

## Steps for NursingCAS Programs to receive SSNs

### **Step 1. Purchase and Install PGP Software**

Each program that wants to receive encrypted files (and thus SSNs) will need to first purchase and install the PGP software. Programs need this software in order to create their "public key". A public key is essential so that others (such as Liaison) are able to encrypt files specifically for them.

Important Note: "Private Keys" are something very different than public keys. Programs should NEVER give out their private key; in other words they need to keep that key private. A private key is necessary for a program to be able to decrypt files that have been encrypted for them based on their public key.

#### Details on the PGP Software

Programs must purchase a single desktop license (or use an existing license) for the PGP software and have it installed on at least one computer that it will use to decrypt the applicant SSN file from NursingCAS. The PGP software can be obtained from <http://www.symantec.com/business/desktop-home> .

The link (above) walks programs through the process of creating and registering the public key (so the whole world can obtain it).

### **Step 2. Generate PGP Key Pair (Public & Private Keys Created Simultaneously)**

Once the program has installed the PGP software, it needs to generate a public key file so that NursingCAS can properly encrypt the SSN file for the institution.

Programs needing assistance with creating their public key should contact Symantec technical support as they provide assistance for their software.

For information on how to generate a public key, please search for information on Symantec's site. As of December 2011, this page was applicable for Windows:

<http://www.symantec.com/business/support/index?page=content&id=HOWTO42070>

### **Step 3. Export the Public Key to a File**

After a program has created their public key they will need to export it to a file. As of December 2011, this page on Symantec's site held applicable information:

<http://www.symantec.com/business/support/index?page=content&id=TECH149508>

If a program experiences difficulty with exporting their public key, they will need to create an account and submit a question to Symantec customer support for individual guidance on how to use the software to export the public key:

<https://mysupport.symantec.com/>

### **Step 4. Email the Public Key to NursingCAS**

Programs should attach the file, which will be an ASCII text file (with an .asc extension), and email it to NursingCAS Management at [nursingcasmgr@nursingcas.org](mailto:nursingcasmgr@nursingcas.org)

### **Step 5. Download SSN File from WebAdMIT**

Once a program has received word that NursingCAS has configured their public key, the Admissions Officer at the program should log into WebAdMIT and click the 'SSN Documents' link in the Reports & Exports tab on the left side of the page, then save the file to their local computer or fileserver. They should **\*not\*** attempt to open the file directly!

The program should then use the PGP Software to open the file so that the SSNs can be accessed. If any difficulty is encountered in trying to open the file, a program needs to seek assistance from Symantec, not NursingCAS or WebAdMIT.

Note: The file downloaded contains the NursingCAS ID and SSN for the program's mailed applicants. By using the NursingCAS ID the program can then tie SSNs to the appropriate applicants.

### **Step 6. Backup the Private Key**

It is critical that each program backs up their Private Key, as without it they will not be able to open any file encrypted for them.