

User Manual

on

AuthShield- Authentication Manager

By AuthShield Labs

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April 21, 2015

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Why Stronger Authentication

"If you were a hacker, will you try and beat the perimeter security of an organization or target the user base that may not be security conscious"

Many organizations today prompt a user to enter only a user name and password before granting access to corporate databases, email accounts and other sensitive information. However, these passwords can be easily broken into. Hackers all over the world are using different techniques ranging from spear Phishing to Man in Middle attacks to capture user details. This crime more commonly known as Identity theft is one of the fastest growing white collar crimes in the world.

As we move further into this digital age, it has become imperative for organizations to protect their critical information as well as the information of their user base from outsiders. Furthermore, there is no way of identifying the user who has actually logged into the system since the password may be shared between multiple users.

Hackers are using user name and passwords to steal data from corporate databases, SAP modules, corporate mails, credit card and other financial data, government secrets and much more.

Clearly, Passwords are not enough!!

Why Two Factor Authentication?

The strongest and fool proof safety against Identity Theft is Two Factor Authentication.

Two-factor Authentication requires at least two of the three universally recognized authentication form factors:

- 'Something you know' (user name and password)
- 'Something you have in physical possession' (AuthShield Hard Token, AuthShield Push, AuthShield Mobile Token, AuthShield Soft Token, SMS / Call token)
- 'Something you are' (Facial or Voice Recognition)









One Touch Authentication Tokens



NFC Tag



Face & Speech Recognition AuthShield supports diverse user bases by allowing users to authenticate with whatever form factor suits most. Support for multiple methods ensures that users can always be reached for additional authentication.

Protect yourself!!

AuthShield offers its users the most convenient Two Factor Authentication solution ever!

- Simple and easy set up
- Choose from among multiple form factors available
- Works in all scenarios
- Cost effective, reliable and secure

Overview of Two Factor Authentication (2FA)

Most of our digital information today is protected by using a single factor of authentication i.e. User Name and Password. Protecting this information which varies from personal and private information stored in remote systems, mail accounts, social networks etc to professional and financial data of an organization has become the single most important task for the users

AuthShield Two Factor Authentication enables users to secure their logins and transactions using any two modes of authentication –



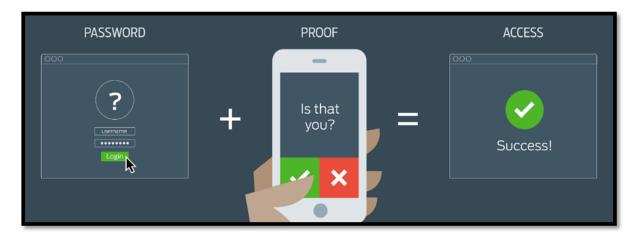
Based on his convenience, a user can choose any of the form factors as his secondary form of authentication. All kind of devices including Hard Token, Mobile Push and Mobile Token (iPhone, Android, Blackberry and Windows phone) are fully supported. For old handsets, Authshield offers the user SMS Token or Voice Token as a form of authentication where a SMS with the One Time password is sent to the user or a call made to his handset where a user just presses a button on their keypad to authenticate. AuthShield also offers Facial and Voice

Recognition. In Facial recognition, anytime a user wishes to login, his web cam / mobile cam is switched on and user's image is matched with a pre-registered image whereas in Voice recognition,

An organization can easily mix and match and choose specific form factors for different users. AuthShield's authentication server supports all the form factors and allows users the flexibility to shift from one form factor to another.

How it works

AuthShield's second form of authentication works in multiple ways. The user initially enters his user name and password as always. Once the primary password is authenticated, the user is prompted to enter his One Time Password. The One Time password could be generated using AuthShield Mobile Token, AuthShield Hard Token, AuthShield Soft Token or the user could use AuthShield Push Token to authenticate via any of the smart phones including iPhone, Blackberry, Android devices, Windows phones etc. For old handsets, user could opt for SMS / Call Token to authenticate.



AuthShield supports diverse user bases by allowing users to authenticate with whatever form factor suits most. Some users prefer AuthShield Mobile authentication (AuthShield Push, AuthShield Mobile Token, SMS / Call token) while other prefer to authenticate via a hard or soft token. Support for multiple methods ensures that users can always be reached for additional authentication.

Security

The entire authentication process is transparent where the primary password of the user is never visible to AuthShield server. AuthShield server only receives the user name and one time password thereby ensuring users privacy.

Integration

AuthShield can be integrated with multiple integration points including VPN, Web applications, Unix / SSH, corporate mail, desktop mail clients etc in less than thirty minutes.



Reliability

AuthShield uses its multiple servers hosted around the world to ensure fail over and High Availability across the client spectrum. The servers are hosted by ISO 27001 certified data centers with Disaster Recovery and Business Continuity.

About Authshield

AuthShield security team has always been focused on innovating and creating the latest technology and solutions to meet the needs of our customers. The culture around AuthShield Labs is ingrained around Innovation, Professionalism and dedication to meeting any target.

Apart from our research and development team in Two Factor Authentication, AuthShield security Team has expertise in varied domains from SSL packet decoding to full disk encryption technology. The varied skill set in our extensive security team ensures that we are able to create custom plugins for almost anything from SAP or other custom ERP's to desktop and mobile mail clients including Microsoft Outlook.

Our hosted security model brings strong, stable and easy to integrate Two Factor Authentication to any organization in the world in less than two hours!! With a multi-tenant architecture client has a centralized management system to set up Two Factor Authentication for the entire user database. The users can easily be synced from Active Directory, LDAP or any other Database. With a single authentication server, a client can assign and manage different types of tokens including Hard Token, Soft Token, One Touch Authentication etc.

For critical customers who may not wish their authentication servers to be on a hosted model, we do offer the option of hosting the authentication server at their own premises with the same set of features.

AuthShield Authentication Manager - Overview

AuthShield Authentication Manager is used to manage the entire Two-factor Authentication portfolio of an organization. A single unified view gives access to the complete functionality of the system. Access and privileges are strictly defined to ensure security of the management panel. The management panel can be used to manage the entire Two Factor Authentication environment in the organization including –

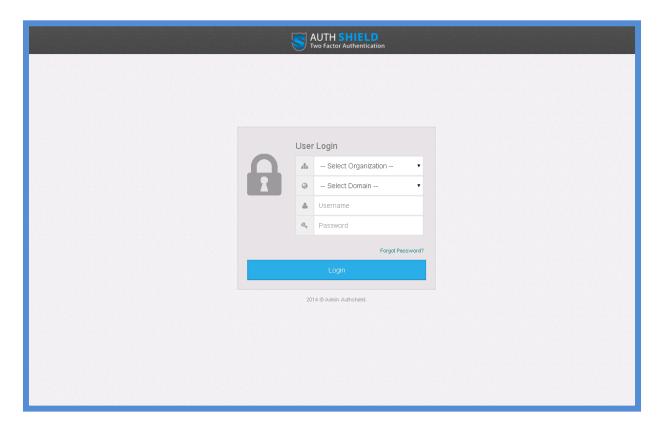
- Creation of different Applications and domains for Multi-level architecture
- Integration with Active Directory
- Managing and Assigning tokens (Hard/Mobile/Soft/Push/SMS) to users
- Locking and unlocking users / tokens
- Creating and assigning user group policies

Lets Get Started!!!

