

PGP Pre-Enrollment, Enrollment and Encryption Procedures

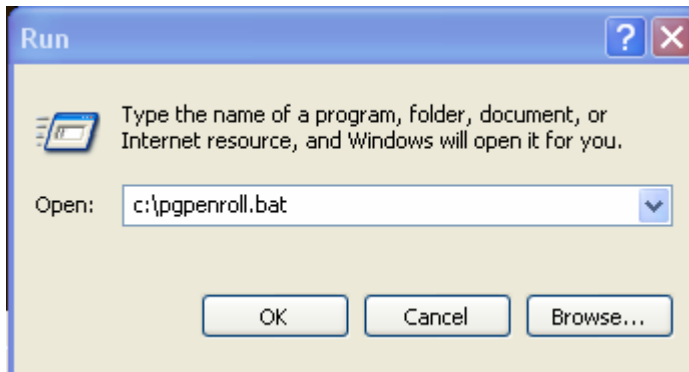
Pre-Enrollment Procedures

To start the PGP Desktop software activation wizard, perform the following steps.

Step 1: Left click on your **Start** menu and choose "**Run...**" by left clicking on the Run icon



Step 2: Enter the following command **c:\pgpenroll.bat** in the space provided, then click **OK**. This will start the PGP Enrollment Wizard (see screenshot below for help).



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PGP Desktop Client Enrollment Procedures

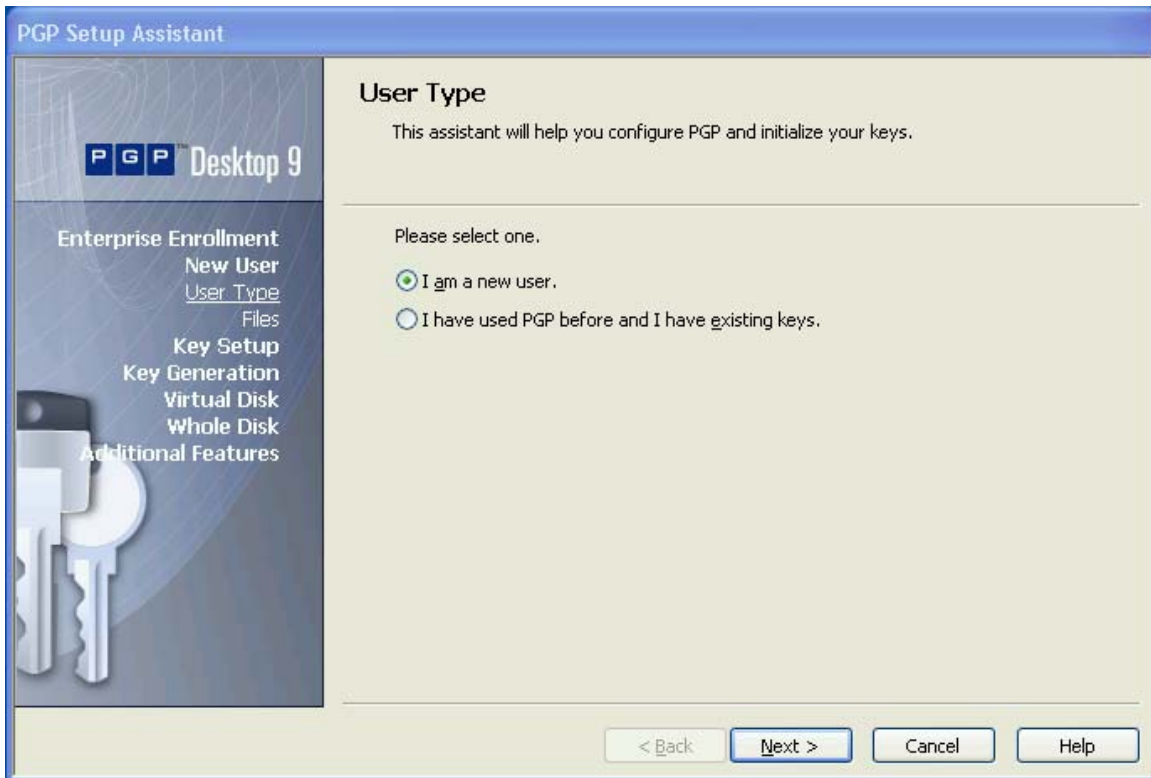
Step 1: Enter your campus domain credentials and click **Next**. This username and password are the same as what you would use to login to your computer here at work. If you get an error trying to authenticate, please contact Desktop Support at ext. 58344 to resolve the authentication error so you can proceed.



