

Exercise 1 – Adding users and assigning licenses

Task 1 – Create Users

In this task, you create users and assign licenses to them.

1. Navigate to <(https://admin.microsoft.com)>.
2. Login with your admin user, if prompted.
3. Expand **Users** and select **Active Users**.
4. Click **+ Add a user**.
5. Enter **User** for **First Name** and **One** for **Last Name**.
6. The **Display Name** will be populated for you.
7. Enter **UserOne** for **User Name**.
8. **Uncheck** the **Automatically create password** checkbox.
9. Enter **Pa\$\$word** for **Password**.
10. **Uncheck** the **Require this user change their password...** checkbox.
11. Select **Next**. Assign the **Microsoft Power Apps Plan 2 Trial** license.
12. Click **Next**. On the next page, click **Next** again. Finally, click **Finish adding**.
13. Click **Close**.
14. We now need to add a manager so repeat steps 4-16 for **Manager User**.
15. Your new users should now be on the list of active users in Office.

Exercise 2 – Evaluating and Creating Security Roles

Task 1 – Evaluate Security Role

In this task, you will evaluate the Basic User security role.

1. Navigate to <https://admin.powerplatform.microsoft.com>
2. Select the **Environments**.
3. Select the **Wired Brain Coffee** environment and click **Settings**.
4. Expand the **Users + Permissions** section and select **Security Roles**.
5. Click to select the **Basic User** security role and click **Edit**.
6. Select the **Core Records** tab.
7. Scroll down and see the privileges the **Basic User** security role has to the **Core Records**.

8. Select the **Custom Entities** tab.
9. You will find that the **Basic User** security role doesn't have access to any of the custom entities you created. You can close this tab.

Task 2 – Copy from Existing Security Role

In this task, you will create a new security role by copying from the Microsoft Dataverse User security role.

1. Click on the ellipses (...) for the **Basic User** security role and select **Copy**
2. Enter **Wired Brain Survey User** for **Name** and click **Copy**.
3. The new security role will be created. Select the role, select edit, and your new security role will open.
4. Select the **Custom Entities** tab.
5. Locate the **Survey** table and click on the Read access circle. The security role will get **User** access to the Survey table. This means that any users with this security role will have **Read** access to the rows owned by the user or are shared with the user.
6. Click on the **Read** access circle again. The security role will now get **Business Unit** access. Any users with this security role will get **Read** access to all rows owned by the business unit the user belongs to.
7. Click the **Read** access circle again. The security role will now get **Parent: Child Business Units access**. Users with this security role will get **Read** access to all rows owned by the business unit the user belongs to and all its child business units.
8. Click on the **Read** access circle one more time. The security role will now get **Organization** access. Users with this security role will get **Read** access to all rows owned by the organisation.
9. Locate the **Question** table and click on the **Read** access circle four times. This action will give the security role **Organization** Read access to the **Question** table.
10. Locate the **Result** table and click on the **Create** circle one time.
11. Locate the **Read** circle of the **Result** table and click

Four times.

12. Locate the **Write** circle of the **Result** table and click one time.

The security role will get organization-wide level Read privilege and user-level Create/Write privileges to the Result table.

13. Select the **Core Records** tab.
14. Locate the **Feedback** table and click on the **Create** circle one time and click on the **Write** circle one time.
15. Click **Save and Close**.
16. Navigate back to the Power Platform admin center security roles window.

Task 3 – Create Security Admin Role

In this task, you will create a new security role for the application administrator.

1. Make sure you are still on the **Roles** window and click **New role** (you may need to unselect any roles you have selected to see this option).
2. Enter **Wired Brain Survey Admin** for **Role Name**.
3. Select the **Custom Entities** tab.
4. Locate the **Survey** table and click on the table name four times. The security role will get organization level of all privileges.
5. Locate the **Question** table and click on the table name four times. The security role will get organization level of all privileges.
6. Locate the **Result** table and click on the table name four times. The security role will get organization level of all privileges.
7. Select the **Core Records** tab.
8. Locate the **Feedback** table and click on the table name four times. The security role will get organization level of all privileges.
9. Click **Save and Close**.
10. Close the window.

Exercise 3 – Adding Users and Assigning Roles

Task 1 – Add Users

In this task, you add your newly created users to the Wired Brain environment

1. Navigate to <https://admin.powerplatform.microsoft.com>
2. Select the **Environments**.

3. Select the **Wired Brain Coffee** environment and click **Settings**.
4. Under Access / Users, select **See All**
5. Click **Add User** in the tool bar and then search for User One and then click **Add**
6. Select the **Wired Brain Survey User** role from the roles list and then click **Save**
7. Click **Add User** in the tool bar and then search for Manager One and then click **Add**
8. Select the **Wired Brain Survey Admin** role from the roles list and then click **Save**