




## Replacing an Expiring MToken using the MToken Service Center (MTSC)

### Navigation

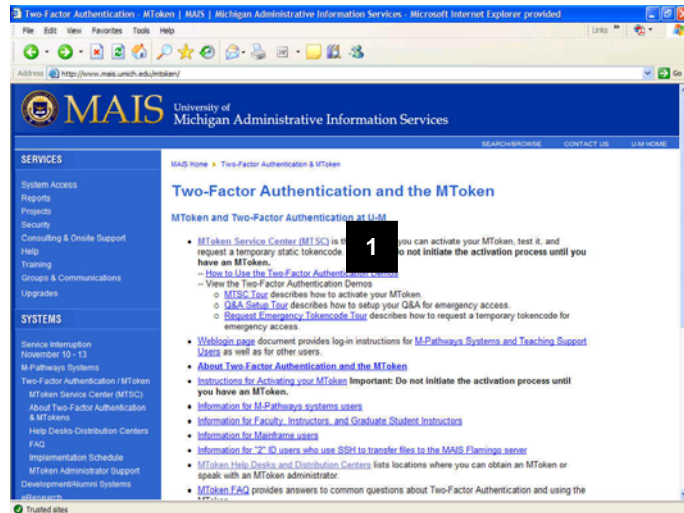
This process is used if when your MToken is about to expire. The expiration date of an MToken is on the back of the token below the serial number.

The MToken Service Center can be accessed here: <http://www.mais.umich.edu/mtoken/>

### Important Information

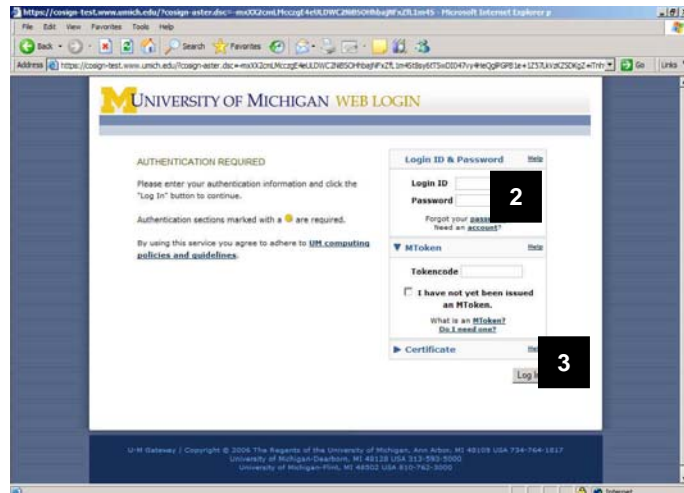
 Accessing the MToken Service Center site requires that you log in with your unqname and Kerberos password.

### MAIS Web Site



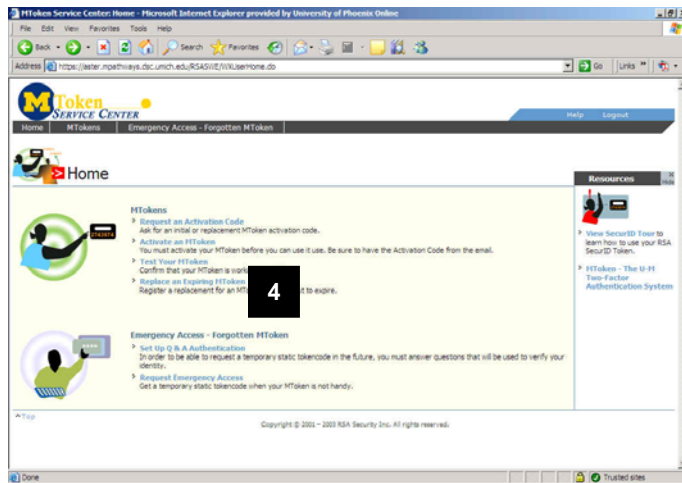
1. From the MAIS Web site, click the link for **MToken Service Center (MTSC)**.

### University of Michigan CoSign Login



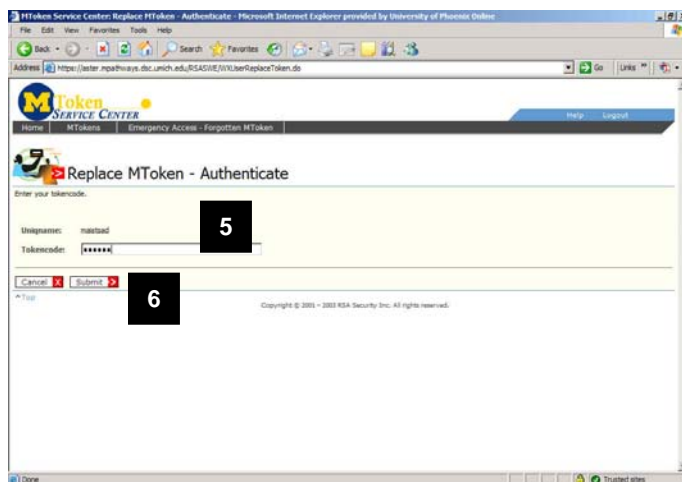
2. Log in with your unqname and Kerberos password.
3. Click **Log In**.

