

## Installing Active Client Middleware Software via the Air Force Portal

1. Go to the Air Force Portal at <https://www.my.af.mil/> **\*\*\*NOTE\*\*\* IF YOU HAVE NEVER CREATED AN AIR FORCE PORTAL ACCOUNT, YOU WILL NEED TO CLICK THE LINK SHOWN BELOW LABELED “Register for a new AF Portal Account w/ your CAC/ECA” AND REGISTER BEFORE YOU CAN PROCEED!!!**

**AF PORTAL**  
Global Combat Support System GCSS-AF

### AF PORTAL LOGIN

CAC/ECA      PASSWORD

Insert your CAC / ECA to begin your login

**LOG IN**

**MEMBERSHIP & SUPPORT INFORMATION**

- View Account Requirements & Benefits
- Register for a new AF Portal Account w/ your CAC/ECA
- Contact the Help Desk
- Frequently Asked Questions
- LPS - An Alternative to Access CAC-Restricted Sites

**GETTING STARTED WITH PKI**

PKI certificates are required to access critical AF/DoD information gateways, including Outlook Web Access (OWA) for email, the AF Portal, AF networks and systems, and DoD Web sites. To enable a personal or non-government computer to access these official resources please go to [http://iase.disa.mil/pki-pke/getting\\_started](http://iase.disa.mil/pki-pke/getting_started). You will find information needed to activate your CAC and access DOD websites at home and at work.

**PRIVACY ACT INFORMATION:** The information accessed through this system is FOR OFFICIAL USE ONLY and must be protected in accordance with the Privacy Act and AFI 33-332

**DOD SERVICE PORTALS**    [AKO/DKO](#)    [MarineNet](#)    [Navy Knowledge Online](#)

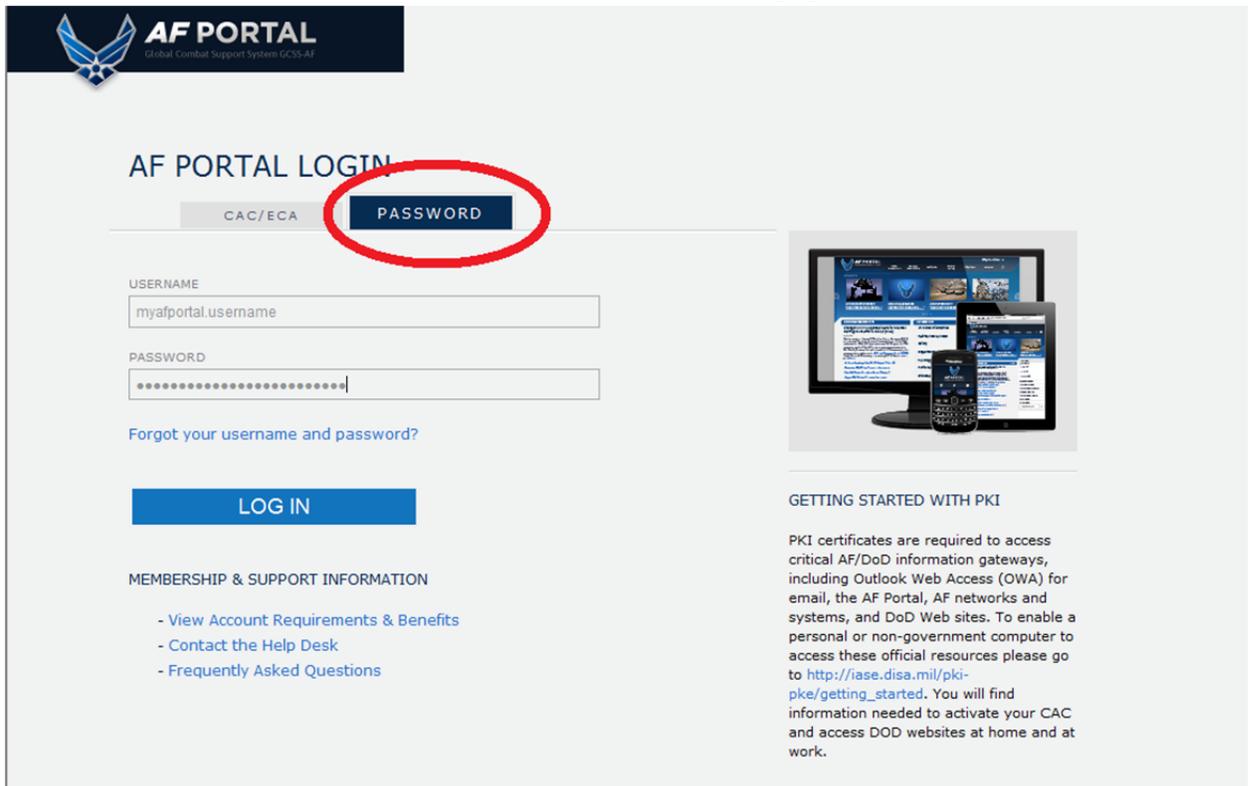
You are accessing a U.S. Government (USG) Information System (IS) that is provided for USG-authorized use only. By using this IS ( which includes any device at