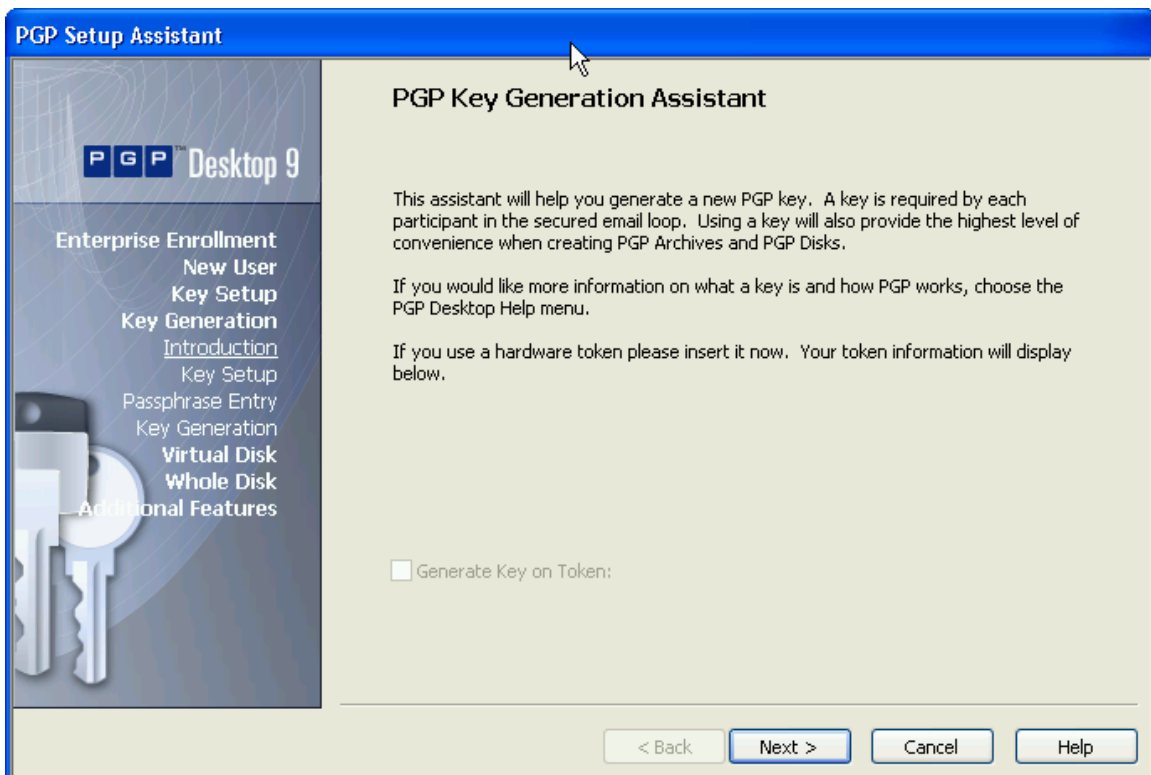
The screenshot shows a window titled "PGP Setup Assistant". On the left side, there is a sidebar with the "PGP Desktop 9" logo and a list of options: "Enterprise Enrollment", "New User", "Key Setup", "Key Generation", "Virtual Disk", "Whole Disk", and "Additional Features". Below the list is an image of two keys. The main area of the window is titled "PGP Enterprise Enrollment Assistant" and contains the instruction "Please enter your domain authentication credentials." Below this, there are two input fields: "User name:" with the text "jsmith" entered, and "Password:" with a masked password represented by ten dots. At the bottom of the window, there are four buttons: "< Back", "Next >", "Cancel", and "Help".

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Step 2: Choose **"I am a new user"** and click **next**.



Step 3: Click **next**.



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Step 4: Enter your **Full Name** and **Campus Email** address in the space provided and click **next**.

