# How To Manage a Digital Certificate

- Managing Certificates
- Renewing Certificates
- Revoking Certificates

## Managing Certificates

Backing up a certificate allows you to:

- Move certificates to another computer.
- Restore certificates to a computer.

### Caution

You are responsible for backing up your own certificates. Treat your backups as sensitive data, particularly your signing certificate. Departmental desktop support personnel can help you create backups, but should not keep the backups for you. Refer to procedures for Windows and procedures for Mac OS X.

If you have any reason to think that someone has access to your private keys, you should revoke your certificates. This can be done through the Certificates site.

- Export, Back Up, or Move Digital Certificate - OSX
- Back Up or Move Digital Certificate - Windows 7/8.1

## Renewing Certificates

The certificate will expire five (5) years from the date it was generated. To obtain a new certificate, please follow the procedure for requesting and downloading a certificate.

**Do not delete old certificate files when you install the new ones.** If expired certificates are deleted, content encrypted with the expired certificate will not be accessible.

## Revoking Certificates

If you lose your computer, if you think that the media for your certificate backup has been accessed by someone other than yourself, or if you have any other reason to think that someone has access to your private keys, you should revoke your certificates.

To revoke your certificates, visit the Certificates site and log in with your UT EID user name and password.

You will see a list of all certificates for which you are enrolled, as well as expired and revoked certificates.

1. Look for the enrolled certificate that you wish to revoke.
2. Click the **Revoke this cert** button next to the appropriate certificate.

### NOTE

If you are revoking your certificates due to a security breach or stolen or missing computer, please also notify the Information Security Office, if you have not done so already.