

## eTokens

### Instruction Sheet

If you are in the Faculty of Medicine, your eToken will have been assigned to you by the Discovery Commons. If you have not received your eToken, please contact your department's Business Officer. If your eToken is not working, please email the Discovery Commons at [discovery.common@utoronto.ca](mailto:discovery.common@utoronto.ca).

If you have any questions regarding AMS or ROSI access please contact those offices directly.

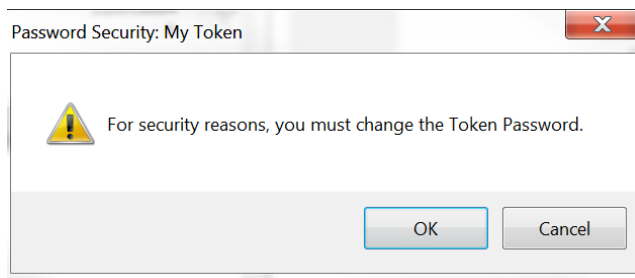
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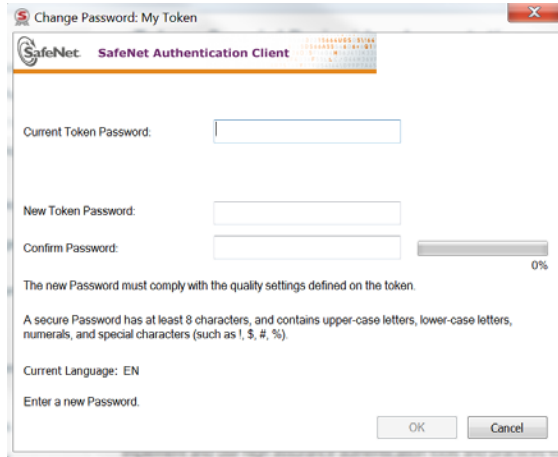
#### A: First Time Users – changing your password

If you have already logged in once and changed your eToken password, you may skip down to section B.

1. Plug the eToken into a USB port on your desktop.
2. If this is the first time logging in - you will be prompted to change your password. Click Okay.

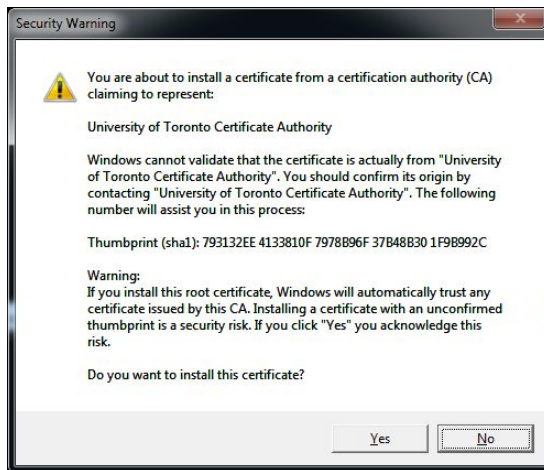


3. The Current Token (default) Password is **tp70ml2ajk0c**



Your New Password must be at least 8 characters long and contain upper-case letters, lower-case letters, numerals and special characters such as !, \$, #, %. It must NOT contain spaces. Click OK.

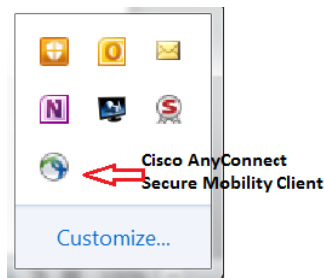
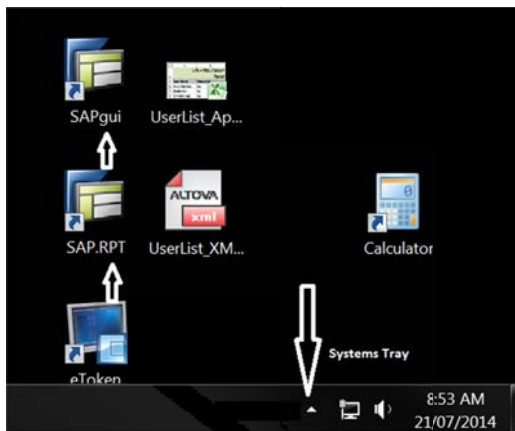
4. If you are asked if you want to load a certificate, say yes.



## **B: All Users – using eToken**

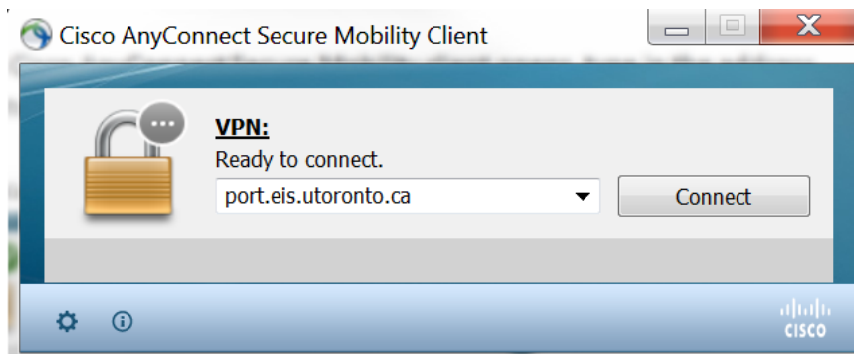
The following steps assume you already changed your password the first time you logged in (section A).