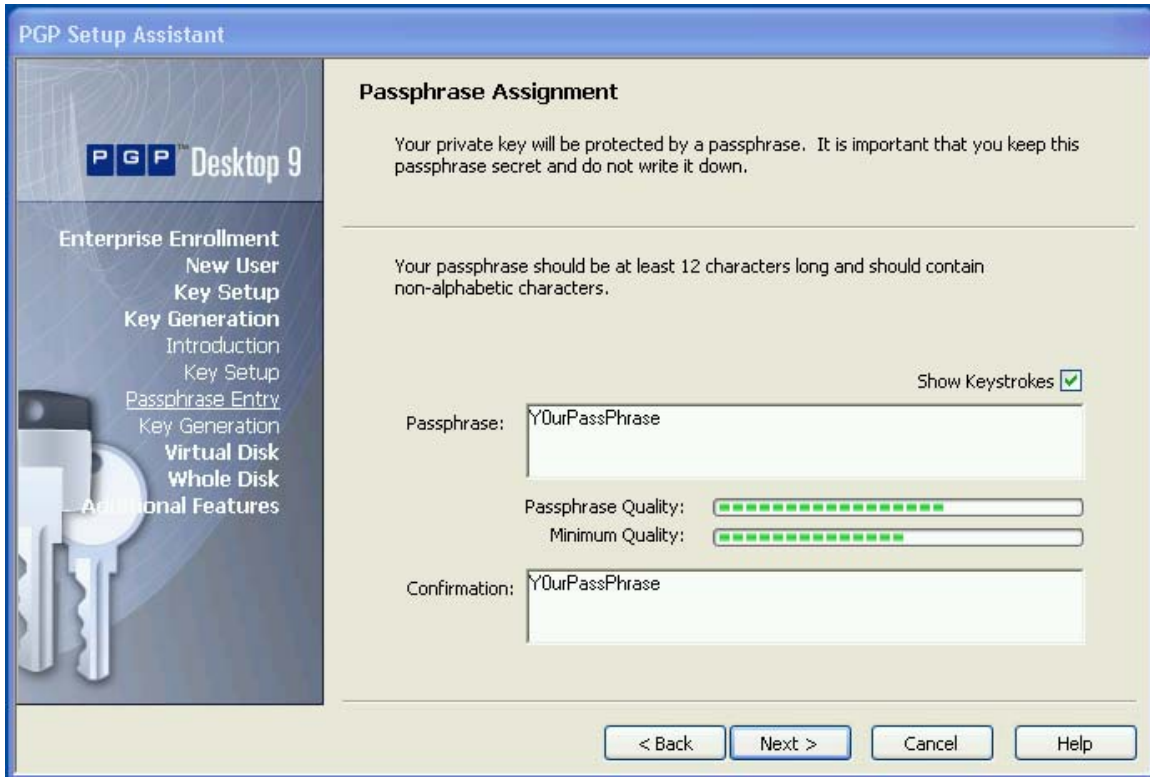
The screenshot shows the 'PGP Setup Assistant' window for 'PGP Desktop 9'. The left sidebar lists the 'Enterprise Enrollment' process steps: New User, Key Setup, Key Generation, Introduction, Key Setup, Passphrase Entry, Key Generation, Virtual Disk, Whole Disk, and Additional Features. The main area is titled 'Name and Email Assignment' and contains the following text: 'Every key pair must have a name associated with it. The name and email address let your correspondents know that the public key they are using belongs to you.' Below this, there are two input fields: 'Full Name:' with the value 'John Smith' and 'Primary Email:' with the value 'jsmith@csulb.edu'. A 'More >' button is located to the right of the email field. At the bottom of the main area, there is a note: 'Click Advanced for more key settings.' with an 'Advanced...' button. The bottom of the window features four navigation buttons: '< Back', 'Next >', 'Cancel', and 'Help'.

Step 5: Click **Next**.

The screenshot shows the 'PGP Setup Assistant' window for 'PGP Desktop 9'. The left sidebar is identical to the previous screen. The main area is titled 'Administrator Options' and contains the following text: 'Your Administrator has configured PGP to include the following options in the key generation process:'. Below this, there are two input fields: '- Organization Key:' with the value 'csulb.edu' and '- Additional Decryption' with the value 'csulb-adk <pgpadmins@csulb.edu>'. Below the second field, there is a note: 'Everything encrypted to your key pair will also be encrypted to the Additional Decryption Key.' The bottom of the window features four navigation buttons: '< Back', 'Next >', 'Cancel', and 'Help'.

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Step 6: Click on the “Show Keystrokes” checkbox. Then enter a passphrase (you will actually enter it twice, both boxes) to be used to protect your private key. You will use this passphrase often when using PGP Desktop (Used to “mount” and “unmount” virtual disks, and to start a whole disk encrypted hard drive). Then click next to continue.



The screenshot shows the 'PGP Setup Assistant' window with the 'Passphrase Assignment' step selected in the left-hand navigation pane. The main area contains instructions and input fields for creating a passphrase.

PGP Setup Assistant

PGP Desktop 9

Enterprise Enrollment

- New User
- Key Setup
- Key Generation
- Introduction
- Key Setup
- Passphrase Entry
- Key Generation
- Virtual Disk**
- Whole Disk
- Additional Features

Passphrase Assignment

Your private key will be protected by a passphrase. It is important that you keep this passphrase secret and do not write it down.

Your passphrase should be at least 12 characters long and should contain non-alphabetic characters.

Passphrase: Show Keystrokes

Passphrase Quality:

Minimum Quality:

Confirmation:

< Back Next > Cancel Help

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Step 7: Click on “**Show Keystrokes**” checkbox. Then fill out the Key Reconstruction questions and answers, and click **next**. This is used in case you ever forget your passphrase. You have the option to customize the questions, if desired.

The screenshot shows the 'PGP Setup Assistant' window. On the left is a navigation pane with the following items: Enterprise Enrollment, New User, Key Setup, Key Generation, Introduction, Key Setup, Passphrase Entry, Key Generation, Virtual Disk, Whole Disk, and Additional Features. The main area is titled 'Key Reconstruction' and contains the following text: 'If you ever lose your passphrase or key, PGP will allow you to reconstruct your key pair using information which you supply now.' Below this, it says: 'Enter 5 answers to questions that only you would know. The questions shown are only examples. You should try to come up with your own questions. You must be able to remember 3 of these answers if you ever need to reconstruct your key pair.' There are five rows of input fields, each with a 'Prompt #' and an 'Answer #' field. The prompts are: 'What is my...?', 'What is my favorite item?', 'What was on my chair?', 'Where is that secret place?', and 'Where did I hide the toys?'. The answer fields contain the placeholder text 'answer'. At the bottom right of the main area is a checkbox labeled 'Show Keystrokes' which is checked. At the bottom of the window are four buttons: '< Back', 'Next >', 'Cancel', and 'Help'.

