



PROCESS MANUAL

Document Code: PM-SCI (AAD)

SCIM

Integration

AZURE ACTIVE DIRECTORY (AAD)

 **Admin** By Request

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Introduction

Admin By Request provides the ability to automatically synchronize data from your Identity Provider (IDP) to your Admin By Request User Portal according to the System for Cross-Domain Identity Management (SCIM) protocol, eliminating the need for manual entering and managing individual users on the Admin By Request side. This process manual provides a step-by-step guide on how to enable and configure the integration and provision users and groups in your User Portal with Azure AD.

Assumptions and Limitations

This implementation is targeted towards Admin By Request Portal users (i.e., company administrators who have access to the User Portal). It does not integrate with endpoint users.

The tasks described in this manual assume that the user has access to and is familiar with Azure Active Directory, the Admin By Request User Portal, and features of the software (e.g., Inventory, Requests, etc.).

Breakdown of Tasks

Seven tasks are covered in this manual:

1. Task A: Enable SCIM
2. Task B: Define Group-Based Roles
3. Task C: Create Azure Application
4. Task D: Set up Provisioning
5. Task E: Assign Users and Groups
6. Task F: Start Provisioning
7. Task G: View Data in User Portal



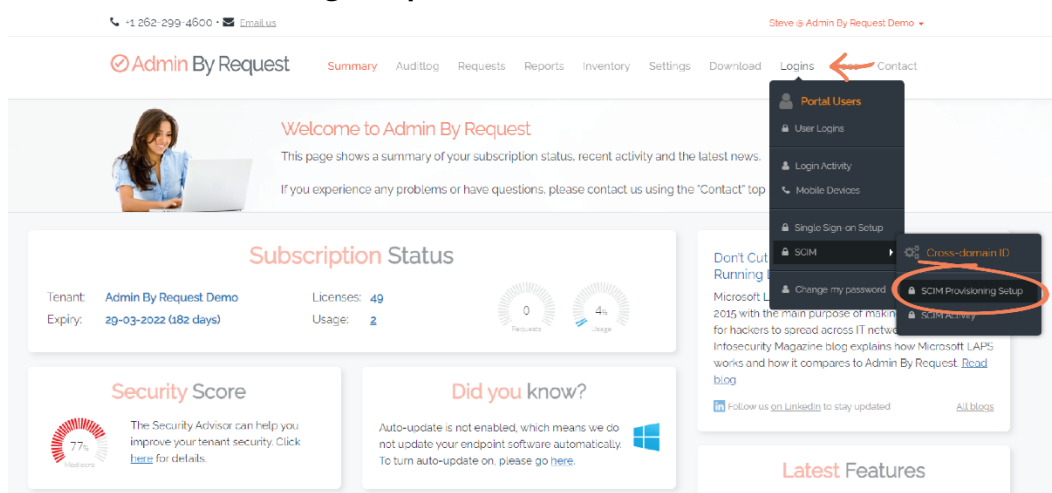
NOTE: Before you begin, we recommend you have a tab open in your Admin By Request User Portal and a second tab open in your Azure portal, as the tasks listed above switch back and forward frequently between the two.

Integration Tasks

Task A: Enable SCIM

The first task of this process involves enabling the integration in the Admin By Request User Portal.

1. In your Admin By Request User Portal, locate **Logins** in the top menu and navigate to **SCIM > SCIM Provisioning Setup**:

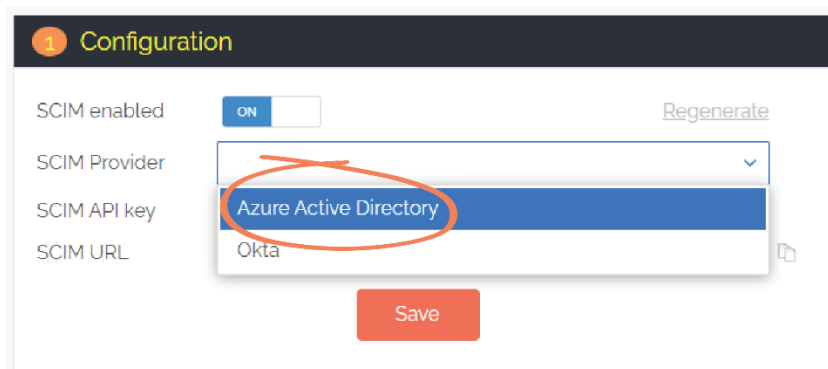


2. In section **1. Configuration**, toggle **SCIM enabled** to **ON**:

The screenshot shows the '1 Configuration' section for SCIM. It includes a toggle switch for 'SCIM enabled' which is set to 'ON' and is circled in red. There is a 'Regenerate' link next to it. Below the toggle are input fields for 'SCIM Provider', 'SCIM API key' (which is blurred), and 'SCIM URL' (which contains 'https://scim.adminbyrequest.com'). A 'Save' button is at the bottom.

NOTE: This action generates an API key (blurred out in this document), which appears in the **SCIM API key** field. Using the API key is covered in Task D.


3. From the **SCIM Provider** drop-down menu, select **Azure Active Directory**:



The screenshot shows the 'Configuration' section of the Admin By Request interface. It includes a 'SCIM enabled' toggle set to 'ON', a 'Regenerate' link, and a 'SCIM Provider' dropdown menu. The dropdown menu is open, showing 'Azure Active Directory' as the selected option, which is circled in red. Other options visible are 'Okta'. Below the dropdown is a 'Save' button.

4. Click **Save**:



 **NOTE:** Whenever the **Save** button is selected in the Admin By Request User Portal, a green icon appears next to the button when the action is successfully completed.

Task B: Define Group-Based Roles

Admin By Request's SCIM implementation provides the ability to define rules about what synchronized users have access to within the User Portal, based on their SCIM source group (i.e., their group in the IDP). This means that if you don't want all imported users having access to everything within the User Portal, you can create a Group-Based Role for each Azure AD group specifying exactly what the users in that group do and do not have access to. As soon as users are synchronized to Admin By Request, their designated permissions are applied.

If you do not create any Group-Based Roles, all synchronized users will have complete access to the User Portal. If a user belongs to multiple groups – all of which have Group-Based Roles defined – the first Role in the list will apply for that user. You can also create a Default Group-Based Role (covered in detail further down).

The filter options available for Group-Based Roles are as follows:

- **SCIM source group** – This refers to the source group in the IDP (i.e., Azure AD). Whatever group is typed here needs to match the name of a group in Azure AD.
- **Default for users not member of any group** – When checked, the permissions defined for this Role become the 'default' permissions, applying to all users who aren't assigned any of the other Group-Based Roles defined for other groups. This checkbox can only be applied to one Group-Based Role.