To begin, Please type IP Address / Domain name of the AuthShield server in your URL tab and press Enter

Logging In

- On seeing the Login Page, select your Organization Name from the dropdown menu
- 2. Then, select the Domain on which you wish to login to access the respective application. An organization can have multiple domain names



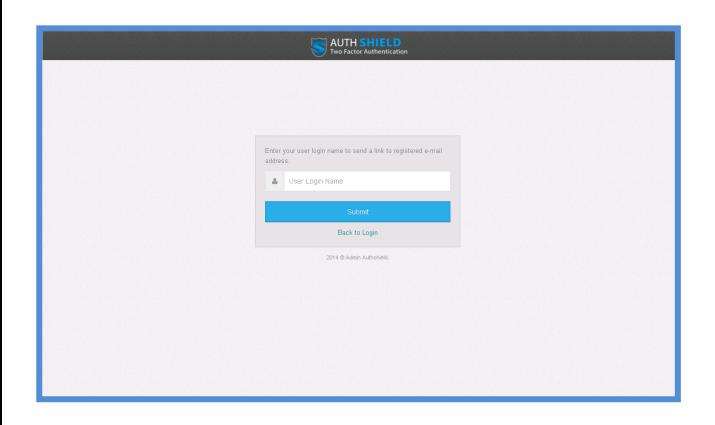
- 3. Please Enter your Username and password to Login
- 4. You will be now required to select the desired application that you want to access. Each domain can have multiple applications associated with it. Applications displayed would be the ones configured on your previously selected Domain while loggin in.
- 5. Select the Application and press Submit
- 6. You will now see the Dashboard of the GUI panel of Authsield.

Incase you Forget Password??

Have you forgotten you password? You are unable to access your account?

Do not worry. It is simple to reset your password and get back access to your account. Just follow these simple steps to reset your password:

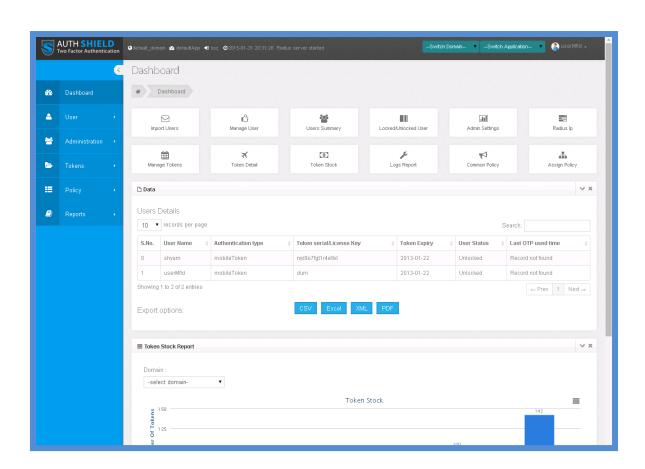
- 1. Click Forgot Passowrd link
- 2. Enter your user login name
- 3. Click submit
- 4. Now you will receive the password resetting link on your registered email. Login to your registered email Id and reset your password.



Description of various Features

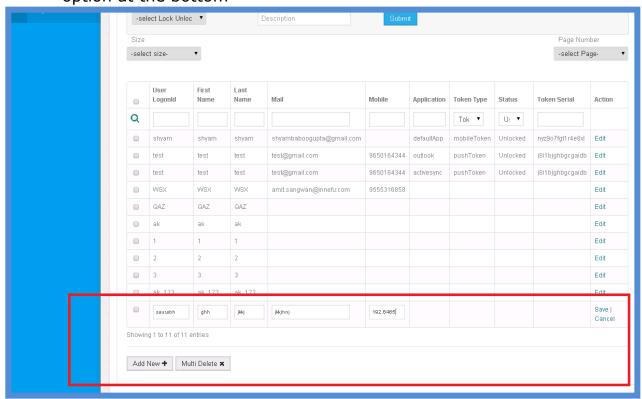
Dashboard

- Many icons are visible on the Dashboard like Import Users, Manage Users, Manage Tokens, Token Details etc. for instant access
- 2. You can also see the data for users details. These details can be downloaded as a report in following formats .csv, .xls, .xml, .pdf
- 3. Also the Token stock repost can be viewed at the bottom on any specific domain



Users

1. Import Data – You may add new user(s) to GUI Panel from Add New+ option at the bottom or You may delete user(s) using Multi Deleteoption at the bottom



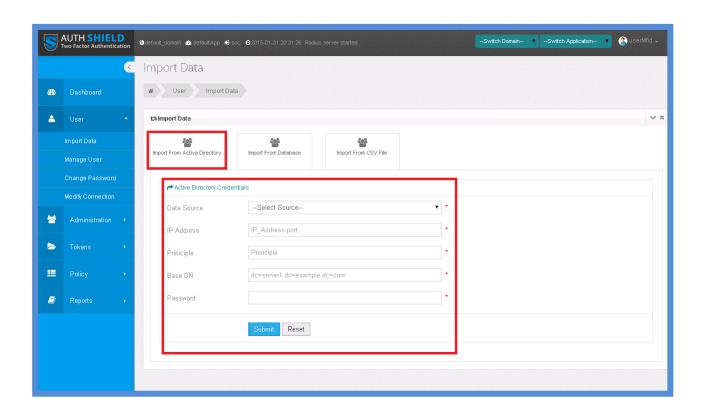
Allows you to import users to your dashboard from three different sources as follows:

a) Import from Active Directory -

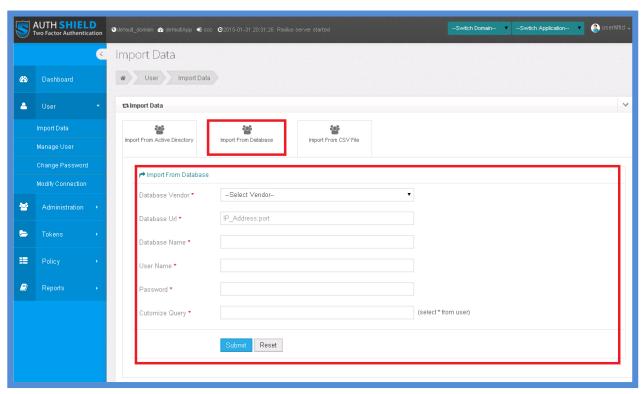
To save time and effort of creating all users again in the Authentication server, user can easily sync his AD / LDAP database with the Authentication server thereby importing his

entire user set into the system. The system has provisions for multiple filters in case user only wants to import partial user set.