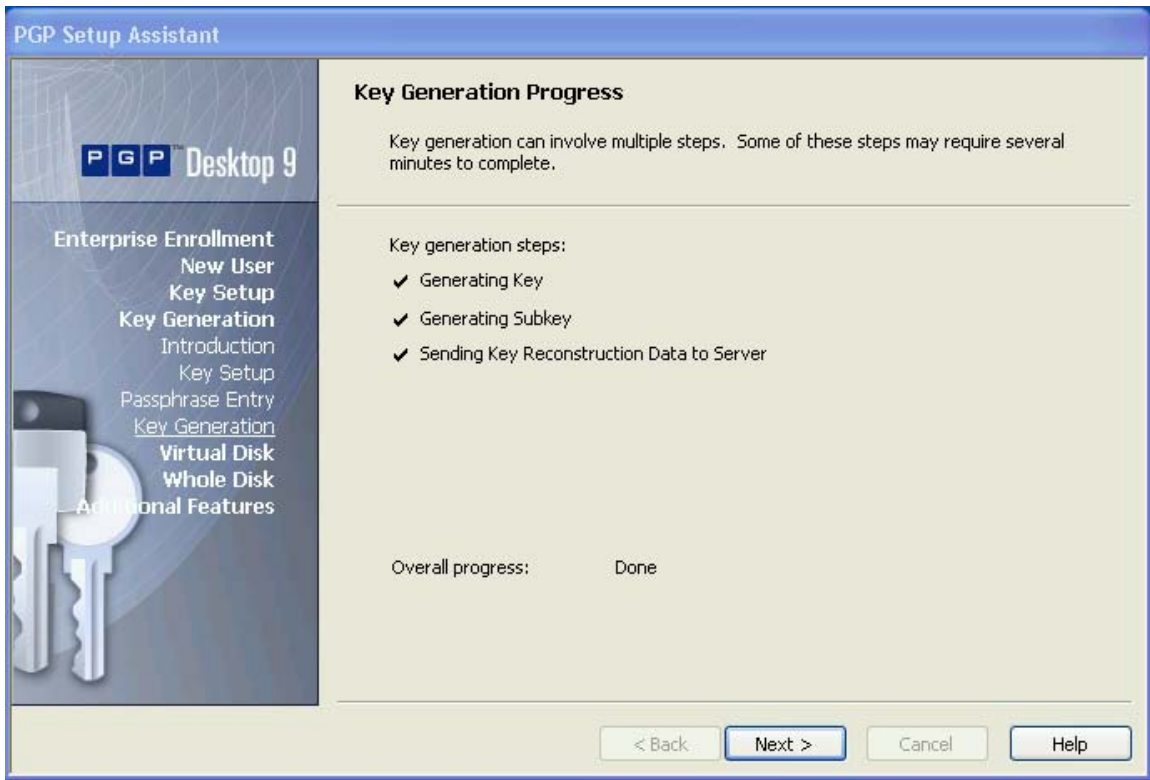
Prompt #	Question	Answer #	Answer
Prompt #1	What is my...?	Answer #1	answer
Prompt #2	What is my favorite item?	Answer #2	answer
Prompt #3	What was on my chair?	Answer #3	answer
Prompt #4	Where is that secret place?	Answer #4	answer
Prompt #5	Where did I hide the toys?	Answer #5	answer

