



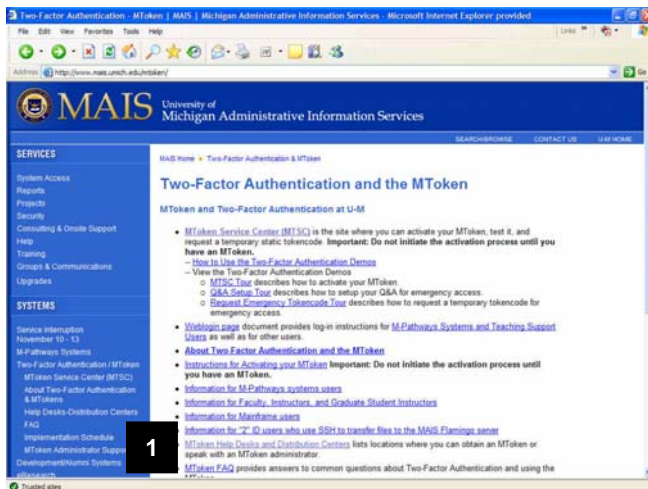
Resetting an MToken using Quick Admin

This process is used to reset an MToken when it has either been locked or put into Next Tokencode Mode (NTM). 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



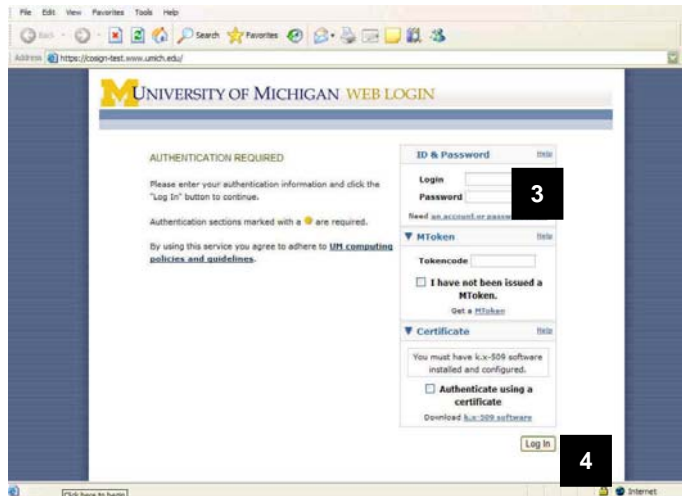
1. From the MAIS Web site, click the link for **MToken Administrator Support**.

MToken Administrator Support



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

University of Michigan CoSign Login

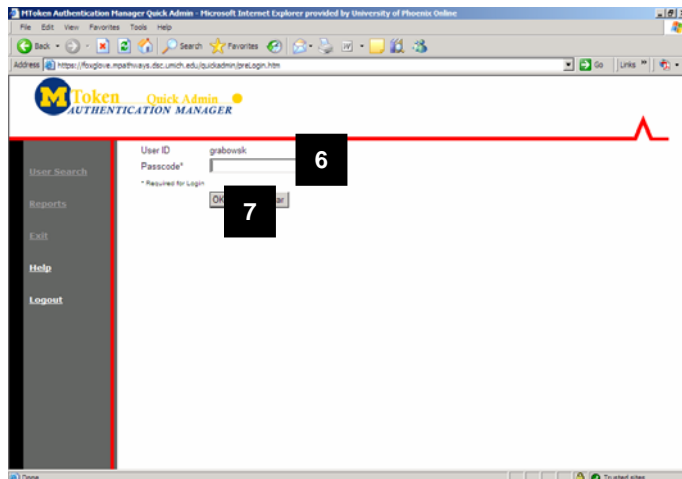


3. Log in with your unqname and Kerberos password.
4. Click **Log In**.

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.

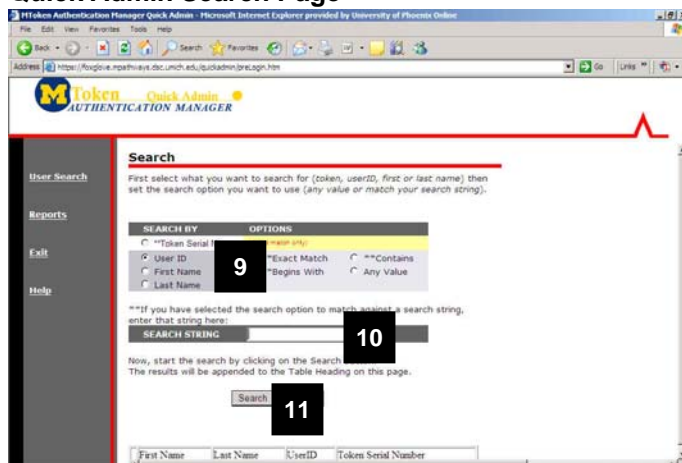
Note: You cannot use the same Tokencode twice.

