

# Personalizing an eToken



When you receive your new eToken, it is essential that you assign your own personal password to it as soon as possible.

The eToken password that you assign is specific to your personal eToken. It is stored securely on your eToken and ensures that only you can use this eToken and the security information that is stored on it. You should protect this password carefully and it should not be made available to others.

Your eToken password should not be confused with other passwords that you use, for example, to access your network account.

The eToken Change Password program lets you:

- Assign a password to a new eToken. See “Assigning Your Own Password to a New eToken”, on page 2.
- Change the name of the eToken at any desired time. See “Changing the eToken Name”, on page 3.
- View information about the eToken. See “Viewing eToken Information”, on page 3.
- Change an existing eToken password. See “Changing an Existing eToken Password”, on page 4.



## Assigning Your Own Password to a New eToken

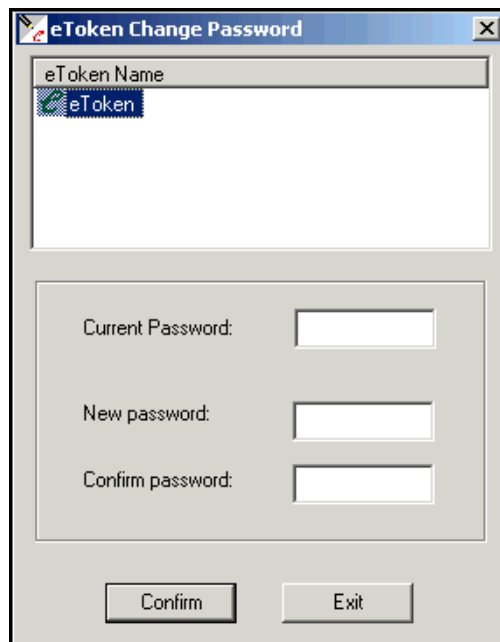
All eTokens are configured at manufacture with the factory default password. This password is **1234567890**.

It is essential that, on receipt of your new eToken, you change this default password to a personal password of your own choice, that complies with your organization's password policy.



### To assign a new eToken password:

- 1 Connect the eToken to the USB port, and check that it lights up.
- 2 In the Windows *Start* menu, select **Programs**, then **Aladdin\eToken\Change eToken Password**. The following window is displayed:



- 3 In the **Current Password** field, enter the factory default password. This password is: **1234567890**.
- 4 In the **New password** field, enter a password of your own choice. The new eToken password must consist of at least four characters, and should comply with your organization's password policy.
- 5 Re-enter the new eToken password in the **Confirm password** field.
- 6 Click **Confirm**. The eToken has been assigned a new password.

## Changing the eToken Name

You can specify a name to identify an eToken. This name is displayed at various times when you are prompted to select an eToken, and can be used for quick and easy identification of the eToken.

### To change the name of your eToken:

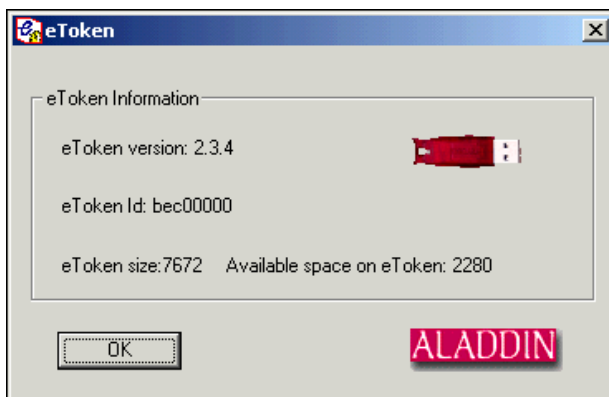
- 1 Follow the instructions for assigning a new eToken password on page 2, steps 1 and 2. The current eToken name is displayed.
- 2 Right-click on the eToken icon and select **Rename eToken** in the dropdown menu.
- 3 Edit the eToken name as required.
- 4 Click **Confirm**. The eToken name has been changed.

## Viewing eToken Information

You can view information about an eToken, including the eToken color, version number, ID, memory size and available space. You do not need to enter your eToken password in order to display this information.

### To view information about your eToken:

- 1 Follow the instructions for assigning a new eToken password on page 2, steps 1 and 2.
- 2 Right-click on the eToken icon, and select **Show eToken Info** in the dropdown menu. An information window is displayed, as shown in the following example:



- 3 Click **OK** to close the display.

## Changing an Existing eToken Password

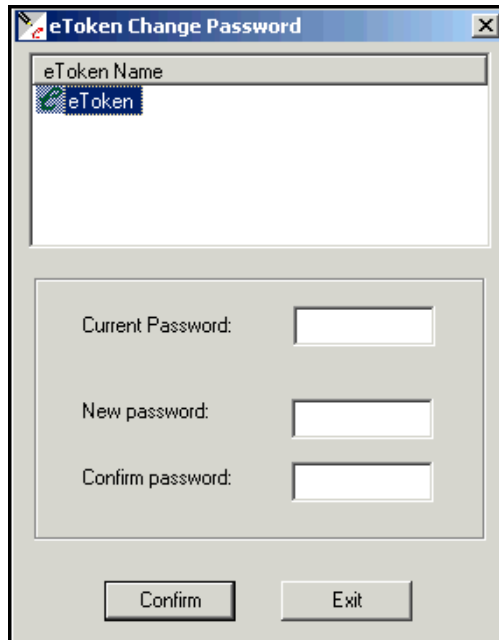
As long as you have both your eToken and its current password, you can change your eToken password whenever you wish, on any computer on which eToken Enterprise is installed.

### To change an existing eToken password:



- 1 Follow the instructions for assigning a new eToken password on page 2, steps 1 and 2.

The following window is displayed:



The screenshot shows a dialog box titled "eToken Change Password". At the top, there is a list box labeled "eToken Name" containing one entry, "eToken", which is selected. Below this, there are three text input fields: "Current Password:", "New password:", and "Confirm password:". At the bottom of the dialog, there are two buttons: "Confirm" and "Exit".

- 2 In the **Current Password** field, enter the current eToken password.
- 3 In the **New password** field, enter a different password.
- 4 Re-enter the new eToken password in the **Confirm password** field.
- 5 Click **Confirm**. The eToken password has been changed.