### MToken Service Center Home Page



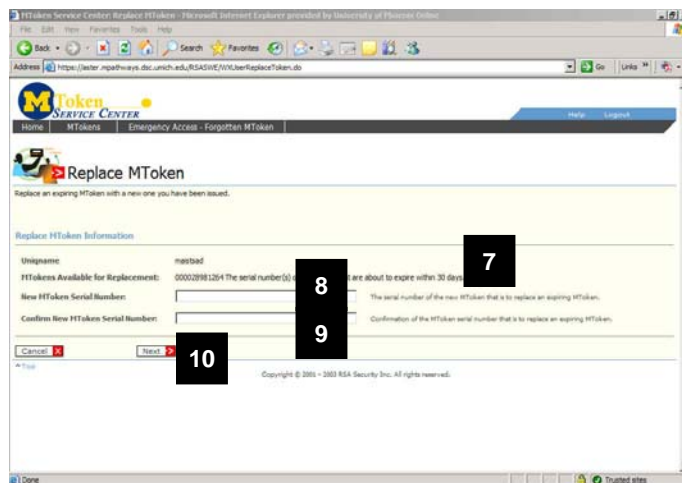
4. Click **Replace an Expiring MToken**.

### Replace MToken - Authenticate



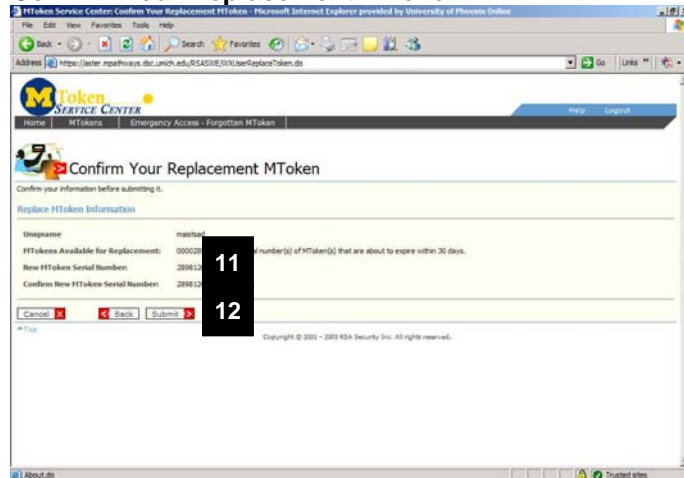
5. Enter the Tokencode from the expiring Token.
6. Click **Submit**.

### Replace MToken



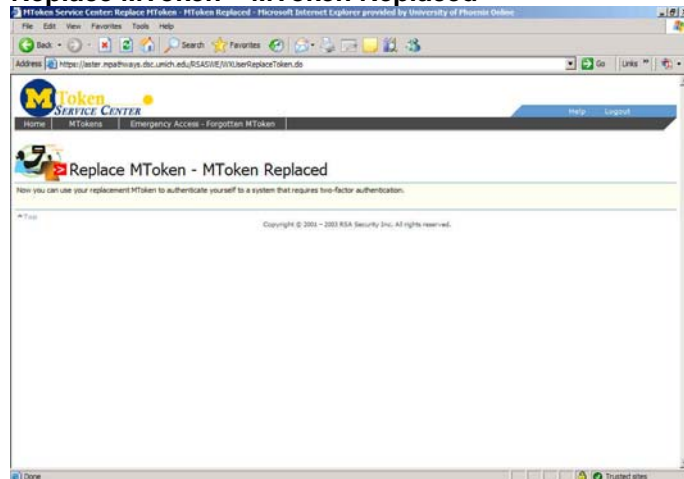
7. Confirm the MToken serial number you would like to replace.
8. Enter the replacement Token serial number in **New MToken Serial Number** field.
9. Re-type the new serial number to Confirm.
10. Click **Next**.

### Confirm Your Replacement MToken



11. Confirm the numbers you provided. If any are incorrect, click **Back** to re-enter them.
12. Click **Submit**.

### Replace MToken – MToken Replaced



13. You can now use your replacement MToken to authenticate yourself to a system that requires Two Factor Authentication .