



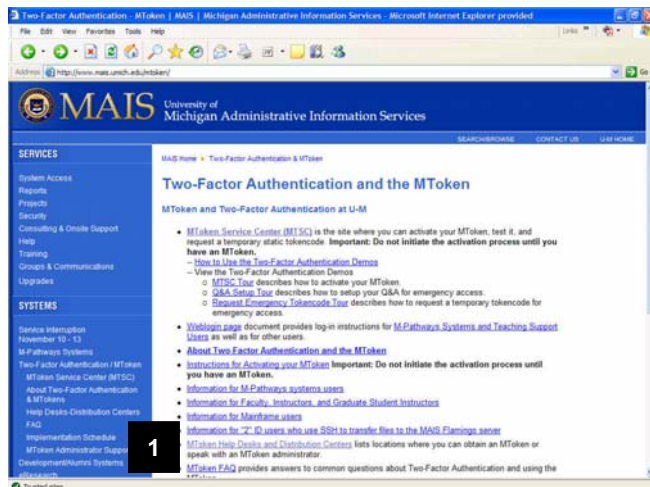
How to Unassign an MToken

This process is done if a user no longer needs an MToken. The person (or Department representative) needs to return the MToken to the MDC, who will then unassign the MToken. Tokens can be used again. 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



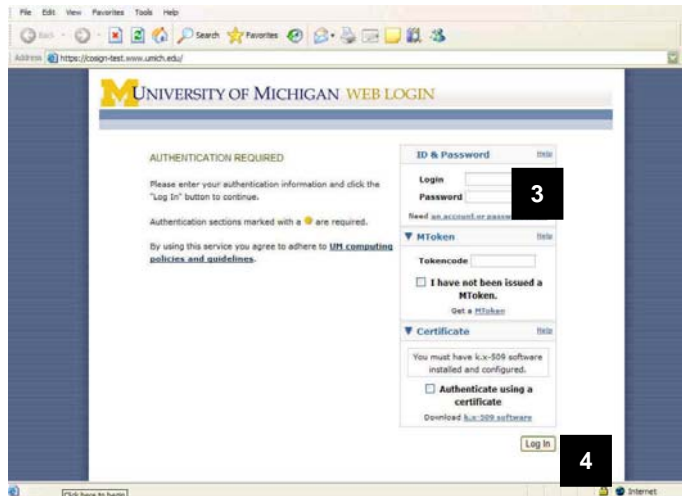
1. From the MAIS Web site, click the link for **MToken Administrator Support**.

MToken Administrator Support



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

University of Michigan CoSign Login

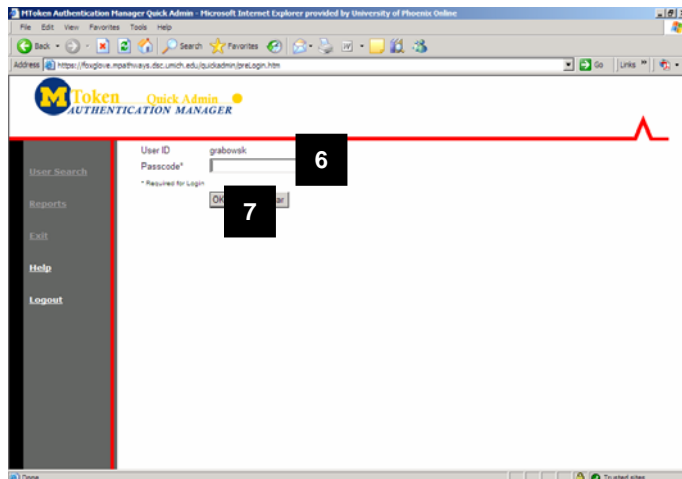


3. Log in with your username and Kerberos password.
4. Click **Log In**.

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.

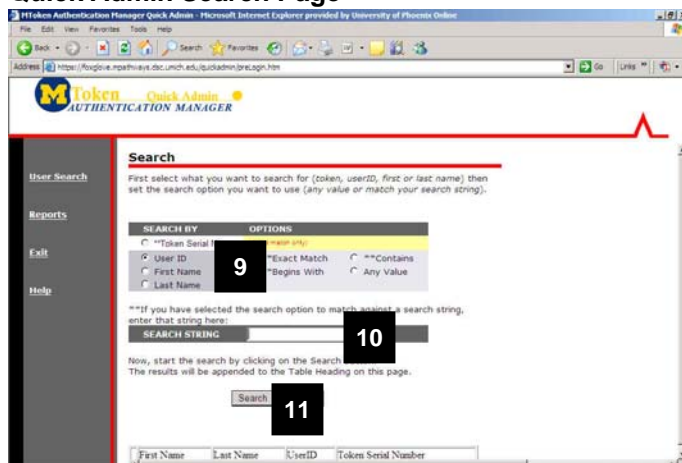
Note: You cannot use the same Tokencode twice.

