



## MToken Distribution Center (MDC) Expired Token Procedure

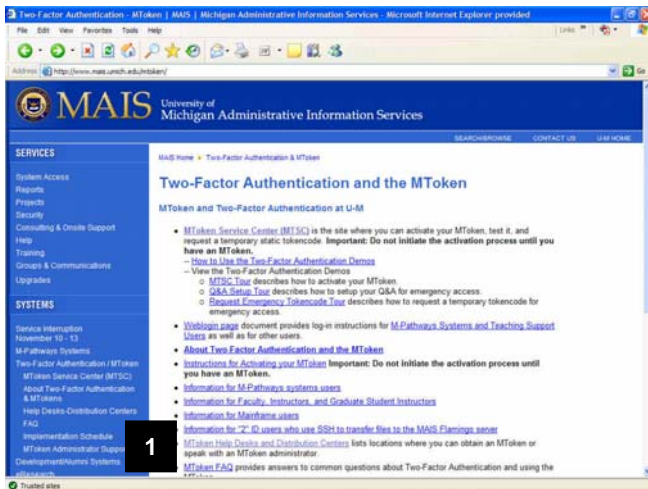
If a user visits an MToken Distribution Center with an expired MToken, the Administrator can unassign the expired MToken and assign a new one to the user.

This process is done using Quick Admin Authentication Manager. Log on to Quick Admin here:  
<http://www.mais.umich.edu/mtoken/>

### Important Information

 Access to Quick Admin is limited to Tier 1 support staff, which includes all MToken Administrators.

### MAIS Web Site



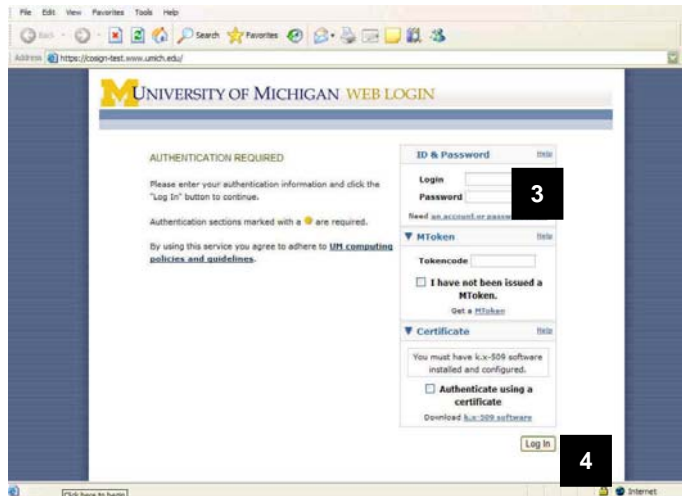
1. From the MAIS Web site, click the link for **MToken Administrator Support**.

### MToken Administrator Support



2. Click the link for **MToken Quick Admin**.

### University of Michigan CoSign Login

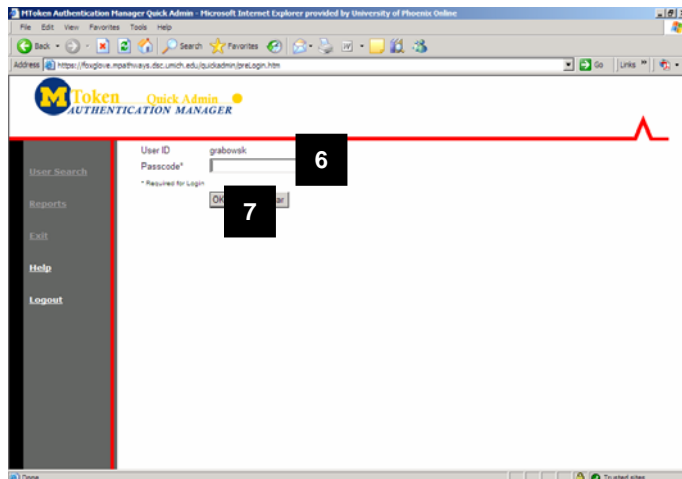


3. Log in with your unqname and Kerberos password.
4. Click **Log In**.

**Note:** You do not need to enter a Tokencode at this point. If you do, you will have to enter a new code at the Quick Admin login screen.