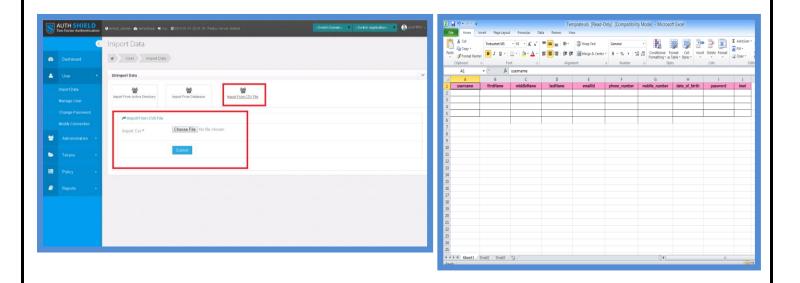
- Select the source from where you want to import users' data like LDAP server or Active Directory.
- Fill the necessary details required IP address, Principle, Base DN, Password
- Click submit to import data



- b) Import from Database Authentication manager allows you to import data for users for existing database including Oracle, MySQL etc.
 - Select the Database vendor from the list of pre-defined vendors – MySQL, Oracle, SQL Server
 - ❖ Fill the necessary details required Database URL i.e. IP address of the Database server
 - Enter details of Database Name, User Name and Password to access the Database
 - ❖ Enter the customized query and Click submit to import data i.e. to copy and pull database of users from Database to the Authentication server



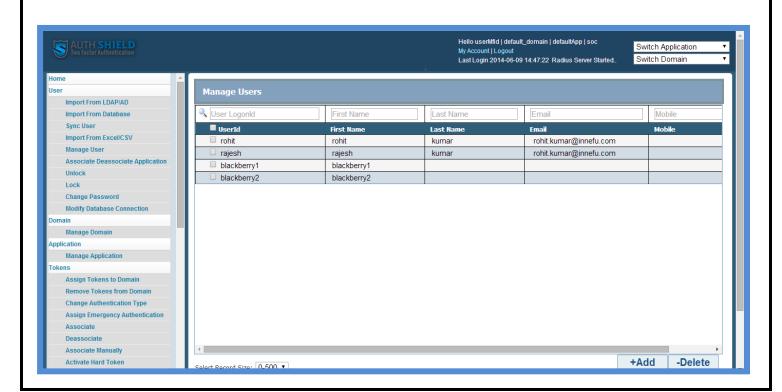
- c) Import from CSV File allows to import users' data from Excel/CSV i.e. .csv or .xls format file saved on the system. User can download a Template from the server to fill in the details of the user.
 - ❖ Fill in the template with the required details
 - Save the file
 - Browse and upload the file from the server
 - Click 'Choose file'
 - Upload the document from its saved location
 - Click submit to import data



Manage User

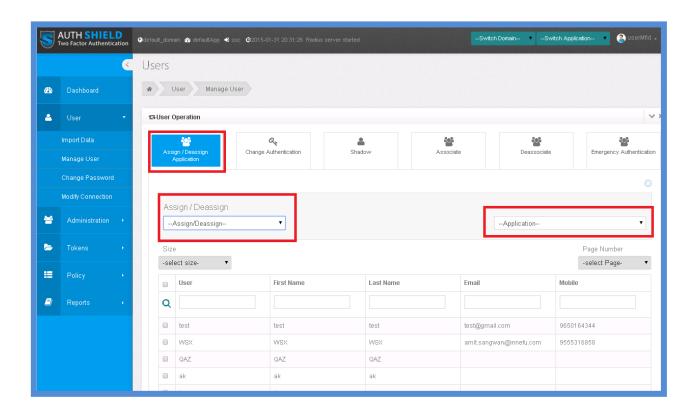
Shows the entire user set currently available in the server. User details can be modified / deleted

- ❖ Search for a particular the user using any of the filters available -
 - User LogonID
 - First Name / Last Name
 - Email etc
- ❖ Select a particular user and press Delete to delete a user. The user will be deleted from the server
- To Edit the details of a particular user Choose Edit and then change details of the user



Allows you to set Privileges, Rights or Controls

Assign/De-assign Application – To any existing user, any application can be assigned or deassigned. It is used to associate / Deassociate users from multiple applications. Since, a privileges based hierarchical model is implemented; a user has to be associated to an application before he can be assigned tokens. All users by default are initially associated to default App.



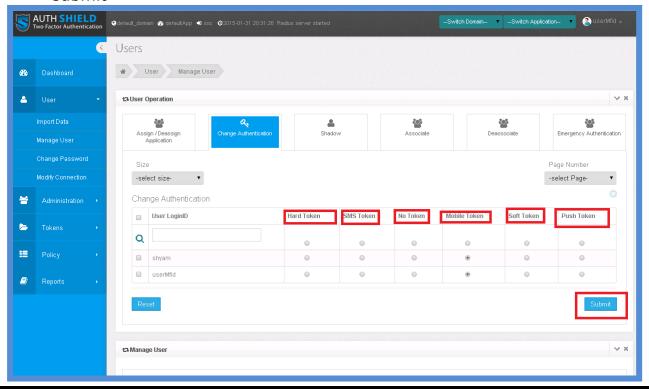
Choose the application to associate users with from the list of available applications in the server

- ❖ Select the application from which to move users to the current application. By default, all users will be associated with default_app before they are associated with any application
- Select Assign / Deassign if you want to assign a user to different application(s)
- Select the Application from the drop down menu
- You may also find the user using magnifying glass and entering search details like User, First Name, Last Name, Email or Mobile
- ❖ Now check the checkbox against the intended user(s). (Note: you may select multiple users at a same time for same task i.e. assigning or deassigning to any application.
- Click submit

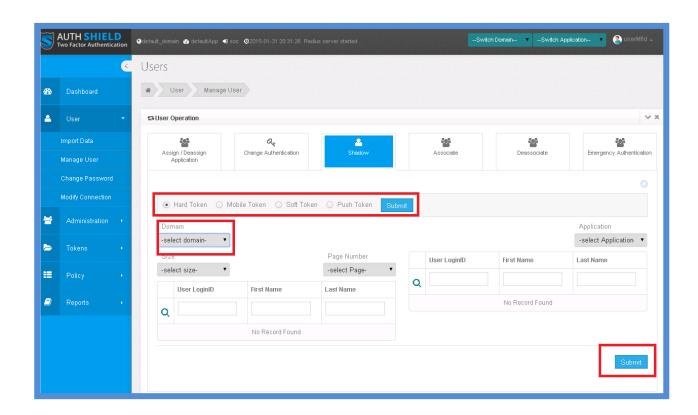
Allows you to Lock or unlock rights to receive Authentication Tokens to any user(s)

- Select Locked/Unlocked as per the current status of the user for receiving the Authentication Token
- It displays the data of all users along with their status locked or unlocked, for any type of token.
- Select the desired user(s)
- Under Action column, press Edit and then Press Save
- a) Change Authentication allows you to change authentication mode of any user. It displays the data of users and their current authentication mode.

Select the new authentication mode and click submit or click Reset if you made a mistake in selection of authentication mode and then click submit

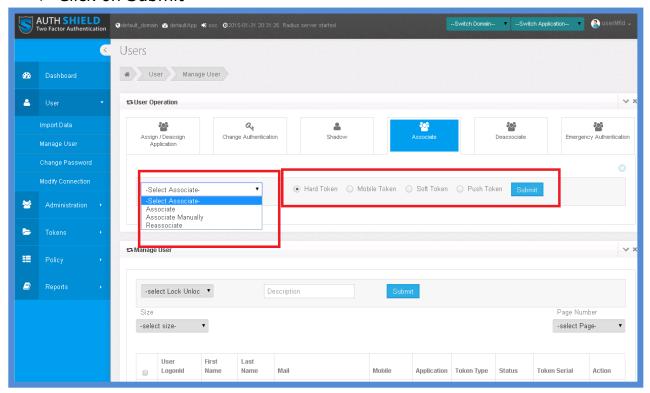


- b) Shadow In case the product is licensed for a single user, but needs to be used by already assigned user to a different application, shadow option can be used to assign the access rights to the same user to different application(s). Also in certain cases, the same user may exist in different applications with different user names. In such cases, the same token has to be mapped against different user names. This is where 'Shadow' function is used. This maps two different user names against one identity
 - Click Shadow and select the authentication mode and Press
 Submit
 - ❖ Now select the desired Domain and the Application
 - Select the user and then click Submit

