Guide: Add a New User to AWS Account via IAM Identity Center

Purpose

Provide secure, centralized access to your AWS account without using root or IAM credentials.

Step 1: Enable IAM Identity Center (Only once per org)

1. Go to https://console.aws.amazon.com/

2. Search and open: IAM Identity Center

3. Click: Enable IAM Identity Center

This creates your organization access portal like:

https://<your-org>.awsapps.com/start

Step 2: Create a New User

1. Go to IAM Identity Center > Users

2. Click 'Add user'

3. Enter:

   - Username: e.g., BishalSingh

   - Email: bishalsinghofcp@gmail.com

4. Leave groups empty

5. Click 'Next' and 'Create user'

6. AWS sends an email to the user to set their password

Step 3: Create a Permission Set (If not already)

1. Go to IAM Identity Center > Permission sets

2. Click 'Create permission set'

3. Choose:

   - Predefined permission set

   - Select: AdministratorAccess

4. Set session time (e.g., 4 hours), skip tags, click 'Create'

Step 4: Assign User to AWS Account

1. Go to IAM Identity Center > AWS Accounts

2. Find your AWS account (e.g., Datapaths)

3. Click: Assign users or groups

4. Select:

   - User: Bishal Singh

   - Permission set: AdministratorAccess

5. Click Submit

Step 5: User Logs In

User visits: https://datapaths.awsapps.com/start

Logs in with:

  - Email: bishalsinghofcp@gmail.com

  - Password: Set via email invite

Clicks AWS Account > Management Console to access AWS

Optional: Disable MFA (if enforced)

1. Go to IAM Identity Center > Settings

2. Under 'Authentication', turn off 'Require MFA'

3. Or go to Users > Bishal, and remove registered MFA

Summary Table

Task	Who Does It	Where
Enable IAM Identity Center	Admin (once)	IAM Identity Center console
Create user	Admin	IAM Identity Center > Users
Assign permission set	Admin	IAM Identity Center > AWS Accounts
User login	Bishal (User)	https://<org>.awsapps.com/start
Optional: Disable MFA	Admin/User	IAM Identity Center > Settings