MToken Quick Admin Login



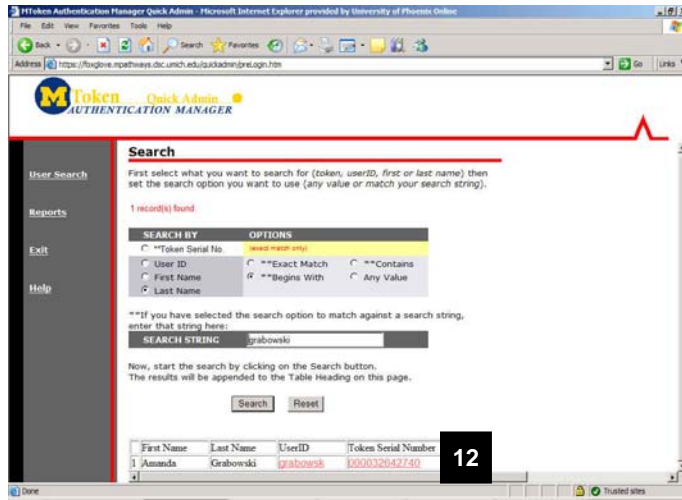
5. Verify that your **User ID** has populated correctly.
6. Enter your **Tokencode** in the Passcode field, which is the number displayed on the front of your MToken.
7. Click **OK**.

Quick Admin Search Page



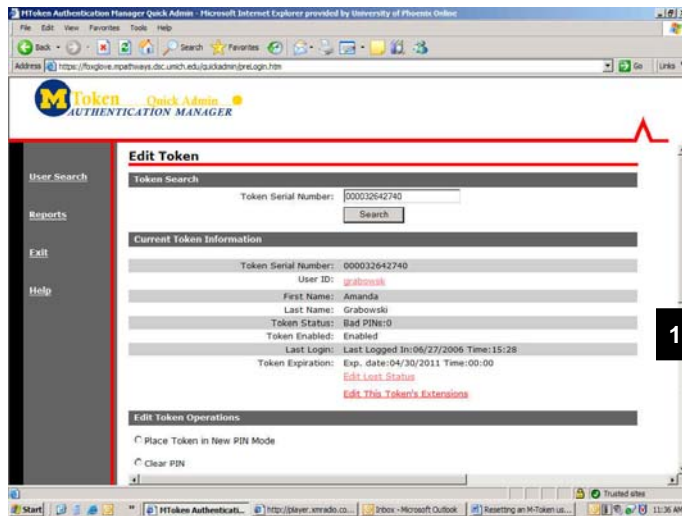
8. If you have logged in properly, you will see the main Search screen.
9. Decide which search parameter you would like to use (User ID, First Name or Last Name) and select the appropriate radio button.
10. Enter the corresponding parameter.
11. Click **Search**.

Quick Admin Search Results



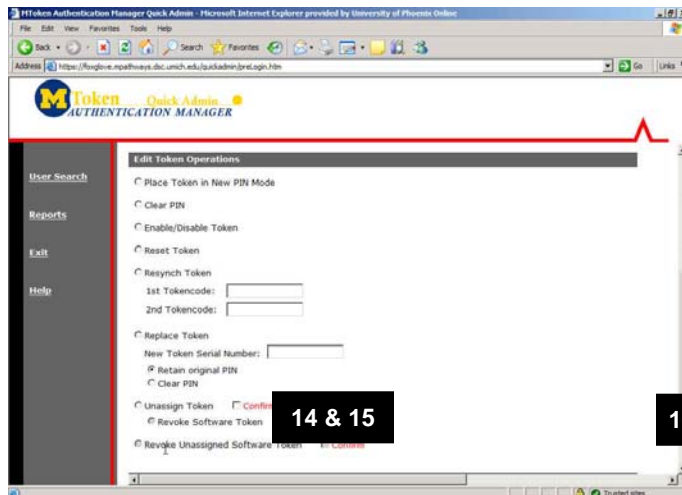
12. From the search results, click on the Token Serial Number.

Edit Token



13. Scroll down.

Edit Token



14. Click the **Unassign Token** radio button to unassign the Token.

15. Click the Confirm checkbox.

16. Scroll down.

Edit Token

MToken Quick Admin
AUTHENTICATION MANAGER

User Search

Reports

Exit

Help

Enable/Disable Token

Reset Token

Resynch Token

1st Tokencode:

2nd Tokencode:

Replace Token

New Token Serial Number:

Retain original PIN

Clear PIN

Unassign Token Confirm

Revoke Software Token

Revoke Unassigned Software Token Confirm

Apply

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17. Click **Apply**.