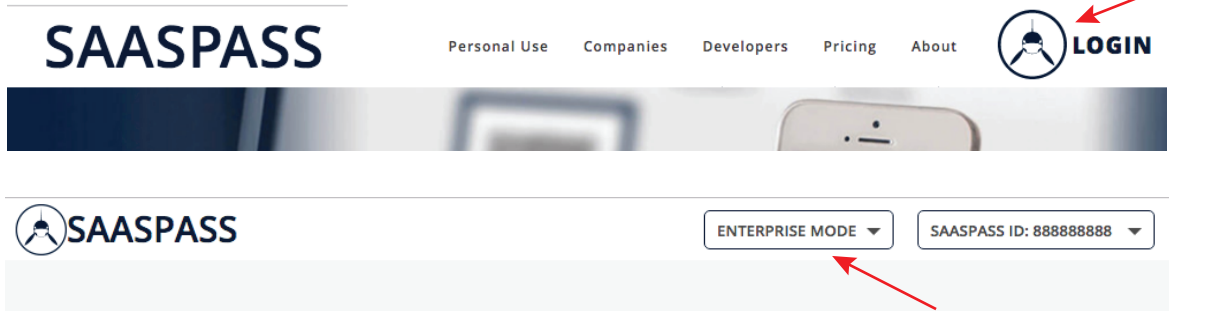


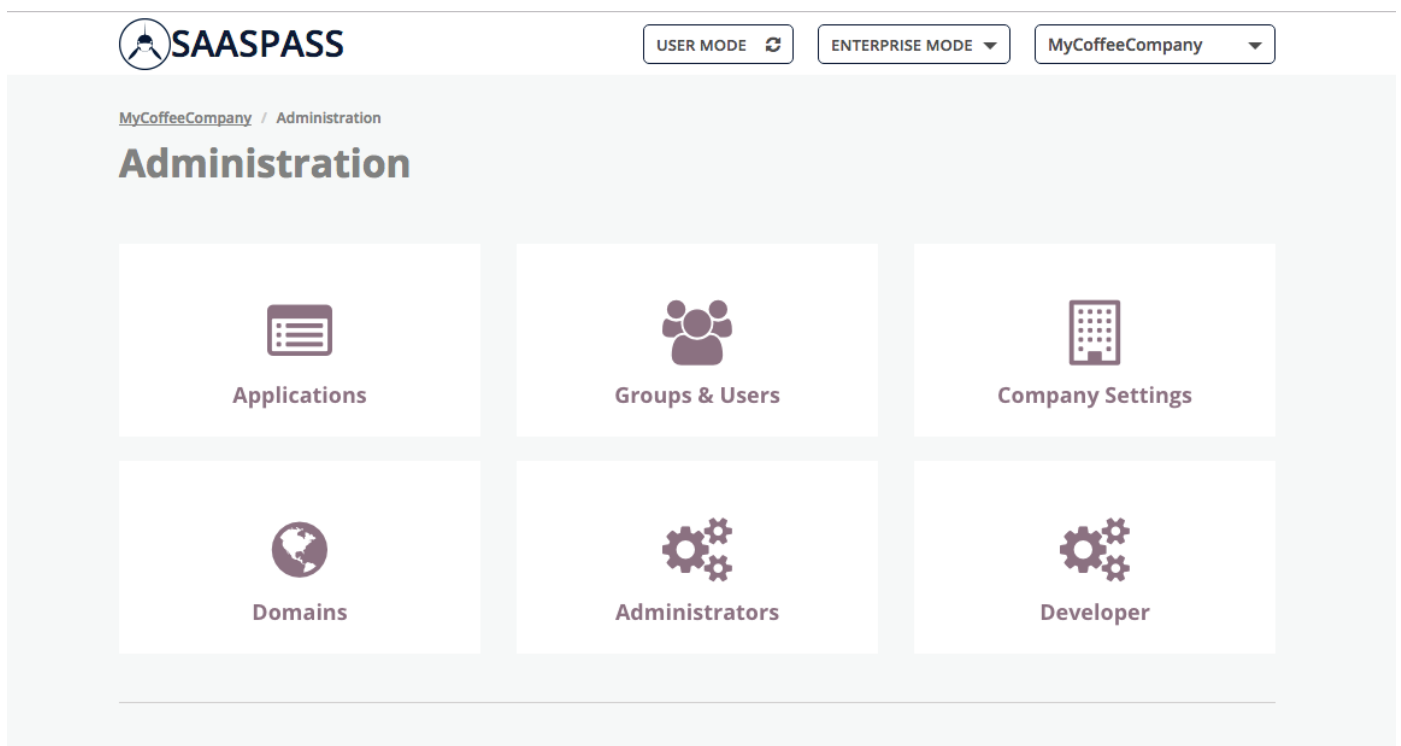
## ADMIN INSTRUCTIONS FOR USER ACCOUNTS MAINTENANCE:

1) Make sure that you have already downloaded the SAASPASS App and registered your company from the company registration page.