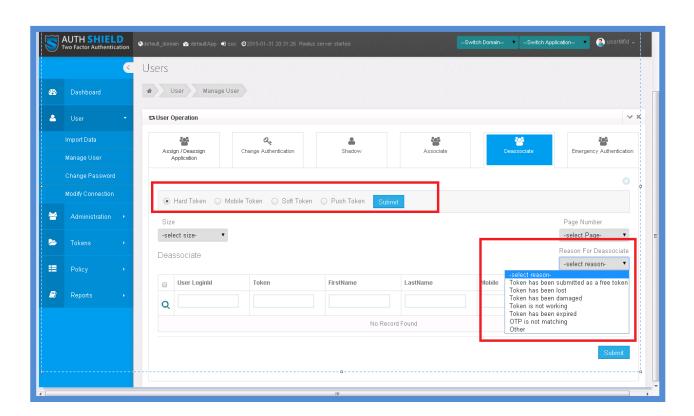


This option is for setting access rights to another user using same password as the original user which may be done when the product is licensed for single user or when needed to use substitute user.

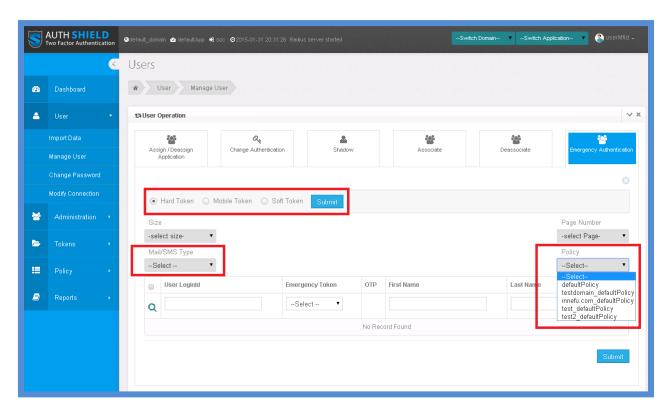
- c) Associate allows administrator to associate, associate manually or reassociate i.e. assign any kind of token(s) to a specific user(s) at a click of a button
 - Choose the type of tokens to assign
 - Select Users
 - Select category (Only applicable when activating Mobile Token)
 - Offline The user will get a QR code mailed to his mail ID
 - **Online** The user will be shown a QR code on the screen
 - Click on Submit



- **d) De-associate** allows to de-associate any kind of token from a user by mentioning the reasoning for taking this action.
 - Select token Type
 - Select reason for de-association
 - Select User
 - o Click on Submit



- e) Emergency Authentication allows to assign alternate token or to provide Emergency OTP to a user in case, he/she forgets the device like hard token or mobile, at home or the device is lost; then emergency tokens can be assigned. This Functionality can only be activated by the system administration
 - Select Token type and press Submit
 - Select mode of sending token via mail, SMS or both
 - Select the policy
 - Assign the new type of token to the user Login Id and then press
 Submit



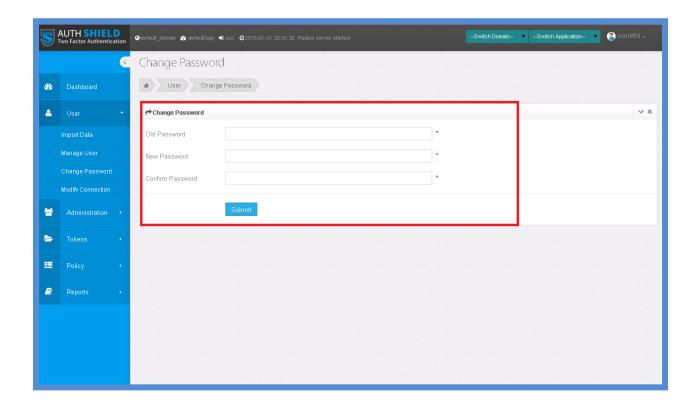
To Remove the Emergency Token Service simply un-check the emergency token checkbox to reassign the previous token and press Submit

Change Password

Allows an Admin or a user to change password to login into the Authentication panel.

- Enter Old Password
- Enter New password
- o Confirm New password
- o Click on Submit

You will be able to successfully change password.

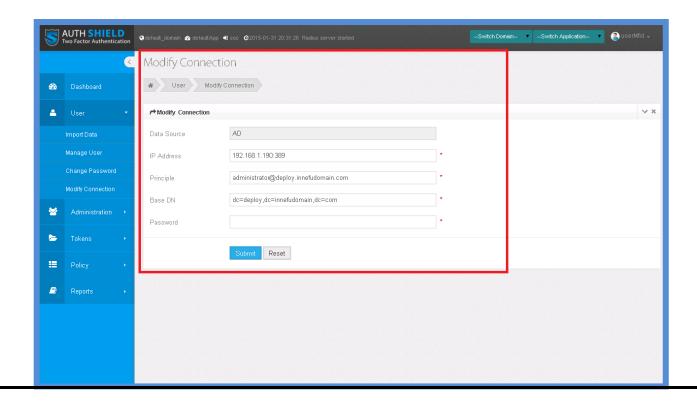


Modify Connection

Allows you to modify connection. This functionality is used in case the user makes any change to the Active Directory / LDAP / Database server, or wishes to change to change the connection string / Database query

- Edit IP Address
- o Edit Principle
- Edit Base DN
- Edit your password
- o Click submit to modify connection

On changing the connection details, when a user presses Submit, the existing details replaced with new details



Administration

Manage Admin

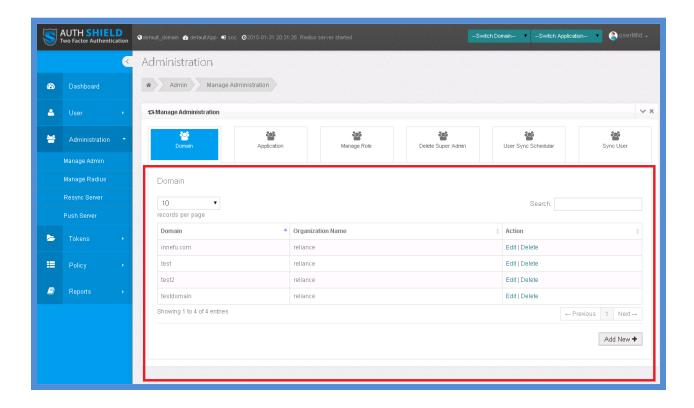
 a) Domain – allows you to manage and configure multiple domains of an organization.