Show Keystrokes

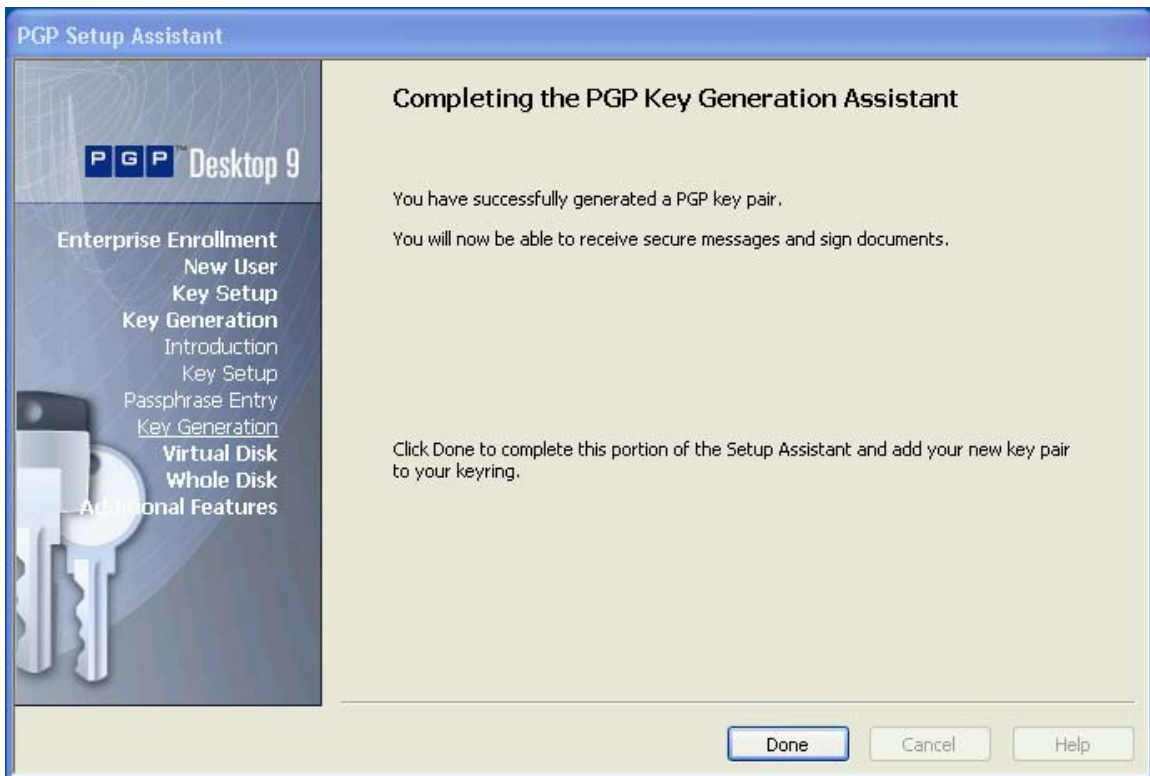
< Back Next > Cancel Help

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Step 8: Click **next**.

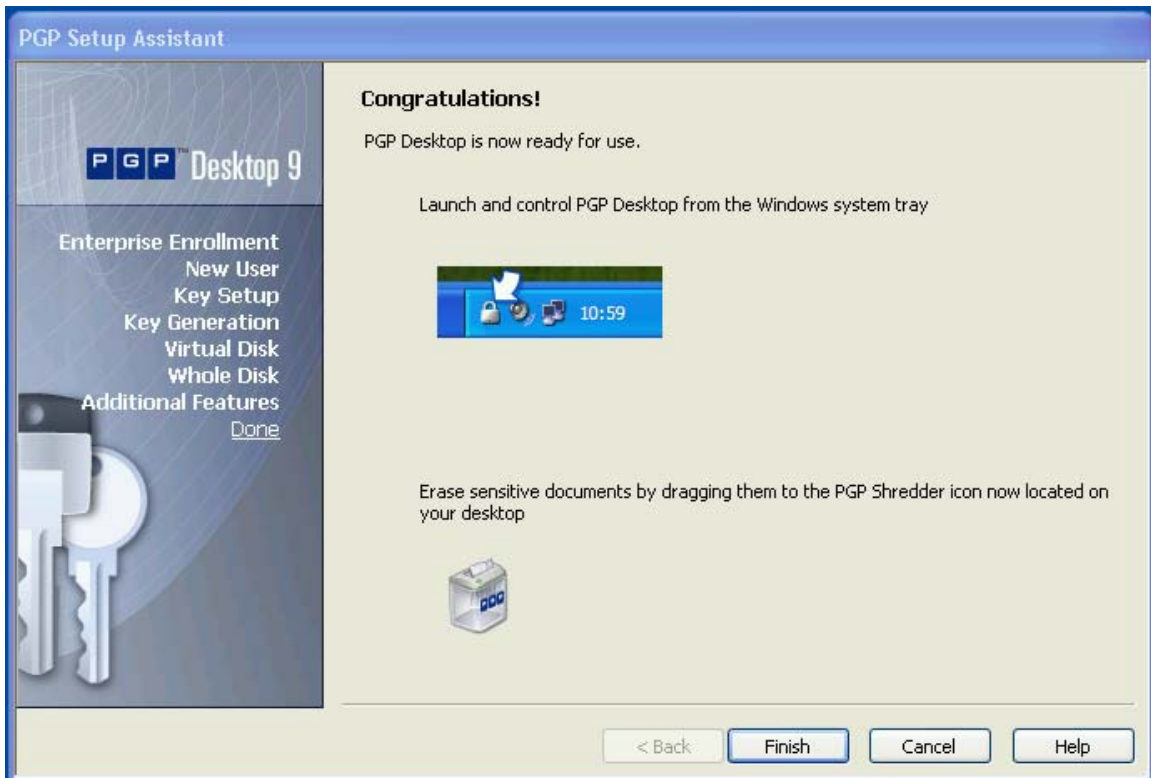


Step 9: Click **Done**.

