

New User Enrol Step-by-Step Procedures

This section provides instructions and screen shots describing the typical functions that a department administrator may expect to encounter. In order to perform these tasks, the department administrator (DA for short), must have the following prerequisites:

1. an eToken issued to themselves by the ITS eToken administrator.
2. the desktop computer used to run the SafeNet Authentication Manager (SAM) must run a current Windows operating system.
3. The Internet Explorer web browser must be used to interact with SAM and must be configured as described in the Technical Information section.

You must have a supply of blank eTokens which can be used for issuing. Contact the ITS eToken administrator to obtain blank eTokens.

Enrolling a New User

1. Insert a blank eToken.
2. Access SAM by inserting your eToken, open Internet Explorer, and access the URL:

<https://ekey.utoronto.ca/sammanage>

3. You will notice your UTORid in the upper right.
4. Select 'Deployment'
5. 'Search for:' users by username
6. 'Search criteria:' Enter the UTORid of the enrollee.
7. Select 'Go'
8. SAM will display the UTORid under the 'account name'. Ensure that the status of the account is: 'No token'
9. Check the box beside the correct UTORid, select 'Enroll' button.

Browser address bar: <https://ekey.utoronto.ca/sammanage/Default.aspx>

SafeNet Authentication Manager

UTORid of DA [About](#)

Left Sidebar:

- [Helpdesk](#)
- [Deployment](#)
- [Inventory](#)
- [Reports](#)
- [Downloads](#)

Domain:

Search for:

Search criteria:

And:

Search criteria:

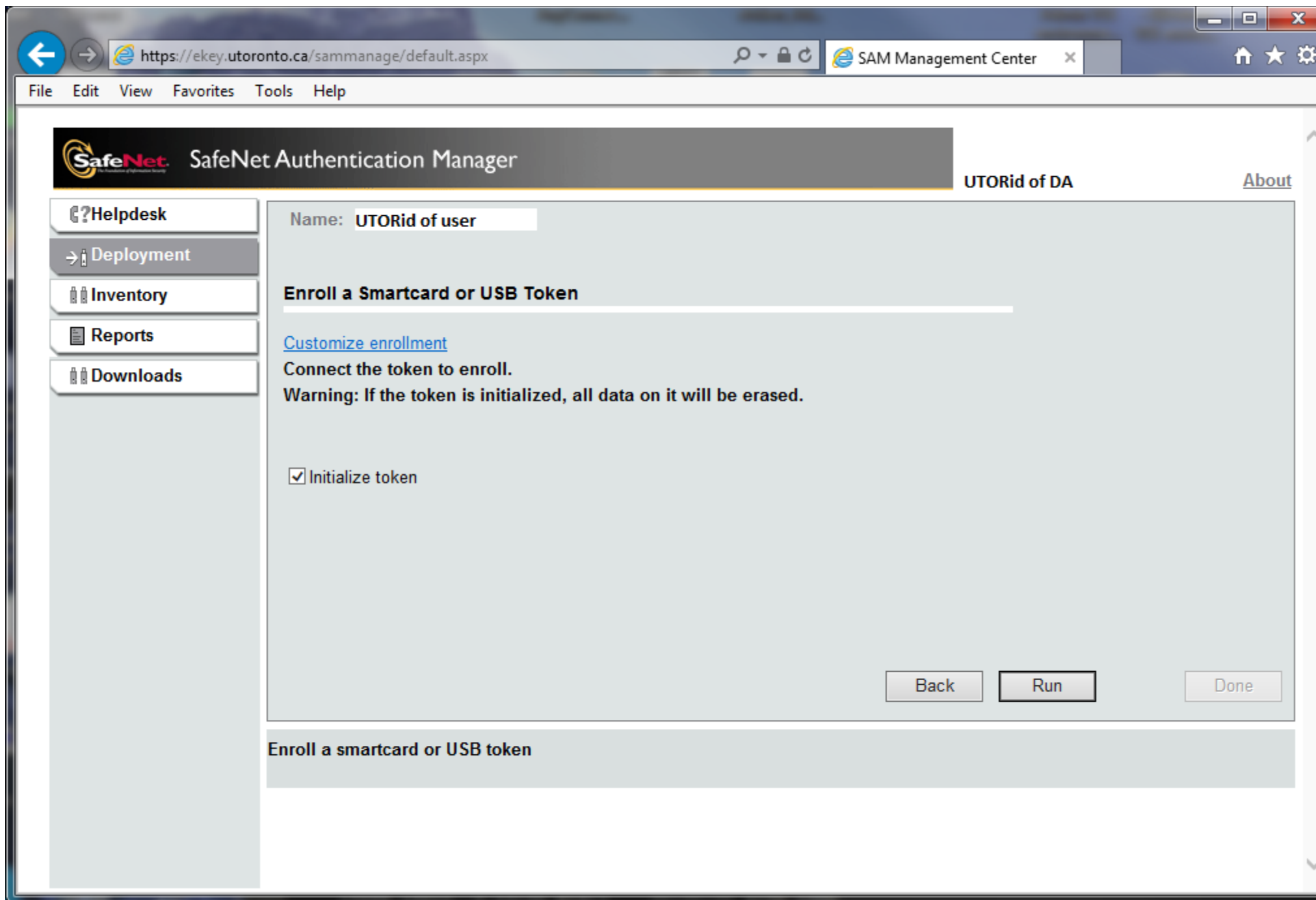
Main Content Area:

[Select all](#) [Clear all](#) Results 1 - 1 of 1

	Account Name	Type	ID	Status
<input type="checkbox"/>	UTORid of user			No token

Bottom Buttons:

10. SAM will process and stop at the following point:



11. Select 'Run'. SAM will enroll the user and populate the eToken with a certificate. This will take up to a minute. On completion, SAM displays the following:

The screenshot shows a web browser window with the URL <https://ekey.utoronto.ca/sammanage/Default.aspx>. The browser's address bar also shows "SAM Managem..." and "utoronto.ca". Below the address bar is a search bar with "idp-eas" and navigation links for "Previous", "Next", and "Options".

The main content area is titled "SafeNet Authentication Manager" and "UTORid of DA". On the left is a sidebar with navigation links: "Helpdesk", "Deployment", "Inventory", "Reports", and "Downloads".

The main content area displays the "Name: UTORid of user" and the heading "Enroll a Smartcard or USB Token". A large green checkmark is shown next to the text "Token successfully enrolled.".

At the bottom right of the main content area are three buttons: "Back", "Run", and "Done". Below the main content area is a footer bar with the text "Click 'Done' to continue".

12. Click the 'Done' button. The eToken is now ready for the user.

Notes:

The DA cannot and should not assign an eToken to a person who already has one.