Domain in Authentication server is differentiated on the basis the source feed of users i.e. in case an organization has more than two source feeds of data (e.g. More than one Active Domain, Active Directory and Native users where the Native users are authenticated locally by applications such as VPN, ERP etc) the organization will need to create more than one Domain. Each domain will cater for only one source feed of user details. For instance, if an administrator syncs users from AD and then uploads another list of users via Excel, the previous user details will be removed from the server. The Administrator will have to create two domains in the authentication server

- Under Administration ->
- Go to Manage Admin
- o Domain.
- To Edit the details of already configured domains use Edit Button and then save. By default, the Authentication server has default domain

Or

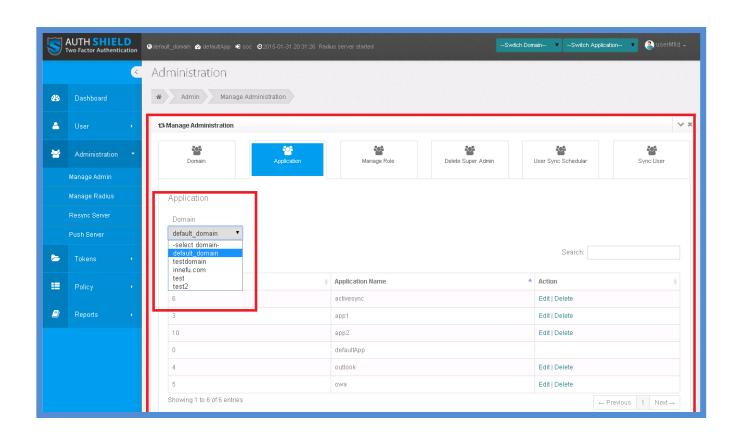
To add details for new domain use **add new +** button at the right bottom



b) Application – allows you to manage and configure multiple applications under a domain of an organization.

Applications are used as a natural grouping for an organization. For instance, if an administrator wants to segregate members of HR / Finance / Admin / R&D department in different groups, the administrator can create different applications to group them together. The advantage of grouping users is that the same policies (discussed later) can be applied to all users in the group.

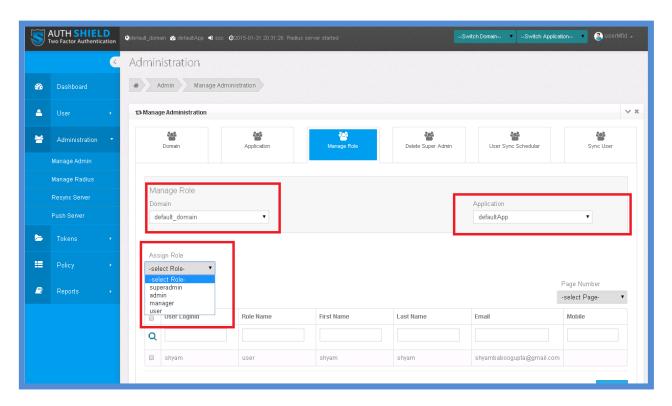
- i. Use Add to add another Application in the server
- ii. Use Edit to change Application names. By default, the Authentication server has defaultApp
- iii. Use Delete to delete a particular Application



c) Manage Role – allows you to assign various roles i.e. access controls to various users.

This function allows you to assign admin roles to the user

- Select role
- Select User
- o Click on Submit



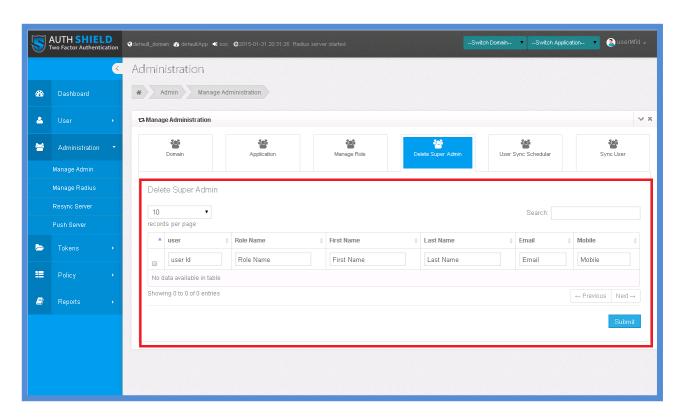
Superadmin – assign this role to a specific user LoginId for complete access and controls, rights of modification etc.

Admin – access to basic applications, rights to view/modify team members' information, set controls for other uses etc.

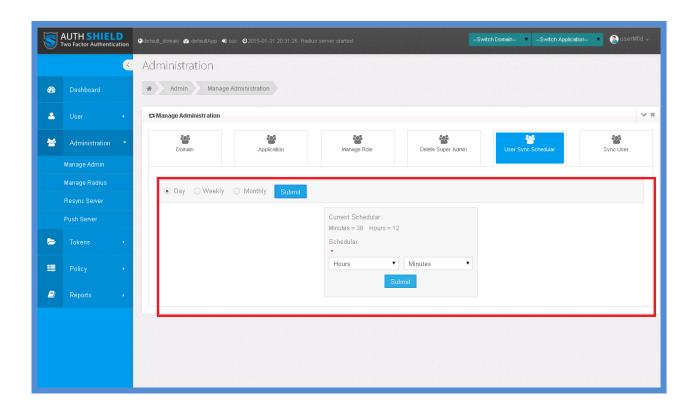
Manager – able to access basic applications along with managing/modifying team members' information

User – basic access to all applications like viewing, editing etc.

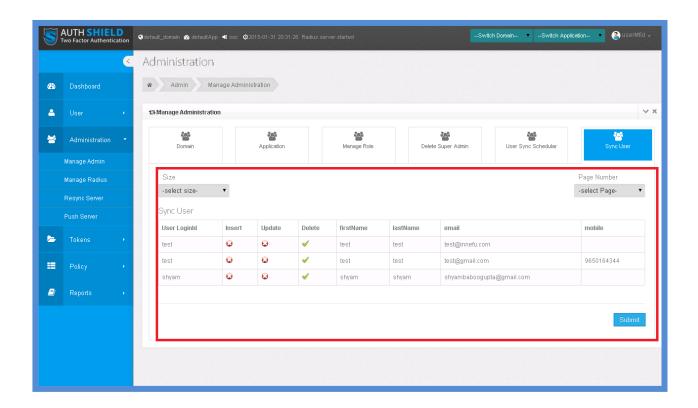
- **d) Delete Super Admin** allows you to deassign or delete previously assigned superadmin
 - o Select super admin to delete
 - o Submit



e) User Sync Scheduler – allows to sync the systems of all users with NTP (Network Time Protocol – which is a global server) to set same time on all systems, at a set interval of time which can be done daily, weekly or monthly on a specific day and time by selecting desired frequency and values and submitting the same.



f) Sync User – allows to sync individual user's system with NTP in case of change of settings of an individual or such events.