- The USG routinely intercepts and monitors communications on this IS for purposes including, but not limited to, penetration testing, COMSEC monitoring, network operations, and information security.
- At any time, the USG may inspect and seize data stored on this IS.
- Communications using, or data stored on, this IS are not private, are subject to routine monitoring, interception, and search, and may be disclosed or used for official purposes.
- This IS includes security measures (e.g., authentication and access controls) to protect USG interests--not for your personal benefit or privacy.
- Notwithstanding the above, using this IS does not constitute consent to PM, LE or CI investigative searching or monitoring of the content of privileged communications or other information that is private and confidential. See User Agreement for details.

Last Modified: 11/11/2014 10:00:00 AM

2. In order to log in with your CAC, you will need the Middleware software. If you have the CAC Middleware software installed proceed to step 6.

3. Click on the password tab and log in into the AF Portal using your username and password. You will be directed to the Limited Access Air Force Portal page.



**AF PORTAL**  
Global Combat Support System GCSS-AF

## AF PORTAL LOGIN

CAC/ECA **PASSWORD**

USERNAME  
myafportal.username

PASSWORD  
.....

[Forgot your username and password?](#)

**LOG IN**

**MEMBERSHIP & SUPPORT INFORMATION**

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- [Contact the Help Desk](#)
- [Frequently Asked Questions](#)

**GETTING STARTED WITH PKI**

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4. Under “CAC and Password” (left hand side of your screen), click on “CAC Middleware Download”

**AF PORTAL**  
Global Combat Support System (GCSS-AF)

- [Help](#)
- [Change Password](#)
- [FEEDBACK](#)
- [LOGOUT](#)

### LIMITED ACCESS AIR FORCE PORTAL

Welcome to the Limited Access Air Force Portal. From here you may launch applications which can be accessed without using a CAC (Common Access Card).

<b>Personnel/Finance</b>	<b>Help</b>	<b>CAC Login</b>
<ul style="list-style-type: none"><li>• <b>Finance</b></li><li>• &gt; <a href="#">eFinance Workspace</a></li><li>• <b>LeaveWeb</b> Due to the migration to LeaveWeb 4.0, reduced sign on (RSO) access to Leave Web from this page is no longer available for Andrews, Bolling, Ramstein and Spangdahlem.  Individuals unable to access LeaveWeb with a CAC login to the AF Portal or through the <a href="#">direct_mil link</a> will have to request leave using an <a href="#">AF Form 988</a>.</li></ul>	<p>If you are trying to access the AF Portal with your CAC and reached this page, it is likely your CAC has lost synchronization with your browser.</p> <p>You can clear the SSL slate in your browser (Tools / Internet Options / Content / Click "Clear SSL Slate" under Certificates then refresh the page (F5), or</p> <p>Close ALL open browser windows and try to access the portal again.</p> <p>If you are still unable to access the full</p>	<p><b>You are not getting the full AF Portal experience. The restricted.</b></p> <p>Click <a href="#">here</a> to logout so you can return to the portal login page.</p> <p><i>Note: Personnel must have a Common Access Card (CAC) in servicing MPF to obtain a CAC.</i></p>

