend restarting your browser at this point as well.

FOR FIREFOX ESR 52.6.x USERS

1. Go your Tools menu then select Options.

2. In options, please click on the word Advanced, at the bottom of the list on the left. In advanced, please click where it says Certificates across the top of the page.

(PLEASE NOTE: If you only have the General settings option, you will need to contact your facility IT support to either grant you rights, or install the certificates for you.)

3. In Certificates, click View Certificates. In the window that pops up, start by going to the Authorities tab. Once there, select Import, then navigate to where you have unzipped the file and select the file called KCR_ROOT_CA_SHA2.crt. This is a new Root file for 2018 that needs to be installed.

 4. Once the Root file is installed, go back to the Your Certificates tab in the certificates window and click import. You will need to now navigate to where you have unzipped the file, and select the file called 0000xxxx_c2018.p12. This file will be the one that asks you for the code that is located in the word document that was in the zip file.

5. You are finished. We highly recommend restarting your browser at this point as well.

We have not included instructions for IE 8, as we are no longer supporting that browser. If this is a concern for your facility, please contact CPDMS support during our hours of 7AM to 5PM Monday through Friday at 859-218-2222 do discuss options.