

Importing a Secure Certificate (Internet Explorer)

The following procedure demonstrates how to import a Secure Certificate in order to access ILIS online.

Double click on the certificate zip file.

Choose “Open” and the Certificate Import Wizard should start.

Read the information within the text box and click Next.

Another text box will appear, asking you to specify the file you wish to import.

The file path and name should already appear in the field to the left of the Browse button.

Click Next.

The next screen to appear will require you to enter your Certificate password.

Please contact [ILIS Support](#) on 8924 4042 if you need it.

Leave the two tick boxes blank.

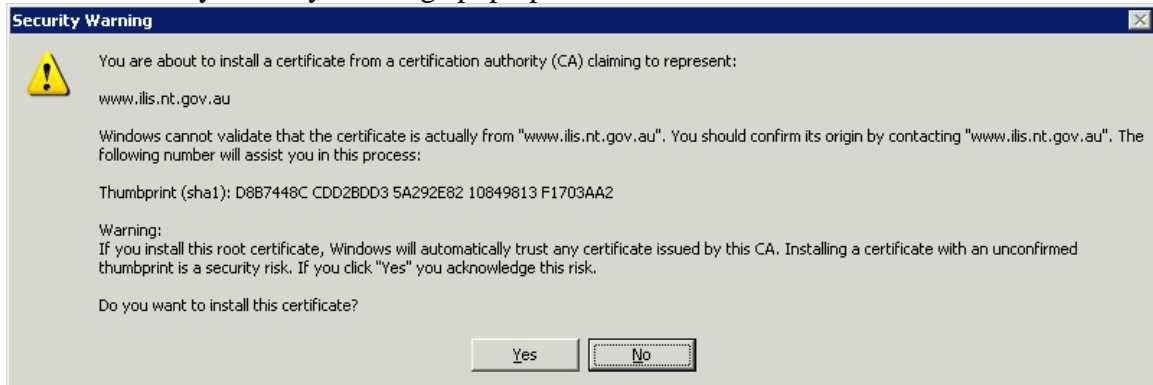
Once you have entered the certificate password, click Next.

When the next screen appears, choose the default.

“Automatically select the certificate store based on the type of certificate.”

Click Finish.

Click Yes if any security warnings pop up.



Removing an expired certificate:

It is highly recommended that you also remove expired (or soon to expire) certificates.

Open Internet Explorer.

Click on “Tools” which is located on the menu bar at the top of the screen and select “Internet Options”.

Once you have done this, click on the “Content” tab.

Click on the “Certificates” button.

Highlight the certificate you want to remove (check the expiration date) and click on the “Remove” button then click “Yes” to confirm.