2) Go to [www.saaspass.com](http://www.saaspass.com) and click on "Login." Use your SAASPASS mobile application to log into the SAASPASS user portal.



3) Switch to your company administrator portal and go to Groups & Users.



4) From the left menu, see the Active Directory tree:

Under the added Active directory tree, you will find admin:

### -Active Directory Settings

**-Organizational Units imported:** When Agent imports the Organizational Units selected by the admin, a SAASPASS group is created. This group will contain the user accounts which do not belong to any Active Directory group within that Organizational Unit.

**-Active Directory Groups:** Each group existing under a selected Organizational Unit is added as a SAASPASS group.



## Active Directory Settings

Under an activated Active Directory, as an admin, you will find the following:

**-Agent Status:** See the status of the Active Directory Agent. Only an 'active' Agent is able to synchronize Active Directory accounts with SAASPASS. If status is 'pending' or 'deactivated,' as an admin you need to download a new Agent and install it on your server in order to reactivate it.

**-Last Synchronization:** Date time of the last successful synchronization between the SAASPASS Active Directory Agent and SAASPASS Servers.

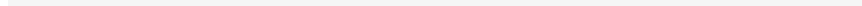
**-Groups imported:** See how many Groups and Organization Units have been imported to SAASPASS. Click on the link to see the list of the Organizational Units.

**-User accounts imported:** How many accounts have been imported and which ones are already active or remain pending on verification. Options for resend verification emails or bulk user accounts verification.

**WIRE - ACTIVE DIRECTORY**

<b>AGENT STATUS</b> <b>ACTIVE</b>	If you need to reinstall or reactivate your Active Directory Agent, you should deactivate it before. Once current Agent is inactive, you will get a new Activation Code and Download Link.
<b>LAST SYNCHRONIZATION</b> 21.07.2016 11:29	Sync is a background process. Refresh the page to see updates.
<b>GROUPS IMPORTED</b> <b>1 Groups imported</b> <b>1 Groups created from OU</b> <a href="#">Organization Units imported (1)</a>	SAASPASS only imports the user and groups from the OUs selected in SAASPASS AD Agent. SAASPASS creates a group for each of your groups found in the selected OUs and a group for each OU where the ungrouped accounts are included.
<b>USER ACCOUNTS IMPORTED</b> <b>2 Active Active Directory Accounts</b> <b>2 Pending Active Directory Accounts</b> <b>4 Total Active Directory Accounts</b> <a href="#">RESEND VERIFICATION EMAILS</a> <a href="#">BULK VERIFICATION</a>	User accounts must be verified with a SAASPASS ID in order to be able to log into the applications.  Active Directory accounts can be pending on email verification. Admin can resend verification emails to let users verify their accounts.  Admin can verify accounts also with bulk verification via CSV file upload.

[DOWNLOAD AGENT](#)[DEACTIVATE AD AGENT](#)





## User Accounts Verification

User accounts should be verified by a SAASPASS ID. When a user activates SAASPASS mobile application, it gets a unique personal SAASPASS ID. The verification process links the user account with the user's SAASPASS ID.

In order to verify an Active Directory user account to a SAASPASS ID, as an admin, you are able to proceed in different ways:

### 1) Admin verification:

#### - Verification for a single account:

Administrator finds the user account under Groups & Users section. Click on it to open user account details window.

In the 'Account Verification' tab, as an admin, you can search for a user's SAASPASS ID. If systems finds it, admin finds the option to verify the account.

DAVID - USER ACCOUNT DETAILS

SAASPASS ID

No user set

TYPE

Active directory account

STATUS

Pending Verification

SOURCE

Added by Admin

ACCOUNT VERIFICATION

SAASPASS ID, Mobile number, Email or Active Directory account

SEARCH

AD DISTINGUISHED NAME

CN=David,CN=Users,DC=cliporg,DC=co

USER ACCOUNT GROUPS:

	GROUPS	GROUP APPLICATIONS	TYPE
<input type="checkbox"/>	MyCompany		

Add to group:

<<

<

1

>

>>

Rows:

10

Admin is also able to search for an email address or mobile number in order to find the user's SAASPASS ID. This will work only if the email address or the mobile number is already verified by the user's SAASPASS ID.



## -Bulk account verification:

Administrator opens Active Directory settings from left menu tree. Click on the 'Bulk Verification' button.