1. Make sure the eToken is plugged in to a USB port on your desktop.
2. Click the Cisco AnyConnect Secure Mobility Client icon that is found in your systems tray. (The systems tray is on the bottom, right-hand-side of your screen. The icons may be automatically hidden – click on the small white arrow to show all system tray icons.)



Systems Tray

3. When the Cisco AnyConnect Secure Mobility client opens, if it is not already there, type in the address **port.eis.utoronto.ca**. Click Connect.



4. When asked, type in your password.  
You have now completed the first step of the authentication process (opening a virtual private network (VPN)).
5. There are new icons on your desktop for logging in to AMS or ROSI when using eToken. (if you are an Entire Connect user, use the old icon)

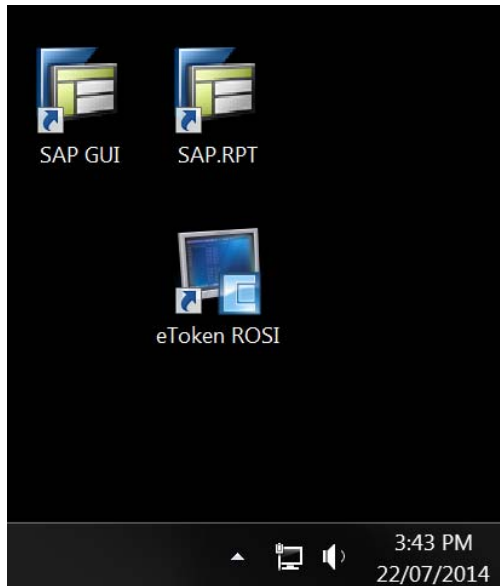
Log in to AMS with the desktop icon labelled SAP GUI (or SAPgui).

Log in to AMS Reports with the desktop icon labelled SAP RPT(or SAP.rpt).

Log in to ROSI with the desktop icon labelled eToken ROSI

You may be prompted to allow access to the site. Select Always Allow.

Your usual username and password still apply. for these systems.



6. If you are asked for permission to log on, select “Always Allow” from the drop down list.

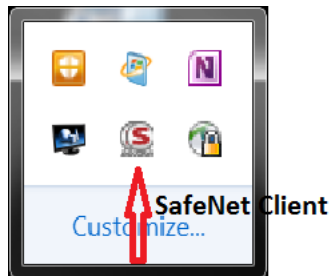
You have now completed the second stage of authentication.

**Alert for AMS Users:** When logging in to AMS, the logon language field needs to be filled in (language = EN)

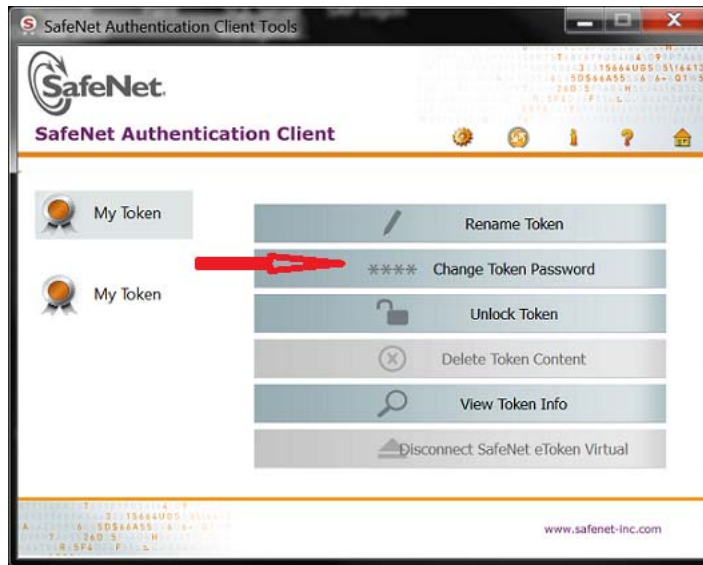
### Change Your Password:

If you know your current eToken password, you may change it yourself at any time.

- Plug in your eToken and make sure you are connected through the VPN (see Part B above, steps 1-4)
- Go back to the systems tray and double-click on the SafeNet Authentication Client



- Click on Change Token Password and fill in the requested data.



### Forgot Your Password?

For security purposes, if you have forgotten your password, the eToken must be returned to the Help Desk in the Discovery Commons. The Discovery Commons will reset the password on the token back to the default. The next time the eToken is plugged in, follow Part A above, steps 1-4, to create a new password.