

Power LogOn® Administrator



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raising security to the power of smart

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Smartcard
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Contents

Contents	1
Recommendations.....	1
Disclaimers	2
Installing Software	5
Installing Smartcard Readers	8
Customizing Card Configuration.....	12
Issuing Cards Using Evaluation Licenses	12
Issuing Cards Using Full Licenses	14
Defining Strong Passwords	15
For More Information	16
Copyright and Trademark Information	16

Recommendations

Access Smart® recommends that you keep a written backup copy of your computer/network logon User Name, Password and Domain, and the Power LogOn® back-up data file and password in a secure location like a safe or locked file cabinet. This information will assist you in regaining access to your computer in case of an emergency or if your card is ever lost, stolen or damaged. Power LogOn allows authorized users access to the Print Backup feature.

WHEN USING POWER LOGON, YOU HAVE SOLE RESPONSIBILITY FOR YOUR PIN AND PUK AND YOU MUST BE VERY CAREFUL NOT TO LOSE OR DISCLOSE YOUR PIN OR PUK. BECAUSE OF THE SENSITIVE NATURE OF THE INFORMATION WHICH IS STORED ON YOUR CARD, IT WOULD BE A BREACH OF SECURITY FOR ACCESS SMART TO RESET YOUR CARD PIN SO THAT YOU COULD CHOOSE A NEW PIN. IF YOU ENTER THE PIN WRONG 6 TIMES, IT WILL DISABLE THE CARD. HOWEVER, YOU CAN RESET THE CARD USING YOUR PUK. IF YOU ENTER YOUR PUK WRONG 6 TIMES, YOU WILL PERMANENTLY DESTROY THE CARD.

Frequently backup your card's data so you can easily recreate your card if it is ever lost, stolen or damaged. Contact Access Smart at info@access-smart.com if you need a replacement card.

Disclaimers

SECURITY DISCLAIMER

Power LogOn conveniently manages the security of your passwords. The security of your files, documents and web sites are dependent upon how you manage your passwords, the strength of your passwords and who has access to your passwords. Therefore, Access Smart will not be responsible for any losses or damages that may result from the use of the Power LogOn product.

WARNING!

POWER LOGON IS NOT INTENDED FOR AND SHOULD NOT BE USED WITH ANY MACHINE OR DEVICE WHICH IS ESSENTIAL TO HUMAN LIFE OR HEALTH. ACCESS SMART WILL NOT BE RESPONSIBLE FOR ANY DEATH, INJURY, LOSS, OR DAMAGE RESULTING FROM THE USE OF THE POWER LOGON PRODUCT OR THE FAILURE OF THE POWER LOGON PRODUCT TO OPERATE. USE OF THIS PRODUCT WITH ANY SUCH MACHINE OR DEVICE IS SOLELY AT USER'S RISK AND THE USER ASSUMES THE RISK OF ANY DEATH, INJURY, LOSS, OR DAMAGE THAT MAY RESULT, DIRECTLY OR INDIRECTLY, FROM SUCH USE.

To protect against risk of fire, bodily injury, electric shock or damage to the equipment::

- Do not immerse any part of this product in water or other liquid.
- Do not spray liquid on this product or allow excess liquid to drip inside.
- Do not use this product with any equipment that has sustained damage, such as a damaged cord or plug.
- Disconnect this product before cleaning.

ABOUT YOUR RIGHTS AND OBLIGATIONS

The software with this product is licensed, not sold. You must either agree to the license contract in the Software Setup screen or promptly return the Power LogOn reader, software and cards for a refund, excluding the return costs. After you install the software, you may consult the License Agreement and the Limited Warranty for the product at any time by looking in the "Legal Information" section of the on-screen Help file installed with the software. You may also print a copy for your records.

The software license resides on the card and not in the Power LogOn Manager Application. Copies of the Power LogOn Manager can be loaded on a number of computers. Only licensed cards will work with the Power LogOn Manager Application.

REGULATORY INFORMATION

Tested to comply with FCC Standards for office or home use. Not intended for use in machinery, medical or industrial applications that are essential to human life or health. Any changes or modifications not expressly approved by Access Smart could void the user's authority to operate this device.

This product is for use with NRTL Listed (UL, CSA, ETL, etc.), and/or IEC/EN 60950 compliant (CE marked) Information Technology equipment. No serviceable parts are included.

This device is rated as a commercial product for operation at a temperature of +41°F (+5°C) to +95°F (+35°C).

