

Accessing the Countermeasure and Response Administration (CRA) Countermeasure Administration Tracking (CAT) System

Getting Approval to Access CRA

1. Request a Secure Data Network (SDN) Digital Certificate (DC):
 - a. Click on Internet Explorer
 - b. Enter <https://ca.cdc.gov> (case sensitive)
 - c. Enter password: !cdc_sdn_apply! (case sensitive)
 - d. Click Accept
 - e. Review general information page
 - f. Click Enroll at the bottom of page
 - g. Enter personal information
 - h. Click Next
 - i. Verify e-mail address typed in personal information
 - j. Click OK
 - k. Select Countermeasure and Response Administration (CRA) from the program list in Step 2: Select a Program.
 - l. Select "CRA Application" from the activity list in Step 3: Select Activities". If you will be responsible for all of the data in a partner jurisdiction, select the appropriate "Reporting" activity, such as "Reporting Georgia". Click Next
 - m. Type a challenge phrase and retype in confirm field. This phrase will be used every time you logon to SDN.
 - n. Click Next
2. After you request the DC, it will take 1 to 2 days before you receive an email approving your DC. Once you have received the confirmation email, you will need to install the digital certificate (DC) on your computer. (Note: Users must have administrative access on their computer, or work with their IT department to install the certificate on their computer. If you do not know if you have administrator rights, please contact your IT department to find out and work with them to install your digital certificate.) To install your certificate:
 - a. Check e-mail account that you specified during enrollment for an email from CDC SDN Support.
 - b. Go the URL provided in the e-mail.
 - c. Enter Challenge Phrase you established in Step 1n above.

- d. Confirm Personal Information
- e. Click Confirm Only Once!
- f. When the screen says that your certificate is installed, you are now ready to access CRA.

To access CRA:

1. Once your SDN Cert has been installed on your computer:
2. Go to <https://sdn.cdc.gov> and login to SDN with your challenge phrase.
3. Select the Countermeasure and Response Administration (CRA) Application from the SDN activity list.
4. For first-time users the CRA Rules of Behavior will appear, click I Accept.
5. The CRA Landing Page will appear.

To access CRA Extracts:

1. Once your SDN Cert has been installed on your computer:
2. Go to <https://sdn.cdc.gov> and login to SDN with your challenge phrase.
3. Select the CRA Reporting activity, ex. "Reporting Alabama" from the SDN activity list.
4. A list of available extract files will appear for you to download. Select the desired files or "Download All".
5. Provide a directory on your computer for the system to download the files.
6. Click Download.