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.

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'
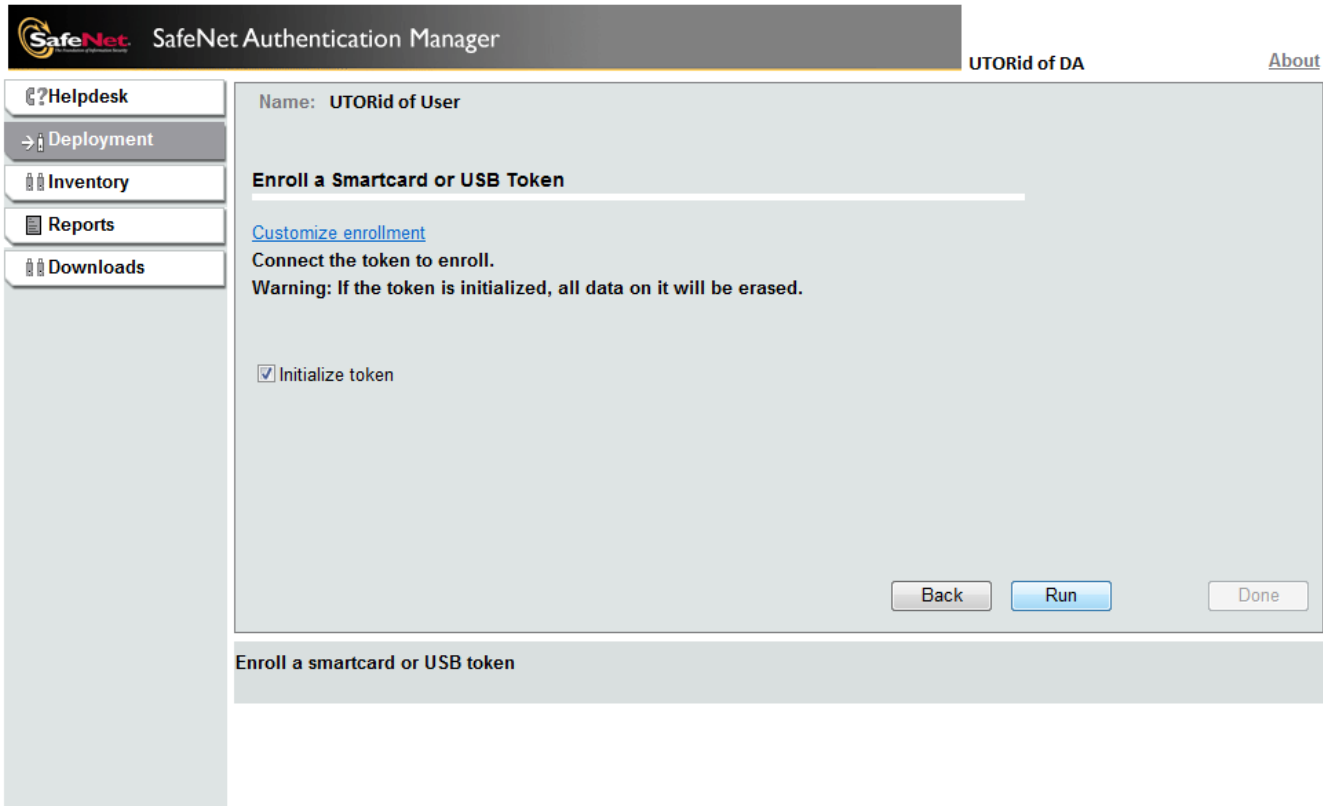9. Check the box beside the correct UTORid, select 'Enroll' button.

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.

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.