



# Handout für die Beantragung eines S/MIME-Zertifikats (E-Mail Funktionspostfach)

Die Beantragung von S/MIME Zertifikaten erfolgt eigenständig über die Zertifizierungsstelle Hellenic Academics and Research Institutions Certification Authority (Harica).

## 1. Anmeldung über „Sign Up“ bei Harica Certificate Manager

Öffnen Sie das Webportal des Zertifikatsmanagers Harica unter <https://cm.harica.gr/> in Ihrem Webbrowser. Wählen Sie die Option „Sign Up“.

The screenshot shows the Harica Certificate Manager login page. The main heading is 'Login'. Below it, there is a link 'New to HARICA? Sign Up' with a red arrow pointing to it. The form contains two input fields: 'Email address' with the placeholder text 'Type your email address' and 'Password' with a masked password '.....' and an eye icon. Below the password field is a link 'Forgot password?'. There are three buttons: a blue 'Login' button, an 'Or' separator, and two white buttons with blue borders: 'Academic Login' and 'Sign in'. At the bottom of the page, it says 'GREEK UNIVERSITIES NETWORK (GUnet)' and 'General Commercial Registry Number: 160729401000'.

Füllen Sie nur die mit „\*“ markierten Felder aus wie folgt (Bsp. s. u.):

*Email address* → Funktionspostfach E-Mail-Adresse

*Given name* → Teil der E-Mail-Adresse vor dem @-Symbol  
(Eingabe von Sonderzeichen oder mehreren Wörtern nicht erlaubt)

*Surname* → „Team“

The screenshot shows a web browser window with the HARICA logo in the top left and a language selector 'EN | GR' in the top right. A '< Back' link is visible above the form. The form is titled 'Sign Up' and contains the following fields:

- Email address \***: Input field containing 'sl-sk-test.rtz@uni-hamburg.de'
- Given name \***: Input field containing 'tkerrzslsktest'
- Surname \***: Input field containing 'Team'
- Given name (Local language)**: Input field with placeholder text 'Type your surname in local language'
- Surname (Local language)**: Input field with placeholder text 'Type your surname in local language'
- Date of birth**: Dropdown menu showing '01.01.1970'

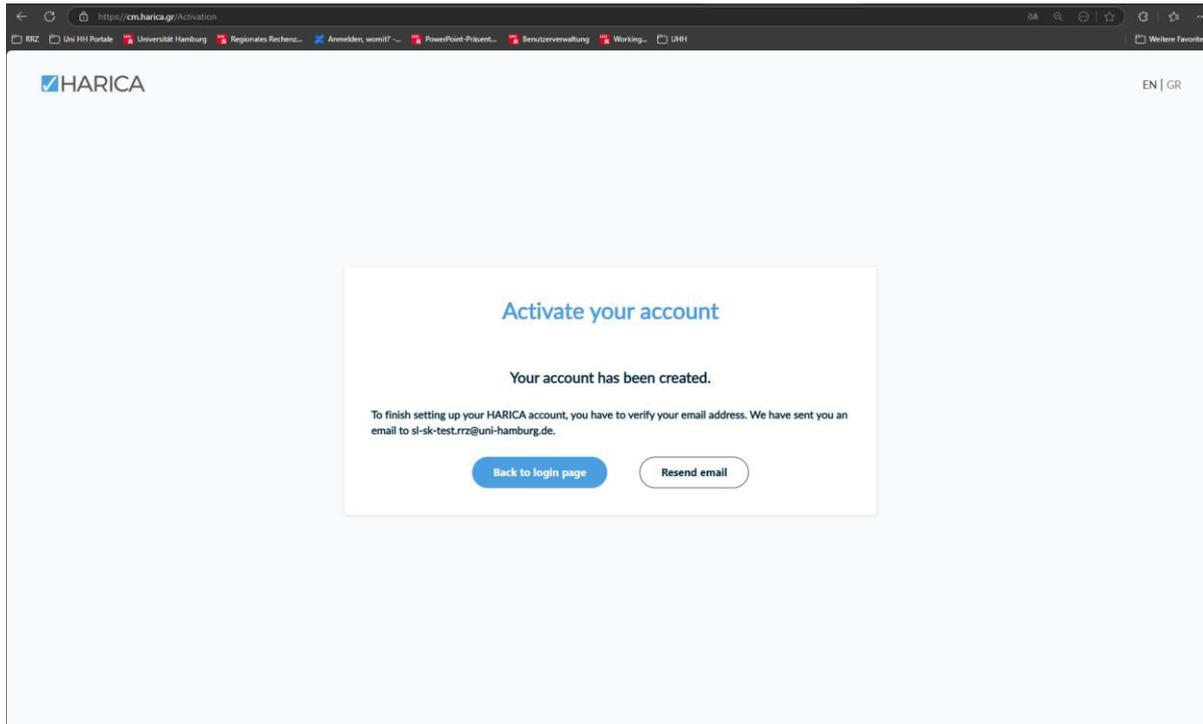
Und betätigen abschließend die Schaltfläche „Sign Up“.