This Class B digital apparatus complies with Part 15 of the U.S. Federal Communications Commission (FCC) rules, Canadian ICES-003 and RSS-210. Operation is subject to the following two conditions: (1) this device may not cause interference, and (2) this device must accept any interference received, including interference that may cause undesired operation.

The term "IC:" before the certification/registration number only signifies that the Industry Canada technical specifications were met.

This product has been evaluated to comply with International Standard IEC 60825-1:1 993/A2:2001.

This product uses LEDs that are inherently Class 1.

Product Disposal Information

Dispose of this product in accordance with Local and National Disposal Regulations.

Product Information and Software Updates

For general product information or to purchase additional products and software updates, go to the Access Smart Web site at: www.access-smart.com

Power LogOn Administrator

The Power LogOn Administrator software is only installed on the computer used by the administrator who determines password policy parameters and issues the smartcards. Power LogOn Manager is the end user interface to ensure compliance with password policies and securely manage all computer, network, application and web access. This manual describes the functionality of Power LogOn Administrator and how to configure Power LogOn smartcards to meet a company's network security policies with Power LogOn Manager. To learn more about Power LogOn Manager please reference the *Power LogOn Manager User Manual* included on the CD-ROM in the Documentation > Manuals folder.

Power LogOn Manager

With Power LogOn Manager, the user will never need to type or remember a password again. Capable of storing up to 100 different accounts on a single smartcard, Manager is the most convenient, secure and portable way to guard all of their user names, passwords -- and even credit card information for safe eCommerce transactions. With two clicks of a mouse, it can assign, store and enter complex passwords, immediately logging the user in to any computer network, Internet site or data file. It is simple to set up and intuitive to use. Since it is designed to work on both laptop and desktop computers, Power LogOn Manager is ideal for individuals, large corporations, and everything in between.

SafeHouse™

SafeHouse, by PC Dynamics, provides transparent "on-the-fly" encryption for your notebook or desktop personal computer. When you use SafeHouse, you can allocate portions of your existing hard drive to be reserved for encrypted data. SafeHouse encrypted volumes appear on your PC as another Windows drive letter. You can do anything with a SafeHouse virtual drive that you can do with a normal hard drive; only with SafeHouse, the encrypted volumes require password authentication before the files become accessible. Power LogOn stores the secure passwords for convenient access to your data.

DesignPro® 5.0 Limited Edition

DesignPro 5.0 is a software program used to create and print customized, professional looking graphics onto Avery products like the Avery 2992 Photo ID labels. The template for the 2992 labels is included in the Power LogOn directory. With DesignPro you can personalize your Power LogOn card in minutes!

Installing Software

Power LogOn Administrator requires both Administrator and Manager to be installed on the administrator's computer. Follow the instructions below based upon your computer's configuration.

UNINSTALLING AN EARLIER VERSION OF POWER LOGON ADMINISTRATOR

If this is your first time installing Administrator, you can skip this section. If you don't use Terminal Services or IIS functions, skip steps 1 and 4.

If installation is on a Terminal Server, logon in console mode, and make sure that there are no other TS sessions open.

1. Close down all Administrator, and/or Power LogOn Manager applications that are running. Also check icons in the system tray for any of these applications that may be running in the background.
2. Make a backup copy of all configuration and server-based card data
 - a. For Stand-Alone systems:
 - i) Backup data files located in 'c:\program files\Power LogOn Administrator\Data'
 - (1) 'Keymaster.mdb'
 - (2) 'Cardholder.mdb'
 - (3) 'TxLog.mdb'
 - ii) Backup configuration files
 - (1) 'c:\program files\Power LogOn Administrator\CardMaker.ini'
 - (2) 'c:\program files\Power LogOn Administrator\rfip.ini'
 - (3) 'c:\program files\Power LogOn Administrator\CardSettings*.*'

- b. For Server based systems
 - i) Backup server-based card data
 - (1) 'c:\program files\Power LogOn Administrator\data*.*'
 - ii) If you are using Administrator with MS SQL database, you must also backup the SQL files located in the MS SQL data directory - i.e. "C:\Program Files\Microsoft SQL Server\MSSQL\Data"
 - (1) 'sphinx_cardholder.mdf'
 - (2) 'sphinx_txlog.mdf'
3. Restart IIS
4. From Desktop select **"Start - Control Panel - Add/Remove Programs"**
5. Select **"Power LogOn Administrator"** and click on the **"Change/Remove"** button. Follow on screen instructions to completely uninstall.
6. Delete the directory tree **"c:\program files\Power LogOn Administrator"**
7. Skip down to Installing Power LogOn Administrator.