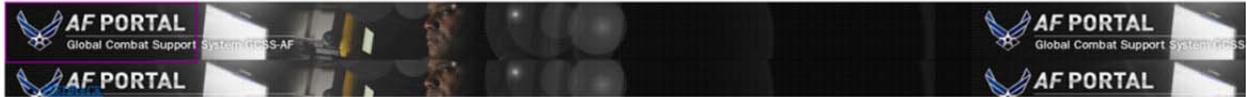
**CAC and Password**

- > [CAC Middleware Download](#)
- [Change Portal Password](#)
- > [Enable Your CAC/ECA Certificate](#)

**Applications Not Requiring Portal Login**

- > [ADLS - Advanced Distributed Learning Service \(.mil only\)](#)
- > [AFPAAS - Air Force Personnel Accountability and Assessment System](#)
- > [AFPC Secure Applications](#)
- > [AFRISS - Air Force Recruiting Information Support System](#)
- > [AF Weather Information Support System](#)
- > [Air University Portal](#)
- > [EITDR](#)
- > [myPay](#)
- > [myPers](#)
- > [Tricare Online](#)

5. Read the full information on the page prior to downloading file. Click on “HomeUseSoftware.zip” to download software. Ensure you read step-by-step instructions provided on the zip file. **NOTE: For Macintosh users, read the instructions under “Other Home Use Options” (bottom of the page) to purchase the commercial version of ActiveClient.**



## Air Force Middleware to Use CACs from Home

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### Attachments

[HomeUseSoftware.zip](#)

[Common Access Cards From Home on Windows - Without Middleware.pdf](#)  
[DoD PKE Getting Started Page](#)

Download the HOMEUSESOFTWARE.ZIP file, to get started. Detailed step-by-step instructions are in the “OE-11-48-028\_Home\_Use\_MW\_Readme\_for\_AC\_6.2\_V1200.docx”

NEW - Updated Software Available 20 Oct 2011 (Active Client 6.2, Version 1.2.0.0, Build 119)

### About the Home Use Middleware Package

Department of Defense (DoD) and Air Force (AF) personnel can leverage the capability, security and access of their Common Access Cards (CACs) to conduct official AF business, away from the office, with the latest AF release of ActiveClient (AC) 6.2, version 1.2.0.0 (home use). Availability of this software by the AF PKI SPO does not infer approval to access AF resources and/or working away from the office. Approval for accessing AF resources from non-AF machines and/or working away from the office, is at the discretion and at baseline middleware available enabling interface between a computer and the Public Key Infrastructure (PKI) certificates on CACs. These PKI certificates are required to access critical AF information gateways, including Outlook Web Access (OWA) for email, the AF Portal these official resources, read further for information on downloading the “Home Use” middleware package.

### Installation

The AC 6.2 AFR version 1.2.0.0 “Home Use” middleware package is approximately 38.1 MB in size, meaning it can be easily downloaded to an ordinary CD in the office, and transported home. It is also possible to download the middleware at home without a CAC by a CAC middleware.

Note: Obtaining or purchasing CAC reader hardware remains the responsibility of the home user. In some cases, local or MAJCOM policy may contain additional provisions.

Installation instructions for the AC 6.2 AFR version 1.2.0.0 “Home Use” middleware package are attached to this article and must be downloaded separately from the software file. At the onset of the installation, the user must acknowledge a User Agreement in order to proceed after accepting the User Agreement, the program checks the home workstation to verify it meets the system requirements for the middleware. The following system requirements apply:

- Windows XP (32-bit Professional or Home version), Windows Vista (32-bit version or 64-bit version); Windows 7 (32-bit version or 64-bit version)
- Internet Explorer 6 or greater

### Installation

The AC 6.2 AFR version 1.2.0.0 “Home Use” middleware package is approximately 38.1 MB in size, meaning it can be easily downloaded to an ordinary CD in the office, and transported home. It is also possible to download the middleware at home without a CAC by logging into the portal with a portal ID and password. The limited a CAC middleware.

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Installation instructions for the AC 6.2 AFR version 1.2.0.0 “Home Use” middleware package are attached to this article and must be downloaded separately from the software file. At the onset of the installation, the user must acknowledge a User Agreement in order to proceed with the installation. The installation will abort if the user d After accepting the User Agreement, the program checks the home workstation to verify it meets the system requirements for the middleware. The following system requirements apply:

- Windows XP (32-bit Professional or Home version), Windows Vista (32-bit version or 64-bit version); Windows 7 (32-bit version or 64-bit version)
- Internet Explorer 6 or greater

If the system meets requirements, the installation continues and provides a notification when finished. If the system does not meet the minimum system requirements, the program notifies the user and aborts the installation. The program advises the user of which requirements must be remedied to allow installation.