This screenshot shows the lower portion of the registration form. The fields include:

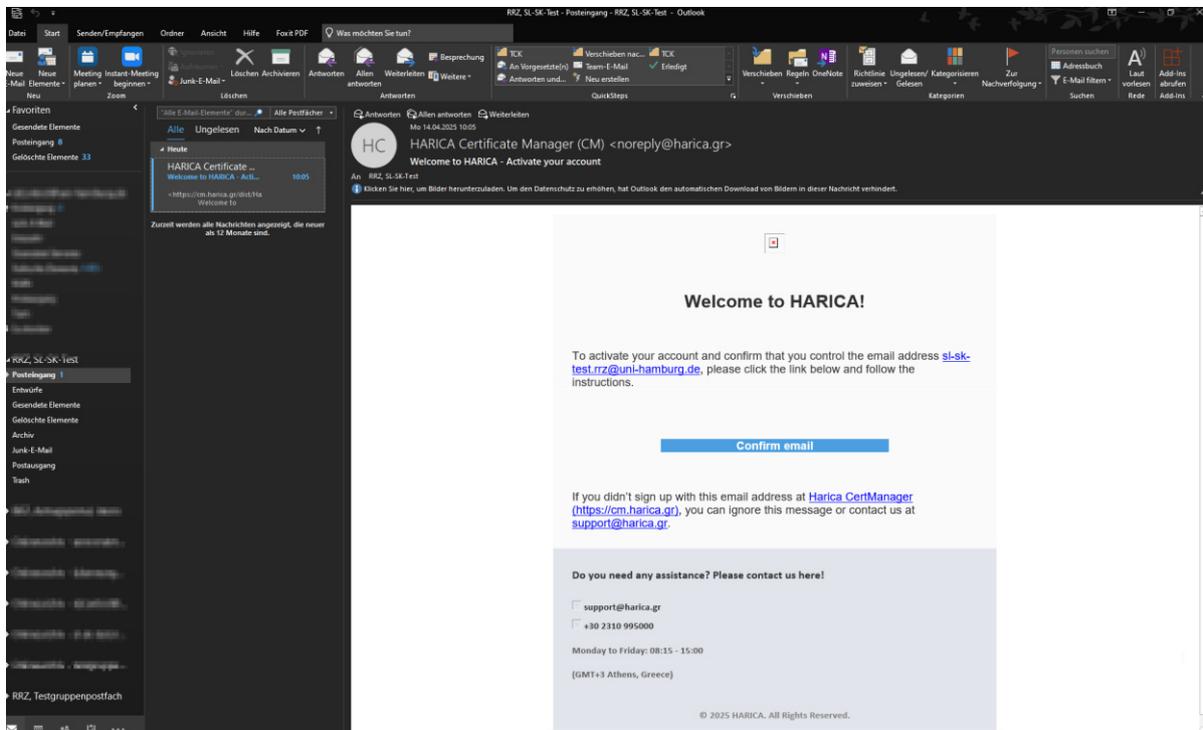
- Given name (Local language)**: Input field with placeholder text 'Type your surname in local language'
- Surname (Local language)**: Input field with placeholder text 'Type your surname in local language'
- Date of birth**: Dropdown menu showing '01.01.1970'
- Mobile phone**: Input field with placeholder text 'Type your phone number'
- Password \***: Password input field with a visibility toggle icon
- Confirm password \***: Password input field with a visibility toggle icon

Below the fields, there is a note: *\*Required fields*. At the bottom of the form is a blue button labeled 'Sign Up'.

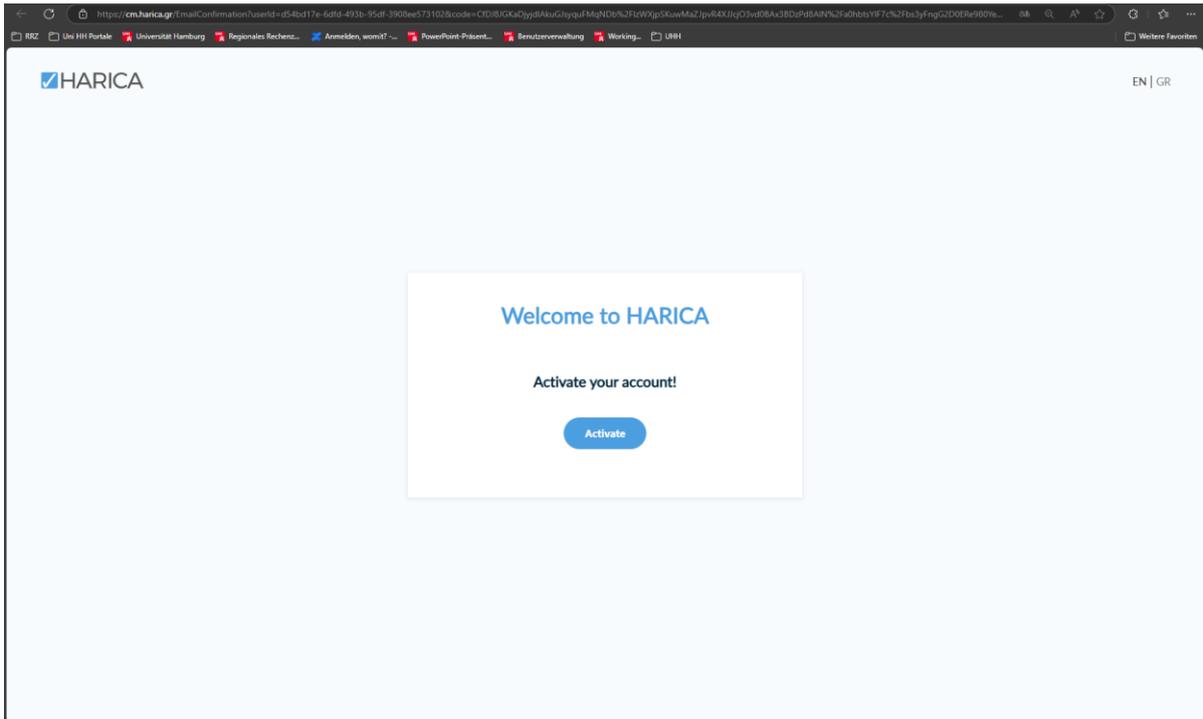
Sie gelangen zu nachfolgender Seite.