UNINSTALLING AN EARLIER VERSION OF POWER LOGON MANAGER

If this is your first time installing Power LogOn Manager, you can skip this section.

Because Manager has some major changes, any older versions of Power LogOn Manager must first be removed from your computer. Manager saves all your passwords on the smartcard and not on your computer. So removing the Manager application does not affect any of your stored smartcard data.

1. Open Power LogOn Manager.
2. Select **"Settings"** from the menu bar and click **"Logon to Windows ..."**
3. You may need to click onto the **"Change"** button to remind yourself of your computer's User Name, Password and Domain Name since these will be required during the re-boot process.
4. Un-check the **"Use card to logon to Windows XP, Vista, 2000, 2003"** box.
5. Click on **OK** button.
6. Exit Power LogOn Manager.

7. Reboot computer.
8. Start the un-install process by clicking “**Start - Control Panel - Add/Remove Programs**” options.
9. Individually select the following applications and click Remove.
 - a. “**CardMan 3x21**” for the desktop reader drivers
 - b. “**CardMan 4040**” for the notebook reader drivers
 - c. “**DesignPro 5.0 Limited Edition**” for the Avery label design program
 - d. “**Power LogOn**” all occurrences of the logon application.
10. Reboot your computer as needed.

INSTALLING POWER LOGON ADMINISTRATOR

It is strongly recommended that you temporarily turn off any antivirus software before installing. Five different software applications will be installed: Power LogOn Administrator, Card reader drivers, Power LogOn Manager, Avery DesignPro 5.0 and SafeHouse.

1. Before installing the Power LogOn Administrator software, you must confirm that Internet Information Services (IIS) is installed. For details go to the *Power LogOn Administrator User Manual*; Section 2.2: 2.2 Power LogOn Administrator Pre-Installation Checklist.
2. Insert the CD into your drive and the installation will start up automatically. If not, click on CD drive (usually D:) and double-click on “InstallationOptions.exe”.



Figure 1: Power LogOn Installation Wizard

3. Select **“Power LogOn Administrator”** for installation. **“Show All Options”** Is for advanced users that allows individual selection of applications to install.
4. Follow the screen instructions.
5. Click the **“Close”** button after Password Administrator has been loaded. Then click **“Exit”** on the “Power LogOn Installation Options” screen.
6. If all previous data as well as card and program settings are to be kept, replace the saved backup files identified in step 3 of “Uninstalling an earlier version of Password Administrator” into their corresponding new folder locations.

Note: Make sure that the Administrator version that you are updating to supports the same configuration file and database structure of your previous version. Consult any documentation that comes with the update and/or consult with your Power LogOn distributor or Access Smart, LLC.

8. **Restart your computer.**

Installing Smartcard Readers

1. Power LogOn Card and Reader Configuration.
 - a. Select card reader type:
“1 – PC/SC reader with contact or dual interface smart cards”
 - b. Select card type:
“ATMEL CryptoMemory, no PKI middleware”

NOTE: for contactless and other card users: select the corresponding reader and card options as required.

Click **OK**

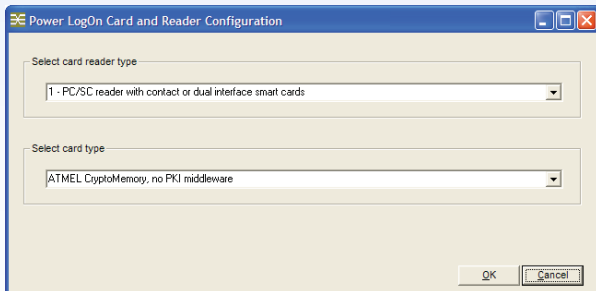


Figure 2: Card and Reader Configuration

2. Click **“File”** in the menu bar and choose **“Logon with User Name / Password”**

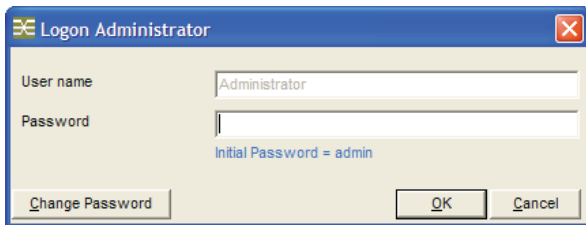


Figure 3: File: Logon with User Name / Password

3. Logon with the administrator password. The default password is **“admin”**.
Click **OK**. A screen will pop up reminding you that you are using the default password and a chance to change the password. It may be wise to click the Later button until you have configured Administrator to accept smartcards with a custom user name and password. (See the *“Power LogOn Administrator User Manual”* for details).
4. Set up the card readers to be used by the Administrator and for Production.
 - a. Click **Configuration > Card Reader Setup > Administrator**. Follow the screen prompts.