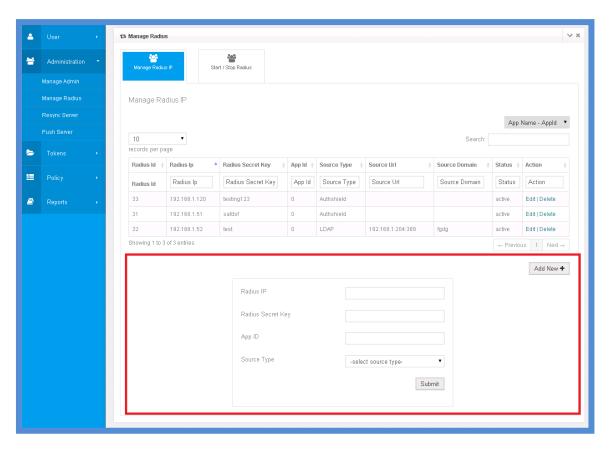


Manage Radius

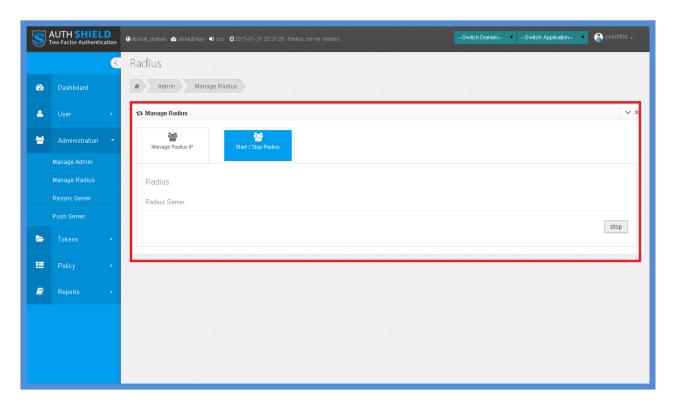
- a) Manage Radius IP Radius for any application can be managed. This feature is used to manage IP addresses which would send authentication request for multiple IP addresses. More than one IP addresses can be added for RADIUS authentication
 - Select the desired application from the drop down menu on the left.
 - Edit the details of Radius Id like Radius IP or Radius Secret Key or Source type etc.
 - Click on save after details have been edited.

To add a new radius IP - press add

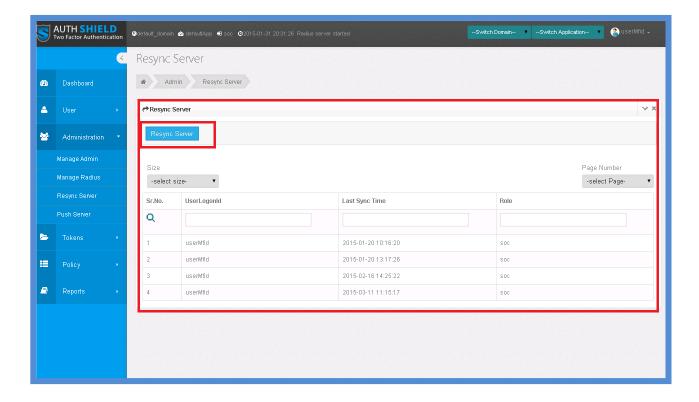
To delete a particular radius IP - Select delete button



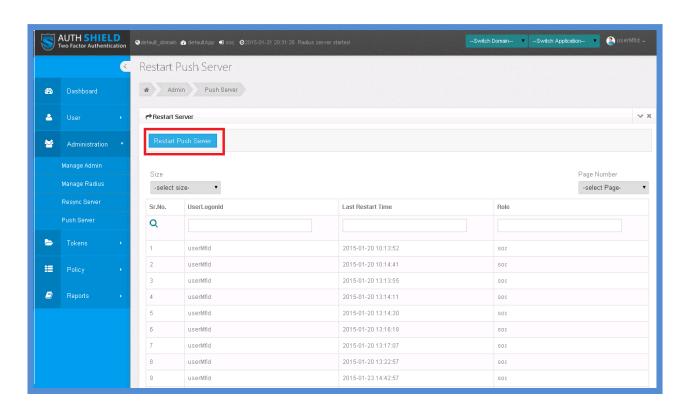
b) Start / Stop Radius - allows to start or stop a specific Radius



Resync Server – allows to resync server with NTP



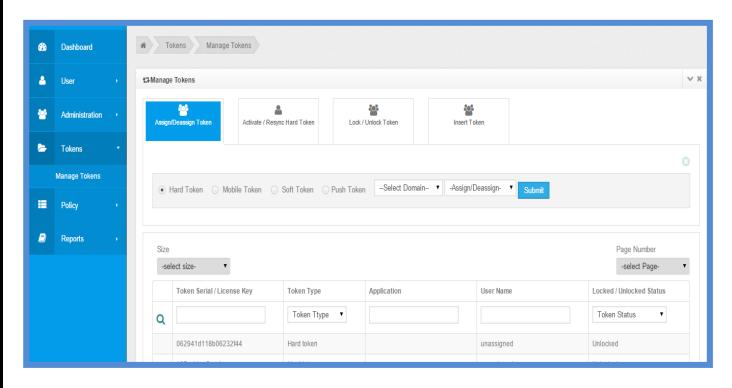
Push Server – allows to restart push server



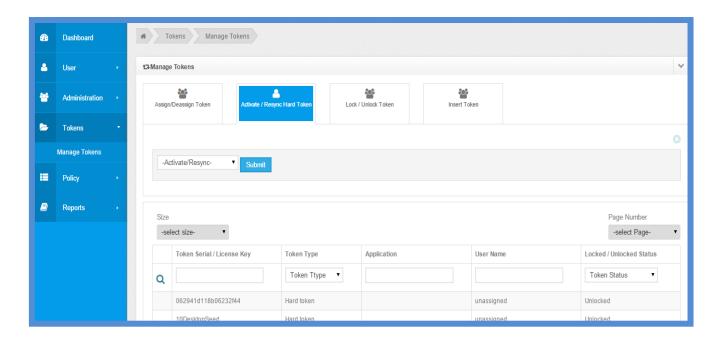
Tokens

Manage Tokens

- a. Assign / Deassign Token select to assign or deassign a specific type of token ranging from Hard / Mobile / Soft / Push Token. This feature is used to assign tokens to domains. The feature is available to System Administrator who can chose from a pool of tokens and assign tokens to the relevant domain. The total number of tokens assigned to all domains cannot exceed the total number of tokens available in the system.
 - Select the type of token to be assigned or deassigned.
 - Select the Domain and the application and then Submit.
 - o Check the desired Token serial and press Submit



- **b. Activate / Resync Hard Token** allows you to activate or resync hard Token. Hard token once assigned needs to be activated before giving it to the user or resynced with NTP if any change in settings occurs for time etc.
 - Select desired action i.e. activate or resync
 - Press Submit.
 - Details will be displayed, select the desired token or user loginId and select appropriate action
 - Press Submit.
 - Select token to activate
 - Submit
 - Please discard the first nine consecutive OTP's from 000000 to 999999
 - Enter two consecutive to activate Hard Token



c. Lock / Unlock Token – allows you to lock or unlock previously unlocked or locked tokens respectively.