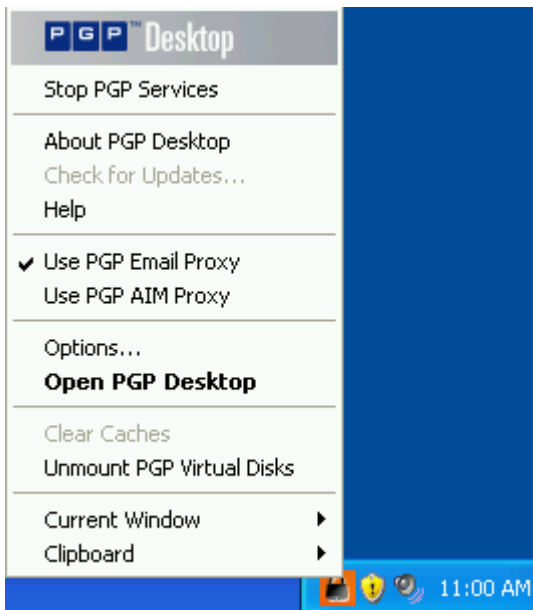


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Step 10: Click **Finished**. (**Note: There are two more steps after this**)



Step 11: Left Click once on the PGP Desktop icon that appears in the lower right hand corner of your taskbar. Then uncheck the **“Use PGP Email Proxy”** option.



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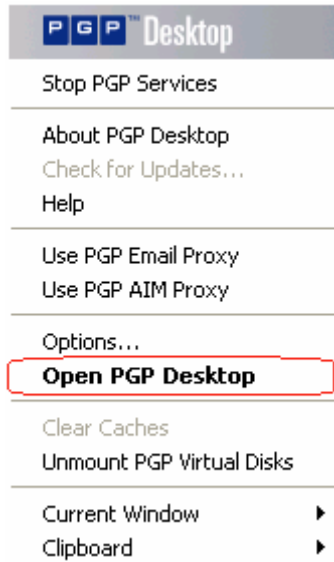
Step 12: Click **OK** to the “PGP Alert” that pops up. Now you have completed the Enrollment of the software.



Encryption Procedures

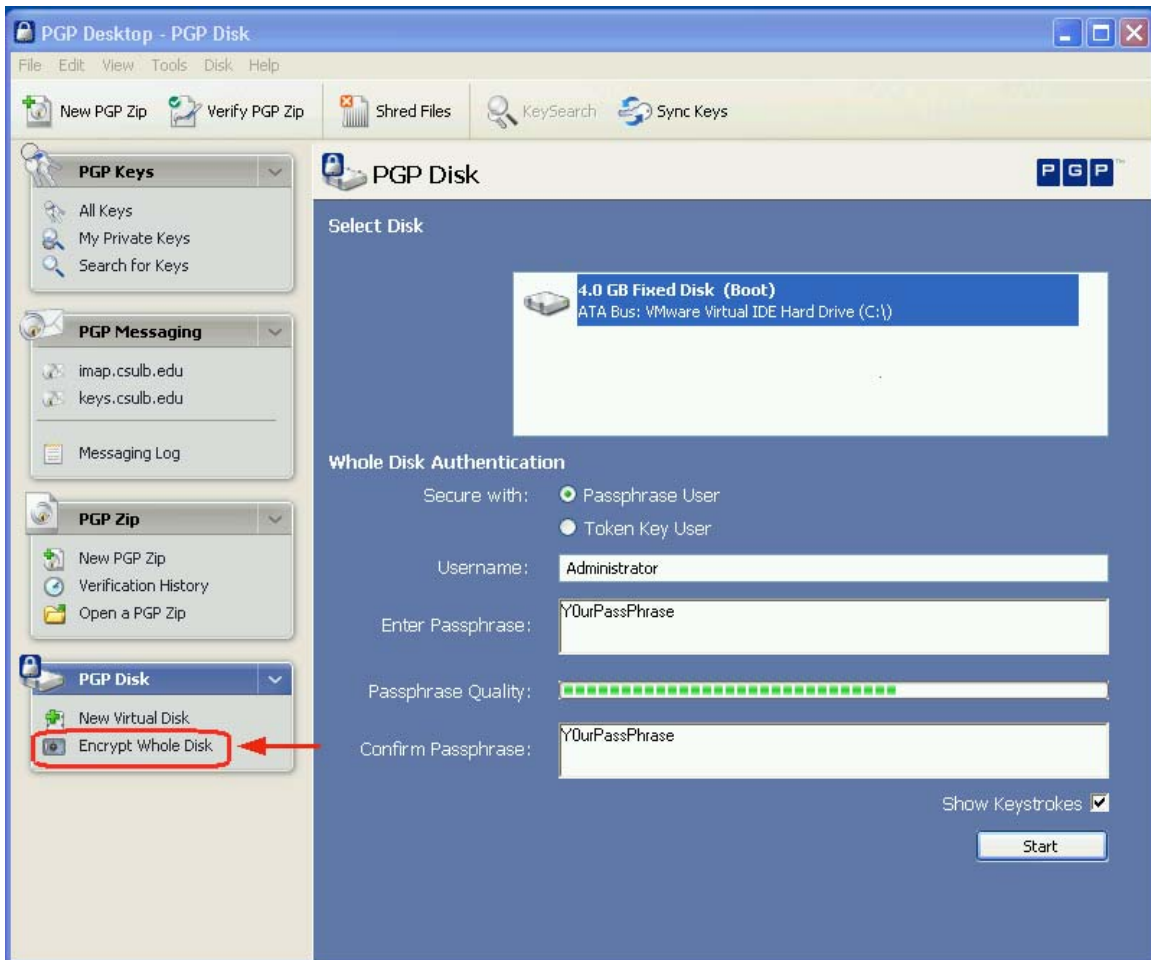
Instructions for Enabling Whole Disk Encryption