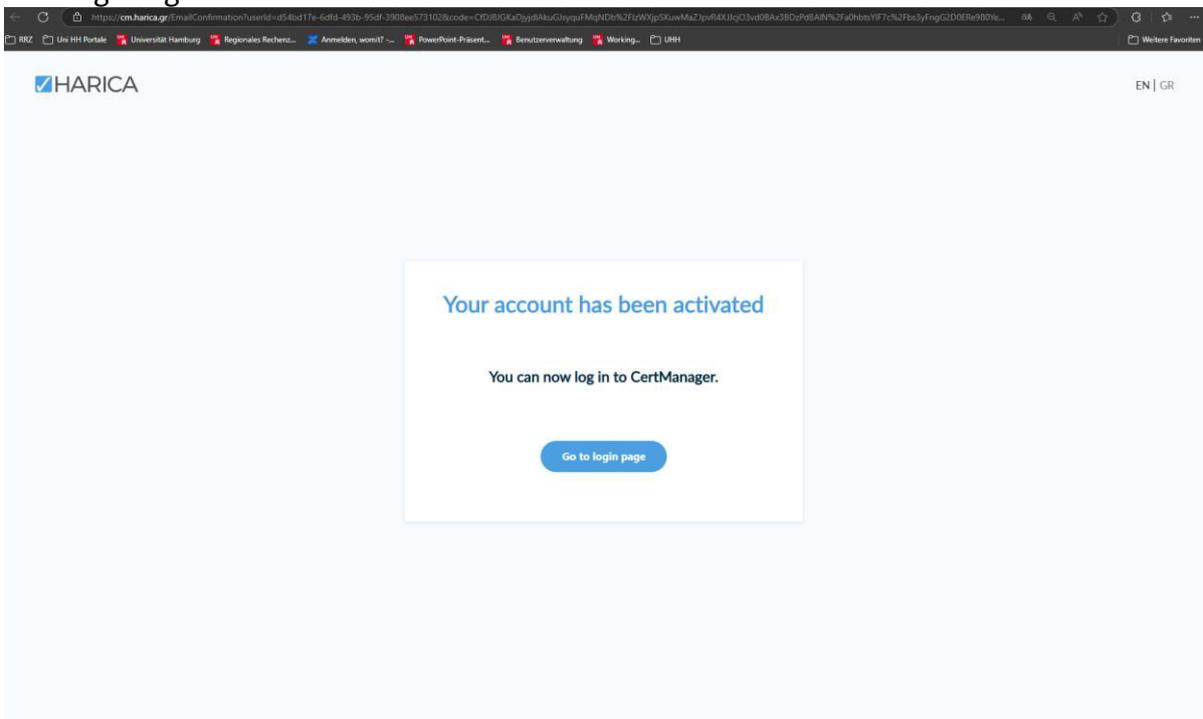
Es wurde eine E-Mail von Harica an das Funktionspostfach. Betätigen Sie die Schaltfläche „Confirm email“



Sie gelangen zum Webportal von Harica. Betätigen Sie die Schaltfläche „Activate“



Nun können Sie über Betätigen der Schaltfläche „Go to login page“ zur Anmeldeseite von Harica gelangen.



Geben Sie hier die E-Mail Adress des Funktionsportfachs und das zugehörige Passwort ein und bestätigen mit „Login“.

**HARICA** EN | GR

**Login**  
New to HARICA? [Sign Up](#)

**Email address**  
Type your email address

**Password**  
..... [Forgot password?](#)

**Login**

Or

[Academic Login](#)

[Sign in](#)

GREEK UNIVERSITIES NETWORK (GUnet)  
General Commercial Registry Number: 160729401000

## 2. Beantragung S/MIME (E-Mail) Zertifikat

Unter „My Dashboard“ werden Ihre gültigen Zertifikate aufgelistet.

Öffnen Sie das Menü über das Symbol oben links.

**HARICA** Enterprise Universität Hamburg

**My Dashboard**

SSL eSignatures Token eMail S/MIME Forms Code Signing Client Authentication

**Valid Certificates**

Product	Validity	Information	Actions
S/MIME	09/01/2027	E=arne.reuter@uni-hamburg.de	⌵
SSL OV	10/01/2026	RZLin32	⌵
S/MIME	09/01/2027	E=arne.reuter@uni-hamburg.de	⌵

**Ready Certificates**

Product	Validity	Information	Actions
S/MIME			Issue your Certificate ⌵

**Expired/Revoked Certificates**

Product	Validity	Information	Actions
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Und navigieren Sie dann zu „Email“, unterhalb von „Certificate Requests“.

The screenshot shows the HARICA Enterprise dashboard. The left sidebar contains a menu with 'Email' highlighted with a red circle containing the number '2'. The main content area is titled 'My Dashboard' and features a 'Valid Certificates' section. This section contains a table with the following data:

Product	Validity	Information
S/MIME	03/01/2027	E-mail: [redacted]@uni-ham...

## 2a. Produktauswahl

Wählen Sie das Produkt „Email-only“ über die Schaltfläche „Select“.

The screenshot shows the 'Email / Request New Certificate' page. A progress bar at the top indicates the steps: 1. Request, 2. Payment, and 3. Activation. Below the progress bar, a sub-progress bar shows the current step: Product. The main content area is titled 'Select the type of your certificate' and lists three options:

- Email-only**: S/MIME certificate to sign/encrypt email messages. Includes:
  - Your email address(es)
 Price: Free. A red box highlights this option, and a red arrow points to its 'Select' button.
- For individuals or sole proprietorships (IV)**: S/MIME certificate to sign/encrypt email messages. Includes:
  - Your email address(es)
  - Your personal information
 Price: from 30€ year.
- For enterprises or organizations (OV)**: S/MIME certificate to sign/encrypt email messages. Includes:
  - Your email address(es)
  - Information of your organization
 Price: from 65€ year.

