



This reference guide will help you activate your USAccess Credential. To complete this process, you need the system-generated Password that was sent to you in an e-mail stating your Credential is ready for pick-up.

Follow steps 1-10 to activate your Credential. If you experience difficulty with the activation process, follow the directions under the **What if my Credential Activation Fails?** section below.

<p>1. Open the Unattended Activation Program</p> <p>Click the UNATTENDED ACTIVATION icon on the workstation Desktop.</p>	
<p>2. Launch My Digital ID Card</p> <p>Click the Launch My Digital ID Card link.</p>	
<p>3. Initiate Credential Activation</p> <ol style="list-style-type: none"> Insert your USAccess Credential into the card reader. Make sure your Credential is inserted all the way into the reader. The lights on the card reader should blink. Wait for the blinking to stop. Click the Continue button. <p>Do not remove the Credential from the reader.</p>	
<p>4. Enter Your Password</p> <ol style="list-style-type: none"> Type the password you received in your Card Pick-up e-mail, in the Password field. (You must have the password to continue the Unattended Activation process.) Click the Continue button. 	
<p>5. Verify Your Fingerprint</p> <p>Place your primary finger on the fingerprint reader. Use the finger indicated in the hand diagram as your primary finger. If you are unsuccessful at three attempts, the indicator prompts you for the secondary finger.</p>	
<p>6. Personalize Your Smart Card</p> <p>The system personalizes your Credential. Do not remove your Credential during this time. When the personalization is complete, the system asks you to enter a new personal identification number or PIN.</p>	<p>NOTE: This process may take between 5 to 8 minutes to complete. Please do not remove the PIV card during this time.</p>



7. Create Your Personal PIN

Use the guidelines on the page to create a strong PIN. Use only numbers in your PIN. Do not use special characters or letters.

- a. Type the PIN in the **New Smart Card PIN:** field.
- b. Type the same PIN again in the **Confirm New Smart Card PIN:** field.
- c. Click the **Continue** button.



8. Verify Fingerprint Again

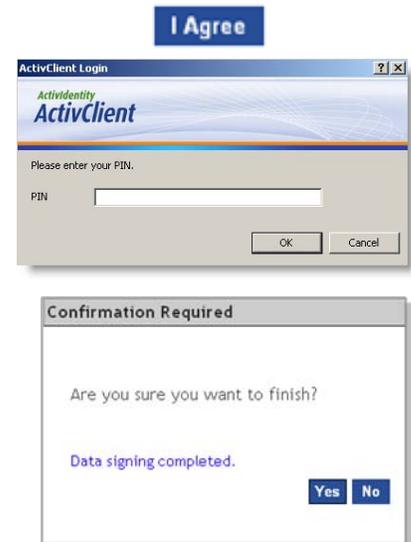
Place your primary finger on the fingerprint reader. Use the finger indicated in the hand diagram as your primary finger.



9. Digitally Sign Privacy Act Statement

Your Credential is now activated and personalized. You must acknowledge this by signing the Privacy Act statement.

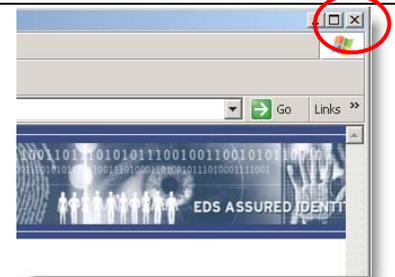
- a. Read the Privacy Act Statement and Acknowledgement of Responsibilities. Use the scroll bar to see the entire page.
- b. Click **I Agree** to acknowledge you have read and agree to the Privacy Act Statement.
- c. Enter your new personal PIN in the **PIN** field to digitally sign the Privacy Act and click the **OK** button.
- d. Click the **Yes** button in the Confirmation Required box.



10. Complete Credential Activation

When the **Acknowledgement Confirmation** page displays, the Activation process is complete.

- a. Remove your Credential from the card reader.
- b. Close the Activation application and return to the Desktop by clicking the **X** in the upper right corner of the browser window.





What if my Credential Activation Fails?

If the Credential activation fails the first time:

- a. Remove the Credential from the card reader.
- b. Using steps 1 through 9, try to activate the Credential a second time.
- c. If the error message says your card is "Locked", ask the Registrar for assistance.

If the Credential activation fails the second time:

- a. Remove the Credential from the card reader.
- b. Ask a Registrar or Activator for assistance.