

How to Log in With Your HHS ID Badge – Windows 7 or Vista

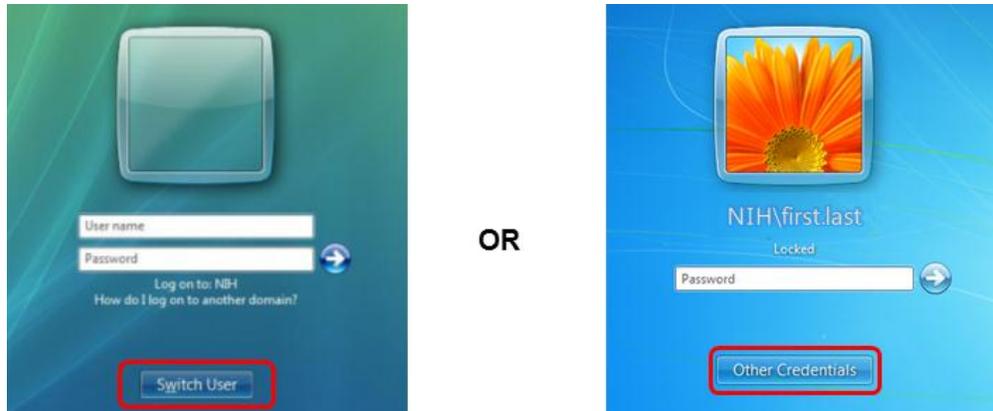
Your HHS ID Badge (PIV card) is a type of smart card that can be used to log in to your computer, the NIH network, and systems like ITAS.

The following steps will help you log in to your computer with a smart card such as your HHS ID Badge. Note that these steps are for computers running Windows 7 or Vista. Steps for computers running Windows XP are located at <http://www.ors.od.nih.gov/ser/dpsac/Pages/Continued-Implementation-of-HSPD-12.aspx>.

1. At the Windows login screen, press **Ctrl + Alt + Delete**. A security warning will appear. Click **OK**.



2. Click **Switch User**. (Do *not* enter your username and password.) Please note: If you are logging into a locked computer, this icon displays the text **Other Credentials**. Click this icon.



3. The next screen will have icons for “Other User” or “Insert a smart card”. Before you proceed, you will need to insert your HHS ID Badge.



4. Completely remove your HHS ID Badge from its case / holder. Insert it into the smart card reader so that the **photo is facing up and the gold chip enters first**. Your smart card reader may be a separate device plugged into a USB port, or it may be built into your keyboard or laptop, as in the pictures below.

Types of Smart Card Readers



USB



Built-in to Keyboard



Built-in to Laptop

5. Once you have inserted your HHS ID Badge in the reader, the “Insert a smart card” label will change to **<Your Name> Smart card logon**. Click on this icon.



6. Click in the “PIN” field and enter your six to eight digit PIN. Press the Enter key or click the **right arrow icon**. If you do not know your PIN, please visit a Lifecycle Workstation (LWS) to reset it. Find an LWS near you by visiting this site <http://www.ors.od.nih.gov/ser/dpsac/badge/Pages/lifecycle.aspx>.



7. If you are logged in successfully, there will not be any additional login messages. You will be taken directly to your desktop.
8. Once you have completely logged in and reach your desktop and applications, **REMOVE your HHS ID Badge from the smart card reader and replace it in your case/holder. You need your badge for physical access!**

Please visit <http://smartcard.nih.gov> or <http://idbadge.nih.gov> for more information about your HHS ID Badge and how to use it. If you are still having trouble logging in, please contact the **NIH IT Service Desk** at **301-496-4357** or submit a ticket online at <http://itservicedesk.nih.gov/support>.