## 2b. Bestätigung Produktauswahl

Ihre E-Mail-Adresse ist vorausgefüllt. Betätigen Sie die Schaltfläche „Next“.

The screenshot shows the HARICA web interface for requesting a new certificate. The page title is "Email / Request New Certificate". A progress bar at the top indicates three steps: 1. Request, 2. Payment, and 3. Activation. The current step is "Request", which is further divided into sub-steps: Product, Details, Authorization, Summary, and Submit. The "Details" sub-step is active.

The main content area is titled "Select the type of your certificate" and "Enter your email address". Under "Select the type of your certificate", the "Email-only" option is selected, with a "Selected" button and a "Free" price tag. Below this, the "Enter your email address" section shows a list of email addresses, with one address (email: [redacted]@uni-hamburg.de) selected. A red arrow points to the "Next" button at the bottom right of the main content area.

On the right side, there is a "Your order" summary box showing "S/MIME email-only" for the email address [redacted]@uni-hamburg.de, with a total price of "Free".

## 2c. Bestätigung Versand Bestätigungs E-Mail

Bestätigen Sie den Versand einer Bestätigungs-E-Mail an die registrierte E-Mail Adresse.

The screenshot shows the HARICA web interface for requesting a new certificate. The page title is "Email / Request New Certificate". A progress bar at the top indicates three steps: 1. Request, 2. Payment, and 3. Activation. The current step is "Request", which is further divided into sub-steps: Product, Details, Authorization, Summary, and Submit. The "Authorization" sub-step is active.

The main content area is titled "Select a method to validate your email address(es)". The "Validate via email to selected email address" option is selected, with a "Selected" button. A red arrow points to the "Next" button at the bottom right of the main content area.

On the right side, there is a "Your order" summary box showing "S/MIME email-only" for the email address [redacted]@uni-hamburg.de, with a total price of "Free".

## 2d. Bestätigung Bestellung

Bestätigen Sie die Vereinbarungen zu Nutzung und Datenschutz und bestätigen Ihre Bestellung abschließend durch betätigen der Schaltfläche „Submit“

The screenshot shows the HARICA web interface for requesting a new certificate. The user is at the 'Summary' step of a three-step process (Request, Payment, Activation). The certificate type is 'S/MIME email-only' and the service duration is '2 years'. The email address is '1. [redacted]@uni-hamburg.de'. A 'Submit' button is highlighted with a red circle and a '2', indicating the final step. The total price is 'Free'.

Sie werden nun zu „My Dashboard“ geleitet. Dort sehen Sie Ihre offenen Zertifikatsanfragen

The screenshot shows the HARICA web interface for the 'My Dashboard' page. The user is viewing 'Pending Certificates' and has a dropdown menu open over the 'S/MIME' entry, showing options: 'Order details', 'Cancel request', and 'Resend email'. The dashboard shows a table with columns for Product, Validity, Information, and Actions. The 'S/MIME' entry is highlighted with a red circle and a '1'.

## 2e. Bestätigungs E-Mail Harica

Prüfen Sie Ihr E-Mail-Postfach und bestätigen Sie den Link in der E-Mail von Harica.

**Achtung: Hierzu ist es erforderlich, dass Sie bei Harica angemeldet sind!**

HC HARICA Certificate Manager (CM) <noreply@harica.gr> | 

HARICA - Email confirmation for certificate issuance

 Wenn Probleme mit der Darstellungsweise dieser Nachricht bestehen, klicken Sie hier, um sie im Webbrowser anzuzeigen.

Aktionselemente



### Validate your email

We have received your request to issue an S/MIME email-only certificate for [fulden@uni-hamburg.de](mailto:fulden@uni-hamburg.de).

Please confirm that you control the specific e-mail address and that you authorize HARICA to issue a certificate on your behalf by clicking the link below.



Please note that the link is valid for a duration of 24 hours. In case the link expires, log in to [HARICA CertManager](#) and locate your Pending Certificate. Then, press the 3 dots on the right side and select the option to resend the email.

**Do you need any assistance? Please contact us here!**

- [support@harica.gr](mailto:support@harica.gr)
- +30 2310 995000
- Monday to Friday: 08:15 - 15:00 (GMT+2 Athens, Greece)

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Bestätigen Sie Ihre E-Mail-Adresse auch im Harica Webportal.

← → ↻ 🏠 <https://cm.harica.gr/EmailConfirmation?validationId=af6...> 40% 🔍 Suchen

📄 Statistik 📄 RT-Suche erstellen 📄 ServiceLine - ToDos D... 📄 M42-Ohne Angehalte... 📄 Matrix2RT 🌐 Home :: RRZ-ServiceP... 📄 Geownert 📄 Exchange-Queue >> 📄 Weitere Lesezeichen

 EN | GR

### Validate your email address

[fulden@uni-hamburg.de](mailto:fulden@uni-hamburg.de)

Confirm that you own the above email address.



### 3. Registrierung Zertifikat

Registrieren Sie Ihr Zertifikat in dem Sie die Schaltfläche „Enroll your Certificate“ betätigen.

