



1 Introduction

MyID™ is used to issue and maintain smartcards and tokens that can be used to identify an individual. The smartcards and tokens issued by MyID may contain personal information, certificates and applets. Smartcards may also include visual identification features; for example, a photograph of the holder or a distinctive background that indicates the holder belongs to a particular group.

Non-technical staff can use MyID to routinely issue and manage smartcards and tokens but it must first be configured to combine required components into options that they can select.

MyID has a web-based interface that is used to:

- Enter information about individuals, either directly into the MyID database or by importing from an LDAP directory.
- Request, issue, update or cancel smartcards or tokens, containing appropriate pre-defined information. The details to be included when a smartcard or a token is issued or updated are stored in profiles, created by an administrator.
- Respond to requests for assistance from the holders of smartcards or tokens.

For an overview of the web interface and the controls it contains, see section [1.3, The web interface](#).

1.1 Who should read this guide?

Anyone who is responsible for configuring MyID should read this guide. It describes each of the configuration options in detail.

You may also choose to read this document if you are:

- Investigating the use of MyID in your organization.
- Designing the deployment strategy for your organization.
- Installing MyID and need to understand the relationship between the options you select during installation and those subsequently available to an administrator.

1.1.1 What do you need to know?

This document assumes:

- If you are responsible for configuring MyID using the web interface, you will have a basic level of understanding of a web-based interface. For example, the concepts of a hyperlink or a form and basic terminology such as labels, checkboxes and radio buttons are understood.
- If you are responsible for installing MyID or making changes to the operating system, including installing and registering DLLs, you will have a good understanding of Windows terminology and concepts. For example, the concepts of file permissions, specifying an account under which a service is to run or taking a backup of files are understood.
- If you are responsible for directly accessing the MyID database, running scripts and backing up or archiving data, you will have a basic knowledge of SQL server. For example, the concepts of a table or relationships, terminology such as permissions or queries, or tools such as the Query Analyzer are understood.



1.2 What is included in this guide?

This document describes all of the general configuration options available to MyID. It explains the relationships between them and indicates an efficient order for completing them.

Each chapter includes an overview of the concepts that it covers. It explains how the options available to you will differ depending on the deployment decisions your organization has made and the options that were selected when MyID was installed. It does *not* discuss the merits of the different deployment strategies that are available and does *not* provide installation instructions.

The appearance of MyID can be changed significantly. It is possible to translate the interface into a different language or to change the text displayed on screen to correspond to the culture of your organization. It is also possible to change the position and colour of the elements that comprise the web interface.

Your organization may also have added pages or fields to existing pages to meet local requirements, although these are likely to be found on the data entry pages and not those containing configuration options.

1.2.1 Where to find more information

You should read the appropriate integration guide for any third-party products that you intend to use with MyID as they may contain details of values relevant to that product.

If you have not installed MyID, you need to read the ***Installation and Configuration Guide***.

The ***Operator Guide*** contains instructions for routine use of MyID. This will help you to understand how your configuration choices will affect those responsible for issuing and managing smartcards and tokens.

MyID incorporates online help that provides basic instructions for modifying the configuration through the web browser interface. The help is associated with a workflow, not with an individual stage.

Documentation issued with software updates may contain information about new features that have been added or correct any errors that have been identified in the main product documentation.

1.3 The web interface

Note: A detailed explanation of the terminology used within MyID and this document is provided in section ***1.5, Terminology***.

The MyID web interface provides access to the majority of the configuration options that you will need. A few specialist options are only accessible through direct access to the database, but these are described in detail where applicable.

1.3.1 Connecting a workstation for the first time

The first time that a workstation connects to the MyID web interface, a series of checks are made to ensure that an appropriate version of Internet Explorer is being used and that the resolution of the display is sufficient.

Assuming that all the checks are satisfactory, the person accessing MyID is prompted to install the client components on the local machine.