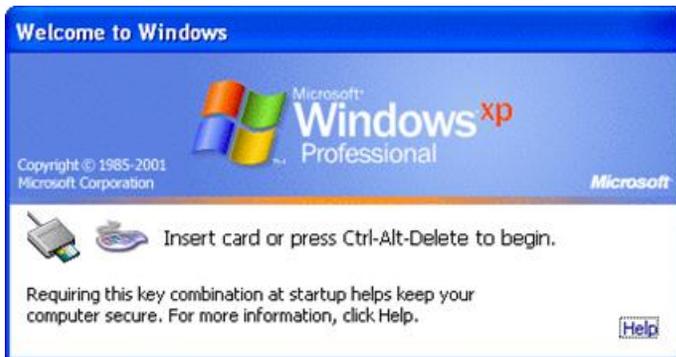


## How to Log in With Your HHS ID Badge – Windows XP

*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 XP. Steps for computers running Windows 7 or Vista are located at <http://www.ors.od.nih.gov/ser/dpsac/Pages/Continued-Implementation-of-HSPD-12.aspx>.

1. On the “Welcome to Windows” screen, there is text stating “Insert card or press Ctrl-Alt-Delete to begin.” Your computer is ready to accept your HHS ID Badge. Please note: If you are logging in to a locked computer, you will need to reinsert your HHS ID Badge.



2. 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

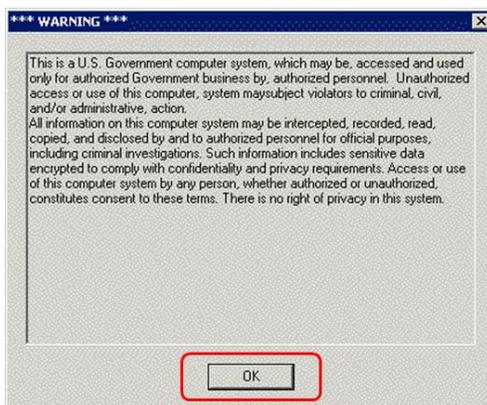


Built-in to Keyboard



Built-in to Laptop

3. A security warning will appear. Click **OK** to continue.



4. At the “Log On to Windows” screen, click in the “PIN” field and enter your six to eight digit PIN. Click **OK**. 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>.



5. If you are logged in successfully, you will not see any additional login messages. You will be taken directly to your desktop.
6. 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>.