MToken Quick Admin Login



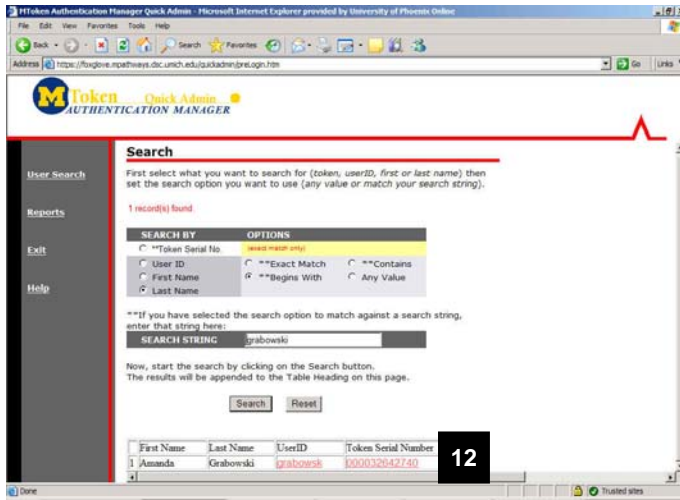
5. Verify that your **User ID** has populated correctly.
6. Enter your **Tokencode** in the Passcode field, which is the number displayed on the front of your MToken.
7. Click **OK**.

Quick Admin Search Page



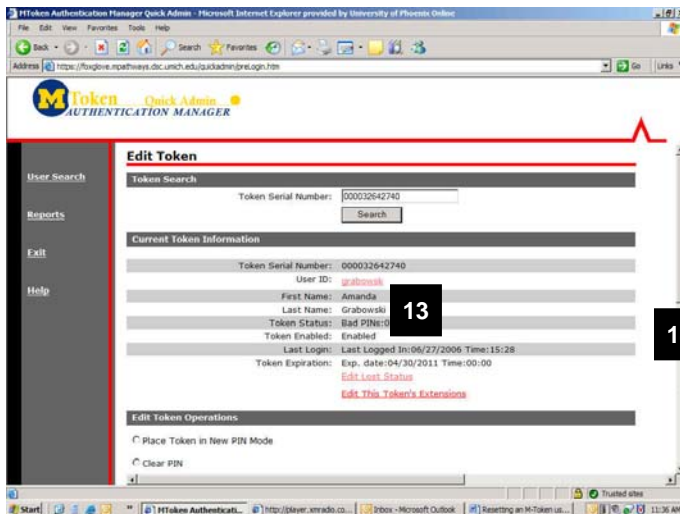
8. If you have logged in properly, you will see the main Search screen.
9. Decide which search parameter you would like to use (User ID, First Name or Last Name) and select the appropriate radio button.
10. Enter the corresponding parameter.
11. Click **Search**.

Quick Admin Search Results



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

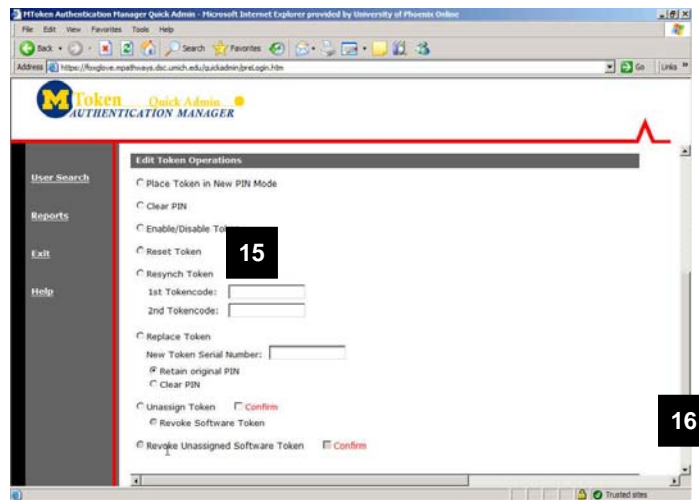
Edit Token



13. Confirm that the Token Status is one that would require a reset, such as "Next Token Mode" or "Disabled".

14. Scroll down.

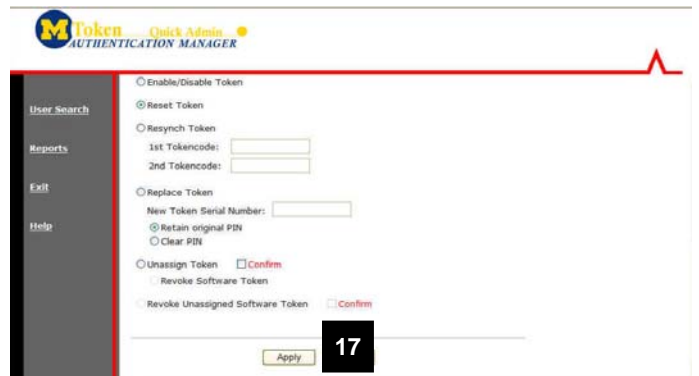
Edit Token



15. Click the **Reset Token** radio button to reset the token.

16. Scroll down.

Edit Token



17. Click **Apply**.