

## A. Obtaining a Digital ID

The new SOI Directory Application runs under CMS Application Manager. Coordinators will be permitted administrative rights to add, change, and delete directory listings and must have Digital IDs to use the Application. If you do not have a digital ID please follow the steps below:

1. Open a Browser.
2. Type <http://www.cms.portal.il.gov> in the address line.
3. Click Go.
4. The CMS Application Manager Page will appear:

**CMS** ILLINOIS DEPARTMENT OF **Central Management Services** **CMS** Application Manager  
Rod R. Blagojevich, Governor

Introduction (CMS BETA)

This is the Central Management Services (CMS) Application Manager login. You must have a valid State of Illinois Digital Identification to access CMS applications provided via this Portal. If you have not yet obtained a [digital identification](#) please do so now. Additionally if you are unsure whether or not you have already obtained a State of Illinois Digital Identification, if you need to recover your password, or if you want to test your digital identification, you may do so below.

- [Go, I already have a Digital ID!](#)
- [help me recover my Digital ID.](#)
- [Test my Digital ID.](#)
- [help me find the Plug-in I need.](#)
- [Add this site to my Favorites list. \(BETA\)](#)
- [Need further assistance? Contact us.](#)

"We must not sacrifice our commitment to educating our children."

Governor Rod R. Blagojevich

**Login**

Please enter your username and password in the fields below.

Username:

Password:

**Legal Disclaimer**

**\*\* WARNING! UNAUTHORIZED ACCESS IS PROHIBITED. \*\***

Further access is limited to authorized users only. By accessing or using this system you are consenting to monitoring and recording, which may be disclosed for administrative, disciplinary, civil, or criminal actions, penalties, or prosecution. Users should have no expectation of privacy when accessing or using this system or any of its components.

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5. Click on the digital identification link (appears in first paragraph).
6. The state of Illinois Digital Certificate Subscriber Agreement page will appear:

Subscriber Agreement

**STATE OF ILLINOIS DIGITAL CERTIFICATE SUBSCRIBER AGREEMENT**

SUBSCRIBERS MUST READ THIS SUBSCRIBER AGREEMENT BEFORE APPLYING FOR, ACCEPTING, OR USING A STATE OF ILLINOIS DIGITAL CERTIFICATE. IF YOU DO NOT AGREE TO THE TERMS OF THIS SUBSCRIBER AGREEMENT, A CERTIFICATE WILL NOT BE ISSUED IN YOUR NAME.

**THIS SUBSCRIBER AGREEMENT** will become effective on the date you submit the certificate application to the designated State Registration Authority (RA). By submitting this Subscriber Agreement (and certificate application) you are requesting that the State RA issue a certificate to you and are expressing your agreement to the terms of this Subscriber Agreement.

The State of Illinois Public Certification Services are governed by the State of Illinois Certificate Policy (the "CP") and Certification Practice Statement (the "CPS") as amended from time to time, which are incorporated by reference into this Subscriber Agreement. The State Registration Authority provides limited warranties, disclaims all other warranties, including warranties of merchantability or fitness for a particular purpose, limits liability, and excludes all liability for incidental, consequential, and punitive damages as stated in the CP.

SUBSCRIBERS AGREE TO USE THE CERTIFICATE AND ANY RELATED REGISTRATION AUTHORITY SERVICES ONLY IN ACCORDANCE WITH THE CP AND CPS.

YOU AS A SUBSCRIBER DEMONSTRATE YOUR KNOWLEDGE AND ACCEPTANCE OF THE TERMS OF THIS SUBSCRIBER AGREEMENT BY SUBMITTING AN APPLICATION FOR A CERTIFICATE TO STATE OF ILLINOIS CERTIFICATE AUTHORITY, AND BY USING THE CERTIFICATE.

**SUBSCRIBER OBLIGATIONS**

Subscribers are obligated to:

- Make true representation regarding information in their certificates; and other identification and authentication information;
- Use certificates in a manner consistent with the applicable State of Illinois Certificate Policy.
- Take reasonable precautions to prevent any compromise, modification, loss, disclosure, or unauthorized use of their private keys;
- Protect their associated digital certificate user password;
- Upon issuance of a digital certificate naming the applicant as the Subscriber, review the digital certificate to ensure that all Subscriber information included in it is accurate, and to expressly indicate acceptance or rejection of the digital Certificate;

7. Scroll down to read the entire agreement. [Note: To continue and obtain a Digital ID, you must accept the terms and conditions.]
8. Click "Accept" and the State of Illinois Digital Identity Registration page will appear:

State of Illinois Digital Identity Registration

Enter your personal information exactly as registered with the [SES Driver Services Department](#) and found on your valid Illinois Drivers License or Identification Card.

For assistance with problems call 317-785-8880 ... respond by saying "This is concerning the registration process for a digital certificate"...

