



IDENTITY ACCESS MANAGEMENT

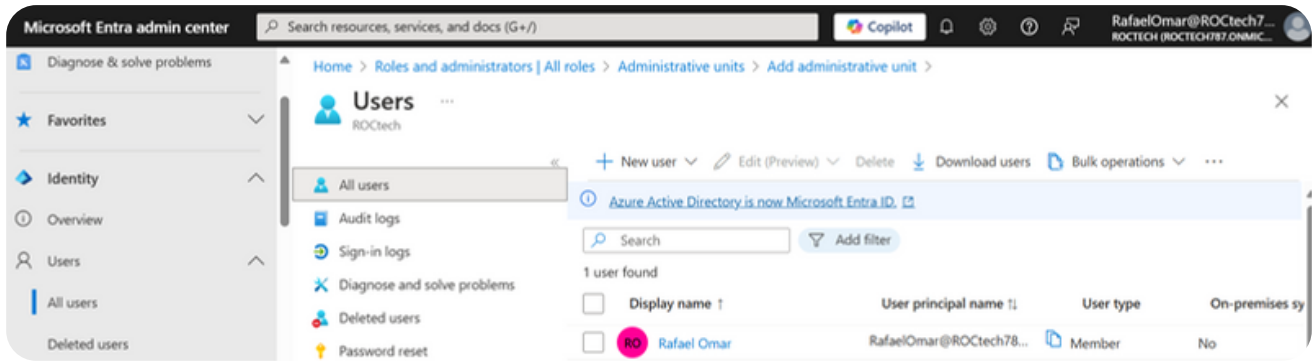
MICROSOFT ENTRA

PRESENTED BY

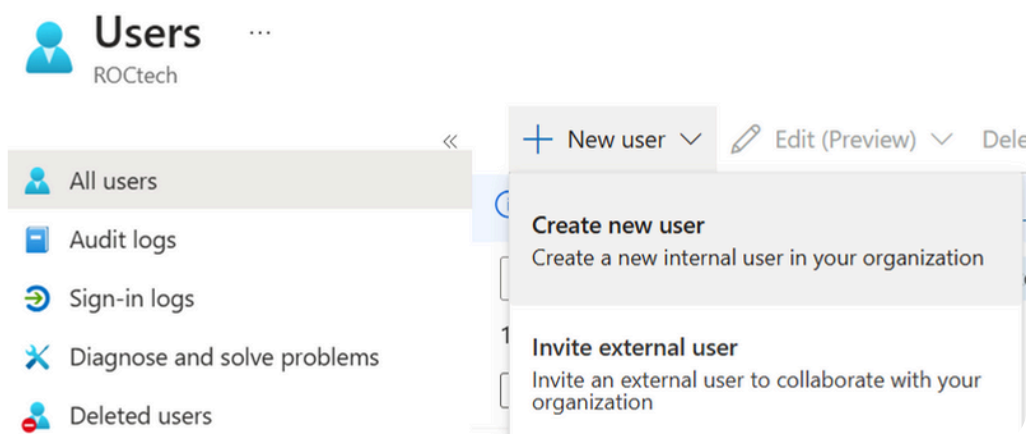
Rafael Omar Cruz

Configure & Manage a Microsoft Entra Tenant

1. Create a user on Microsoft Entra admin center.



2. We click on "New user" to create a new internal user for our new employee.



3. Complete all the basic information for the new employee.

Create new user

Create a new internal user in your organization

Create a new user in your organization. This user will have a user name like alice@contoso.com. [Learn more](#)

Identity

User principal name *	<input type="text" value="tomasjeff"/> @ <input type="text" value="ROCTech787.onmicroso..."/>
	Domain not listed? Learn more
Mail nickname *	<input type="text" value="tomasjeff"/>
	<input checked="" type="checkbox"/> Derive from user principal name
Display name *	<input type="text" value="Tomas Jeff"/>
Password *	<input type="password" value="....."/>
	<input checked="" type="checkbox"/> Auto-generate password
Account enabled ⓘ	<input checked="" type="checkbox"/>

Create new user

Create a new internal user in your organization

Basics Properties Assignments Review + create

Identity

First name	<input type="text" value="Tomas"/>
Last name	<input type="text" value="Jeff"/>
User type	<input type="text" value="Member"/>
Authorization info	+ Edit Certificate user IDs

Job Information

Job title	<input type="text" value="Help Desk Tech 1"/>
Company name	<input type="text" value="ROCTech"/>
Department	<input type="text" value="IT"/>
Employee ID	<input type="text" value="1234567890"/>

4. Provide with the new hire its appropriate roles. In this case we are assigning printer privileges and roles to Tomas Jeff.

Home > Roles and administrators > All roles > Administrative units > Add administrative unit > Users >

Create new user

Create a new internal user in your organization

Basics

Make up to 20 groups

+ Add administrative unit

Directory roles

<input type="checkbox"/>	 People Administrator	Manage profile photos of users and people settings for all users in your organization.
<input type="checkbox"/>	 Permissions Management Administrator	Manage all aspects of Entra Permissions Management.
<input type="checkbox"/>	 Power Platform Administrator	Can create and manage all aspects of Microsoft Dynamics 365, Microsoft Flow.
<input checked="" type="checkbox"/>	 Printer Administrator	Can manage all aspects of printers and printer connectors.
<input checked="" type="checkbox"/>	 Printer Technician	Can register and unregister printers and update printer status.

