



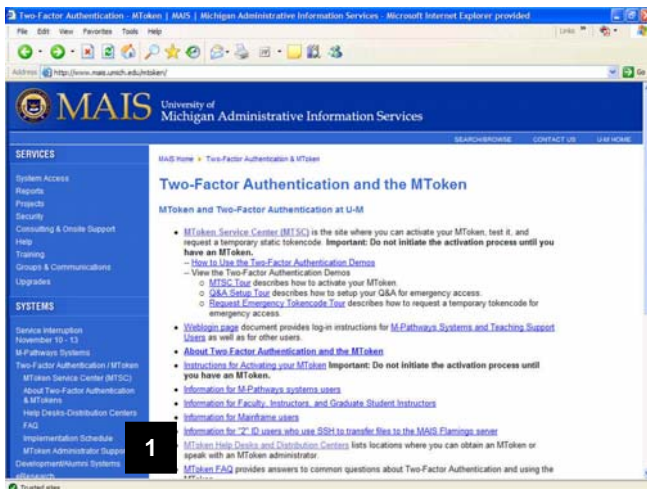
How to Assign an MToken to a User

MToken Administrators can only assign an MToken to a user that already has a User Record in Quick Admin. This means that the user will have had to request an activation code at some point. If no user record exists, the user will have to go to the MToken Service Center to request an activation code, which is the step that creates the user record. 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



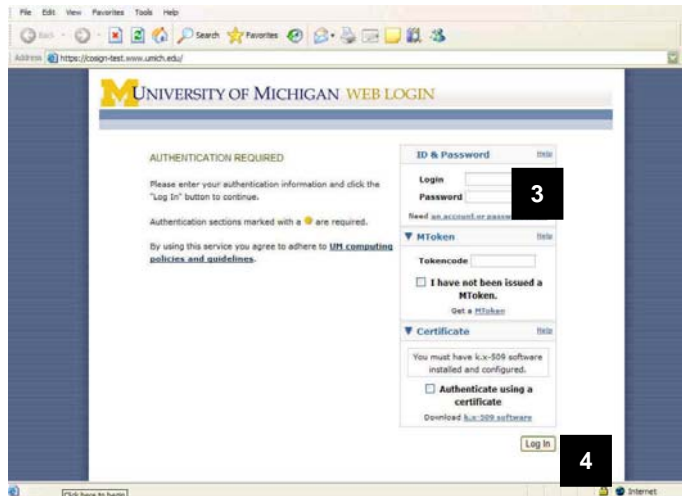
1. From the MAIS Web site, click the link for **MToken Administrator Support**.

MToken Administrator Support



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

University of Michigan CoSign Login

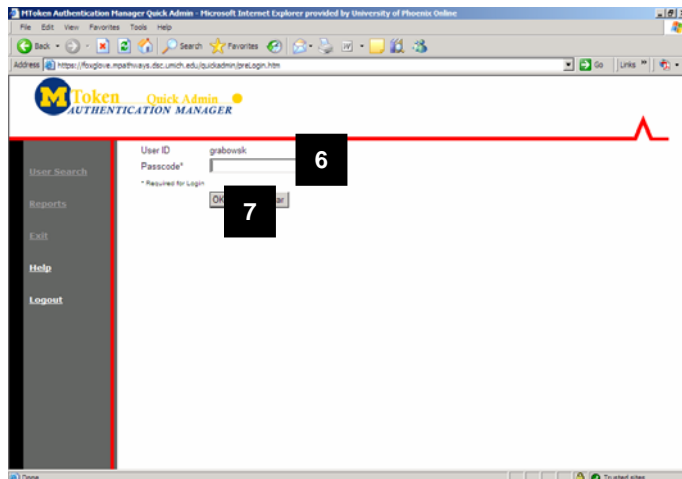


3. Log in with your unqname and Kerberos password.
4. Click **Log In**.

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.

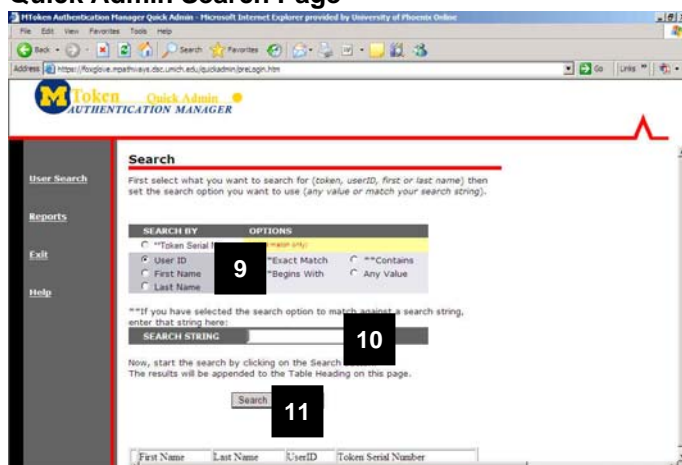
Note: You cannot use the same Tokencode twice.