The screenshot shows the HARICA My Dashboard interface. The left sidebar contains navigation options like 'My Dashboard', 'eSign Documents', and 'Certificate Requests'. The main content area is titled 'My Dashboard' and features a row of tabs for different certificate types: SSL, eSignature, Token, eSeal, S/MIME, Remote, Code Signing, and Client Authentication. Below this, a 'Ready Certificates' table is visible, with columns for Product, Validity, Information, and Actions. A single row is shown for 'S/MIME' with a red '1' next to the 'Enroll your Certificate' button in the Actions column.

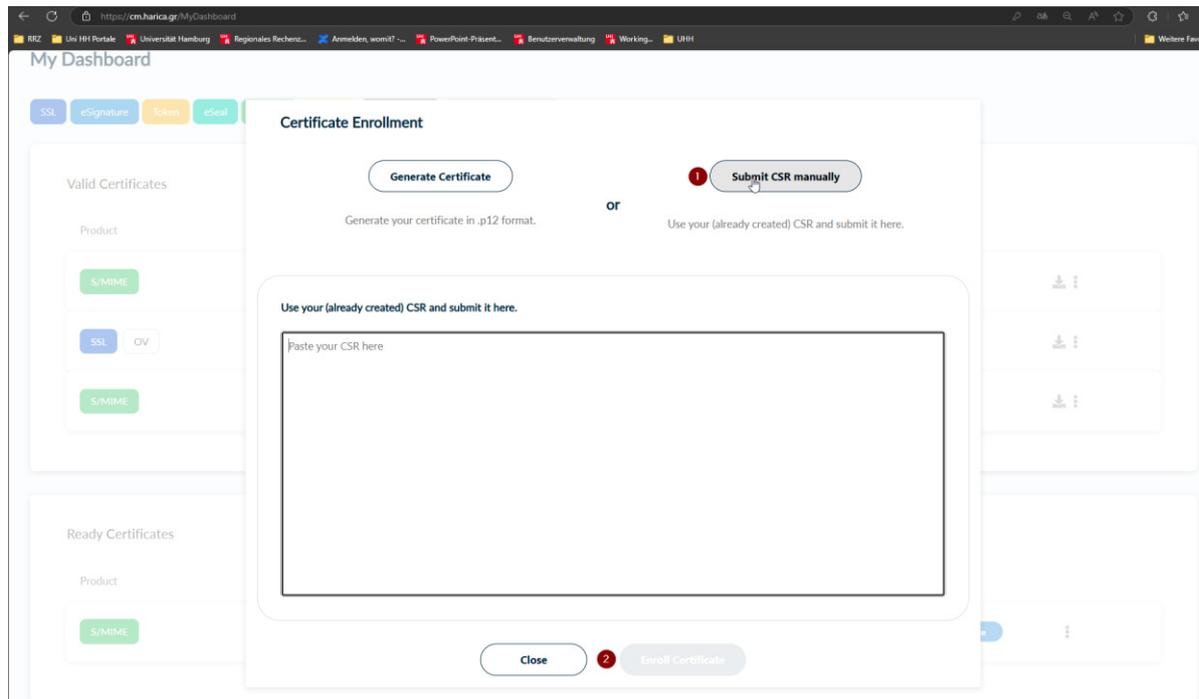
Wählen Sie entweder A) „Auto-generate CSR“ wählen ein Passwort („Select a passphrase“) und wiederholen die Eingabe des Passworts („Repeat passphrase“). Bestätigen Sie, dass nur Sie das Passwort kennen! Betätigen Sie abschließend die Schaltfläche „Enroll your Certificate Generate private key CSR, and submit request“ zum Einreichen Ihres Antrags.

A)

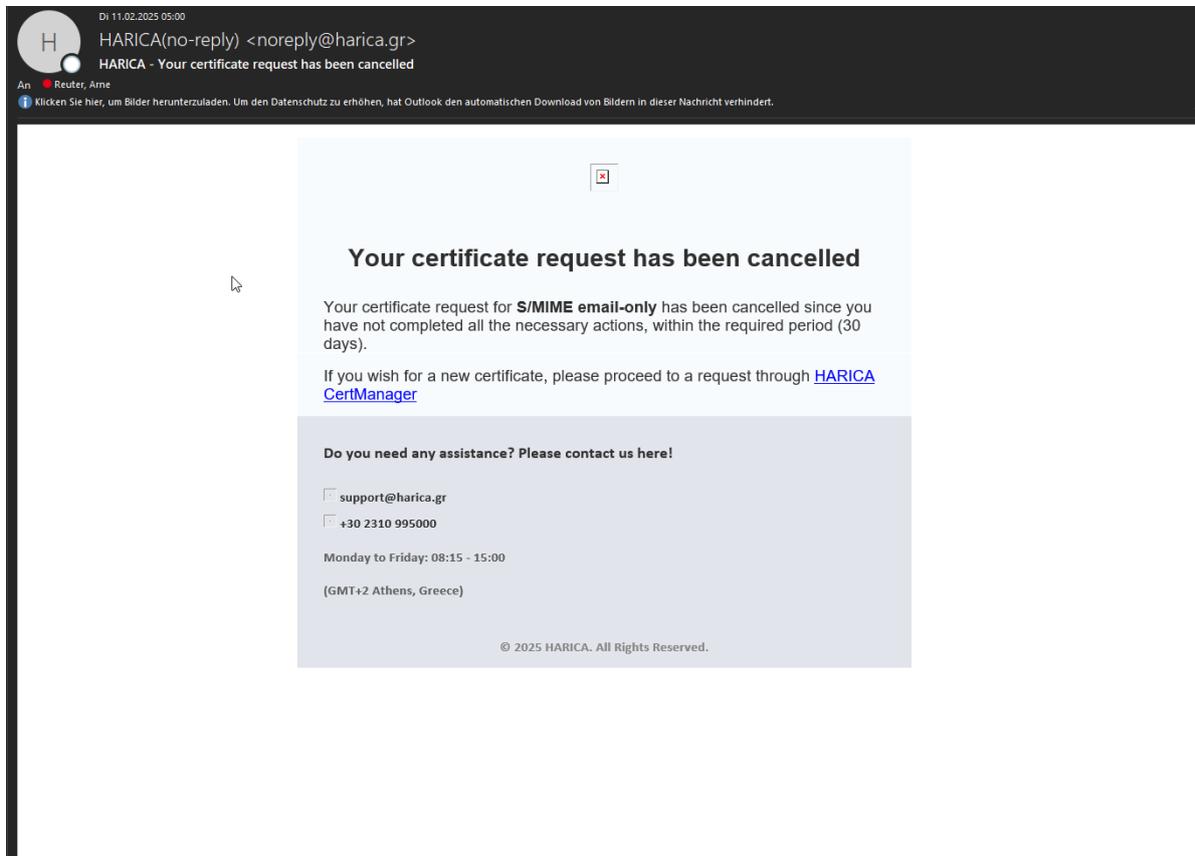
The screenshot shows the HARICA Certificate Enrollment form. The 'Generate Certificate' section is active, with options for 'Generate Certificate' and 'Submit CSR manually'. The form includes fields for 'Algorithm' (RSA) and 'Key size' (2048). A 'Set a passphrase' section contains two input fields: 'Set a passphrase' (marked with a red '1') and 'Confirm passphrase' (marked with a red '2'). A checkbox (marked with a red '3') is checked, indicating understanding of the passphrase security. At the bottom, there is a 'Close' button and an 'Enroll Certificate' button (marked with a red '4') which is highlighted by a mouse cursor.