The screenshot shows the SAASPASS interface for Active Directory management. On the left, a sidebar contains a menu with options like 'EVERYONE', 'EMAIL ACCOUNTS', 'MOBILE NUMBERS', 'APPLICATION GROUPS', 'CUSTOM GROUPS', 'wire - AD', 'SETTINGS', 'wire.com(Everyone)', 'OU:BOU(Everyone)', 'BGroup', 'pegasus - AD', 'dragon.local - AD', and 'NEW ACTIVE DIRECTORY'. The main panel is titled 'WIRE - ACTIVE DIRECTORY' and contains the following information:

- AGENT STATUS:** ACTIVE. A note states: "If you need to reinstall or reactivate your Active Directory Agent, you should deactivate it before. Once current Agent is inactive, you will get a new Activation Code and Download Link."
- LAST SYNCHRONIZATION:** 21.07.2016 11:29. A note states: "Sync is a background process. Refresh the page to see updates."
- GROUPS IMPORTED:** 1 Groups imported, 1 Groups created from OU, Organization Units imported (1). A note states: "SAASPASS only imports the user and groups from the OUs selected in SAASPASS AD Agent. SAASPASS creates a group for each of your groups found in the selected OUs and a group for each OU where the ungrouped accounts are included."
- USER ACCOUNTS IMPORTED:** 2 Active Active Directory Accounts, 2 Pending Active Directory Accounts, 4 Total Active Directory Accounts. A note states: "User accounts must be verified with a SAASPASS ID in order to be able to log into the applications. Active Directory accounts can be pending on email verification. Admin can resend verification emails to let users verify their accounts. Admin can verify accounts also with bulk verification via CSV file upload."

Buttons for 'RESEND VERIFICATION EMAILS', 'BULK VERIFICATION', 'DOWNLOAD AGENT', and 'DEACTIVATE AD AGENT' are present at the bottom of the main panel.

From the windows opened, an admin is able to upload a CSV file with the user accounts and their verification data. Once the file is uploaded, SAASPASS initiates a bulk verification process and reports the result to the admin.

The screenshot shows a dialog box titled 'USER ACCOUNTS VERIFICATION'. It contains the following information:

- AD USER ACCOUNTS STATUS:** 2 Active Active Directory Accounts, 2 Pending Active Directory Accounts, 4 Total Active Directory Accounts.
- A message: "SAASPASS could not verify some of your Active Directory user accounts."
- Instructions: "Please upload a .csv file listing Active Directory user accounts and some corresponding verification information."
- A note: "You can verify the accounts by submitting an Email address, Mobile Number or SAASPASS ID."
- A section titled "Emails or Mobile Numbers provided for assignment should be verified. Select verification sources that you trust:" with three checked options:
  - ☒ Data verified by user [Email or mobile number]
  - ☒ Data verified by admin [Email or Active Directory credential]
  - ☒ Data verified by an external site [Emails imported from Facebook]
- Three verification methods are listed with corresponding icons and CSV file requirements:
  - EMAIL VERIFICATION:** csv: username, email
  - MOBILE NUMBER VERIFICATION:** csv: username, mobile number
  - SAASPASS ID VERIFICATION:** csv: username, SAASPASS ID
- A 'CLOSE' button is at the bottom left.



## 2) User verification:

a) Administrator finds the user account under Groups & Users section. Click on it to open the user account details window.

In the 'Account Verification' tab:

-If AD account has an email address: Admin finds a send verification button. Upon clicking on it, the user will receive an email from SAASPASS with a verification link. When the user redirects to that URL, the user will be able to enter their SAASPASS credentials to verify the account.

ALVAROTEST - USER ACCOUNT DETAILS

SAASPASS ID

No user set

TYPE

Active directory account

STATUS

Pending Verification

SOURCE

Added by Admin

USER VERIFICATION

tresajkoeden@yahoo.com

RESEND VERIFICATION EMAIL

A verification email has been sent to this email address. Resend a verification email to encourage this user to complete their verification process or, as an admin you may verify this user by entering a unique SAASPASS ID, email address or mobile number or company Active Directory credential.

ACCOUNT VERIFICATION

SAASPASS ID, Mobile number, Email or Active Directory account

SEARCH

AD DISTINGUISHED NAME

CN=alvarotest,OU=BOU,DC=wire,DC=com

USER ACCOUNT GROUPS:


	GROUPS	GROUP APPLICATIONS	TYPE
<input type="checkbox"/>	wire.com(Everyone)		
<input type="checkbox"/>	OU:BOU(Everyone)		



- If AD account does not have an email address: Admin is able to search for user's email. SAASPASS checks if the email is verified by a SAASPASS ID. If it is not, SAASPASS offers the option to send a verification email to the user. When the user will open the email that they received, they need to click on the verification link and provide their SAASPASS credentials.

