

Quick Reference Guide: What You Need to Log in With Your HHS ID Badge

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

HHS ID Badge Login Checklist

What you **must** have:

- Your HHS ID Badge
- A smart card reader
- Your PIN for your HHS ID Badge
- Active (not expired) digital certificates

What you **might** need to have:

- Software that allows your computer to read the digital certificates on your HHS ID Badge



Your HHS ID Badge

You will need to have your HHS ID Badge (“PIV”) to log in. Visit the DPSAC website at <http://idbadge.nih.gov> for information about your HHS ID Badge.

A smart card reader

A smart card reader is a device into which you can insert your HHS ID Badge. The photo should be facing up and the gold chip should enter first. Your reader might be built into your computer, or it might be a separate device plugged into a USB port.

- If you do not have a smart card reader, contact the NIH IT Service Desk at 301-496-4357.
- For help using your smart card reader, contact the NIH IT Service Desk or visit <http://smartcard.nih.gov>.

Your PIN for your HHS ID Badge

Your PIN is a six to eight digit number that you created when you first received your HHS ID Badge.

- If you do not remember your PIN, you can reset it at a Lifecycle Workstation (LWS). You do NOT need to return to DPSAC / the badging office. There are many LWS’ at NIH. Find an LWS near you by visiting <http://www.ors.od.nih.gov/ser/dpsac/badge/Pages/lifecycle.aspx>.

Active (not expired) digital certificates

Your HHS ID Badge stores your digital certificates, including the Authentication Key that allows you to log in. To work, the Authentication Key must not be expired. Note that your digital certificates expire earlier than the expiration date printed on your HHS ID Badge.

- If you are not sure if your certificates are active or expired, please contact the NIH IT Service Desk. They can guide you through the steps to check the status of your digital certificates.
- If you know you need to renew your certificates, visit an LWS near you.

Software that allows your computer to read the digital certificates on your HHS ID Badge

Depending on your computer’s operating system (e.g., Windows 7, Windows XP, Mac OS), you may need special software installed. Contact the NIH IT Service Desk for help determining if your computer has the software it needs.

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>.