Users are responsible for upgrading their own systems to meet the minimum system requirements. The AF will not purchase or provide any products for personal computers, with the exception of the middleware package.

Once installed, plug in a smart card reader for the CAC and the system is capable of supporting sites that require PKI authentication (i.e., OWA, DoD Web sites, and the AF Portal). The middleware will only work with OWA if the user's organization supports and allows OWA. OWA access requires certain network architectures; using more information concerning OWA, please contact your local computer support personnel. The user will still not be able to access mail restricted web sites.

Users should also be aware of risks associated with using the CAC from home. The CAC with the AC 6.2 AFR Version 1.2.0.0 Home Use middleware package allows users secure access to certain sites. However, this does not provide any additional protection for home computers. Users should take steps to secure their home computer software. Additionally, users should never leave their CACs in the smart card reader when it is not actively in use.

### Upgrade to Home Use Middleware

Home users with the previous AC 6.1 AFR Home Use software should upgrade to AC 6.2 to prevent potential problems with the newest CAC types. AC 6.1 does not need to be uninstalled before running the new installation package, the new installation package will automatically process the upgrade.

### Home Use Middleware Package Support

The AF Public Key Infrastructure (PKI) System Program Office (SPO) prepares and maintains the Home Use middleware package of AC 6.2 AFR to enable Air Force personnel to accomplish the Air Force mission.

Neither the Air Force SPO nor the PKI SPO offers technical support for installation, configuration, or troubleshooting on unmanaged home computers. Each Major Command (MAJCOM), Agency, or Direct Reporting Unit (DRU) determines its policy for CAC-PKI home use and how its home users receive technical support. Users at for policy guidance.

### Other Home Use Options

Microsoft Windows 7 includes a built-in capability to use the newest CAC-based PKI certificates without installing smart card middleware like ActiveClient (AC). Users with fully compliant Personal Identity Verification (PIV) II CACs, may be able to use their CACs on Windows 7 home machines to access Web sites without a site from a mail domain for additional information on this subject. Click [here](#) for additional information.

