

## 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.

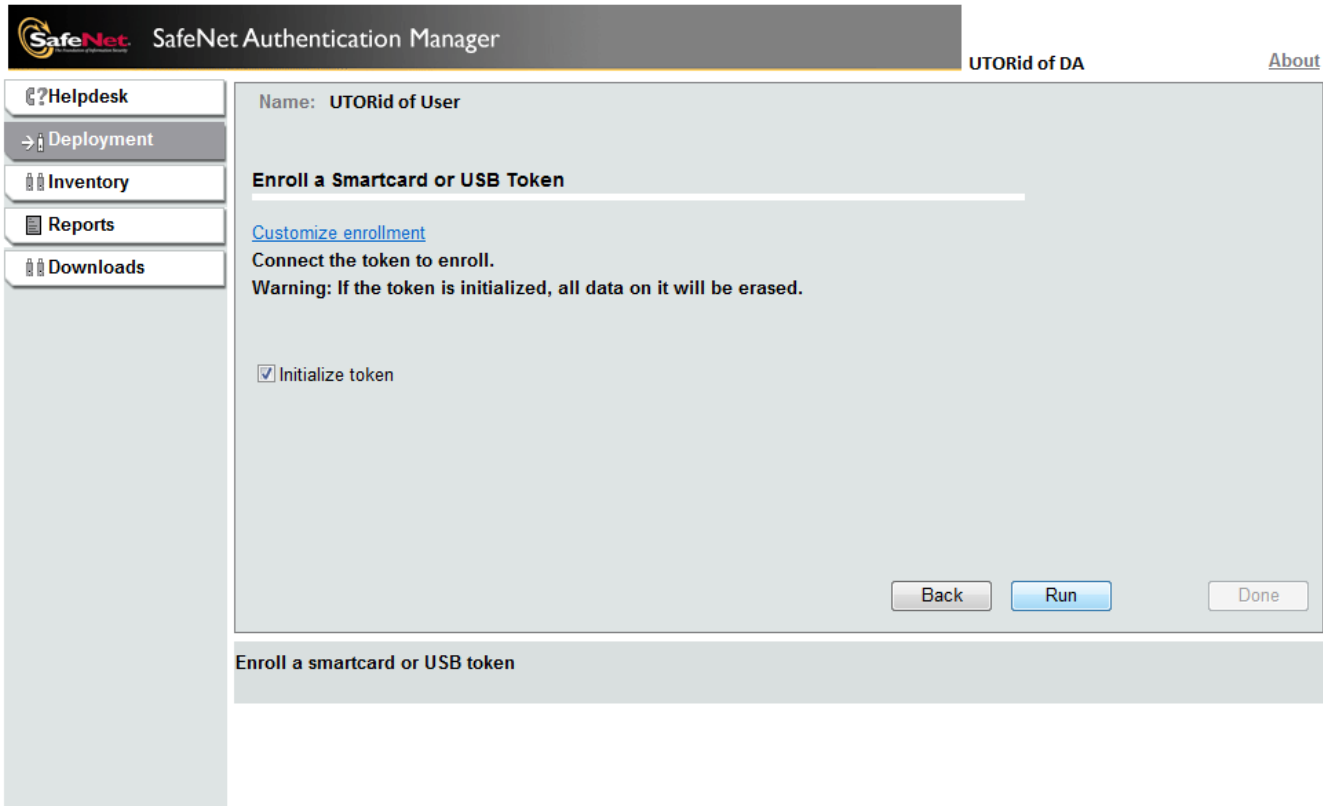
The screenshot shows the SafeNet Authentication Manager (SAM) web interface. The top header includes the SafeNet logo and the text "SafeNet Authentication Manager". On the right side of the header, there is a field for "UTORid of DA" and an "About" link. The left sidebar contains a navigation menu with options: "Helpdesk", "Deployment" (selected), "Inventory", "Reports", and "Downloads". Below the menu, there is a "Domain" field with the value "UTORARBOR.UTORAD.". The "Search for:" section has "Users by username" selected. The "Search criteria:" field contains "UTORid of User". Below this is an "And" section with a "Select search field..." dropdown and another "Search criteria:" field. A "Go" button is located at the bottom of the search area. The main content area displays a table with the following data:

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

At the top of the table, there are links for "Select all" and "Clear all", and a "Results 1 - 1 of 1" indicator. At the bottom of the interface, there are buttons for "Assign", "Enroll", "MobilePASS", "Messaging", "OTP Token", "Take Picture", and "Print Badge".

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.