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**2-faktortoken order and receipt**

**Rules of use and information:**

* Delivery takes place at ITA when the user has identified herself with an approved ID document.
* The 2-factortoken is a valuable document and must be handled carefully so that unauthorized persons do not have access to it.
* The 2-factortoken is personal and can only be used by the person who has issued the token (linked to KIID).
* In case of loss, report quickly via the [Self-Service Portal](https://selfservice.ki.se/en-us)

1. Fill in the form and send it to your Head of Administration.
2. Head of Administration signs it and send it back.
3. Register [a new case via KI IT Self-Service](https://serviceportal.ki.se/SignIn?ReturnUrl=%2Fsv-SE%2Fsupport%2Fcreate-case%2F)
4. You will be contacted of Helpdesk for booking a time for delivery.

Send the completed form to your Head of Administration who will send it to IT support. You will be contacted by IT support for an appointment for delivery.

**To you as Head of Administration:** Sign this document with EduSign (<https://selfservice.ki.se/sv-se/article/1365114>).

I don´t have a mobile phone and therefore need a 2-factor token

**(To be filled in by the customer)**

Name :…………………………………………….

Department / Unit :…………………………………………….

KIID :…………………………………………….

e-mail :…………………………………………….

Delivery place Solna Flemingsberg

The order is sent to your Head of Administration.

**(Fylls i av ITA)**

Nilex ärendenr :…………………………………………….

Utlämnad datum :…………………………………………….

Token serienummer :…………………………………………….

Utlämnad av (ITA) :…………………………………………….

Legitimerad : Körkort SIS-ID Annan ID-handling

Jag bekräftar att jag tagit del av och förstått ovan information samt att jag kvitterat ut en 2-faktortoken vid ovanstående datum.

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Signatur