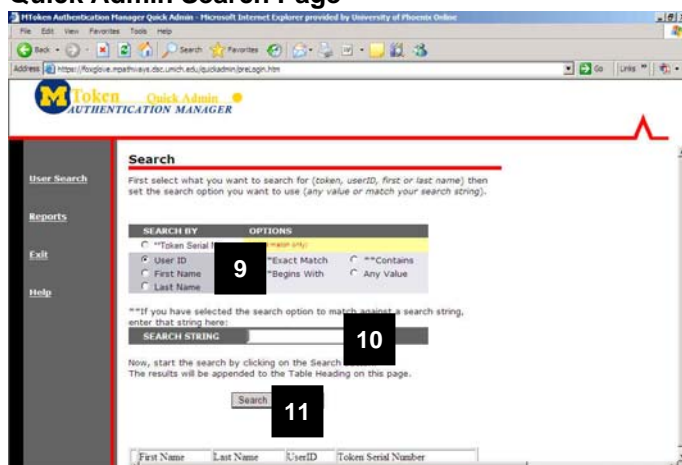
**Note:** You cannot use the same Tokencode twice.

### MToken Quick Admin Login



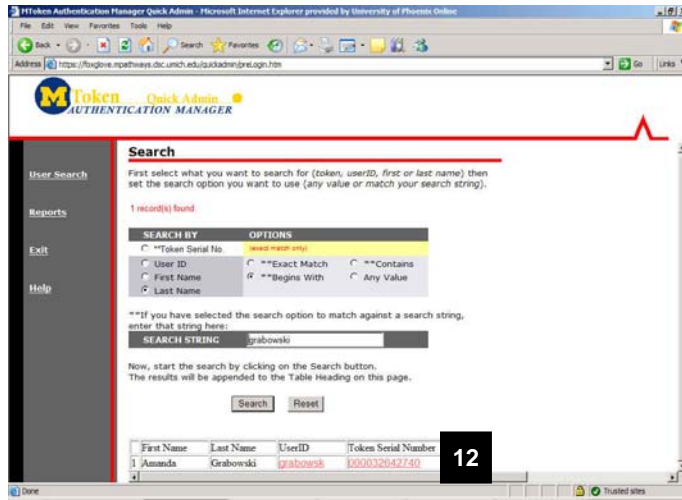
5. Verify that your **User ID** has populated correctly.
6. Enter your **Tokencode** in the Passcode field, which is the number displayed on the front of your MToken.
7. Click **OK**.

### Quick Admin Search Page



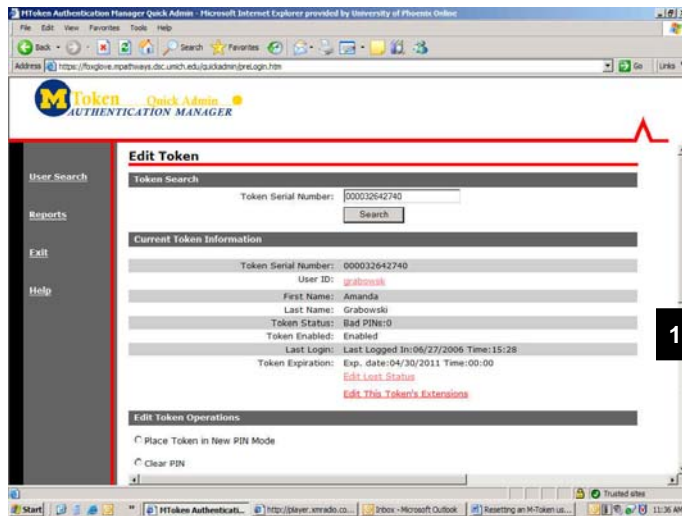
8. If you have logged in properly, you will see the main Search screen.
9. Decide which search parameter you would like to use (User ID, First Name or Last Name) and select the appropriate radio button.
10. Enter the corresponding parameter.
11. Click **Search**.