The checkbox properties such as **Modify Settings**, **View Auditlog**, and **Manage workstations** refer to the various features in Admin By Request. If checked, users assigned the Role have access to the respective feature / can do the specified action.

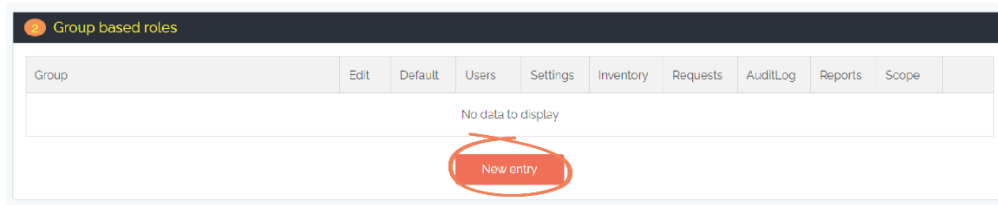
The four textboxes (**End user** and **Computer** etc.) are used to filter out end point data. Here you can specify IDP groups or OUs (Organizational Units) of end users and / or computers, so that Admin By Request Portal users assigned this Group-Based Role only have access to end users and / or computers that fall into those groups / OUs.

 **NOTE:** You can specify multiple groups or OUs in these textboxes, separated by commas.

Before creating Group-Based Roles for specific groups, we recommend that you create a Default Role specifying permissions for the 'general' user; these are all synchronized users who are not members of any of the other groups that you have defined Group-Based Roles for. When synchronized, they get assigned the Default permissions in the User Portal (demonstrated in the example below).

Create Default Group-Based Role

1. In the Admin By Request **SCIM Provisioning Setup** page, section **2. Group based roles**, select the **New entry** button:



2. In the **SCIM source group** textbox, type the desired name for this group – this example uses *Default*:

SCIM source group:

3. Ensure the **Default for users not member of any group** checkbox is checked:

Default for users not member of any group: ☒



! IMPORTANT: Only one Group-Based Role can have this property checked, i.e., there can only be one set of default permissions that users without any other Group-Based Role are assigned.


4. Use the filters to define default permissions. In this example, permissions for default users include viewing the Inventory, Auditlog, and Reports, and Approving requests:

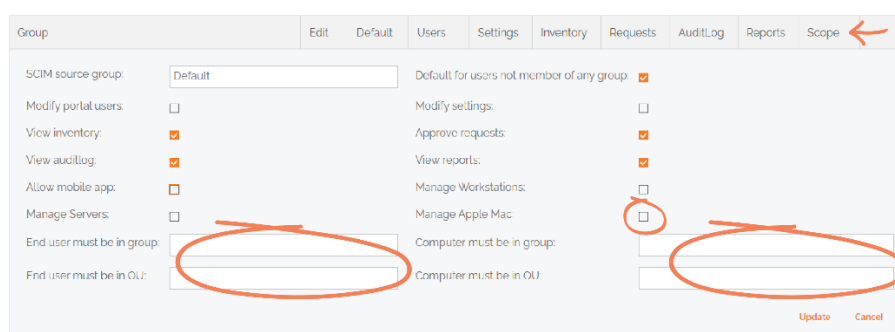
The screenshot shows the permissions configuration page for the 'Default' group. The 'SCIM source group' is set to 'Default'. The 'Default for users not member of any group' checkbox is checked. The following permissions are checked: 'View inventory', 'View auditlog', 'Approve requests', and 'View reports'. Red arrows point to these checked boxes. Other permissions like 'Modify portal users', 'Allow mobile app', 'Manage Servers', 'Manage Workstations', 'Manage Apple Mac', 'Computer must be in group', and 'Computer must be in OU' are unchecked or empty. The 'Update' and 'Cancel' buttons are at the bottom right.

5. Click the **Update** button to save the Role:

6. To **Edit** or **Delete** the rule, use the respective buttons to the left and right of the eight filter columns:

Group	Edit	Default	Users	Settings	Inventory	Requests	AuditLog	Reports	Scope	
Default		<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	

 **NOTE:** The first seven filter columns correspond to their matching checkbox in the Edit window (i.e., **Default** to **Reports**), however, the **Scope** checkbox corresponds to multiple properties: the **Manage Apple Mac** checkbox and the **End user** and **Computer** textboxes at the bottom of the window:

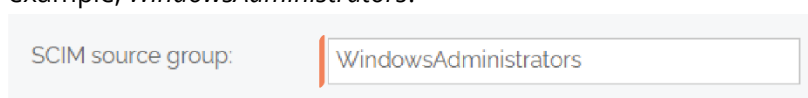



The process for assigning Roles with specific permissions to actual IDP groups follows a similar set of steps to those described above. The section below uses a common example to illustrate how Group-Based Roles could be applied.

Create Group-Based Role for Windows Admins

You have a group in Azure AD called 'WindowsAdministrators' whose members only require access to Windows-related data. You therefore want to prevent all users in this group from accessing Mac data in the Admin By Request User Portal (e.g., Inventory, Requests and Auditlogs from Mac devices / users, etc.). The solution is to create a Group-Based Role which filters out Mac access for members of the WindowsAdministrators source group.

1. After creating a **New entry** in the **SCIM source group** textbox, type the name of the IDP source group you want to define specific permissions for – in this example, *WindowsAdministrators*:



 **NOTE:** If you have created a Default group as described above, the **Default for users not member of any group** checkbox will automatically be unchecked when you come to create another Group-Based Role, as this property can only be applied once.

2. Use the checkboxes to filter out the source group's access to the appropriate features. For this example, uncheck the **Manage Apple Mac** checkbox to remove Mac access for the *WindowsAdministrators* source group:

Manage Apple Mac:



NOTE: You could also use any of the other Scope textboxes to ensure the *WindowsAdministrators* group has the correct permissions. For example:

- If you have a group in Azure AD for Windows end users called *WindowsUsers*, you could type this group name into the **End user must be in group** textbox, which would prevent the *WindowsAdministrators* source group from seeing any data other than that of end users in the *WindowsUsers* Azure AD group:

End user must be in group:

3. Click the **Update** button to save the Role. When users in the *WindowsAdministrators* Azure AD group are synchronized, they will only have the permissions defined in this Role within the Admin By Request User Portal.

Update

Cancel

The Group-Based Roles appear in the list according to the order they were created: the first appearing at the top of the list, and the most recent getting added to the bottom. If a user belongs to multiple groups – all of which have Group-Based Roles defined – the first Role in the list will apply for that user.



