How to Install a CAC Reader on your Personal Computer

Visit: https://MilitaryCAC.com/usbreaders.htm to find places selling readers you can purchase. (If you don't already have one)

SCR-3310   SCR-331   SGT-111

Installation Assistance can be found at:

https://MilitaryCAC.com and / or

https://www.us.army.mil/suite/page/241504

Software you will need

- CAC Reader Driver (reader "talks" to computer)
- ActivClient (card "talks" to Windows)
- LotusForms (view forms) (*replaced PureEdge)*
- ApproveIt (sign forms)
- All software is accessed using your AKO username / password. However, do download Lotus & ApproveIt requires you can login with your CAC first.

YOU MUST BE AN ADMINISTRATOR ON YOUR COMPUTER TO COMPLETE THIS. VISTA AND WINDOWS 7 MAY LOOK A LITTLE DIFFERENT, BUT ALL SOFTWARE IS THE SAME
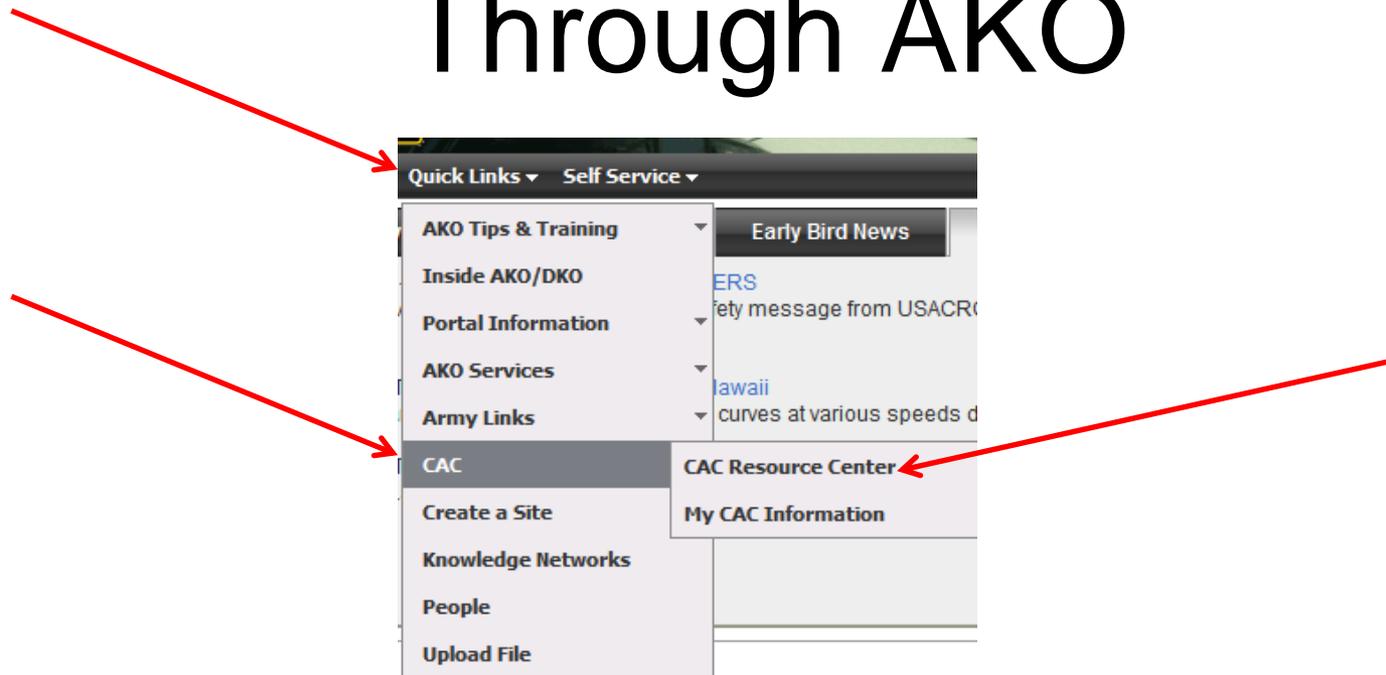
Through MilitaryCAC.com

- Visit: https://MilitaryCAC.com

- Download the software
from Installation Steps or via the
Software & Install button at top

Installation Steps
Step 1: Obtain a CAC Reader
Step 2: CAC Reader driver | Video
Step 3: DoD Certificates | Video
Step 4: ActivClient | Video
Step 5: Lotus Forms | Video
Step 6: ApproveIt | Video

Through AKO

- Log into AKO at https://www.us.army.mil
- Click on "Quick Links"
- CAC
- CAC Resource Center
- Or https://www.us.army.mil/suite/page/241504

Installing the CAC Reader

Video https://militarycac.com/videos.htm#firmware

Plug your CAC Reader into an available USB port

You may get a message like this

The driver "normally" installs without any further interaction

NOTE: If the reader does not automatically install, visit:
https://MilitaryCAC.com/cacdrivers.htm for troubleshooting steps

Install DoD Certificates

Video https://militarycac.com/videos.htm#DoD

- Download the DoD Certificates from one of the links on: https://MilitaryCAC.com/dodcerts.htm

- Double Click "Download InstallRoot 3.15a from MilitaryCAC", Click Open, now double click "InstallRoot_v3.15A.exe. A Black box will show up and disappear, this task is complete (In Windows 7, 8, & Vista you may get a message that the file might not have installed correctly. Select "*This program installed correctly*)."

Install Activclient

Video https://militarycac.com/videos.htm#ActivClient

- Locate your download of ActivClient
- Click Run, Next, I accept the terms.., Next, Install, Make sure to install with all default settings and then click Finish. You should see a CAC Reader with a Red "X" in your system tray.
- **YOU CAN NOW LOG IN TO AKO WITH YOUR CAC (provided you already have your CAC registered)**
- **If you still have problems, visit: https://MilitaryCAC.com/errors2.htm for assistance.**

No CAC Inserted

CAC Inserted

Installing LotusForms

Video

| LotusForms351.EXE | 12-Jul-10 14:35 | Application | 22,452 KB | or

- Find location of LotusForms program you downloaded.
- Double Click "LotusForms351.exe" File
- Wait for the little box to close. (It takes a while)
- LotusForms is now installed
- You can now type up Evaluations, Awards and other forms
- You cannot digitally sign until you finish the next step.

Installing ApproveIt

Video https://militarycac.com/videos.htm#LotusForms

- Locate your download of ApproveIt, double click "ApproveIt_6.5.exe" the program will unzip the files into a folder called ApproveIt 6.5.

| ApproveIt_6.5.exe | 05-Oct-10 05:40 | Application | 43,143 KB |

- Open the folder up and Double Click "AGMInst.exe" (Army star logo, file size: 319KB)

| AGMInst.exe | 24-Oct-08 10:53 | Application | 319 KB |

- ApproveIt will now install itself on your computer. It WILL NOT let you know when it completes.

- So… Wait until the install window goes away, Look in Control Panel (Add/Remove Programs or Uninstall a Program. When it is there, Restart your computer.

- Once restarted, visit: https://militarycac.com/files/a3161.xfdl to verify you can sign the form.

Helpful Websites

Mike Danberry's MilitaryCAC.com website
https://MilitaryCAC.com/

AKO CAC Reference Center
https://www.us.army.mil/suite/page/241504

Mike Danberry's contact page
https://MilitaryCAC.com/questions.htm

That was Easy!