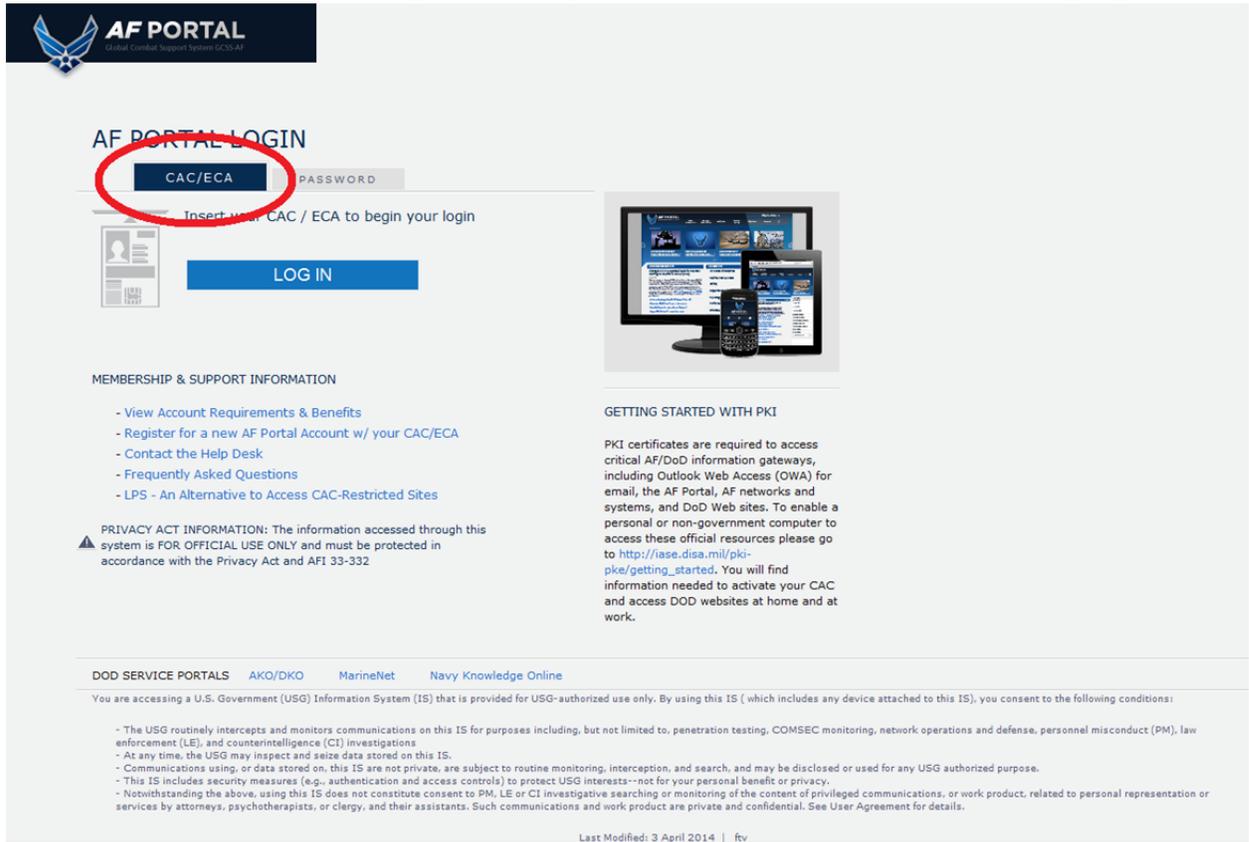
ActiveClient 6.2 version 1.2.0.0 is not compatible with Macintosh systems. ActiveClient was offered for the “Tiger” release (MAC OS X 10.4.9) and is not compatible with Leopard or Snow Leopard (the current release of MAC OS X (10.6.1)). The commercial version of ActiveClient is available for purchase from the manufacturer, but is use of middleware is also NOT required for Macintosh systems, including Tiger, Leopard or Snow Leopard. Visit the AF PKI SPO web site from a mail domain for additional information on this subject. Learn more about configuring your Macintosh system to work with a CAC reader [here](#).

Lighthouse Portable Security (LPS) is a free, DoD-approved and publicly available means to access the Air Force Portal and other CAC-restricted sites without having to install middleware on a computer. LPS boots from a CD, runs only in RAM, installs nothing to the hard drive, and does not require administrative rights. It is a great systems or those using a computer outside the Air Force network. You can learn more about LPS [here](#). This page contains a link where you can download LPS and then burn your own bootable CD.

[DoD Notice and Consent Provision for All DoD Systems](#) | [AF Portal Feedback](#)

After installing the software you can access the full Air Force Portal website

6. Go to the Air Force Portal at <https://www.my.af.mil/>. Ensure “CAC/ECA” tab is highlighted.



**AF PORTAL**  
Global Essential Support System (GESS-AF)

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- At any time, the USG may inspect and seize data stored on this IS.
- Communications using, or data stored on, this IS are not private, are subject to routine monitoring, interception, and search, and may be disclosed or used for any USG authorized purpose.
- This IS includes security measures (e.g., authentication and access controls) to protect USG interests--not for your personal benefit or privacy.
- Notwithstanding the above, using this IS does not constitute consent to PM, LE or CI investigative searching or monitoring of the content of privileged communications, or work product, related to personal representation or services by attorneys, psychotherapists, or clergy, and their assistants. Such communications and work product are private and confidential. See User Agreement for details.