Es wird nicht empfohlen die Option B) "Submit CSR manually" zu verwenden.

B)

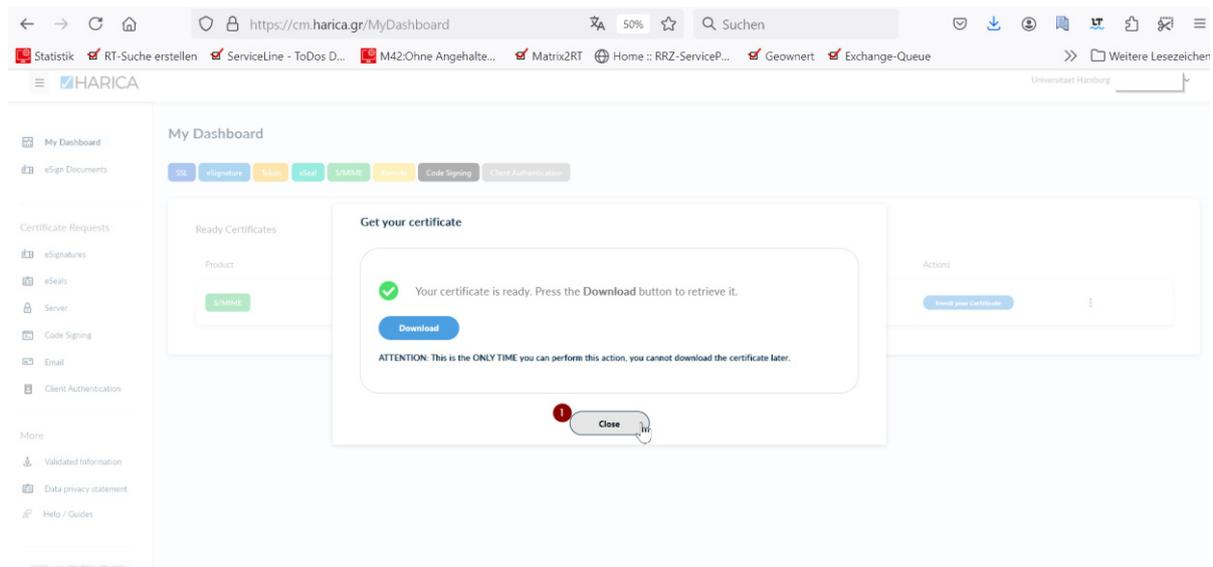
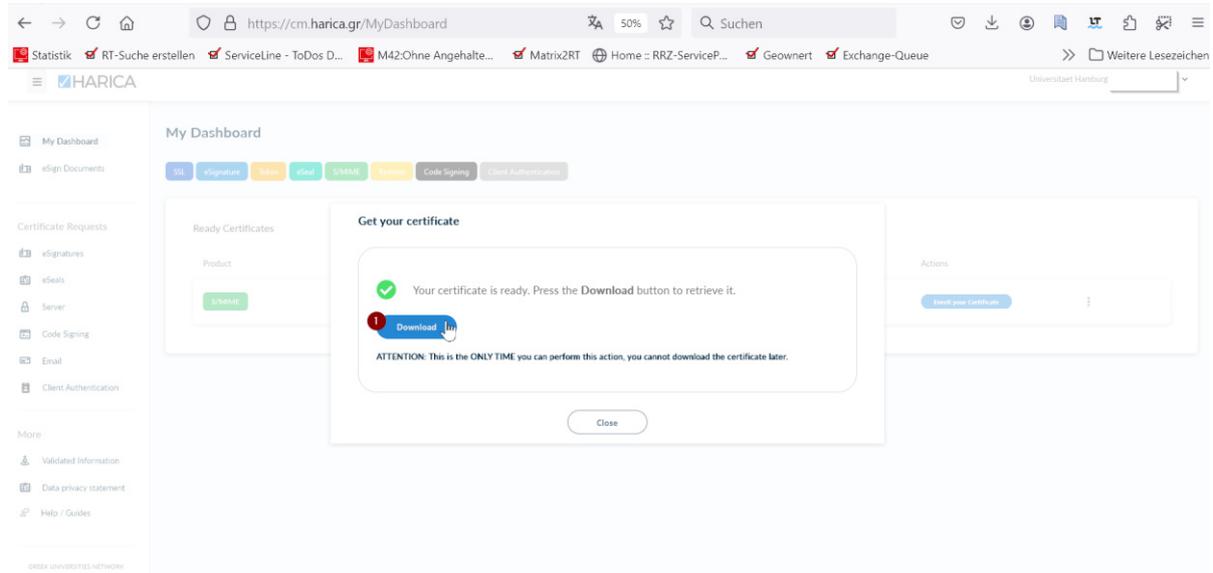


