

## Step-by- Step Certificate Authority Application Process Check List (1/25/00)

Use this checklist in conjunction with the Step-by-Step CREN Certificate Authority Application Process document. The numbers in parentheses refers to the Phase and Step organizational outline of that document.

### Date Completed

1. \_\_\_\_\_  **(1.1)** CREN Member Rep identifies the institution's technical rep (ICATC) and Certificate Authority Executive Officer (CAEO) and discusses their roles in the Certificate Authority application process.
2. \_\_\_\_\_  **(1.2 a)** Member Rep completes the CREN CA application form and faxes it to CREN Admin Contact. With receipt of this application, it is assumed that Step 1.1 has been completed.
3. \_\_\_\_\_  **(1.2 b)** CREN Admin Contact sends an email to the CREN Member Rep with a copy to the CREN Monitor, the CAEO, and the ICATC, notifying them that their Certificate Authority Application has been received.
4. \_\_\_\_\_  **(1.3)** CREN Admin Contact reaches CREN Member Rep via Institution's Switchboard to validate his/her contact information.
5. \_\_\_\_\_  **(1.4)** CREN Admin Contact validates the contact information of the CAEO via Institution's Switchboard.
6. \_\_\_\_\_  **(1.6 a)** CREN Admin Contact approves or denies application, and adds FICE number or other unique identifier to application form.

\*\*\* Request denied: process ends.

Request approved:

7. \_\_\_\_\_  **(1.6 b)** CREN Admin Contact sends e-mail to CAEO, Member Rep and Institution's Technical Rep (ICATC), and copies CREN Monitor, approving CA Application, using Standard Subject heading: Institution Name: CA Application Approved.
8. \_\_\_\_\_  **(1.7 a)** CREN Admin Contact validates the contact information of the ICATC via the Institution's switchboard.
9. \_\_\_\_\_  **(1.7 b)** ICATC notifies CREN Admin Contact that he/she is ready to proceed, having generated a Personal Public/Private Key pair with PGP.
10. \_\_\_\_\_  **(1.7.1 a)** CREN Admin Contact sends his/her PGP Personal Public Key to ICATC with standardized subject heading and requests ICATC's PGP Public Key in return.
11. \_\_\_\_\_  **(1.7.1 b)** ICATC sends PGP Personal Public Key to CREN Admin Contact. The ICATC copies the CRTC, the institution's member rep, and the CREN monitor.
12. \_\_\_\_\_  **(1.7.2)** CREN Admin Contact and ICATC exchange fingerprints of their PGP Public Keys over the phone and sign each other's PGP Public Keys.

13. \_\_\_\_\_  **(1.7.3 a)** After verifying ICATC's PGP Personal Public Key, CREN Admin Contact forwards ICATC's PGP Personal Public Key to CRTC, with a copy to the CREN Monitor and ICATC, identifying the ICATC as the appropriate contact to send in the Certificate Request message.
14. \_\_\_\_\_  **(1.7.3 b)** The CREN Admin Contact sends the personal PGP Public Key of the CRTC to the ICATC.

**Phase Two:**

14. \_\_\_\_\_  **(2.1)** ICATC sends official Certificate Request to CRTC and CREN Admin Contact and to the CREN Monitor with the standardized subject heading.
15. \_\_\_\_\_  **(2.2)** The CREN CRTC reviews the Certificate Request for accuracy and iterates with the ICATC until it is a valid Certificate Request.
16. \_\_\_\_\_  **(2.3)** CRTC issues Institutional Certificate and signs it with CREN Public Key.
17. \_\_\_\_\_  **(2.4)** CRTC sends Institutional Certificate, via personal PGP secure mail, to ICATC, CREN Member Rep, CREN Admin Contact, and CREN Monitor.
18. \_\_\_\_\_  **(2.5)** ICATC verifies Certificate's validity and sends message to CRTC, with a copy to the CREN Member Rep, CREN Monitor and CREN Admin Contact that institution has accepted Institutional Certificate. The ICATC signs this message with her/her personal PGP key.
19. \_\_\_\_\_  **(2.6)** The CREN Repository of Institutional Certificates is updated.