NOTE: Four Roles have been created in the example below with the following properties checked:

- **Default** – *Default, Inventory, Requests, Auditlog, Reports, Scope.*
- **ServerSupport** – *Inventory, Requests, Auditlog, Reports, Scope.*
- **WindowsAdministrators** – *Users, Settings, Inventory, Requests, Auditlog, Reports, Scope.*
- **Data** – *Inventory, Auditlog, Reports, Scope.*

To change the order of Roles in the list, use the up and down arrows to the right of each entry:

Group based roles

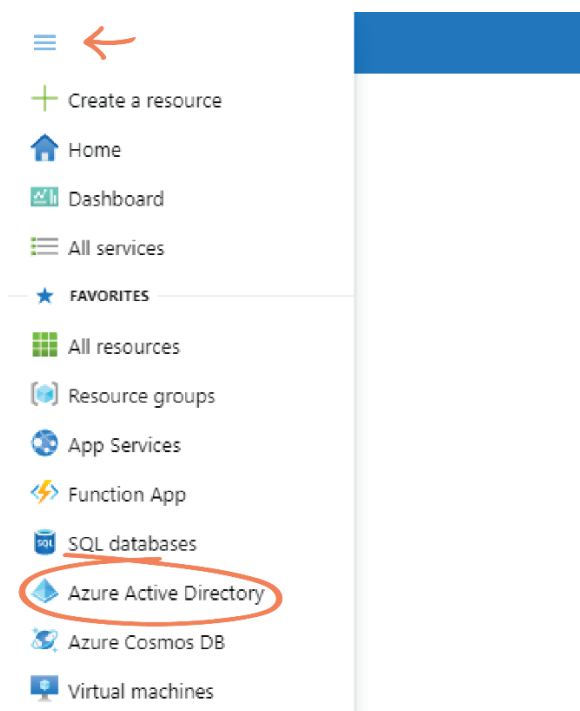
Group	Edit	Default	Users	Settings	Inventory	Requests	AuditLog	Reports	Scope		Up	Down
Default	Edit	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	Delete	⬆	⬇
ServerSupport	Edit	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	Delete	⬆	⬇
WindowsAdministrators	Edit	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	Delete	⬆	⬇
Data	Edit	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	Delete	⬆	⬇

New entry

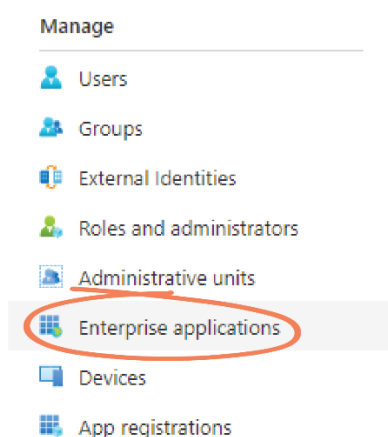
Task C: Create Azure Application

Task C in the integration process involves creating a custom Admin By Request application on the IDP side. In Azure AD, this is done in the form of an Enterprise Application, which acts as the SCIM connector.

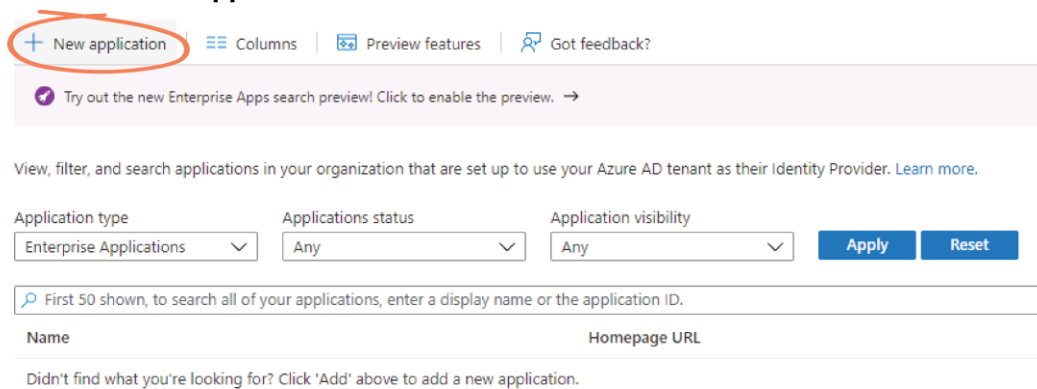
1. In your Azure portal, click the top-left menu icon and select **Azure Active Directory** from the left-hand menu:



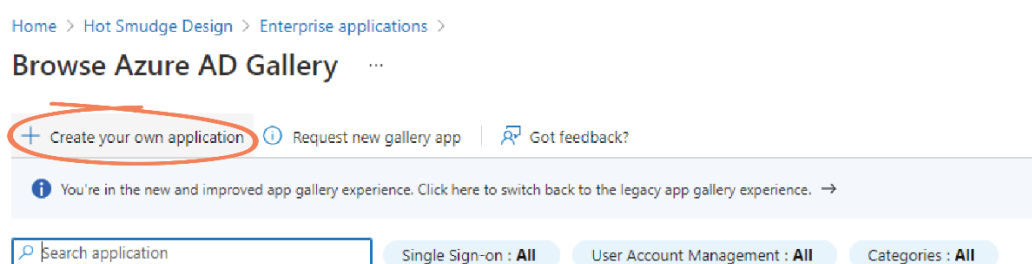
2. When the Directory opens, select **Enterprise applications** from the left-hand menu:



3. Click the **+ New Application** tab:



4. Select **+ Create your own application**:



5. In the **What's the name of your app** textbox, type *Admin By Request SCIM*:

Create your own application

Got feedback?

What's the name of your app?

Admin By Request SCIM

6. In the **What are you looking to do with your application** section, ensure the **Integrate any other application you don't find in the gallery (Non-gallery)** radio button is selected:

What are you looking to do with your application?

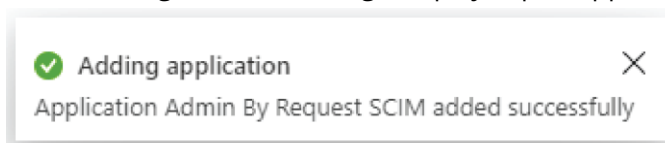
- ☐ Configure Application Proxy for secure remote access to an on-premises application
☐ Register an application to integrate with Azure AD (App you're developing)
☒ Integrate any other application you don't find in the gallery (Non-gallery)

7. Click **Create**:

Create



NOTE: The application may take a few moments to create, with a progress message displaying in the top-right corner of the screen during the process; this is the location of all similar progress and success messages in the Azure portal. The following success message displays upon app creation:




IMPORTANT: If you encounter a **404 Not Found** page after the app is created (even if the success message above was displayed) navigate back to **Enterprise applications** to locate the **Admin By Request SCIM** app:

[+ New application](#) | [Columns](#) | [Preview features](#) | [Got feedback?](#)

Try out the new Enterprise Apps search preview! Click to enable the preview. →

View, filter, and search applications in your organization that are set up to use your Azure AD tenant as their Identity Provider. [Learn more.](#)