Step 1: Open PGP Desktop by clicking on the **PGPTray** icon and selecting “Open PGP Desktop”, or by going to Start Menu→Programs→PGP and selecting PGP Desktop.



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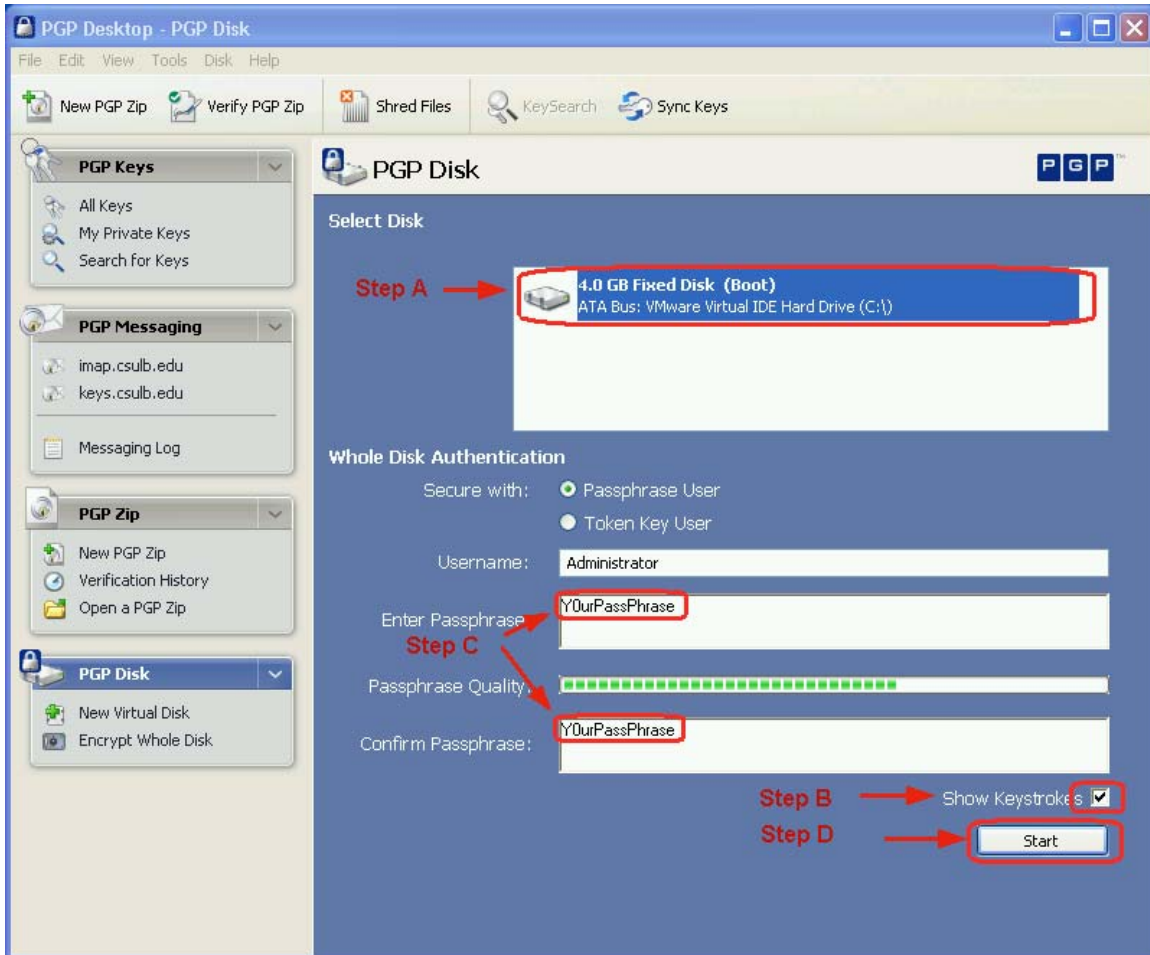
Step 2: Select the **“Encrypt Whole Disk”** icon under the PGP Disk tab.