[Questions about State of Illinois Digital Signatures? Read the FAQ!](#)

Personal Information as currently registered with the Illinois Secretary of State

First Name:  Middle Name or Initial:

Last Name:  Name Suffix (Jr, Sr, III):

Address

Street Address:

City:  Zip Code:

Personal Validation

Driver's License Number:

Weight As Shown On License:  lbs

User Information

E-mail Address:  (ex. xxxxx@yyy.com) The e-mail address you enter will be included in your Digital ID. This will enable you to use the Digital ID for signing and encryption with certain e-mail software and will enable others to encrypt e-mail sent to you if they already know your e-mail address. This will also provide us with a way to notify you in case of problems.

User Name:  (ex. JohnDoe or JohnDoe1) You will use the Username that you select along with your password (which you will select later) to access your digital identity. Select a Username that you will be able to remember easily. If the Username that you ask for is already in use, you will be prompted to select another.  
**Do NOT use a single quote (') in your username.**  
\*The Requested Username can be up to 30 characters in length.

You will be prompted to answer this question (you will enter the correct answer below) if you forget your username or password as part of a process to reset your password or recover your digital identity. The Secret Question should be a simple phrase that will immediately remind you of the Secret Answer, but will not be easily guessed by anyone else.

This is the response to the Secret Question that you entered above and, in the future, it must be entered exactly as you enter it here. The Secret Answer should be a few words that you will easily remember when you see the Secret Question, but that would not be easy for someone else to guess. For example, the name of a spouse or of children would be known to anyone who knows your family.

**Password Rules**

**Password must have**

- X 8 Characters minimum
- X 1 upper case letter
- X 1 lower case letter

**Password can't contain**

- ✓ first names
- ✓ last names
- ✓ more than three (3) continuous string characters (ex. AAA or QQQ)
- ✓ more than half of the userid (ex. Usend JohnQPublic could not use JohnQ or Public as a password)
- and
- X both passwords must match

When conditions are met the X will change to a ✓

(The images may not change in certain versions of Netscape 4.x and lower)

After creating and changing a password, you cannot reuse that password until seven (7) other unique passwords have been created

This Password is doubly encrypted and therefore not known to anyone including the administrators of this system.

cc can be passed to State agency applications when you use your Digital ID, making it unnecessary for you to enter your name and address on y form and web page. The information will only be shared with other State of Illinois applications. If you do not want your name and address te of Illinois applications, please check the box below.

[and address among agencies works.](#)

and address to other State applications:

9. All fields are required and must be completed.
10. Scroll down to read the entire form. [You need a valid IL Driver's License or IL Photo Identification Card to complete the form.]
11. Click "Submit" button when finished.
12. Return to CMS Application Manager page to log in with your new Digital Identification.

## B. Logging In

1. Open an Internet Browser.
2. Type <http://www.cms.portal.il.gov> in the address line.
3. Click Go.
4. The CMS Application Manager Page will appear:

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Rod R. Blagojevich, Governor

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*"We must not sacrifice our commitment to educating our children."*

Governor Rod R. Blagojevich

**Login**

Please enter your username and password in the fields below.

Username:

Password:

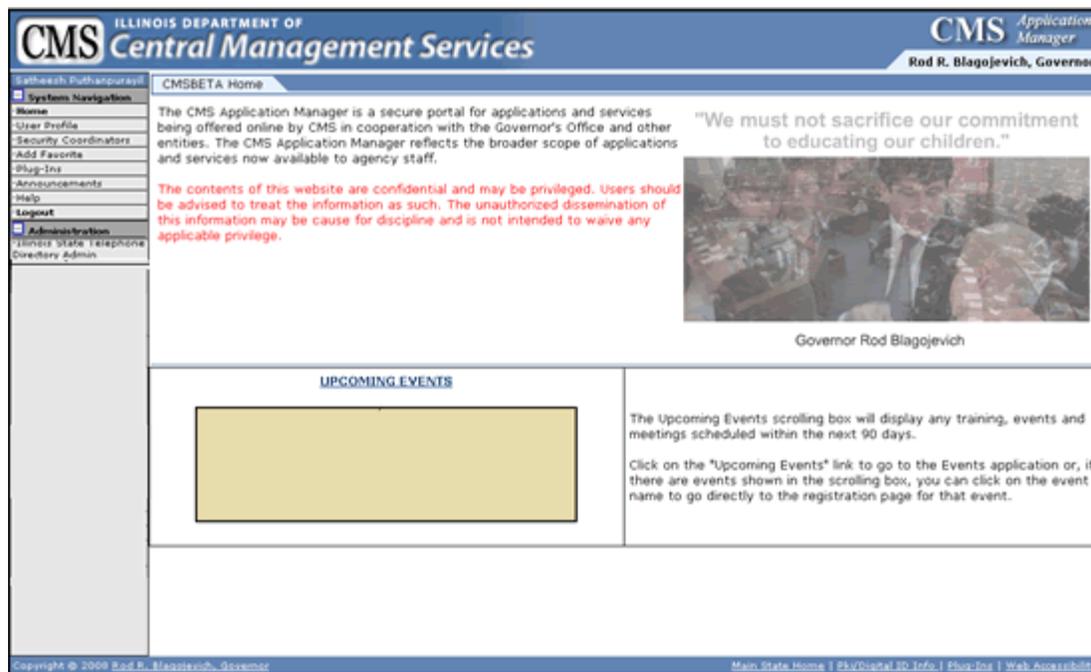
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5. Enter your Username and Password. [Note: If you have not previously used any CMS web applications, you will be transferred to the User Profile screen. See Section C (page 5) for Updating User Profile and requesting access to the SOI Directory Application .]
6. The following CMS Application Manager Screen will appear.