Application type	Applications status	Application visibility	
Enterprise Applications	Any	Any	Apply Reset
First 50 shown, to search all of your applications, enter a display name or the application ID.			
Name	Homepage URL		
Admin By Request SCIM			
Office 365 Exchange Online	http://office.microsoft.com/outlook/		
Office 365 Management APIs			
Office 365 SharePoint Online	http://office.microsoft.com/sharepoint/		
Outlook Groups			
Skype for Business Online			

 **NOTE:** Once in the application page, further configuration steps are available.

Step 1. Users and Groups is covered in Task E of this process manual; **Step 3. Provision User Accounts** is covered in Task D. You have the option of configuring any of the other settings (e.g., **4. Conditional Access**, **5. Self service**) but these do not affect the Admin By Request integration. You also have the option of navigating to **Properties** in the left-hand menu and setting the **Logo** to the following image:



Home > Hot Smudge Design > Enterprise applications > Admin By Request SCIM

Admin By Request SCIM | Properties



Enterprise Application


Overview Deployment Plan Manage Properties Owners Roles and administrators (Preview) Users and groups Single sign-on Provisioning Application proxy Self-service Security



Save Discard Delete Got feedback?



View and manage application settings for your organization. Editing properties like display information, user sign-in settings, and user visibility settings requires Global Administrator, Cloud Application Administrator, Application Administrator roles. [Learn more.](#)

Enabled for users to sign-in? ☒ Yes ☐ No



Name  Admin By Request SCIM 



Homepage URL 

Logo  

"Admin By Request Azure Logo.png"

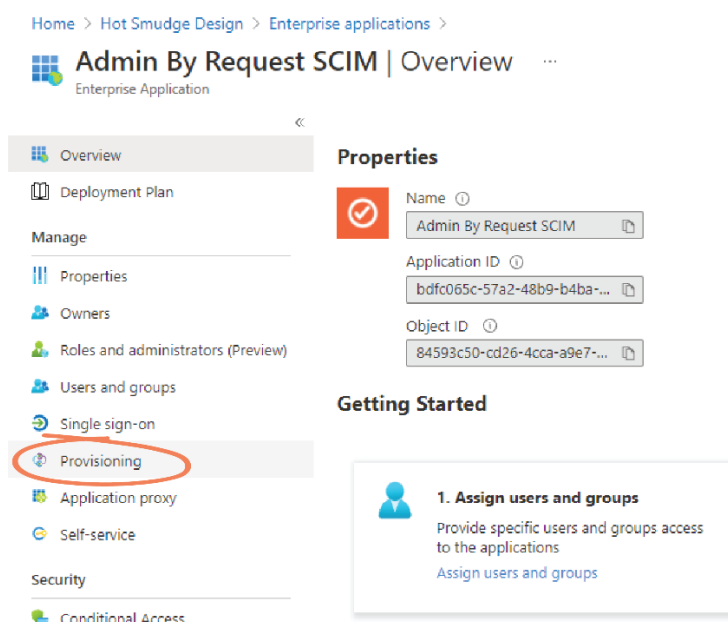
User access URL  <https://myapps.microsoft.com/signin/beb00ae3-a79b-41ce-b9b8-8bca...> 

Application ID  beb00ae3-a79b-41ce-b9b8-8bcae9476c0f 

Task D: Set Up Provisioning

This task involves connecting the newly created SCIM app to the Admin By Request SCIM endpoint.

1. From the left-hand menu of the **Admin By Request SCIM** application page, select **Provisioning** (located in either the left-hand menu or the main page):



2. Click the **Get Started** button:

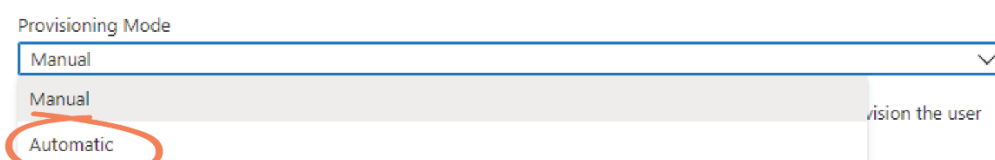



Automate identity lifecycle management with Azure Active Directory


Automatically create, update, and delete accounts when users join, leave, and move within your organization. [Learn more.](#)

Get started


3. From the **Provisioning Mode** drop-down menu, select **Automatic**:



 **NOTE:** Doing so displays a new **Admin Credentials** section on the page, used in subsequent steps of this Task (i.e., Task D):

Admin Credentials 

Admin Credentials
Azure AD needs the following information to connect to Admin By Request SCIM's API and synchronize user data.

Tenant URL * 

Patterns: https://*.com/scim, https://google.*.com/scim

Secret Token



[Test Connection](#)

- In your Admin By Request User Portal, ensure you are in the **SCIM Provisioning Setup** page, and select the **Regenerate** button in section **1. Configuration**, to generate a new API key:


1 Configuration

SCIM enabled ☒ **ON** [Regenerate](#)


SCIM Provider

SCIM API key  

Press SAVE to replace your existing key with this key.


SCIM URL 


[Save](#)

 **NOTE:** A new API key needs to be generated so that it can be copied to the clipboard for future use. Prior to clicking **Regenerate**, the API key is hidden and cannot be copied:

SCIM enabled ☒ **ON** [Regenerate](#)

SCIM Provider

SCIM API key 


SCIM URL 

- Click the clipboard icon to the right of the **SCIM API key** field to copy the key:


1 Configuration

SCIM enabled ☒ [Regenerate](#)


SCIM Provider

SCIM API key 

Press SAVE to replace your existing key with this key.


SCIM URL 

Save

 **NOTE:** Click **OK** to dismiss the confirmation pop-up that appears.

- Click **Save** to ensure the new API key is used:




 **IMPORTANT:** Do not click the **Save** button until you have copied the API key. Doing so will hide the key and it will then need to be regenerated before it can be copied. However, it is imperative that you save *after* copying the API key, to ensure this key is used in the SCIM integration.

- In your Azure portal, in the **Secret Token** field of the **Admin Credentials** section, paste the API key copied from Admin By Request:

Admin Credentials

Admin Credentials

Azure AD needs the following information to connect to Admin By Request SCIM's API and synchronize user data.