Quick Admin Search Results



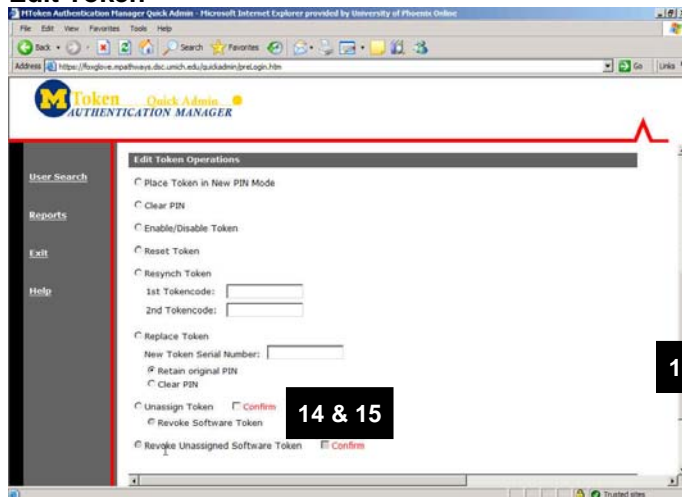
12. From the search results, click on the Token Serial Number.

Edit Token



13. Scroll down.

Edit Token

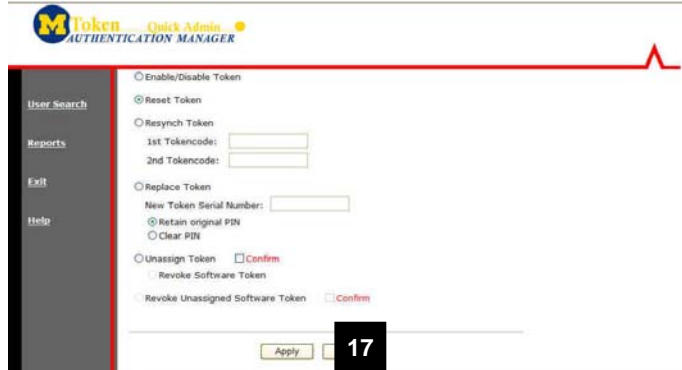


14. To unassign the expired MToken and assign a new one, click **Unassign Token** from the Edit Token page.

15. Check the **Confirm** Checkbox.

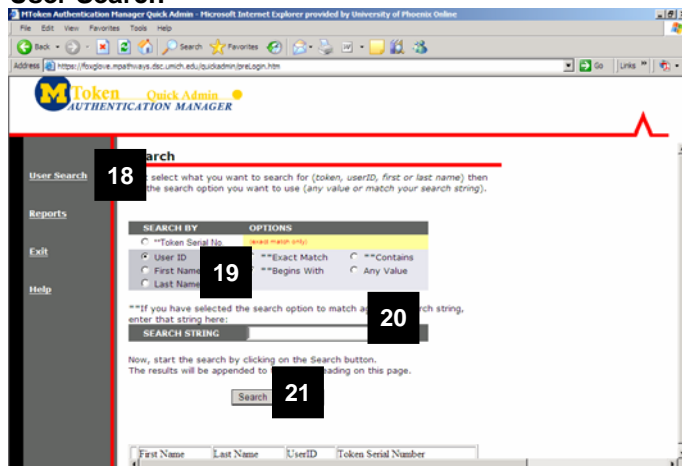
16. Scroll Down.

**Edit Token**



17. Click Apply.

**User Search**



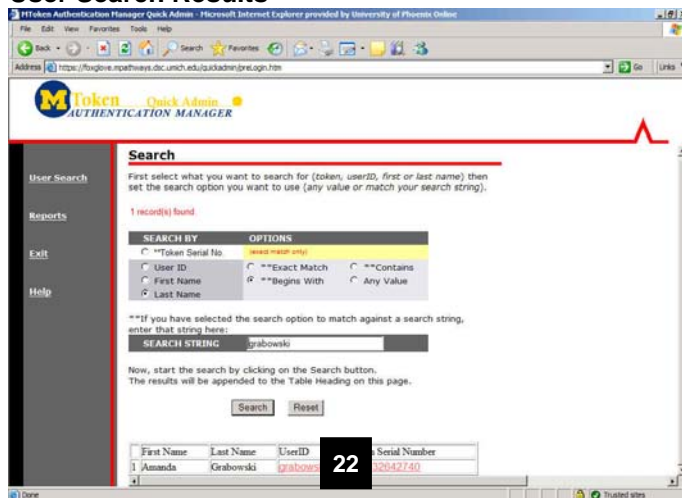
18. Click **User Search**.

