Unassign User 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.

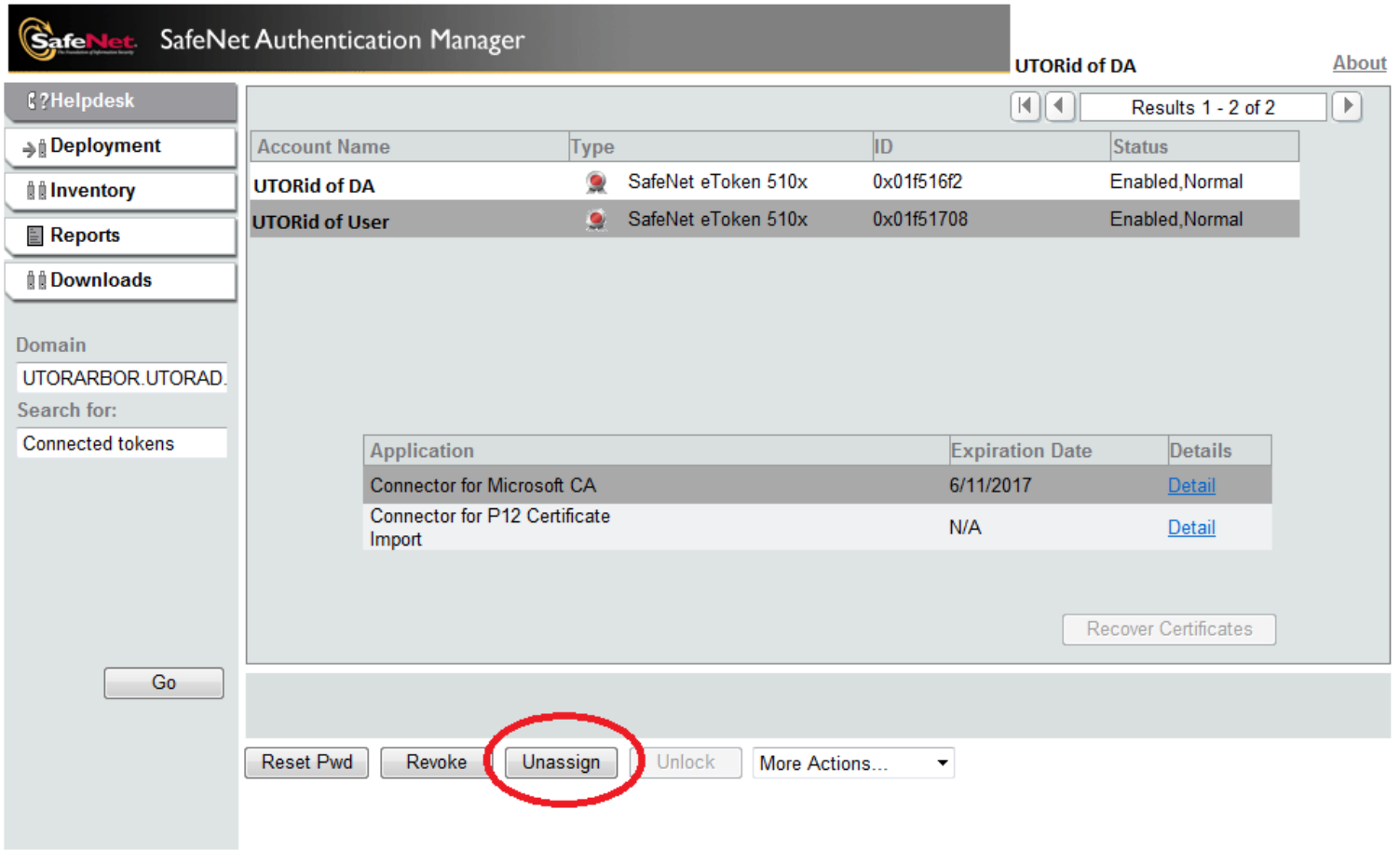
The Internet Explorer web browser must be used to interact with SAM and must be configured as described in the Technical Information section.