*Hinweis: Falls ein beantragtes Zertifikat nicht innerhalb von 30 Tagen registriert wird, verfällt dieses entsprechend. Sie werden per E-Mail zu dem Vorgang informiert.*



## 4. Herunterladen Zertifikat

Das Zertifikat kann an dieser Stelle lediglich einmal heruntergeladen werden. Laden Sie das Zertifikat herunter. Betätigen Sie bitte abschließend die Schaltfläche „Close“.

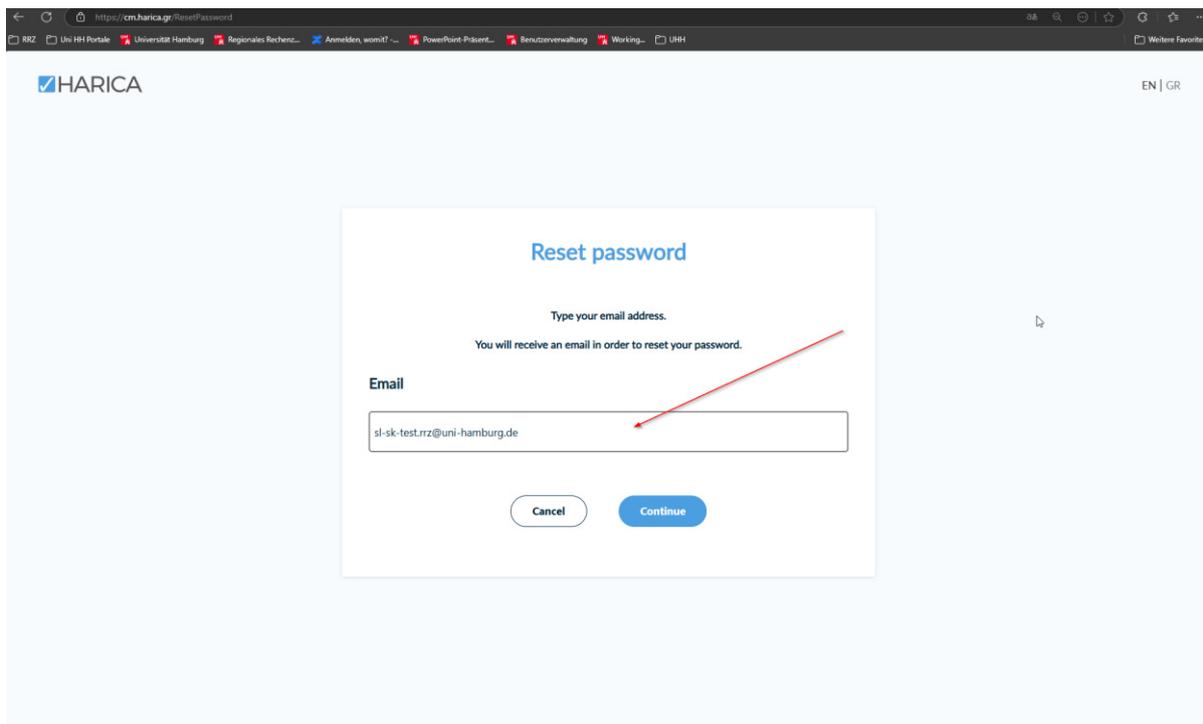


Sie gelangen nun zurück zu „My Dashboard“. Hier ist ihr Zertifikat aufgelistet und kann bei Bedarf erneut heruntergeladen werden.