Tenant URL * 

Patterns: https://*.com/scim, https://google.*.com/scim

Secret Token

Test Connection

8. In your Admin By Request User Portal, copy the **SCIM URL**:

9. In your Azure portal, paste the URL into the **Tenant URL** textbox:

10. Click the **Test Connection** button:

Test Connection

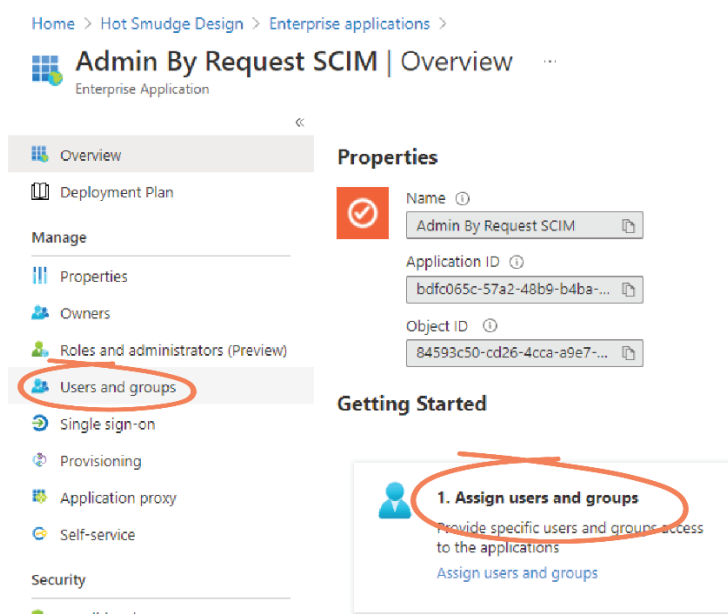
11. Click the **Save** button in the top left:

Save Discard

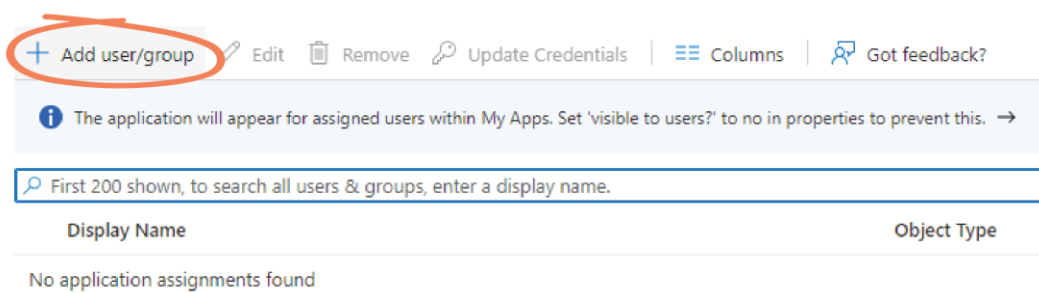
Task E: Assign Users and Groups

Assigning users and groups determines what data will be synchronized to the Admin By Request User Portal when the provisioning cycle runs.

1. Navigate to the application page (**Home > Enterprise applications > Admin By Request SCIM**) and select **Users and Groups** (located in either the left-hand menu or the main page):



2. Click the **+ Add user/group** tab:



3. Under **Users and groups**, click **None selected**:

Add Assignment

Hot Smudge Design

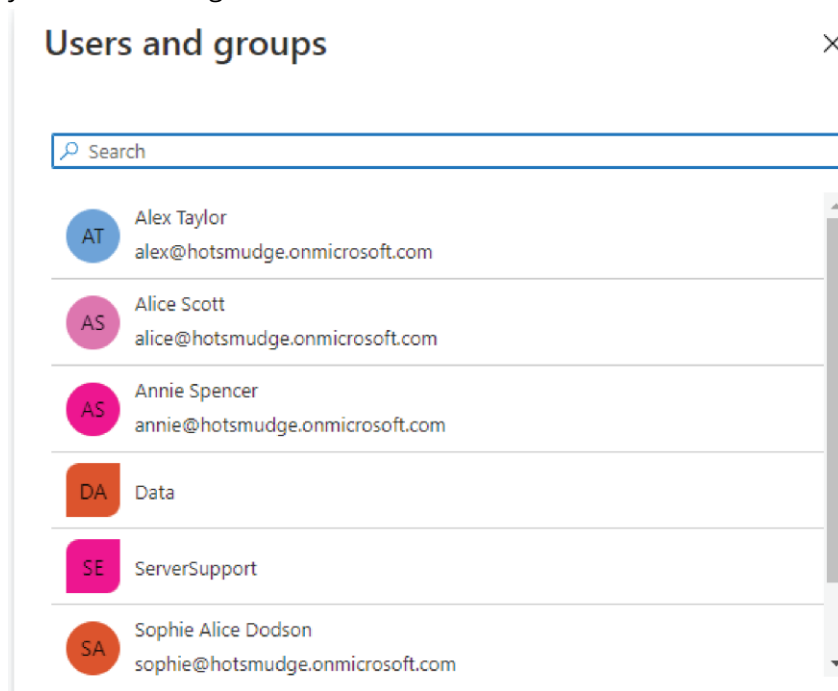
Users and groups


None Selected

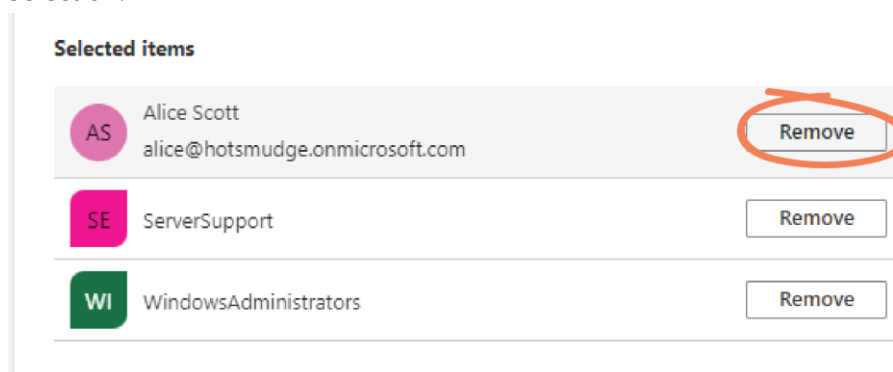
Select a role

User

4. From the **Users and groups** list on the right-hand side, select the users and / or groups you want to assign:




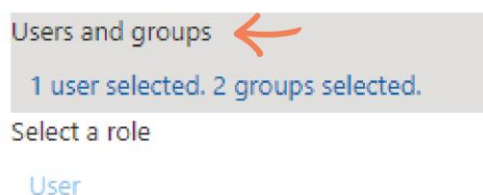
 **NOTE:** Multiple users / groups can be selected. As each user / group is selected, they appear in the **Selected items** section. Click the **Remove** button to remove a selection:



5. When the desired users are selected, click **Select**:


Select

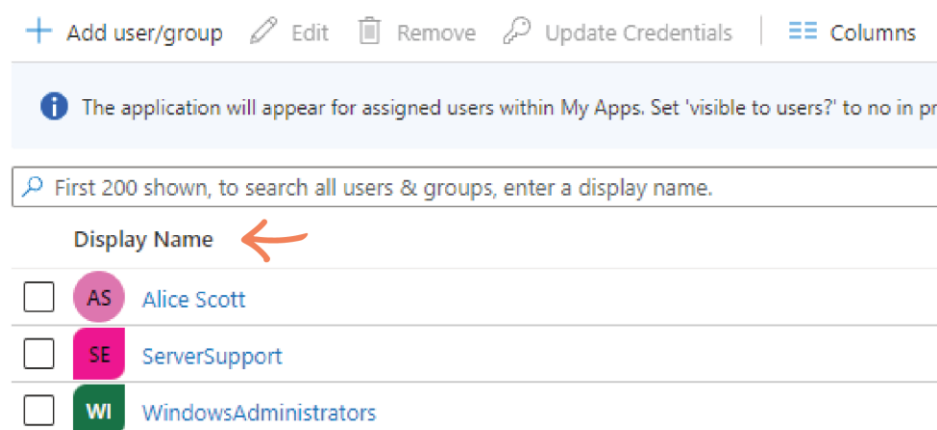
 **NOTE:** The number of selected users is now listed under **Users** in the **Users and Groups** page:



6. Click the **Assign** button at the bottom of the page:

Assign

 **NOTE:** This action returns you to the **Users and Groups** page. A success message appears upon completion, stating the number of users and that have been successfully assigned access to the application. The assigned users are listed under **Display name:**



Task F: Start Provisioning

Task F initiates the provisioning cycle, in which requests are made to create, update, and delete users within Admin By Request.

1. From the application page (**Home > Enterprise applications > Admin By Request SCIM**) select **Provisioning** (located in either the left-hand menu or the main page):

Home > Hot Smudge Design > Enterprise applications >

Admin By Request SCIM | Overview ...

Enterprise Application

Overview

Deployment Plan

Manage

Properties

Owners

Roles and administrators (Preview)

Users and groups

Single sign-on

Provisioning

Application proxy

Self-service

Security

Conditional Access

Properties

Name ⓘ

Admin By Request SCIM

Application ID ⓘ

bdfc065c-57a2-48b9-b4ba-...

Object ID ⓘ

84593c50-cd26-4cca-a9e7-...

Getting Started

1. Assign users and groups

Provide specific users and groups access to the applications

[Assign users and groups](#)

2. Click the **Start Provisioning** tab from the top menu:

[▶ Start provisioning](#)
☐ Stop provisioning
 [↺ Restart provisioning](#)
[✎ Edit provisioning](#)
[👤 Provision on demand](#)

Got a second? We would love your feedback on user provisioning. →

Current cycle status

Incremental cycle stopped.

0% complete

[View provisioning logs](#)

Statistics to date

[View provisioning details](#)
[View technical information](#)

NOTE: Eventually users and groups are synchronized to your Admin By Request User Portal. This usually occurs approximately every 20 to 40 minutes. When synchronization is complete, the page displays provisioning details:

Start provisioning Stop provisioning Restart provisioning Edit provisioning Provision on demand

Got a second? We would love your feedback on user provisioning. →

Current cycle status
Incremental cycle completed.
100% complete

Statistics to date

- View provisioning details
- View technical information

Users: 3 Groups: 2

View provisioning logs

Provision On Demand

Azure AD provides a Provision on demand option which force the synchronization of a user immediately. This is a good way to validate provisioning with a small number of users before rolling out broadly for your organization. You can only **Provision on demand** one user at a time.

- To do this, select the **Provision on demand** tab from the top menu:

Start provisioning Stop provisioning Restart provisioning Edit provisioning Provision on demand Refresh

Got a second? We would love your feedback on user provisioning. →

Current cycle status
Initial cycle not run.
View provisioning logs

Statistics to date

- View provisioning details
- View technical information

- In the search bar, type the name of one of the assigned users – in this case, *Alice Scott*:

Select a user to

- Quickly create or update the user's account in the target application based on your provisioning configuration
- Provision a user on demand
- Validate provisioning with a subset of users before rolling out broadly in your organization

Search: Alice

Alice Scott
alice@hotsmudge.onmicrosoft.com

Selected user
No user or group selected

IMPORTANT: You can only provision users that have been assigned to the application (covered in Task E). Users that have not been assigned are still able to be selected if you type their name into the search bar, but the user will not be synchronized to the Admin By Request User Portal (you will receive an **out of scope** error message). However, if you have unassigned a user from the application, you can **Provision on demand** this change to immediately remove them from the Admin By Request User Portal (instead of waiting for the provisioning cycle to run). This is covered in the Deprovisioning section further on in this Task (i.e., Task E).





3. Select the user from the list, and click the **Provision** button at the bottom of the screen:

Provision

NOTE: If successful, the **Provision on demand** window details the four completed actions and provides **Export details** listing each target attribute name and its value:

Provision on demand ...

[Learn More](#) | [Technical details](#) | [Got feedback?](#)

-  **Import user** ⓘ
 Successfully imported user
[View details](#)
-  **Determine if user is in scope** ⓘ
 User is in scope
[View details](#)
-  **Match user between source and target system** ⓘ
 Successfully matched user
[View details](#)
-  **Perform action** ⓘ
 Successfully created user in target system
[View details](#)

In the Admin By Request User Portal, the user that was **Provisioned on demand** (*Alice Scott*) is now synchronized (viewing data in the User Portal is covered in detail in Task G):

System for Cross-domain Identity Management (SCIM) Activity		
Drag a column header here to group by that column or click the funnel icon to filter by a column value		
Time	User	Description
04-10-2021 18:19:59	Alice Scott	User with email Alice@hotsmudge.onmicrosoft.com created

IMPORTANT: You cannot use **Provision on demand** for groups. Therefore, all Group-Based Roles other than the *Default* Role are not implemented until the provisioning cycle runs and groups are synchronized. This means that individual users who are **Provisioned on demand** (such as *Alice Scott* in our example) will have the *Default* permissions assigned, as can be seen in the user portal:

Portal User Logins											
	Name	Logon Type	Active	SCIM	Users	Settings	Inventory	Approve	Auditlog	Reports	Scope
Edit	Alice Scott	Office 365	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>

