The purpose of this script is to automate the process of creating Guest users and adding users to theHub.

*If at anytime during the running of the script it appears to have halted, or you are not seeing any prompts, check your task bar and move any maximized windows. PowerShell GUI prompts have a known issue of going to the background sometimes.*

## Pre-Requisites:

You must have the following PowerShell Modules installed on the device where you run this script

1. AzureAD - <https://docs.microsoft.com/en-us/powershell/module/azuread/?view=azureadps-2.0>

## Script Run:

1. Upon receiving a ticket for adding new guest user or giving a user access to theHub from the Service Desk run the CheckandAdd-Guests-theHub script.
2. The most up to date version will always be published at  <https://github.com/BellTechlogix/CheckandAdd-Guests-theHub> Download the [CheckandAdd-Guests-theHub.zip](https://github.com/BellTechlogix/CheckandAdd-Guests-theHub/blob/master/CheckandAdd-Guests-theHub.zip) which contains the script file, and a .bat to make everything simple.
3. Extract both files to the same location. Make sure the folder name does not have spaces in it, or the script will fail.
   1. You can Right click the .bat file and run-as administrator   
      Graphical user interface, text, application

      Description automatically generated  
      But sometimes you may need to open CMD as Administrator, navigate to the folder and run the .bat, if the script is running hidden and you are having problems.   
      Graphical user interface

      Description automatically generated
   2. You may get a prompt saying that Windows protected your PC, if so, select “More Info” then Run Anyway   
      A picture containing graphical user interface

      Description automatically generated
   3. You may get a UAC prompt, though it may not pop-up to the top of the screen, so check your task bar to see if it is down there A picture containing icon

      Description automatically generated
4. The next thing you should see is the version checker verification
   1. if you are running the most current version uploaded you will see something like this:   
      Graphical user interface, text, application

      Description automatically generated
   2. If Not, it will look like this and the script will exit, you must then go download the updated version and start over at the top.   
      Graphical user interface, text, application

      Description automatically generated
5. The script will now check that the correct modules are loaded, this occurs in the background and can take several seconds.
   1. If for some reason the script cannot load the module it will try to install it, if it still cannot load the script will halt.
6. The script will now attempt to authenticate the Azure Module this may take several seconds you should be prompted with a credential request, enter your GTIL credentials  
   Graphical user interface, application

   Description automatically generated
7. You should now be prompted with the Email List pop-up. Frequently this pop-up will come up and the background and you will need to minimize other windows to find it.
   1. The script is capable of handling multiple requests simultaneously. Please enter each requested email address then hit enter between them. Once complete click the OK button.  
      Graphical user interface, text, application

      Description automatically generated
8. You will again have to verify with a Yes, or No   
   Graphical user interface, application

   Description automatically generated
9. Now you must select the Type of employee that you are processing, this will initiate a different set of options depending on what is selected   
   Graphical user interface, text, application

   Description automatically generated
10. Once More you must verify your selection   
    Graphical user interface, text, application

    Description automatically generated
11. If you do not verify at this point the Script will halt and you must start over.   
    Graphical user interface, text, application

    Description automatically generated

Consultant/Contractor

1. After Selecting Consultant/Contractor you will get the next pop-up. Just hit OK   
   Graphical user interface, text, application

   Description automatically generated
2. Next, verify in the ticket whether they require IDHub include or not   
   Graphical user interface, text, application

   Description automatically generated
3. If you check O365 or Azure, these users should only be added to the GTIL-Support security group   
   Graphical user interface, text, application, email

   Description automatically generated
4. You should now get a pop-up reminding you to attach the log to the ticket   
   Graphical user interface, text, application, email

   Description automatically generated

Consultant/Contractor with Laptops

1. After Selecting Consultant/Contractor with Laptops and verifying you will get the next pop-up. Hit OK   
   Graphical user interface, text, application

   Description automatically generated
2. Then you should see the next group they are being added to, Hit Ok again   
   Graphical user interface, text, application, email

   Description automatically generated
3. Next, verify in the ticket whether they require IDHub include or not   
   Graphical user interface, text, application

   Description automatically generated
4. If you check O365 or Azure, these users should be added to the following two security groups   
   Graphical user interface, text, application, email

   Description automatically generated
5. You should now get a pop-up reminding you to attach the log to the ticket   
   Graphical user interface, text, application, email

   Description automatically generated

GTIL Employee/Secondee

1. After Selecting GTIL employees/secondees and verifying you will get the next pop-up. Hit OK   
   Graphical user interface, text, application

   Description automatically generated
2. Then you should see the next group they are being added to, Hit Ok again   
   Graphical user interface, text, application

   Description automatically generated
3. The User will be automatically added to IDHub include, Hit Ok   
   Graphical user interface, text, application

   Description automatically generated
4. You will now need to select the Users Location based on the ticket, this will add them to a location specific group   
   Graphical user interface, text, application

   Description automatically generated
5. Verify You selected the correct location   
   Graphical user interface, text, application

   Description automatically generated
6. You will now be notified that they are being added to the location specific group, Hit OK   
   Graphical user interface, text, application, email

   Description automatically generated
7. If you check O365 or Azure, these users should be added to the following security groups   
   Graphical user interface, text, application, email

   Description automatically generated
8. You should now get a pop-up reminding you to attach the log to the ticket   
   Graphical user interface, text, application, email

   Description automatically generated

*If you experience any issues running the script, or not getting the results you expect please escalate through your supervisor.*