7. Click on Illinois State Telephone Directory Admin link on the left hand side of the screen under Administration. Click on the “+” in front of Administration. [Note: If you do not see the link, skip to instructions for Updating Application Manager User Profile.]

### C. Updating Application Manager User Profile

If you do not have access to this Application, follow the steps below:

1. Login to CMS Application Manager by Opening an Internet Browser.
2. Type <http://www.cms.portal.il.gov> in the address line.
3. Click Go.
4. The following CMS Application Manager page will appear:

The screenshot shows the CMS Application Manager website. At the top, the header includes the CMS logo, 'ILLINOIS DEPARTMENT OF Central Management Services', and 'CMS Application Manager' with 'Rod R. Blagojevich, Governor' below it. A navigation menu on the left lists items like 'System Navigation', 'Home', 'User Profile', 'Security Coordinators', 'Add Favorite', 'Bug-Ins', 'Announcements', 'Help', and 'Logout'. The main content area features a 'CMSBETA Home' section with a description of the CMS Application Manager as a secure portal. Below this is a quote from Governor Rod Blagojevich: 'We must not sacrifice our commitment to educating our children.' accompanied by a photo of the governor. A section titled 'UPCOMING EVENTS' contains a yellow placeholder box and text explaining that the scrolling box will display training, events, and meetings scheduled within the next 90 days. It also provides instructions on how to click on the 'Upcoming Events' link or event names to reach registration pages. The footer contains copyright information for 2008 and links for 'Main State Home', 'PKI/Digital ID Info', 'Bug-Ins', and 'Web Accessibility'.

5. Click on User Profile on the left hand side of the page. The following screen will appear:

**System Navigation**

- Home
- User Profile
- Security Coordinators
- Add Favorite
- Blog-Ins
- Announcements
- Help
- Logout

**User Profile**

Symbol (\*) indicates required fields Last Updated: 02/27/2008

(\*)Entity Type: State

(\*)Entity/Agency: Illinois Technology Office **Your Security Coordinator(s):**  
Barbara J Minton; Phone: 217-558-6404  
HOOI A&K TOO; Phone: 217-558-6408

(\*)Contact Info:

PKI First Name/MI: **Batheesh**

PKI Last Name: **Puthanpurayil**

(\*)Title: App/Web developer

(\*)Division or Bureau: ITO

Work Address: (\*) 120 Jefferson

120 Jefferson

(\*)City: Springfield (\*)State: IL

(\*)Zip: 62704

(\*)E-Mail: batheesh\_puthanpurayil@cms.state.il.us

(\*)Phone Number: 217-558-6390 XXX-XXX-XXXX

Authorized Application(s): Below is the list of all applications you currently have access to (CMSBETA Portal):

- BCCS Catalog
- Change Agent
- Contacts Manager
- Dashboard
- Document Xchange System
- Governance
- Illinois State Telephone Directory Admin
- Online Training - Admin
- PM Toolkit
- Security
- Service Center Allocation System
- Site Components
- Training and Events Calendar
- VideoControl Portal Admin

Application Access Request: You may request access to additional applications (apps) by checking "New" and then providing the name(s) of the application(s) in the "Application Name/Description" box provided below. Please **DO NOT** request access to apps for which you have not been directed by either your supervisor, CMS, or the Governor's Office. If you would like general information on a specific application you may check out the [Application Glossary](#) or contact the Illinois Technology Office at 217-558-6404.

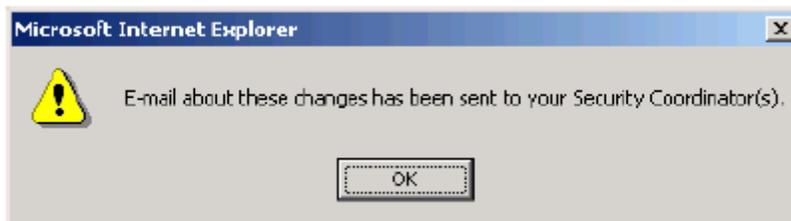
New (Enter Application Name below)

Application Name/Description:

**NOTE:** Upon submission of this form an e-mail will be sent to security personnel outlining your request.

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6. Scroll down to view entire form. A list of authorized applications appears in addition to an area for requesting access to additional applications.
7. Check the “New” box.
8. In the Application Name/Description field, type in:  
Illinois State Telephone Directory Admin
9. Click the “Save” button.
10. The following popup screen will appear.



11. Click the “OK” button.
12. Logout of CMS Application Manager by clicking logout link on the left hand side.
13. If your agency has a designated IT Security Coordinator/Manager, he/she will send an email confirmation that your access to the Application was granted. If your agency does not have a designated IT Security Coordinator/Manager, you will receive Application access confirmation from a CMS Web Services staff member.