1. If you have not already done so, download and install CertAid for Windows.

2. Launch the CertAid for Windows application from Start > Programs.
   (If you have just installed the program, the installer will launch it for you.)

3. If your Windows user account has administrator privileges, you will be given the option to change settings for all users on the system (this does not affect personal certificates). Most users should accept the default option and click Next.

   Result: The Welcome to CertAid screen is displayed.
4. Select **Request or renew an MIT certificate** and click **Continue**.
   Result: The *Verify Your Identity* screen is displayed.

5. Enter your **MIT Kerberos username** and password, and **two-factor (Duo) authentication** choice, and click **Continue**.
   Result: If you used the “Duo Push,” “SMS Passcode” or “Call Me” option, you will receive a push notification or call. If you used a Duo or Yubikey passcode, proceed to step 5.

6. Complete your Duo two-factor authentication by accepting the push or entering the code you’re given by SMS or phone call.
   Result: The *Request Certificate* screen is displayed. You may also see a security warning about the MIT Certificate Authority. Click *Yes* to continue.
7. Enter a **Certificate Life**, or leave the default value (the maximum certificate life), and click **Continue**.
   
   **Note:** Most users should accept the default value.
   
   **Result:** The **Install Your Certificates** screen is displayed.

8. The **Install Your Certificates** window displays the progress of installing the MIT Certificate Authority and your personal certificate. Once these steps are completed, click **Finish**.

9. If CertAid finds one or more existing certificates, it will display the following dialog box asking to delete them.

   ![Dialog Box](image)

   If you have used S/MIME for email encryption, do **not** delete your certificates. Click **No**.
   
   For more information, see Should I Delete My Old or Expired Personal Certificate?.

10. Click **Yes** to delete older certificates.

**Using CertAid to Configure Internet Options without installing Personal Certificates**

1. Follow the steps above to install and launch CertAid for Windows.

2. If your Windows user account has administrator privileges, you will be given the option to change settings for all users on the system. Most users should accept the default option and click **Next**.

*Result: The Welcome to CertAid screen is displayed.*
3. Select **Configure Internet Options** and click **Next**. This option does not affect personal certificates.

*Result: The Install Your Certificates screen is displayed.*

4. The **Setup Certificates** window displays the progress of installing the MIT Certificate Authority, the Client CA, Trusted domains, etc. Once these steps are completed, click **Finish**.

> The "Personal Certificate" section will be grayed out since it is not used in this mode.

5. If you get the dialog box shown below, click **Yes**.
If CertAid finds one or more existing certificates, it will display the following dialog box asking to delete them.

![Security Warning](image)

If you have used S/MIME for email encryption, do not delete your certificates. Click No. For more information, see Q: Should I Delete My Old or Expired Personal Certificate?.

6. Click Yes to delete older certificates.