Unassigning a User

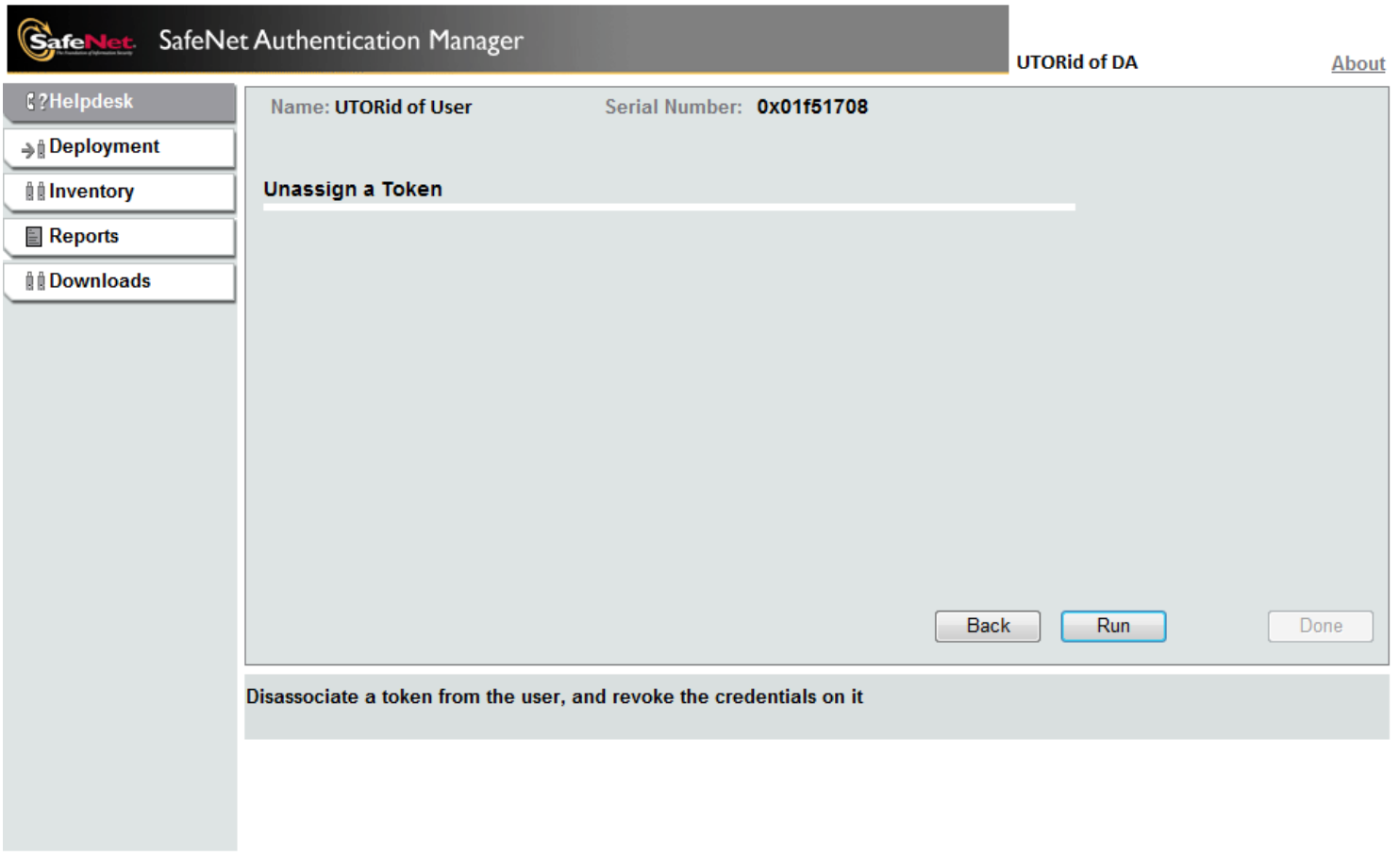
1. Take possession of the user's eToken.
2. Access SAM by inserting your eToken, open Internet Explorer, and access the URL:

https://ekey.utoronto.ca/sammanage

3. You will notice your UTORid in the upper right. Select 'Helpdesk'.
4. 'Search for:' Connected tokens.
5. Connect the user's token to your computer - so there will be two eTokens connected. Select 'Go'.
6. Highlight the account name of the user to be unassigned. Select the 'Unassign' button.



7. Select the 'Run' button.



8. On completion, select the 'Done' button.