- b. Click **Configuration > Card Reader Setup > Production**.
Follow the screen prompts.

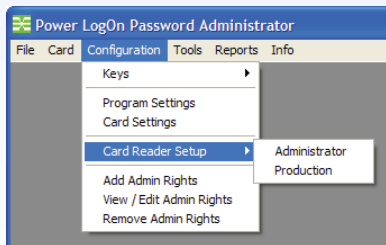


Figure 4: Configuration: Card Reader Setup

5. Import the evaluation licenses (keys)
a. Click **Configuration > Keys > Import**

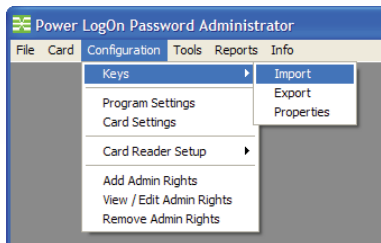


Figure 5: Keys: Importing

- b. The Key data file is located
“**C:\Program Files\Password Logon Admin\Data**”
- c. Select **Keys_Evaluation_0001x to 0030x.mdb**

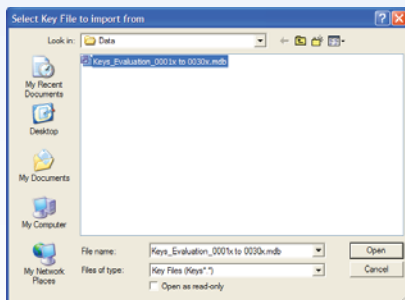


Figure 6: Evaluation keys data file

6. Click Open button from “**Select Key to Import from**” screen
7. Click **OK** button from “**Import Keys**” screen.



Figure 7: Import Keys

8. Click **OK** from the “**Import Log**” screen.

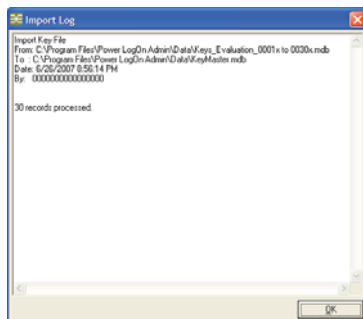


Figure 8: Import Log

Customizing Card Configuration

Before issuing cards, it's a good idea to check **Configuration > Card Settings**, to view the default card settings and make any changes required for your particular installation. Some administrators may also want to check the **Configuration > Program Settings**, but this is not as critical since the default settings specified suit most installations.

For assistance with card and program settings, refer to the *"Power LogOn Administrator User Manual"* found on the CD-ROM in the Documentation folder or by clicking **Info > User Manual (pdf)** in the Power LogOn Administrator menu.

If pre-configuration has not been performed by the manufacturer, the Power LogOn Administrator performs the following configuration steps before issuing cards:

- Imports the license key file into the Power LogOn Administrator program.
- Configures program settings, including installation-specific system and server settings.
- Configures card settings, by creating one or more card setting default files which will be used for card issuance.
- Selects card reader which will be used for card issuance, as required.
- Select the type of smartcards being used.

Because of the advanced features and capabilities of Power LogOn Administrator, you will need to read the *"Power LogOn Administrator User Manual"* found on the CD-ROM or by clicking **Info > User Manual (pdf)** in the Password Administrator menu before setting up custom configurations.

Issuing Cards Using Evaluation Licenses

Refer to *Power LogOn Administrator User Manual*, Section 3 for more detailed information. Power LogOn Administrator includes 5 blank smart cards and 30 evaluation keys. The purpose of these cards and licenses is to give the card administrator product to practice, test and determine how they want to configure their computer systems, server and cards before going to full deployment. Evaluation keys only have a life span of 60 days before they revert to demo mode.

To purchase full licenses contact your Power LogOn reseller or Access Smart at support@access-smart.com.