Deprovisioning

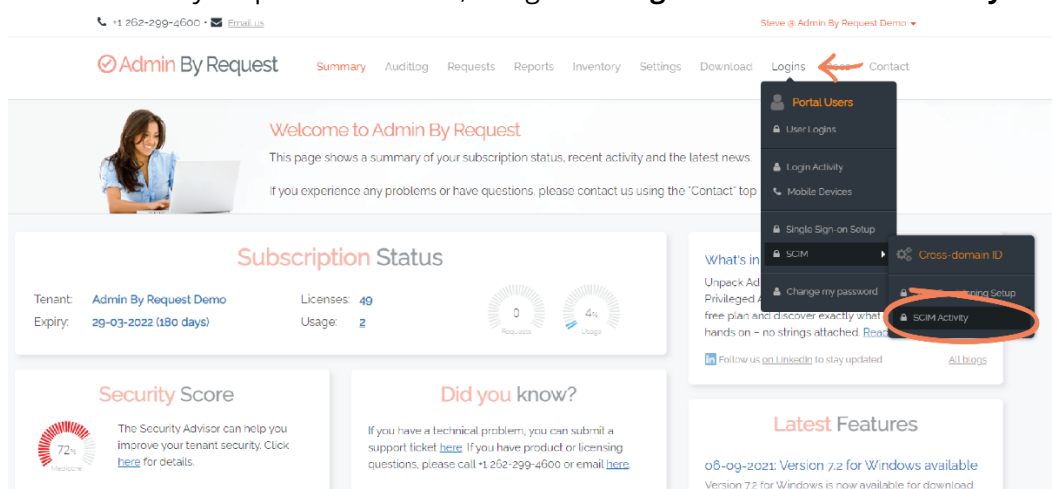
To deprovision users and / or groups, navigate to **Users and Groups** and unassign the desired users / groups from the Admin By Request SCIM app. When the provisioning cycle runs, they will be deleted from the Admin By Request User Portal.

To force the immediate deprovisioning of a user, unassign them as described above, then navigate to **Provisioning > Provision on demand**, type the name of the user you have just unassigned in the search box, and click the **Provision** button at the bottom of the screen.

Task G: View Data in User Portal

Provisioned users and groups are now available in the Admin By Request User Portal.

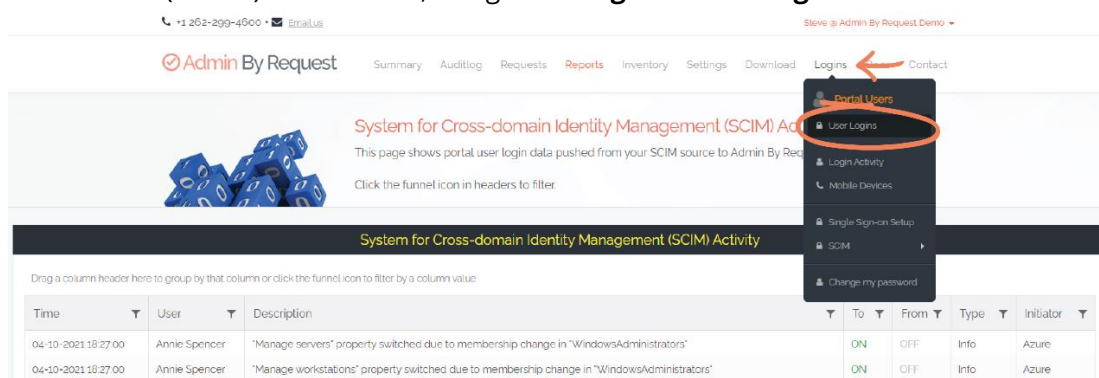
1. In the Admin By Request User Portal, navigate to **Logins > SCIM > SCIM Activity**:



2. The table displays all synchronized user and group data, including the **Time** synchronization occurred, the name of the **User**, a **Description** of the activity, **To** and **From** columns (which only display content if a permission has changed – i.e., a property has 'switched' from checked to unchecked, such as when a user has been added to a group or their Group-Based Role has been edited, etc.), and the **Initiator** (the IDP – i.e., Azure AD):

System for Cross-domain Identity Management (SCIM) Activity						
Drag a column header here to group by that column or click the funnel icon to filter by a column value						
Time	User	Description	To	From	Type	Initiator
04-10-2021 18:27:00	Annie Spencer	"Manage servers" property switched due to membership change in "WindowsAdministrators"	ON	OFF	Info	Azure
04-10-2021 18:27:00	Annie Spencer	"Manage workstations" property switched due to membership change in "WindowsAdministrators"	ON	OFF	Info	Azure
04-10-2021 18:27:00	Annie Spencer	"Allow app" property switched due to membership change in "WindowsAdministrators"	ON	OFF	Info	Azure
04-10-2021 18:27:00	Annie Spencer	"Change settings" property switched due to membership change in "WindowsAdministrators"	ON	OFF	Info	Azure
04-10-2021 18:27:00	Annie Spencer	"Modify portal users" property switched due to membership change in "WindowsAdministrators"	ON	OFF	Info	Azure
04-10-2021 18:27:00	Annie Spencer	User added to group WindowsAdministrators			Info	Azure
04-10-2021 18:26:57	Annie Spencer	"Manage mocs" property switched due to membership change in "Default"	OFF	ON	Info	Azure
04-10-2021 18:26:57	Annie Spencer	"Manage servers" property switched due to membership change in "Default"	OFF	ON	Info	Azure
04-10-2021 18:26:57	Annie Spencer	"Manage workstations" property switched due to membership change in "Default"	OFF	ON	Info	Azure
04-10-2021 18:26:57	Annie Spencer	"Allow app" property switched due to membership change in "Default"	OFF	ON	Info	Azure
04-10-2021 18:26:57	Annie Spencer	"Change settings" property switched due to membership change in "Default"	OFF	ON	Info	Azure
04-10-2021 18:26:57	Annie Spencer	"Modify portal users" property switched due to membership change in "Default"	OFF	ON	Info	Azure
04-10-2021 18:26:56	Alex Taylor	User with email alex@hotsmudge.onmicrosoft.com created			Info	Azure
04-10-2021 18:26:56	Alice Scott	User with email Alice@hotsmudge.onmicrosoft.com created			Info	Azure

3. All provisioned users should have the appropriate permissions as defined in Group-Based Roles (Task B). To view this, navigate to **Logins > User Logins**:



4. The appropriate checkboxes should be ticked next to each user depending on their group and the Group-Based Role defined for that group:
- *Alice Scott* has the *Default* permissions assigned as she is not a member of any group.
 - *Alex Taylor* has permissions defined for the *ServerSupport* Group-Based Role.
 - *Annie Spencer* has permissions defined for the *WindowsAdministrators* Group-Based Role.

Portal User Logins													
	Name	Logon type	Active	SCIM	Users	Settings	Inventory	Approve	Auditlog	Reports	Scope	Last use	
Edit	Alice Scott	Office 365	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>		
Edit	Alex Taylor	Office 365	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>		
Edit	Annie Spencer	Office 365	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>		

IMPORTANT: As soon as a user is synchronized, they get the permission defined for their group in Group-Based Roles (either Default or specific IDP group). If Group-Based Roles are edited, the users assigned that Role get the updated permissions as soon as the provisioning cycle runs again.