Lock Token

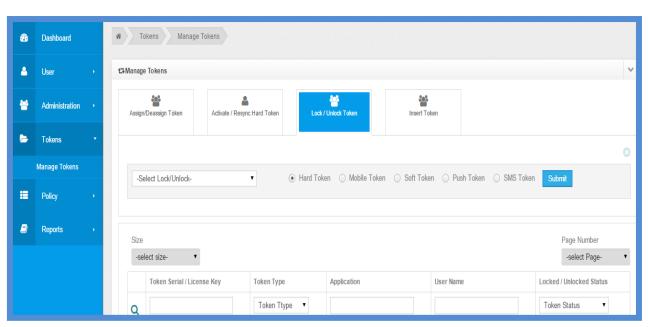
This feature is required to lock 'lost' tokens. In case a token is lost or damaged, the administrator can lock the tokens using this feature

- Choose Token type
- o Enter the description
- Select token to lock
- Submit

Unlock Tokens

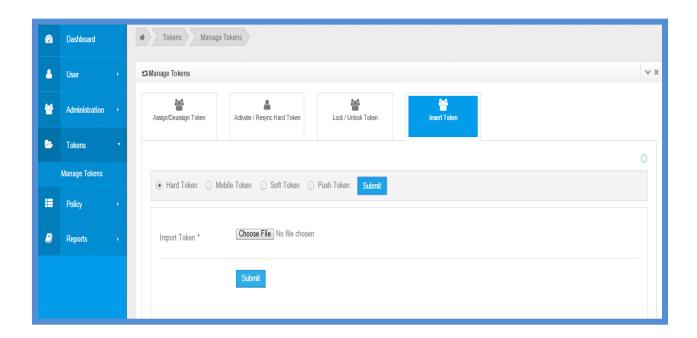
This function is required to unlock locked tokens

- Select the token type
- Select token to unlock
- Enter description
- Submit





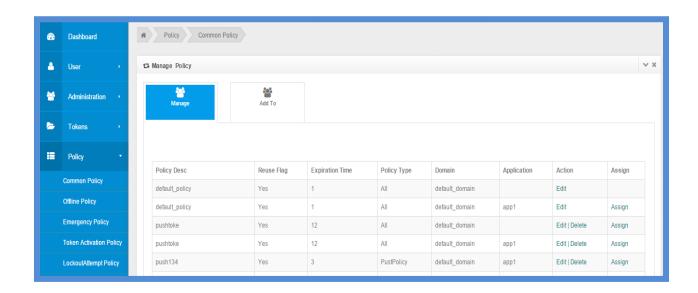
d. Insert Token – allows you to insert user details for assigning any type of token. Click insert Token -> Select type of token -> Press Submit. Upload a .csv file and then press Submit.

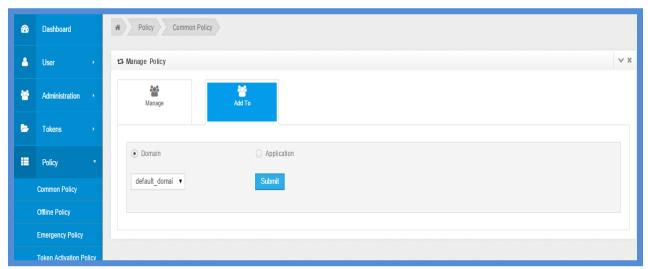


Policy

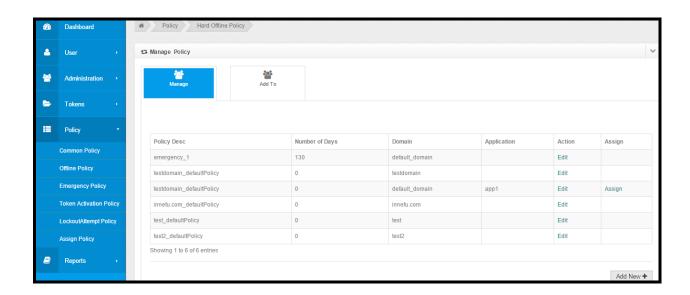
Certain times an organization needs to have separate set of guidelines for different groups. In such a scenario, organizations can use policies for different groups.

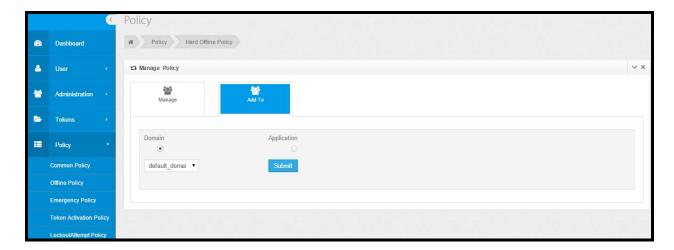
1. Common Policy – edit or assign common policy





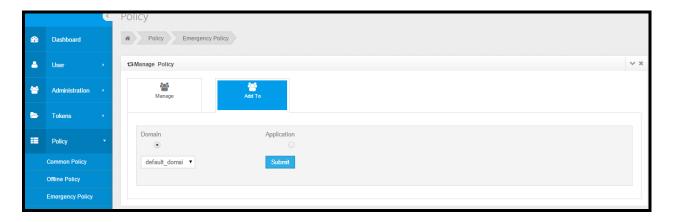
2. Offline Policy – edit or assign offline policy





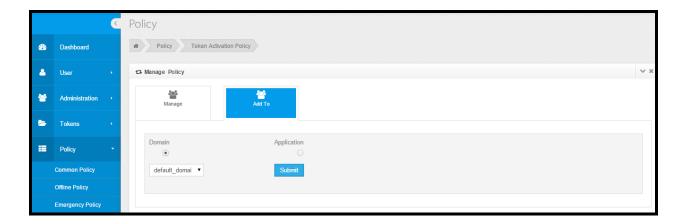
3. Emergency Policy – edit or assign emergency policy



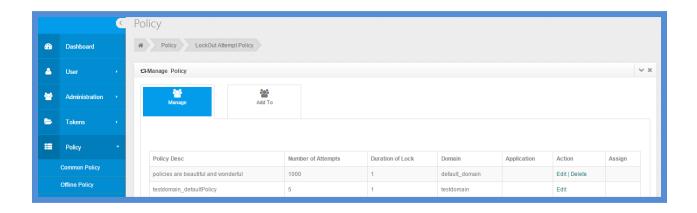


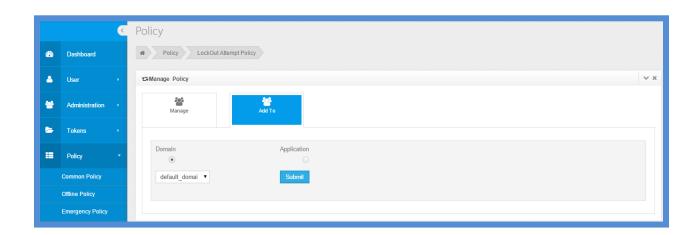
4. Token Activation Policy – edit or assign token activation policy



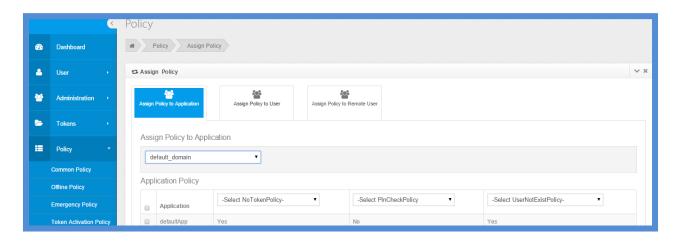


5. Lockout Attempt Policy – edit or assign lockout attempt policy which defines how many attempts are allowed per application before it is locked out. It defines the number of wrong attempts after which to lock the user

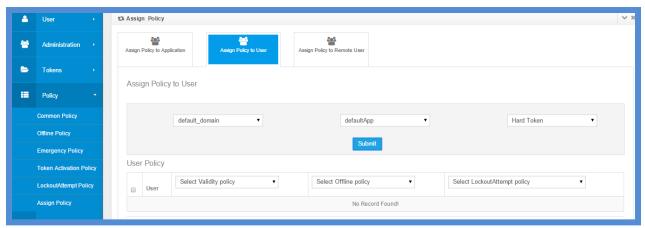




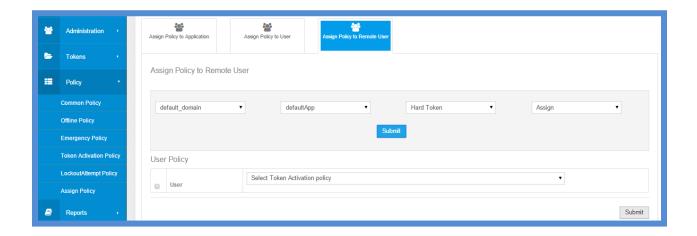
- 6. Assign Policy allows to assign policy to an application, to a user or to a remote user
 - a. Assign Policy to Application Select domain and then select
 Application Policy and then Submit



b. Assign Policy to User – Select domain, application and Authentication Type. Select user policy for validity, Offline policy or lockout attempt policy and then press Submit.