MToken Quick Admin Login



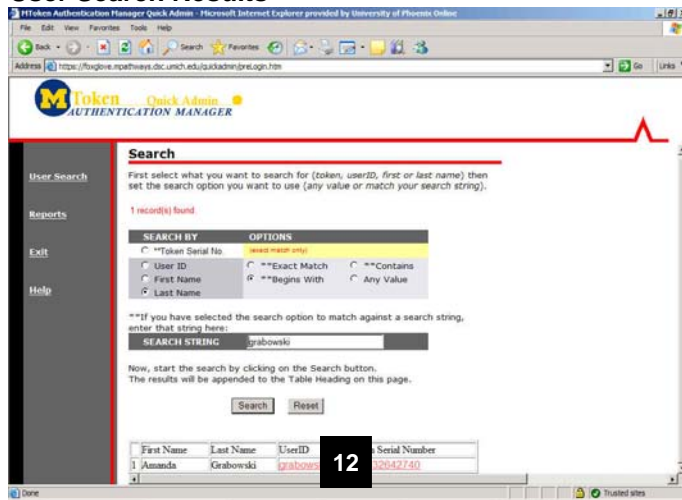
5. Verify that your **User ID** has populated correctly.
6. Enter your **Tokencode** in the Passcode field, which is the number displayed on the front of your MToken.
7. Click **OK**.

Quick Admin Search Page



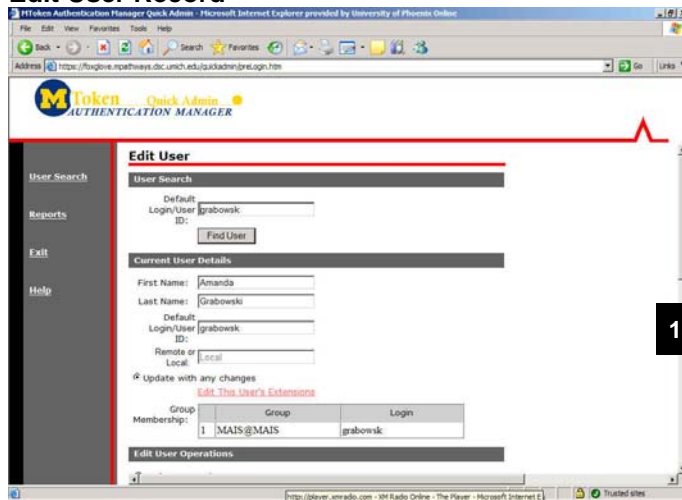
8. If you have logged in properly, you will see the main Search screen.
9. Decide which search parameter you would like to use (User ID, First Name or Last Name) and select the appropriate radio button.
10. Enter the corresponding parameter.
11. Click **Search**.

User Search Results



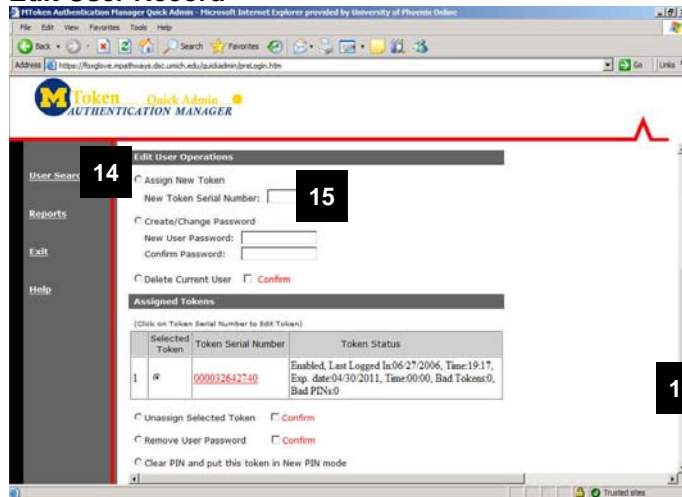
12. Click the **User ID** from the Search Results.

Edit User Record



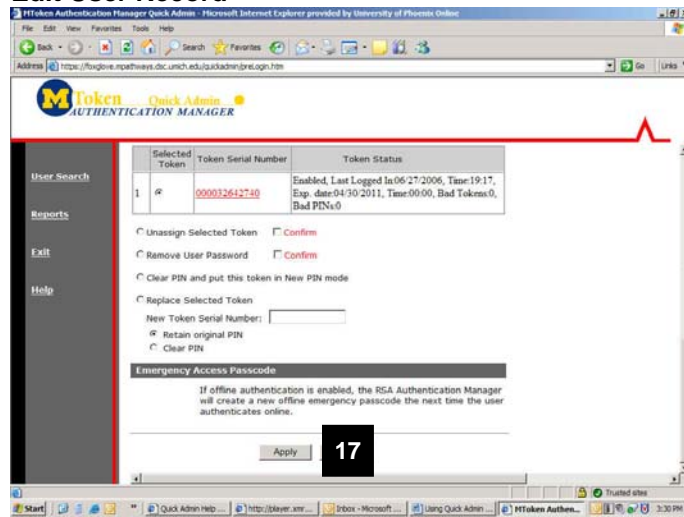
13. Scroll down.

Edit User Record



14. Click the **Assign New Token** radio button.
15. Enter the serial number of the new MToken.
16. Scroll down.

Edit User Record



17. Click **Apply**.

Note: At this point, the user can go to the MTSC to test their MToken.

Note: Encourage user to set up Q&A for requesting emergency access at this time.