



eToken Request Form

Section A: Overview

The eToken is the University of Toronto's replacement for the RSA SecureID card. An eToken is a USB key that plugs into a USB port on a computer (PC or Mac), and holds a security certificate that uniquely identifies an individual. The eToken login is the first step in the user authentication process for institutional IT systems including AMS, ROSI, and ARBOR.

Using eToken authentication requires that the user be issued an eToken and eToken software be installed on the computer.

The eToken fee (set by central ITS) is \$33/year, charged at the same time each year.

More information about eTokens can be found on the ITS website at: <http://main.its.utoronto.ca/its-units/isea/etokens/faqs/user-faqs/>

The FASE's IT Office will issue eTokens for AMS, ROSI, and ARBOR account holders in Engineering. **The FASE IT Office will NOT install eToken software for the account holders – that must be done by departmental IT staff.**

If you require access to AMS, ROSI, and/or ARBOR, information can be found at:

- AMS System Forms: <http://www.ams.utoronto.ca/access/sap.htm>
- ROSI System Forms: <http://www.sis.utoronto.ca/rosi/access.html>
- ARBOR Access Request: <https://helpdesk.dua.utoronto.ca>. From within the Help Desk, select the Request Type "ARBOR Support" and then "Access Request".

Section B: User Information

First Name: _____ Last Name: _____

Personnel #: _____ Department or Institute Name: _____

UTORid: _____ ROSI ID (if required): _____

User Phone #: _____ User Email: _____

If the employee is in a term position, please indicate their end date: _____

Signature: _____ Date: _____

Section C: Funding Source

Cost Center: _____ Internal Order (if applicable): _____

CFC: _____ Fund # (if applicable): _____

Department or Institute Business Officer Name: _____

Signature: _____ Date: _____

It is the responsibility of the Business Officer to inform FASE IT Office if this staff member leaves the Department or Institute or otherwise no longer requires an eToken for work in their unit. The e-Token must be returned to FASE IT Office.