Last Modified: 3 April 2014 | fv

7. Click “Log In” and enter your CAC pin.

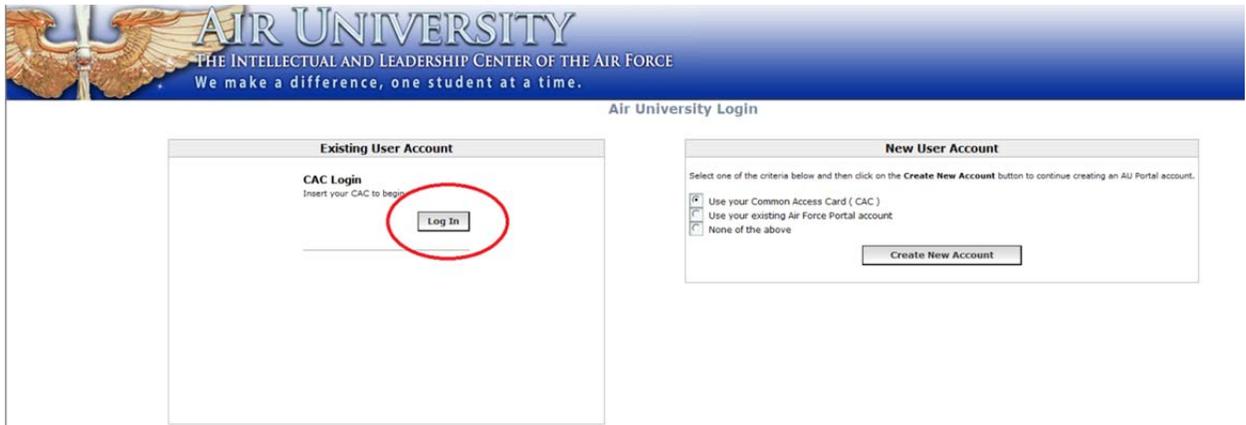
8. Under “Featured Links” open “Education/Training/Force Development” drop down and click on “Air University Portal”

The screenshot shows a navigation menu with tabs for 'Education', 'Career & Training', 'Life & Fitness', and 'Library & Resources'. Below this is a 'FEATURED LINKS' section with an 'Expand All' button. A list of links is displayed, including 'Top 15 Portal Searches', 'Acquisition', 'Air Force Information', 'Department of Defense', 'Deployments and Readiness', and 'Education/Training/Force Development'. The 'Education/Training/Force Development' link is circled in red. A dropdown menu is open under this link, showing several sub-links, with 'Air University Portal' circled in red.

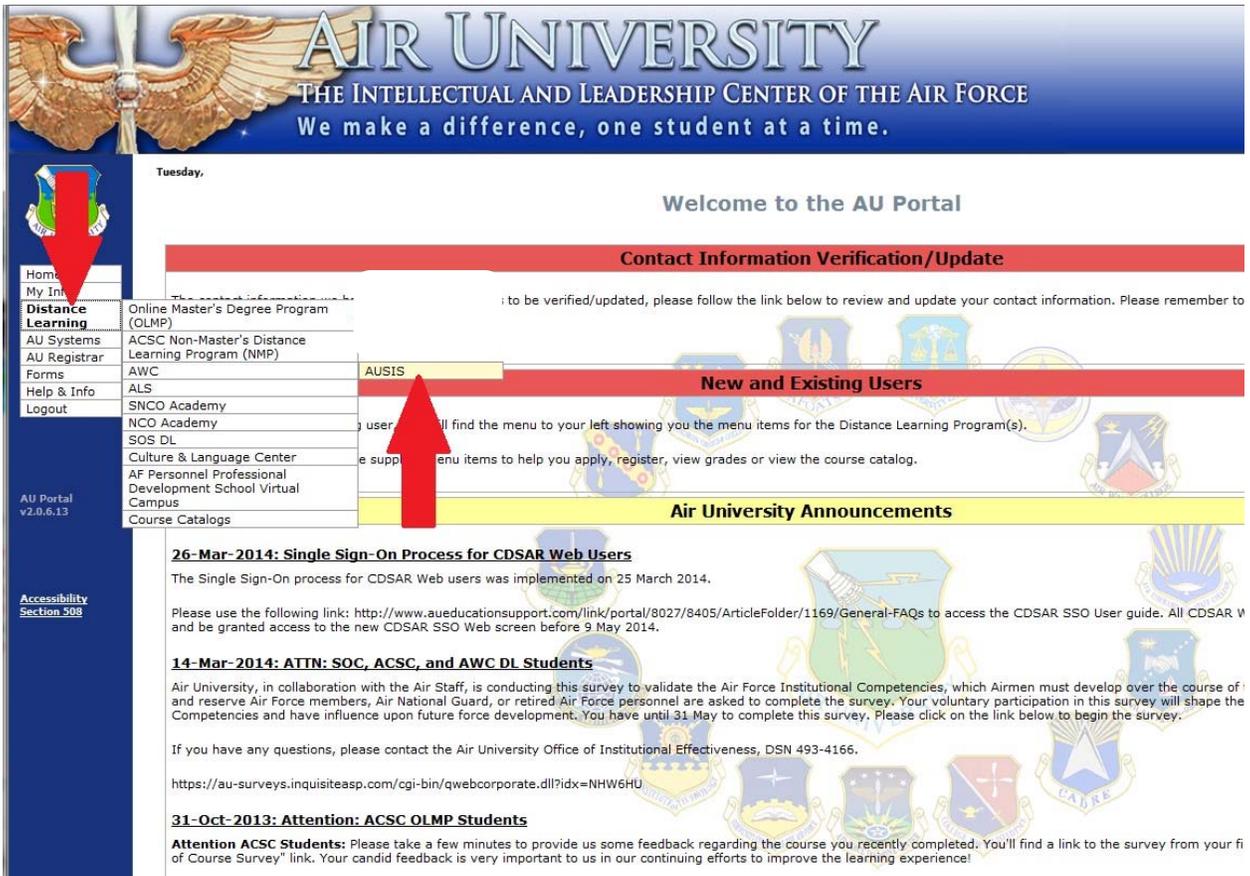
9. Click on tab “Click here to login or create a new account”