## 5. Passwort anfordern

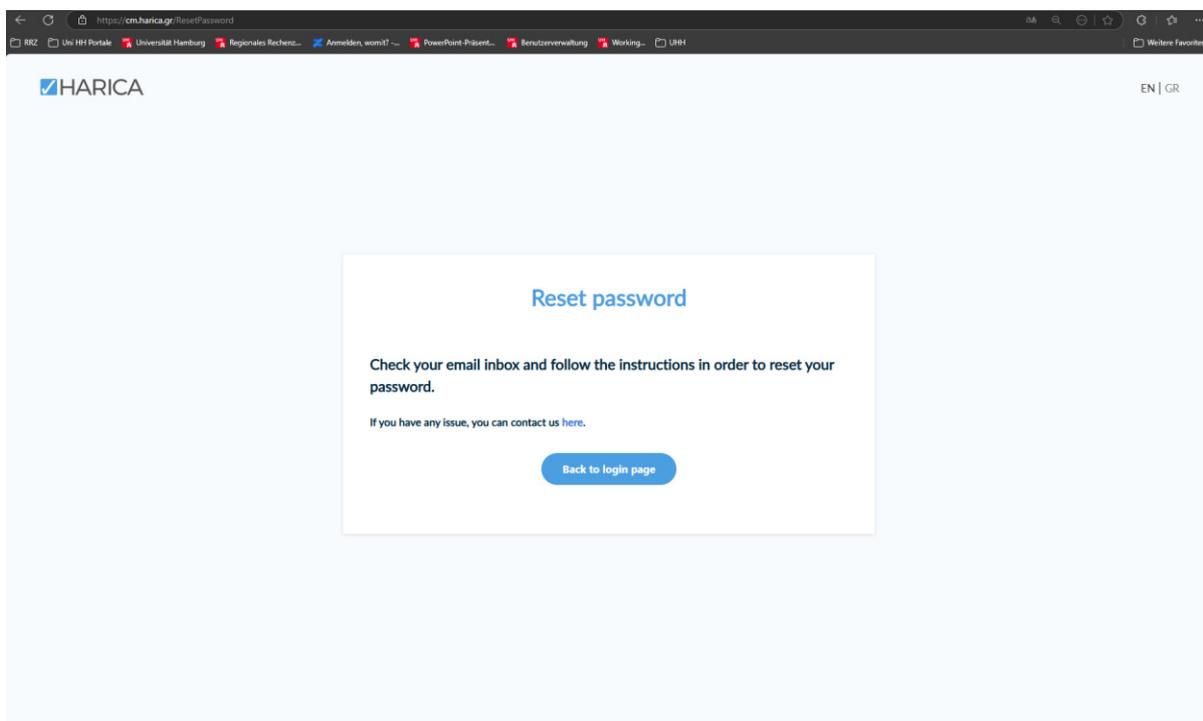
Sollte dies benötigt werden, verwenden Sie die „*Forgot password*“ Option auf der Anmeldeseite von Harica.

Geben Sie die E-Mail-Adresse des Funktionspostfachs ein und betätigen Sie die Schaltfläche „Continue“.



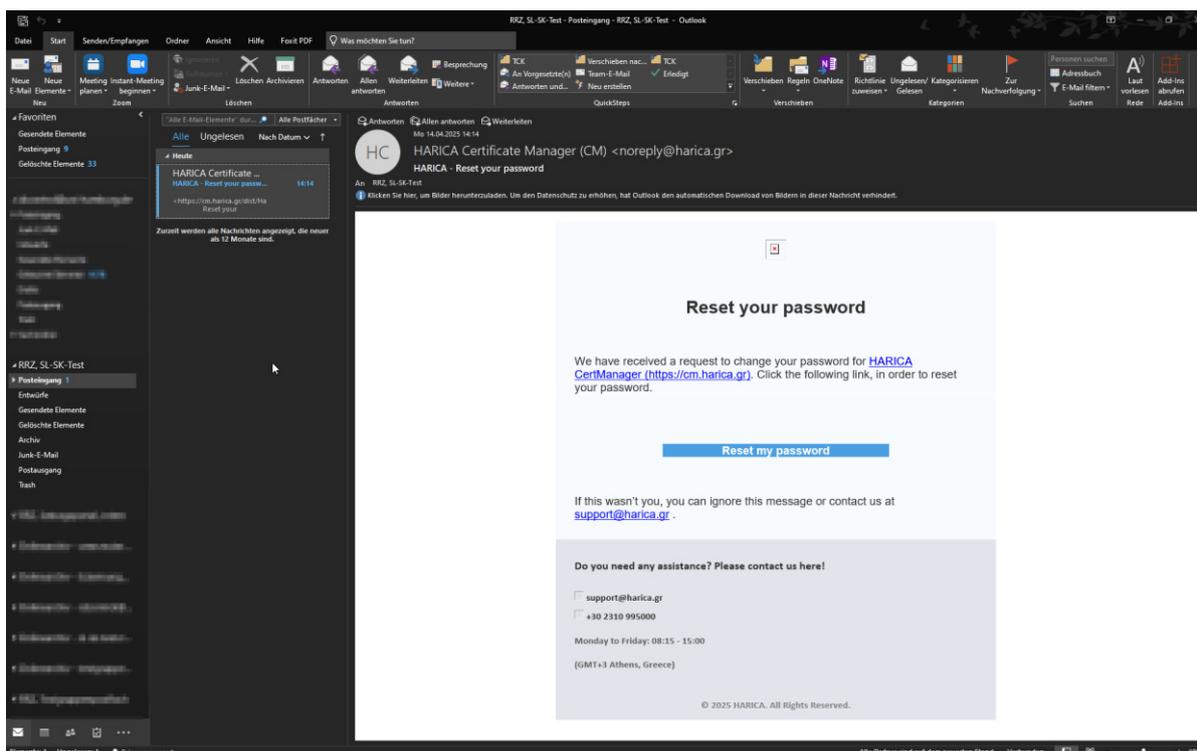
The screenshot shows a web browser window with the URL <https://cm.harica.gr/ResetPassword>. The HARICA logo is in the top left, and 'EN | GR' is in the top right. The main content is a white box with the title 'Reset password'. Below the title, it says 'Type your email address. You will receive an email in order to reset your password.' There is an 'Email' label above a text input field containing 'sl-sk-test.lrz@uni-hamburg.de'. Below the input field are two buttons: 'Cancel' and 'Continue'. A red arrow points from the right side of the page towards the 'Continue' button.

Es wird eine E-Mail an das Funktionspostfach gesendet.



The screenshot shows the same HARICA website. The 'Reset password' box now contains the text: 'Check your email inbox and follow the instructions in order to reset your password.' Below this, it says 'If you have any issue, you can contact us [here](#).' At the bottom of the box is a blue button labeled 'Back to login page'.

Betätigen Sie die Schaltfläche „Reset my password“ in der E-Mail von Harica.



Sie können nun ein neues Passwort vergeben, wiederholen und abschließend festlegen durch betätigen der Schaltfläche „Continue“.

