

How to log into ITAS with a PIV Card on Computers Running Windows XP

Your PIV card is a type of smart card that can be used to log into your computer, the NIH network, and systems like ITAS.

How to Log into ITAS with a PIV Card

1. Completely remove your PIV card from its case/holder. Insert it into the smart card reader so that the **photo is facing up and the gold chip enters first**. Your smart card reader may be a separate device plugged into a USB port, or it may be built into your keyboard or laptop, as in the pictures below.



USB

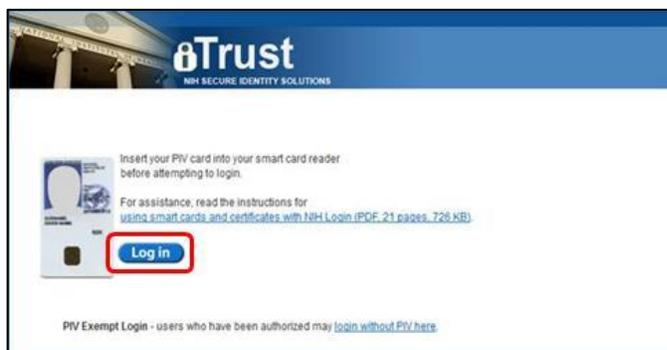


Built-in to Keyboard



Built-in to Laptop

2. Use your preferred method (e.g., browser bookmark, NIH Portal link) to launch ITAS. When prompted for your PIV card, click on the **Log in** button next to the image of the PIV card.



3. A pop-up window will be displayed prompting you to enter your **PIN**. Click in the "PIN" field and enter your six, seven, or eight digit **PIN**. Click **OK**.

Note: If you do not know your PIN, please visit a Lifecycle Workstation (LWS) to reset it. Find an LWS near you by visiting this site: <http://www.ors.od.nih.gov/ser/dpsac/badge/Pages/lifecycle.aspx>.



4. If you are logged in successfully, you will be taken directly to the main ITAS page.
5. Once you have logged into ITAS, **REMOVE your PIV card from the smart card reader and replace it in your case/holder. You need your badge for physical access!**

Help and More Information

If you have trouble logging into ITAS, please contact the **NIH IT Service Desk at 301-496-4357** or submit a ticket online at: <http://itservicedesk.nih.gov/support>.

Please visit <http://smartcard.nih.gov> or <http://idbadge.nih.gov> for more information about your PIV card and how to use it.