How to encrypt your form before sending it to us for processing (Windows version)

Step 1 - Install GPG4Win

Download and install GPG for Windows (Version 1.0.1) using the following link -

Download available here

http://files.gpg4win.org/gpg4win-1.0.1.exe.

Proceed as follows.



You only need the WinPT Tool for this tutorial.

Choose Components	PG For Windows you want to insta	(***
Check the components you wa install. Click Next to continue.	nt to install and uncheck the comp	onents you don't want to
Select components to install:	GruPG GPGol GPA WinPT GPGee Schemad	Description Position your mouse over a component to see its description.
Space required: 3.0MB	Sylpheed Novice Manual (German) Advanced Manual (Germa	
ullsoft Install System v2.06		

Choose Install Location		(mail
Choose the folder in which to install Gn	uPG For Windows.	
Setup will install GnuPG For Windows in dick Browse and select another folder.		a different folder,
Destination Folder		
	3	Browse
C:\Program Files (x86)\GNU\GnuPG	3	Browse
	5	Browse
C:\Program Files (x86)\GNU\GnuPG	3	Browse

Choose Start Menu Folder		(martin
Choose a Start Menu folder for the GnuPG For Windows shortcuts.		J
Select the Start Menu folder in which you would like to create the program's can also enter a name to create a new folder.	shortcuts. Yo	u
GnuPG For Windows		
Accessories Administrative Tools		*
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Catalyst Control Center		E
Dell Webcam		
Dropbox Electronic Arts		
Games		
Git		
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Intel Maintenance		-
ullsoft Install System v2.06		
< Back Install	Can	and I

Complete the rest of the installation.

Step 2 - Generate a pair of keys

Go to the WinPT icon under Start > All Programs > "GnuPG for Windows" to start the program.

You will be prompted with the following message.



Select "Generate a key pair" and press OK

You will now be asked to enter your details, which won't be needed here as you will not be signing any documents, only encrypting. However as an initialization step, you will be needed to enter your details here nevertheless.

Name and E-Mail Assignment	1	
	ve a name associated with it. The na correspondents that your public key t	
Real name:		
By accosiating an email add	ress with your key pair, you will enab oondents in selecting the correct pub th you.	
By accosiating an email add WinPT to assist your corresp	condents in selecting the correct pub	
By accosiating an email add WinPT to assist your corresp	condents in selecting the correct pub	

You will be prompted to enter a password twice and this step may take a few seconds.

GnuPG Status	
Key Generati	on completed

Step 3 - Get the public key

Download the public key available on our website, with which you will be able to encrypt your data <u>http://cgi2013.welfenlab.de/76021C8C.asc</u>.

Save it on your computer.

Step 4 - Import the public key

Go to the icons on the right side of the taskbar and right click on the WinPT icon.





Select "Key Manager".

At this point, you may choose to delete the public-private key you generated earlier in Step 2. Simply click the list item to delete and hit "Delete" on your keyboard. You may also decide to keep it.

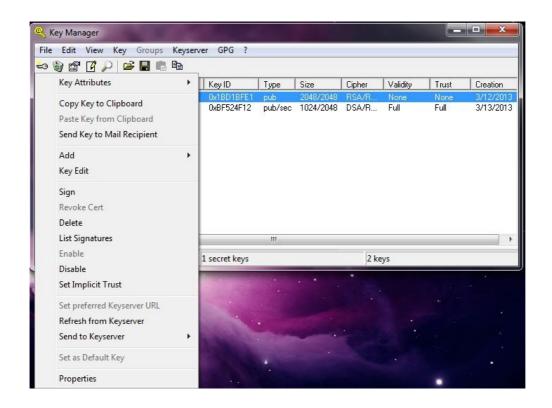
Key Manager File Edit View Key Groups Keys	erver GPG ?						
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User ID	Key ID	Туре	Size	Cipher	Validity	Trust	Creation
₩ User Name <example@email.com></example@email.com>	0x8F524F12	pub/sec	1024/2048	DSA/R	Full	Full	3/13/2013
V Default Key: BF524F12	1 secret keys	m		1 ke			

On the menu bar, now select "Key" > "Import...".