5. Click the **Edit** button next to a user in **Portal User Logins** – in this example, *Alex Taylor*:

	Name
Edit	Alice Scott
Edit	Alex Taylor
Edit	Annie Spencer

IMPORTANT: Users that have been synchronized with SCIM cannot be edited within the Admin By Request User Portal. You can view their data in the Portal Account section, but are not able to make changes because the data is controlled by the IDP (i.e., Azure AD):

The screenshot shows two main sections: 'Portal Account' and 'Scope'.

Portal Account:

- Sign-on method: Office 365 / Azure AD Single sign-on
- Full name: Alex Taylor
- Email address: alex@hotsmudge.onmicrosoft.com
- Phone No: (empty)
- SCIM user: ☒ ON. Text: SCIM users cannot be edited (with a red arrow pointing to this text).
- SCIM source group: ServerSupport
- Account enabled: ☒ ON
- View auditlog: ☒ ON
- View inventory: ☒ ON
- View reports: ☐ OFF
- Allow mobile app: ☐ OFF
- Approve requests: ☒ ON
- Modify settings: ☐ OFF
- Modify portal users: ☐ OFF

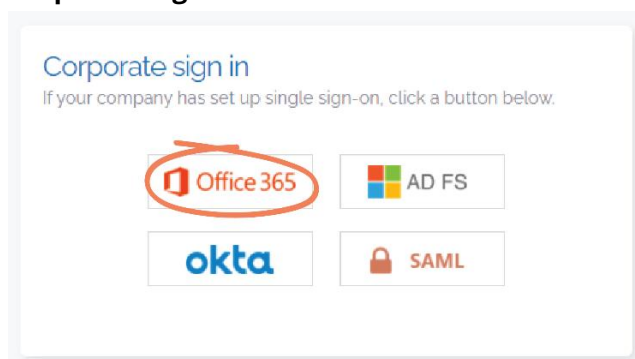
Scope:

- Computer must be in OU: (empty)
- Computer must be in group: (empty)
- End user must be in OU: (empty)
- End user must be in group: (empty)
- Multiple groups or OUs must be separated by comma. OUs can be specified as either:
 - The bottom name, such as Sales. If multiple OUs have this name, either will match
 - Path from the root using backslashes, such as \America\Customer Relations\Staff
- View Windows Workstations: ☐ OFF
- View Apple Macs: ☐ OFF
- View Windows Servers: ☒ ON

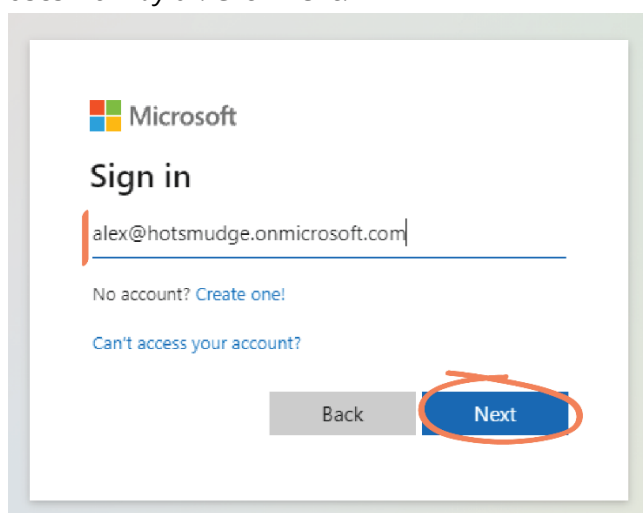
User Login

Now that users are provisioned, they can sign into the Admin By Request User Portal using their IDP credentials.

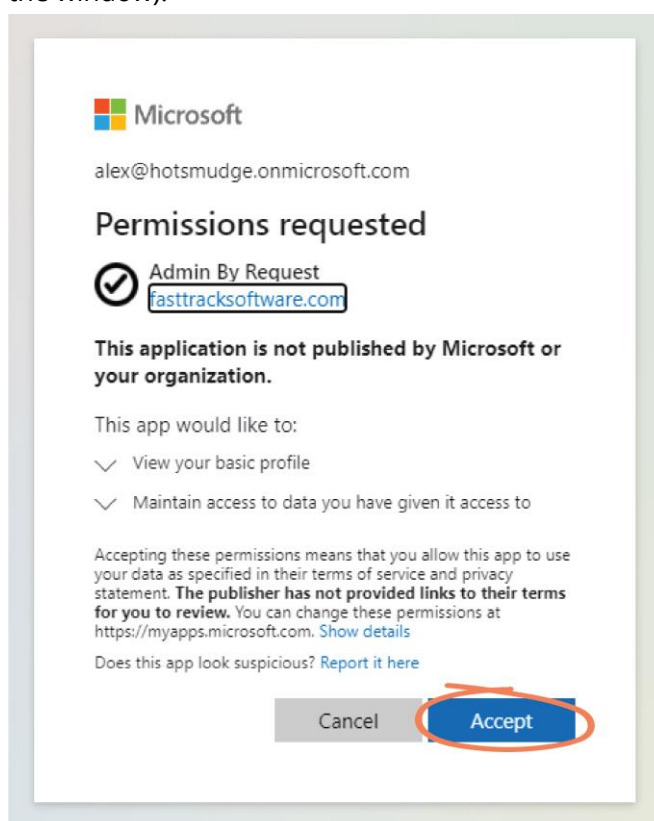
1. Go to the Admin By Request Sign in page and select **Office 365** from the **Corporate Sign-in** section:



2. Provisioned users can use their Office 365 user name to sign in. This example uses *Alex Taylor*. Click **Next**:



3. Select **Accept** to give permission to the app the required permissions (listed in the window):



4. Once signed in, the user only has access to User Portal features according to the permissions defined in their Group-Based Role. *Alex Taylor* is in the *ServerSupport* group, with access to view the *Auditlog*, *Inventory*, and *Reports* data, approve *Requests*, and *Manage Servers* (not shown on this page):

The screenshot shows the Admin By Request user portal for Alex Taylor. The top navigation bar includes the Admin By Request logo, contact information (+1 252-293-4600, email us), and a user profile dropdown for Alex Taylor. The main navigation menu is circled in red, showing Summary, Auditlog, Requests, and Inventory. The Summary page is active, displaying a welcome message, subscription status, security score, and latest features.

Subscription Status

Tenant:	Admin By Request Demo	Licenses:	49
Expiry:	29-03-2022 (176 days)	Usage:	2

Security Score

72% Feedback

The Security Advisor can help you improve your tenant security. Click [here](#) for details.

Did you know?

You are not using the mobile app. The mobile app gives you your Auditlog, Requests and Inventory right in your pocket. It also allows you to approve requests in real-time. [Read more](#)

Latest Features

06-09-2021: Version 7.2 for Windows available
Version 7.2 for Windows is now available for download. Please refer to [this page](#) for more information.