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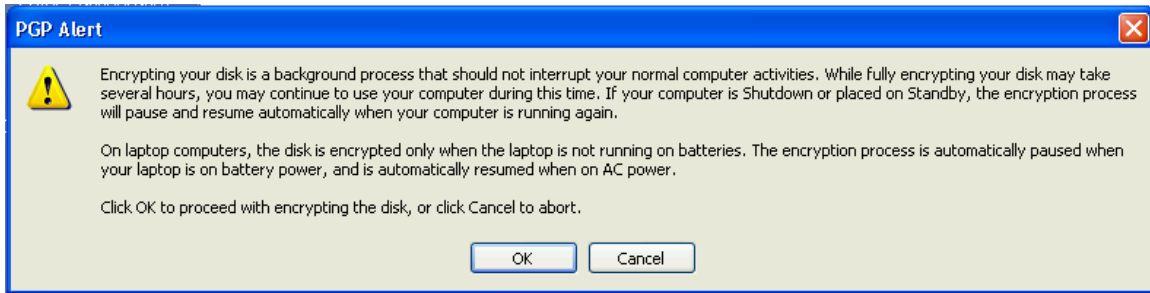
Step 3: Choose the Fixed Disk you wish to encrypt, then enter your passphrase, confirm your passphrase and click Start.

- A. Highlight the Fixed Disk to encrypt
- B. Select **Show Keystrokes**
- C. Enter your **passphrase**, and confirm your **passphrase**
- D. Click **Start**



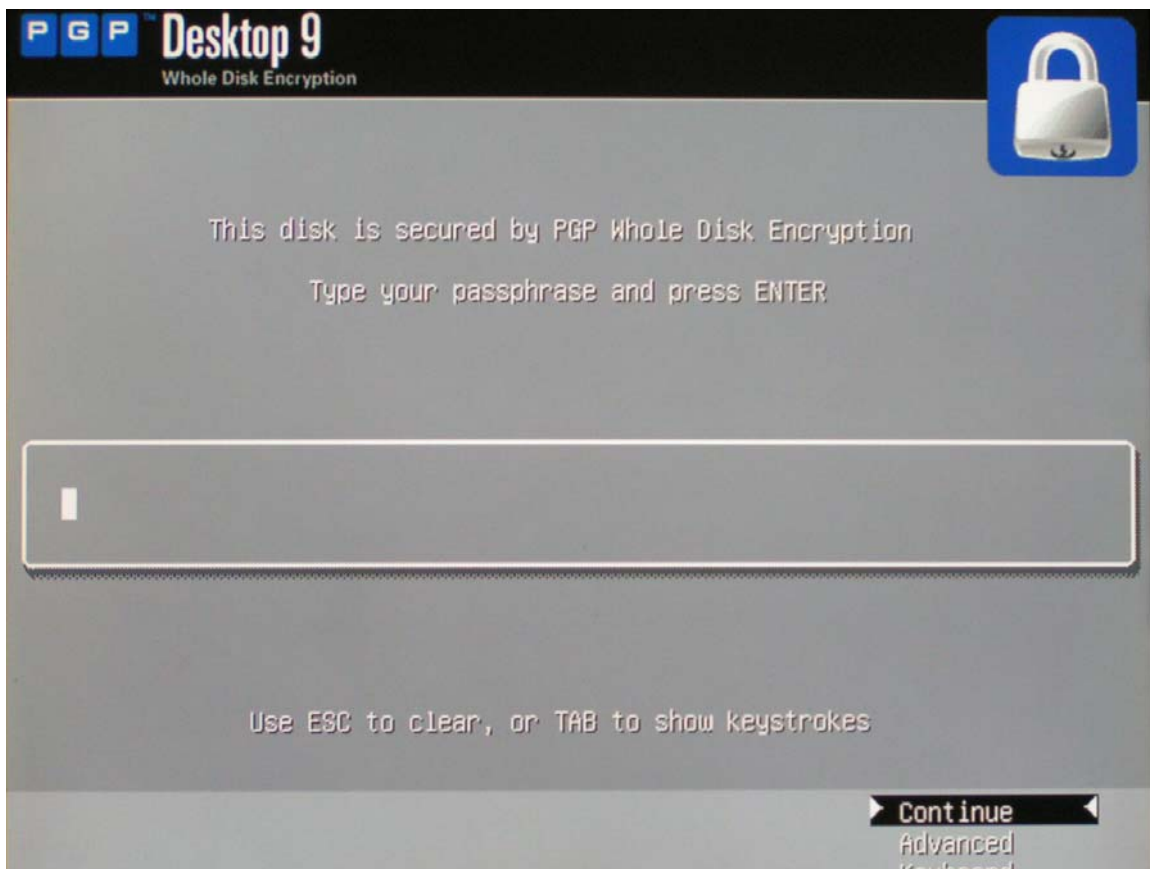
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Step 4: Read the Whole Disk Encryption process details and click **OK** to proceed. Please note that this process will take up to 10 hours to complete. During this time you may work on other applications. It is best not to shut down or interrupt this process in any way.



Step 5: When the encryption process is complete, restart your computer. Before you see the login screen you will be prompted to enter your passphrase in order to access the files on your computer. The window you will see is displayed below.

Type in your passphrase and press Enter on your keyboard.



***If you have any questions after going through these procedures, please contact Network Services Desktop Support at ext. 58344**