19. Decide which search parameter you would like to use (User ID, First Name or Last Name) and select the appropriate radio button.

20. Enter the corresponding parameter.

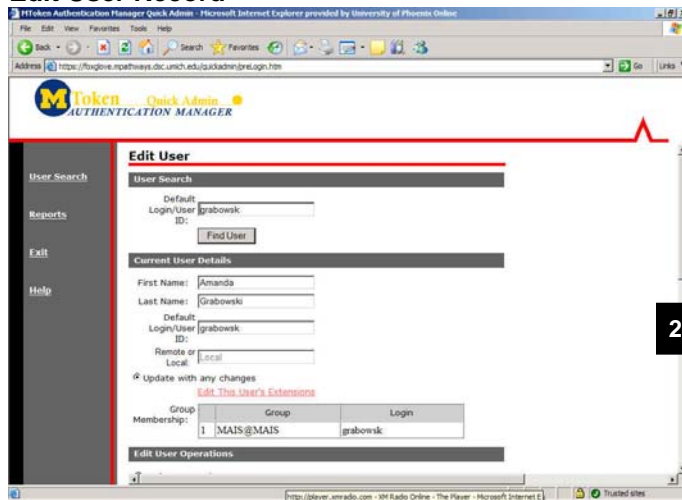
21. Click **Search**.

**User Search Results**



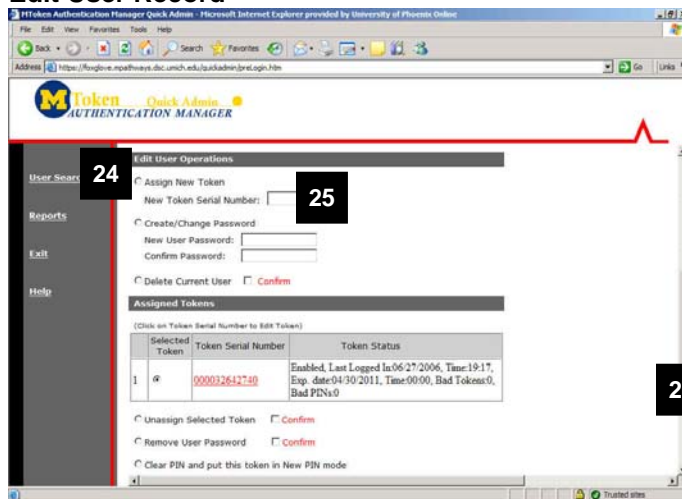
22. Click the **User ID** from the Search Results.

**Edit User Record**



23. Scroll down.

**Edit User Record**

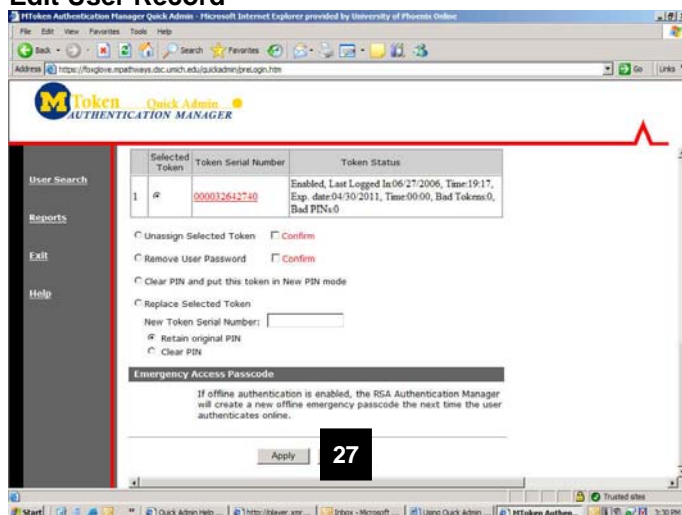


24. Click the **Assign New Token** radio button.

25. Enter the serial number of the new MToken.

26. Scroll down.

**Edit User Record**



27. Click **Apply**.

**Note:** At this point, if the MToken Administrator has time, he or she can enable the MToken for the user. Otherwise, the user can go to the MTSC to activate and test their MToken.