**ALVAROTEST - USER ACCOUNT DETAILS** ✕

<b>SAASPASS ID</b> No user set	<b>TYPE</b> Active directory account
<b>STATUS</b> Pending Verification	<b>SOURCE</b> Added by Admin

**USER VERIFICATION**  
tresajkoeden@yahoo.com   
**RESEND VERIFICATION EMAIL**  

A verification email has been sent to this email address. Resend a verification email to encourage this user to complete their verification process or, as an admin you may verify this user by entering a unique SAASPASS ID, email address or mobile number or company Active Directory credential.

**ACCOUNT VERIFICATION**  
  
**SEARCH**  

An Active SAASPASS user cannot be found from that submission

To verify this account, send a verification link to this email.  
This will invalidate the email verification already sent to tresajkoeden@yahoo.com.

**SEND VERIFICATION**

**AD DISTINGUISHED NAME**  
CN=alvarotest,OU=BOU,DC=wire,DC=com  
**USER ACCOUNT GROUPS:**



b) Administrator opens Active Directory settings from left menu tree. Click on the 'resend verification emails' button. A verification email will be sent for those accounts which are pending on a user's email.

USER ACCOUNTS

HARD TOKEN MANAGEMENT

EVERYONE

EMAIL ACCOUNTS >

MOBILE NUMBERS

APPLICATION GROUPS >

CUSTOM GROUPS >

wire - AD >

SETTINGS

wire.com(Everyone)

OU:BOU(Everyone)

BGroup

pegasus - AD >

dragon.local - AD >

NEW ACTIVE DIRECTORY

WIRE - ACTIVE DIRECTORY

AGENT STATUS  
ACTIVE

LAST SYNCHRONIZATION  
21.07.2016 11:29

GROUPS IMPORTED  
1 Groups imported  
1 Groups created from OU  
Organization Units imported (1)

USER ACCOUNTS IMPORTED  
2 Active Active Directory Accounts  
2 Pending Active Directory Accounts  
4 Total Active Directory Accounts

RESEND VERIFICATION EMAILS

BULK VERIFICATION

If you need to reinstall or reactivate your Active Directory Agent, you should deactivate it before. Once current Agent is inactive, you will get a new Activation Code and Download Link.

Sync is a background process. Refresh the page to see updates.

SAASPASS only imports the user and groups from the OUs selected in SAASPASS AD Agent. SAASPASS creates a group for each of your groups found in the selected OUs and a group for each OU where the ungrouped accounts are included.

User accounts must be verified with a SAASPASS ID in order to be able to log into the applications.

Active Directory accounts can be pending on email verification. Admin can resend verification emails to let users verify their accounts.

Admin can verify accounts also with bulk verification via CSV file upload.

DOWNLOAD AGENT

DEACTIVATE AD AGENT






## Assign user accounts to application




Once an application has been integrated with SAASPASS; in order to log in, users will need to identify themselves using their SAASPASS mobile application.

For that, the user account should be verified by the user's SAASPASS ID and assigned to the application previously added on the SAASPASS admin portal. When these two conditions meet, the user will find their user account displayed under the 'Applications' section on the main menu of their SAASPASS mobile app.

On the SAASPASS portal, the assignment of a user account to an application is done by group assignment. This means that admin assigns groups of user accounts to an application.

For that, go to 'Applications' section on the admin portal and find the application added.








 SAASPASS


USER MODE  ENTERPRISE MODE  MyCoffeeCompany 


MyCoffeeCompany / Applications

## Applications


APPLICATIONS




NAME 	TYPE	USERS / GROUPS	STATUS	ACTIONS
AD app	Computer Login	0 / 1	Running	
AWS	AWS	1 / 2	Running 	
LinuxSSH	LinuxSSH	0 / 1	Running	
Mail Application	Office365	1 / 2	Running	
My application 1	Custom	0 / 1	Running	



<< < 1 > >> Rows: 5 

Click on 'Manage' and go to the 'User accounts' tab. Under this tab, the admin is able to assign and unassign groups of user accounts to the application.

 SAASPASS

USER MODE  ENTERPRISE MODE  MyCoffeeCompany 

MyCoffeeCompany / Applications / My application 1

## User Accounts

OVERVIEW USER ACCOUNTS SAASPASS SERVICES DEVELOPERS

ASSIGNED GROUPS  
Assign and unassign groups of users to be authenticated for this application.

ASSIGNED GROUPS

ACTIONS

My application 1 (0)

ASSIGN 