The screenshot shows the Air University Portal homepage. The header features the Air University logo and the tagline 'THE INTELLECTUAL AND LEADERSHIP CENTER OF THE AIR FORCE'. Below the header, there is a 'Welcome to the AU Portal' message and a yellow banner for 'Air University Announcements'. The announcements section contains two items: '26-Mar-2014: Single Sign-On Process for CDSAR Web Users' and '14-Mar-2014: ATIN, SOC, ACSC, and AWC DL Students'. At the bottom of the announcements, there is a red banner with the text 'Login to an Existing Account or Create a New Account' and a button labeled 'Click here to login or create a new account', which is circled in red.

10. Click on “Log In” under CAC Login



11. On the left tab hover over “Distance Learning”, then hover over “AWC”, then click on “AUSIS.” NOTE: These instructions are for access to AUSIS Only.



12. The link will directly send you to AUSIS. For first time users, must click on “Enroll In Program” and then select the appropriate course

Home  
Request New Login  
My Info  
View Progress  
Enroll In Program  
Study Hours  
Contact Information  
Email Folder  
Logout

Welcome to Air University Distance Learning Programs

Air War College  
Airman Leadership School  
Air Command & Staff College  
Non-Commissioned Officer Academy  
Squadron Officer College  
Senior Non-Commissioned Officer Academy

Contact Us

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Home  
Request New Login  
My Info  
View Progress  
Enroll In Program  
Study Hours  
Contact Information  
Email Folder  
Logout

Program Enrollment

Select a Program to Enroll In

- AWC DL (17.4 Edition)
- ALS DL (Course 00003 Version 1)
- NCOA DL (Course 00015, Version 1)
- SOC DL (SOC DL)
- SNCOA DL (Course 14)

I accept that all statements and conversations made in a school forum are safeguarded. I acknowledge that a "previous speaker" statements may be used, but the speaker's name will not be divulged. Violations may result in UCMJ action, or if civilian, a memorandum to their supervisor describing their violation of nonattribution. All may be subject to faculty board action.

I accept that all statements made in the forums are privileged and should not be attributed to a specific person.

I certify that I am of appropriate rank and if a civilian I have an appointment without time limitation, or have been otherwise approved by Air University as eligible to enroll in this course.

TCF Info  
TCF: 361084824 [Change](#)  
Current TCF: 187FSS/FSD MONTGOMERY AL

NOTICE: If you have been previously enrolled in this course, you will NOT receive a new set of books. If you need to reorder books for this course, please contact student support using the [contact us](#) link below.

Contact Us

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13. Within 24-48 hrs, you should receive an automated email explaining how to log into Blackboard to begin the program. Blackboard site is at <https://awc.blackboard.com>.
14. If you are unable to access Blackboard after 24 hours of completing these steps, please contact the AWC DL student support by submitting a ticket at [www.aueducationssupport.com](http://www.aueducationssupport.com). You must sign in or create a new account by clicking "Sign In", then log in or select "Create a New Account." To create a ticket, click "Request Support" at the top of the page then click "Submit a Ticket". You will also find a good list of FAQs on that site that may assist you--select "Air War College (Officer PME Only) Blackboard FAQs" to right side of page.