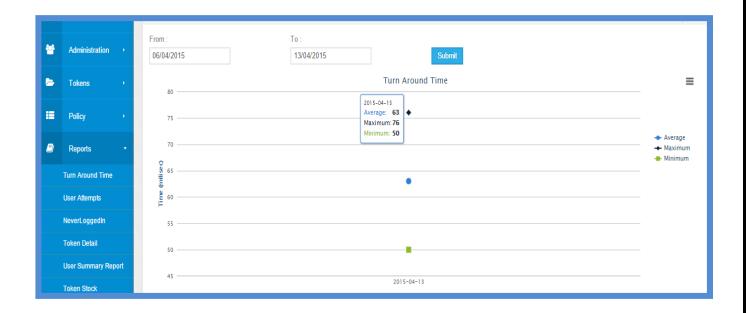
c. Assign Policy to Remote User - Select domain, application, Authentication Type and then action i.e. to assign or deassign. Then select Token activation Policy for a user.



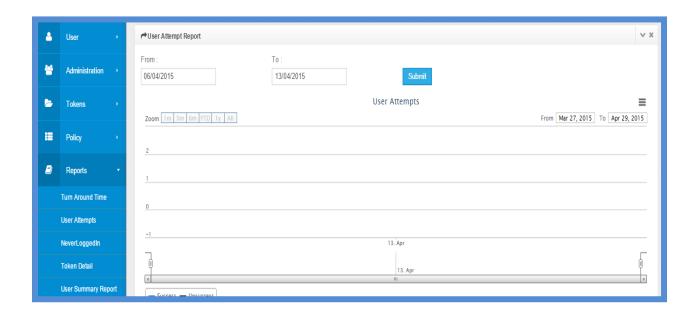
Reports

The Organization at many times needs to access various kinds of reports pertaining to various aspects of users on authentication Panel. This function allows you to access various reports for various utilities.

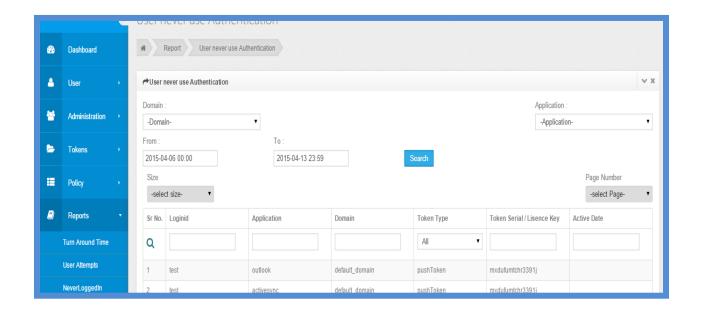
1. Turn Around time – It shows the minimum, maximum and average response time to user authentication on the server in a graph for a specific period of time. One can access the turnaround time report between specific dates i.e. it reports the time taken between queries generated from multiple ends or login attempts made by multiple users and the key generation time for each user.



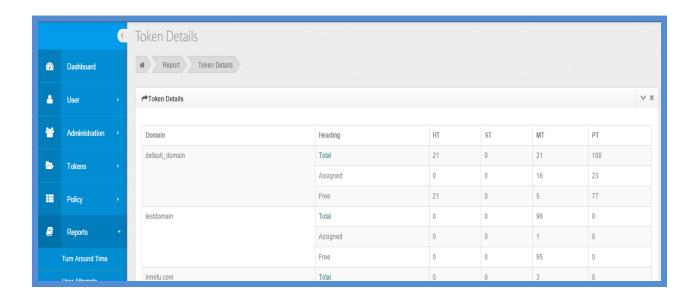
2. User attempts – access the report of details of user attempts, successful or unsuccessful, between specific dates. It shows the successful as well as unsuccessful users attempts on the server in a graph within a specific period of time.



3. NeverLoggedIn – access the report of users who have been assigned any kind of token but have never used the same to login (rather logging in with username password only and not using OTP) to any application on a specific domain between specific dates. It shows the list of users who have never logged in to the Authshield Two-Factor authentication application.

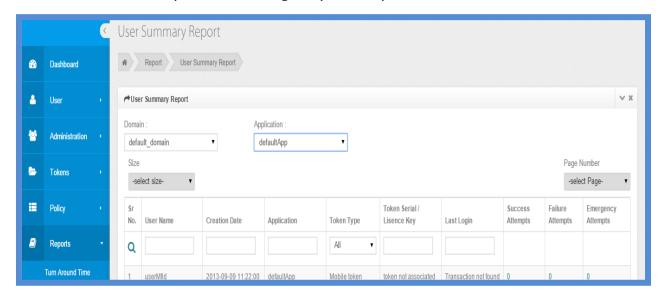


4. Token Detail – view summary report total, assigned and free tokens of all types of tokens – hard, soft, mobile and push; on each domain. This is a list of total, free and assigned domains in an application.

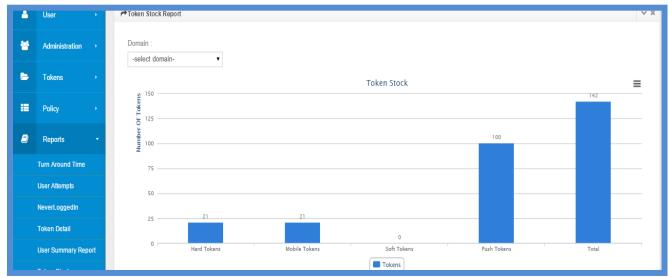


5. User Summary Report – view summary report of users on specific domain and application.

It shows the Complete details of the user like creation date, application token type, token serial key, last login, success attempts, failure attempts and emergency attempts.

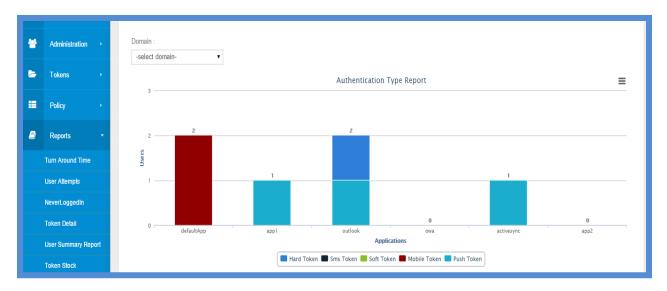


6. Token stock – view stock report of each type of token on any domain. We can see the graphical representation of all the token types for a particular domain.



7. Application vs Authentication Type – view application wise authentication report for each domain.

It shows the authentication type of a particular application in a selected domain.



8. User Logs Report – view the number of attempts per user for each application on each domain

