## Northwestern | INFORMATION TECHNOLOGY

### **Cisco Registered Envelope Services (CRES) - Mobile**

#### **Purpose:**

Upon receiving an encrypted e-mail message from Northwestern for the first time, you must go through a one-time registration process. If you require technical support please call Cisco CRES support at 1-866-412-6113. The steps for first time registration are:

#### **Procedure:**

1. Within the secure message you received, click to download the "**securedoc\_XXXX.html**" attachment and save it to a location you desire (keeping the file name as is). *Note: If you have a "Pop-Up Blocker" enabled on your browser, you will likely have to press and hold the <CTRL> key and click to download the file.* 



- 2. Once the download is complete, click on the **Open** button when prompted or go to the file location you selected and double click to open the "**securedoc\_XXXX.html**" file.
- 3. From the following screen below, click on the "REGISTER" button:

Northwestern					April 3, 2013 3:12:25 PM GMT Message Security: High
	From: To: Subject: To open this r register. After opening the m	Sample [secure] n nessage, first click the registering, come ba nessage.	@north nessage a button to ck to continue	western.edu>	
					Select a different address
Cisco Regis	tered E	nvelope S	ervice	)	cisco
		Co	pyright © 200	0-2011 Cisco Sy	stems, Inc. All rights reserved.

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4. Complete the New User Registration and then click on "Register" at the bottom of the page.

NEW USER REGIST	RATION		
To assure future messages "DoNotReply@res.cisco.cor	from this service are not n" to your Address Book o	accidentally filtered out o or Safe Sender List.	of your email, please add
			* = requ
Enter Personal Informat	ion		
Language	English	The language s	etting will be stored for futu
Circle Marca #		and email notifi	cations.
First Name*			
Last Name			
Create a Password		Enter a minimu	m of 6 characters or numbe
Password*	•••••	Passwords are contain both let	case-sensitive. Your passwo ters and numbers.
Confirm Password*	•••••		
Personal Security Phrase*	encrypt	Enter a short pl phrase will app	hrase that only you will know ear on message envelopes v
		you log in. When you see your phrase, you you are logging in to our secure site. Mon	
		you are logging	in to our secure site. More
	Enable my Personal	you are logging Security Phrase.	in to our secure site. <u>More</u>
Select 3 Security Question You will be asked these que	Enable my Personal ons estions in the future if you	you are logging Security Phrase. I forget your password.	in to our secure site. <u>More</u>
Select 3 Security Question You will be asked these que Question 1*	Enable my Personal     Sons     stions in the future if you     What is your oldest course	you are logging Security Phrase. I forget your password. Isin's first name?	in to our secure site. <u>More</u>
Select 3 Security Question You will be asked these qui Question 1*	Enable my Personal Enables in the future if you What is your oldest cou	you are logging Security Phrase. I forget your password. Isin's first name?	In to our secure site. <u>More</u>
Select 3 Security Questin You will be asked these qu Question 1* Answer 1*	Enable my Personal     Sections in the future if you     What is your oldest cou     Carl	you are logging Security Phrase. I forget your password. Isin's first name?	In to our secure site. <u>More</u>
Select 3 Security Questio You will be asked these qui Question 1* Answer 1* Confirm Answer 1*	Enable my Personal     Drs     estions in the future if you     What is your oldest cou     Carl     Carl	you are logging Security Phrase. I forget your password. Isin's first name?	In to our secure site. <u>More</u>
Select 3 Security Question You will be asked these que Question 1* Answer 1* Confirm Answer 1* Question 2*	Enable my Personal     ms     stions in the future if you     What is your oldest cou     Carl     Carl     What is your father's m	you are logging Security Phrase. I forget your password. III's first name?	in to our secure site. <u>More</u>
Select 3 Security Questio You will be asked these au Question 1* Answer 1* Confirm Answer 1* Question 2* Answer 2*	Enable my Personal     Sections in the future if you     What is your oldest cou     Carl     Carl     What is your father's m     Jim	you are logging Security Phrase. I forget your password. Isin's first name?	In to our secure site. <u>More</u>
Select 3 Security Question You will be asked these que Question 1* Answer 1* Confirm Answer 1* Question 2* Answer 2* Confirm Answer 2*	Enable my Personal     ms     estions in the future if you     What is your oldest cou     Carl     Carl     What is your father's m     Jim     Jim	you are logging Security Phrase. I forget your password. Isin's first name?	In to our secure site. <u>More</u>
Select 3 Security Question You will be asked these que Question 1* Answer 1* Confirm Answer 1* Question 2* Answer 2* Confirm Answer 2*	Enable my Personal     ms     astions in the future if you     What is your oldest cou     Carl     Carl     What is your father's m     Jim     Jim     What year was your mo	you are logging Security Phrase. I forget your password. Isin's first name?	In to our secure site. <u>More</u>
Select 3 Security Question You will be asked these que Question 1* Answer 1* Confirm Answer 1* Question 2* Confirm Answer 2* Confirm Answer 2*	Enable my Personal     ms     astions in the future if you     What is your oldest cou     Carl     Carl     What is your father's m     Jim     Jim     What year was your mo	you are logging Security Phrase. I forget your password. Isin's first name? Iddle name? Iddle name?	In to our secure site. <u>More</u>
Select 3 Security Question You will be asked these au Question 1* Answer 1* Confirm Answer 1* Question 2* Answer 2* Confirm Answer 2* Question 3* Answer 3*	Enable my Personal     ms     astions in the future if you     What is your oldest cou     Carl     Carl     What is your father's m     Jim     Jim     What year was your mo     1953	you are logging Security Phrase. I forget your password. IIsin's first name?	In to our secure site. <u>More</u>

5. You will be brought to a "Final Step" page, which states the following:

cisco		English
	FINAL STEP: ACCOUNT ACTIVATION	
	Your Cisco Registered Envelope Service account was successfully created.	
	Instructions to activate your account have been emailed to	
	Please check your inbox. If you do not see an account activation email, check your junk email folder.	

- 6. Close the Final Step Browser window and return to your e-mail inbox.
- 7. Open the new e-mail with the subject "Please activate with CRES" in your Inbox.

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8. Click on the "Click here to activate this account" link, within that e-mail.



9. Once you click on the above link, you will be brought to a page stating the following:



- 10. Navigate to the saved "**securedoc\_XXXX.html**" file and double-click to open or you may go back to the original secure e-mail that was sent to you and click to open the attachment.
- 11. Enter your password then click on the "Open" button to view the encrypted e-mail.

preparing envelope, continu	e below.	
Northw	estern	
		OHelp
	From: To:	Personal Security Phrase
	Subject: Sample [secure] message	Your personal phrase is not enabled on this
	Password: ·····	computer.
	Forgot password?	More info
	button does not appear, forward the original email to	
	mobile@res.cisco.com .	Open
	New users, select your email address and click Open	the second s
	to create an account.	
	Submit your passw	My address is not listed word above to open your message online.
Cisco	Pagistarad Envelope Service	alialo