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User ID	Edit	Туре	Size	Cipher	Validity	Trust	Creation
🔜 User Name <exa< td=""><td>Sign</td><td>pub/sec</td><td>1024/2048</td><td>DSA/R</td><td>Full</td><td>Full</td><td>3/13/2013</td></exa<>	Sign	pub/sec	1024/2048	DSA/R	Full	Full	3/13/2013
	Delete						
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	List Signatures						
	List Trust Path						
	Import via HTTP						
	Import						
	Export						
4	Export Secret Key	111					,
Default Key: BF524F	Properties			1 ke	8//5		

Now navigate to the directory where you saved our RSA public key, which you downloaded in Step 3 and select the file. Click OK when prompted.

This will be added to your list of keys. Right click on this new key in the list (the CGI public key). Now go to change its "Properties".



Make sure the ownership is set to "fully trust".

Press OK.

ype: Key Pair Key ID: F40F5021 Algorithm: DSA/RSA Size: 1024/2048 bits Created: 3/13/2013 Expires: Never /alidity: Full Cipher: AES	
	Change <u>P</u> assword
ingerprint	
D29C 7358 2ACD FEOC E505	E26B F127 DEDC F40F 502
)wnertrust	
JWHEITUSt	

Exit the Key Manager.

Step 5 - Encrypt your data

You are now ready to encrypt your data with this public key.

Right click on the WinPT icon in the taskbar and go to "File Manager".



Organize 🔻 🦉	Open 🔻	Share with 👻	Print	Burn	New folder			•	2
🔆 Favorites		Name	^		Date modified	Туре	Size		
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Drag and drop the file you want to encrypt, in this case it would be the fully filled out registration form.

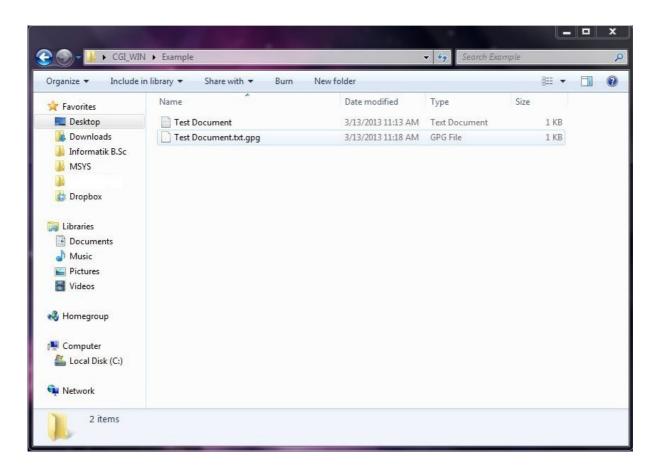
ile Edit Vi	ew			
Status	Name		Operation	
UNKNOWN	C:\Users\	Desktop\CGI_WIN\Exam		

Right click on the file you added and click "Encrypt".

e Edit	View	
Status	Name	Operation
UN	Encrypt \Desktop	\CGI_WIN\Exam
	Encrypt into ZIP	
	Decrypt	
	Sign & Encrypt	
Dbj	Sign	
-	Verify	
1	Wipe	
	List Packets	

Make sure you select our public key, when prompted to choose an encryption key. This will then allow only our institute to decrypt the file.

itatus (💫 File Encrypt				
NKNI	User ID	Key ID	Size	Cipher	Validity
	CGI 2013 <cgi2013@welfenlab.de></cgi2013@welfenlab.de>	0x773B3A9D	2048	RSA	None



Congratulations, you have created a .gpg file, which is encrypted with our RSA 2048 bit key. You may now send us this file, and be assured that your sensitive data is safe.