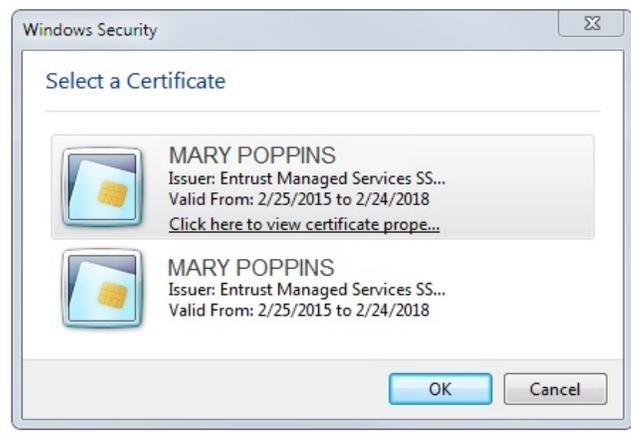


# How to Create a “Friendly Name” Certificate

*Big timesaver for Citrix users!*

## Introduction

When logging on Citrix, you are required to select from a list of (at least) two certificates that look very similar at first glance:



As described in other documents, you need to open one of the certificate’s properties window, select the **Details** tab, scroll down to **Subject Alternative Name**, etc., to verify it is the correct certificate. If not, you try the other one.

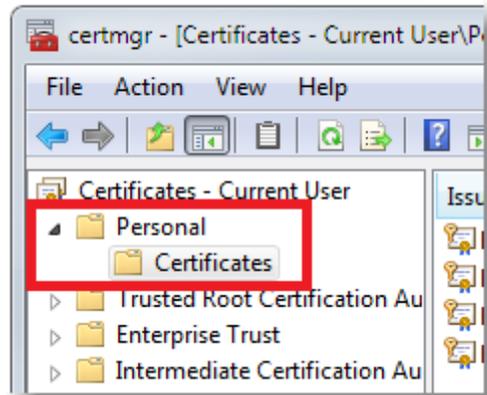
Now there is an easier way! Follow the steps below to set up a “Friendly Name” for the correct certificate. This will simplify its selection and speed up your work.

## Setting Up the “Friendly Name” Certificate

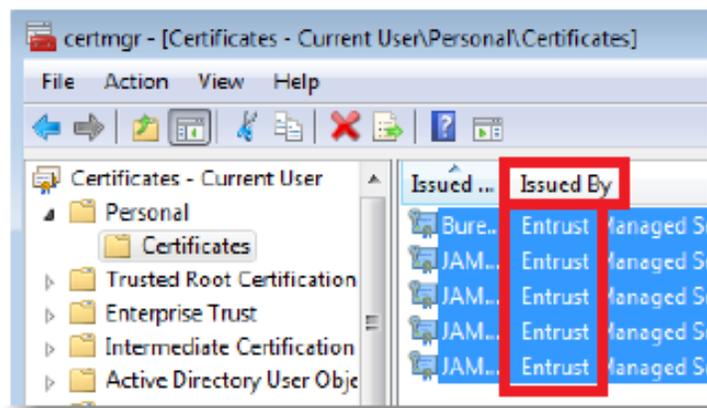
1. In Windows 7, click the **Start** button, type **certmgr.msc** in the search field, and press **Enter**.



2. Double-click the **Personal** folder on the left, and then click the **Certificates** folder below.



3. Select (highlight) all personal certificates on the right —but only those that are issued by “Entrust”—and press **Delete** (or click red X on toolbar).

