

## eToken Request Form

**PLEASE NOTE: Employees transferring from/to another UofT department should bring/take their etoken with them.**

The eToken is the University of Toronto's official solution for 2-factor authentication, replacing the previous SecurID system. The eToken login is the first step in the user authentication process for many UofT applications. An eToken is a USB key that plugs into a USB port on a computer (PC or Mac), and holds a security certificate which uniquely identifies an individual. Using eToken authentication requires that the user be issued an eToken and that eToken software be installed on the computer.

On behalf of central Information Technology Services (ITS), Discovery Commons will issue eTokens and install eToken software in the Faculty of Medicine.

***All the information requested below is required. The information should describe an individual and not a departmental role. The Discovery Commons will contact you when the eToken is ready for pickup. Please scan and send this completed and signed form to [discovery.common@utoronto.ca](mailto:discovery.common@utoronto.ca).***

First Name: \_\_\_\_\_ Last Name: \_\_\_\_\_

UTORid: \_\_\_\_\_ Department: \_\_\_\_\_

User email: \_\_\_\_\_ User Phone #: \_\_\_\_\_

Address: \_\_\_\_\_ Room Number: \_\_\_\_\_

User Signature: \_\_\_\_\_ Date: \_\_\_\_\_

### Department/Division/ Institute Business

Officer Name: \_\_\_\_\_

### Business

Officer Signature: \_\_\_\_\_ Date: \_\_\_\_\_

\*It is the responsibility of the Business Officer to inform the Discovery Commons if this staff member leaves the University or otherwise no longer requires an eToken for work in their department.

Requires eToken Software Installed on Computer  Yes  No