1. Click on “**Card**” in the menu bar, and click on the “**Issue Card**” selection.

NOTE: if cardholder names have been pre-entered, click on desired entry to highlight the entry, and click on the Select button. Refer to *Power LogOn Administrator User Manual*, Section 5.2 to import employee data from an HR database.

2. To enter a new cardholder, click on the **Add New** button.
3. Enter a new cardholder’s information.

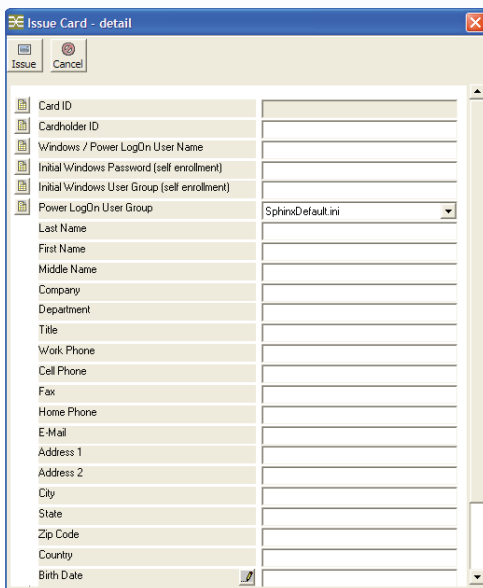



Figure 9: Issue Card - Detail.

Click on the  icon found along the left side for information about that specific field.

4. Click **Issue** button when finished entering data.
5. The Power LogOn Administrator will prompt you to insert a Power LogOn smartcard into the card reader. Card will be processed, and a window will alert you when you may remove the card and deliver it to cardholder.
6. The card is now ready to be issued and used with Power LogOn Manager.

NOTE: Evaluation keys provide full Power LogOn functionality for 60 days after installation. After expiration, installation will revert to demo mode, which stores only a few entries. To convert your evaluation version into a fully licensed version, contact your Power LogOn reseller or Access Smart at support@access-smart.com to purchase full licenses. To continue to use Power LogOn entry data that you save in this evaluation version: be sure to create a Power LogOn backup before your 60-day evaluation period expires. This backup can then be restored onto a fully licensed Power LogOn version.

Issuing Cards Using Full Licenses

1. Contact your Power LogOn reseller or Access Smart at support@access-smart.com to purchase the quantity of full licenses needed. The licenses will be sent you electronically in a .zip format.
2. Unzip the file and store the keys in:
“C:\Program Files\Password Logon Admin\Data”
3. Import the demonstration keys
 - a. Click **Configuration > Keys > Import**

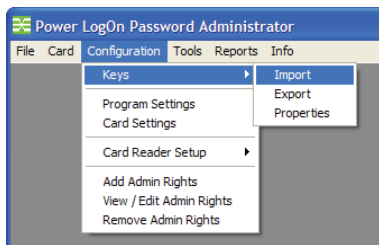


Figure 10: Keys: Importing

NOTE: for full license keys: installations that are installing full license keys can follow instructions as described, but select instead the license key file received from distributor

- b. The Key data file is located:

“C:\Program Files\Password Logon Admin\Data”

- c. Select the new key file.

4. Follow all the same procedures as describe in the above section “Issuing cards using evaluation licenses”.

Defining Strong Passwords

The protection of an Internet site or confidential document depends upon its passwords. Strong passwords are created using 1) Length – the total number of characters that make up a password; 2) Character Types - upper and lower case letters, numbers and symbols; and 3) Randomness – the sequence of characters

Examples:

Weak password: john2006

Strong password: D%4@*bHx\$jw#g

Power LogOn includes a random character password generator to assist you in creating strong, complex passwords. Click the “Create” tool button to launch the password generator application. Determine the parameters required for the password and then click the “Generate” button (figure 16).

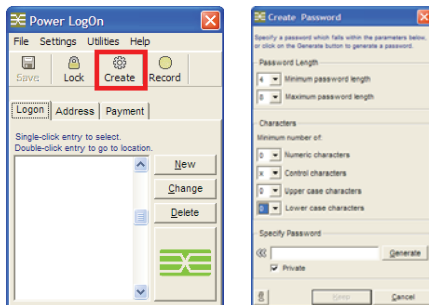


Figure 11: Create a Random Password

For More Information

Please read the *Power LogOn Manager User's Manual* available under the Info menu to learn more about these and other features and options.

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