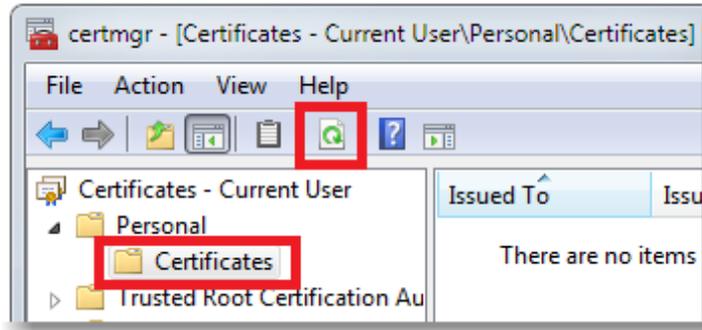


4. If this warning message appears, click **Yes**.

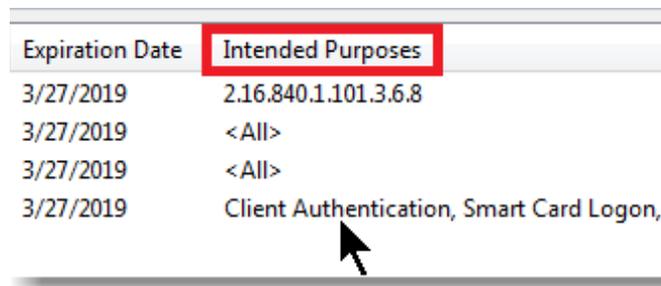


5. Remove PIV card from reader for 15 seconds.

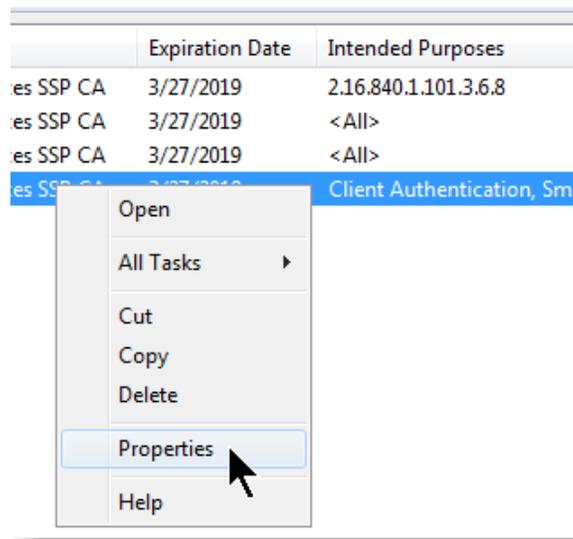
6. Reinsert PIV card into reader and wait for 15 seconds.
7. Click the **Certificates** folder on the left, and then click the green **Refresh** icon on the toolbar.



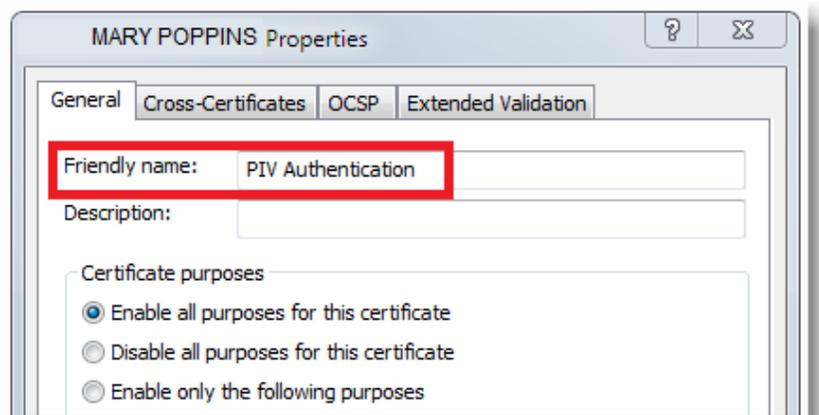
8. After the certificates repopulate, scroll to the right and locate the **Client Authentication** certificate in the **Intended Purposes** column.



9. Right-click the **Client Authentication** certificate and select **Properties** to open the properties dialog box.



10. In the **Friendly Name** field, enter identifying text such as **PIV Authentication**.



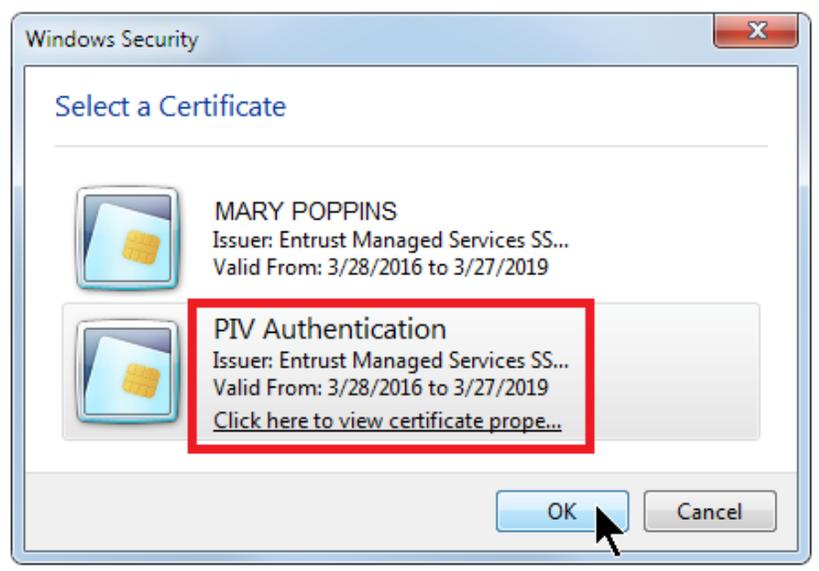
Important! Do not modify any other properties.

11. Click **OK** at the bottom of the properties dialog box to close it.

12. Close the **certmgr** window by clicking the red **X** at the upper-right corner.

Note: You will need to redo this procedure (steps 1–12 above) each time you receive a new PIV card or certificate.

The next time you are prompted for your PIV certificate when trying to log on Citrix, select the **PIV Authentication** certificate and click **OK** to proceed to the next step.



Taking a few minutes now to set up a “Friendly Name” certificate can save you lots of time in the future!

## Get more help!

If you need assistance, please contact the Service Desk.

**Enterprise IT Service Desk — *Serving BSEE, BOEM, and ONRR***

Direct: 303-231-3333 or Toll Free: 877-256-6260

Email: [EnterpriseITServiceDesk@bsee.gov](mailto:EnterpriseITServiceDesk@bsee.gov)

**→ Be sure to call if you need immediate assistance. ←**

**MAKING SERVICE BETTER WITH YOU IN MIND!**