5. We confirm the new user created for Tomas Jeff with its corresponding roles.

Home > Roles and administrators > All roles > Administrative units > Add administrative unit > Users >

Create new user

Create a new internal user in your organization

Basics

User principal name: tomasjeff@ROCTech787.onmicrosoft.com

Display name: Tomas Jeff

Mail nickname: tomasjeff

Password: [Redacted]

Account enabled: Yes

Properties

First name: Tomas

Last name: Jeff

User type: Member

Job title: Help Desk Tech 1

Company name: ROCTech

Department: IT

Employee ID: 1234567890

Employee hire date: Mar 24, 2025, 12:00 AM

Office location: Philadelphia

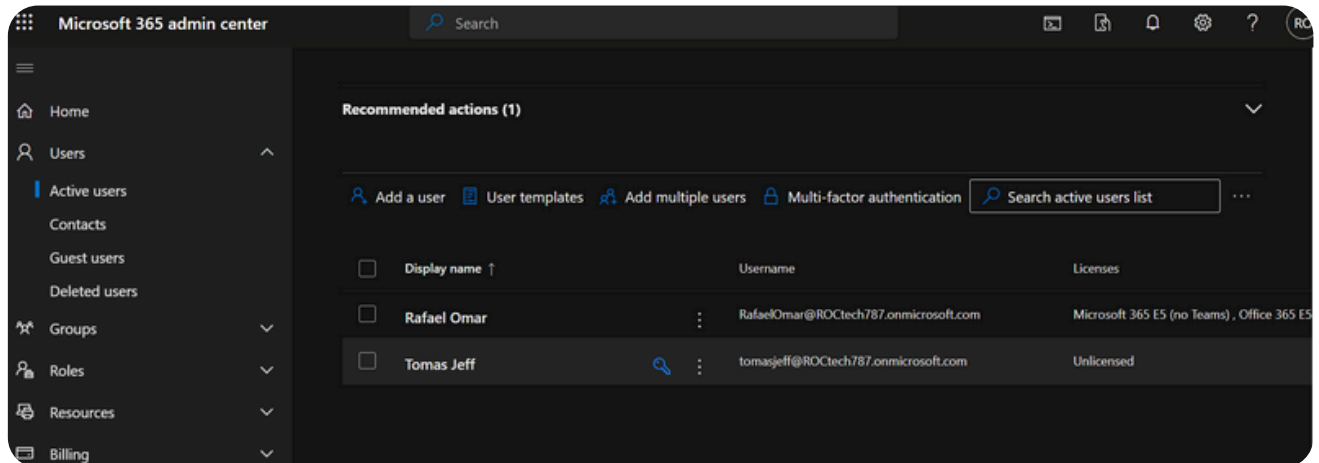
Assignments

Administrative units

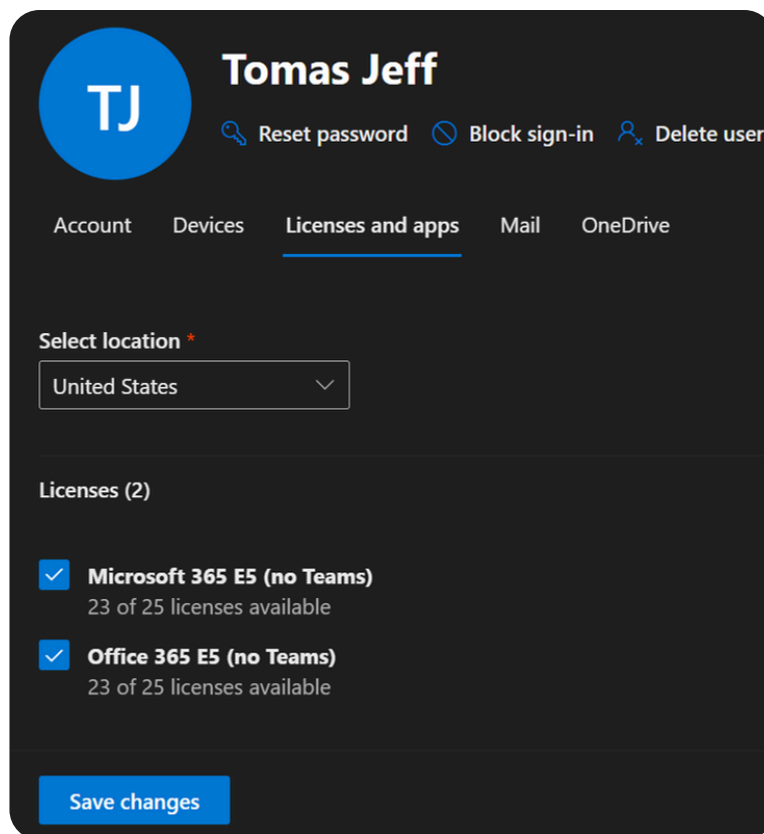
Groups

Roles: Printer Administrator
Printer Technician

6. On our MS365 admin center we can confirm that Tomas Jeff has not been assigned any licenses.

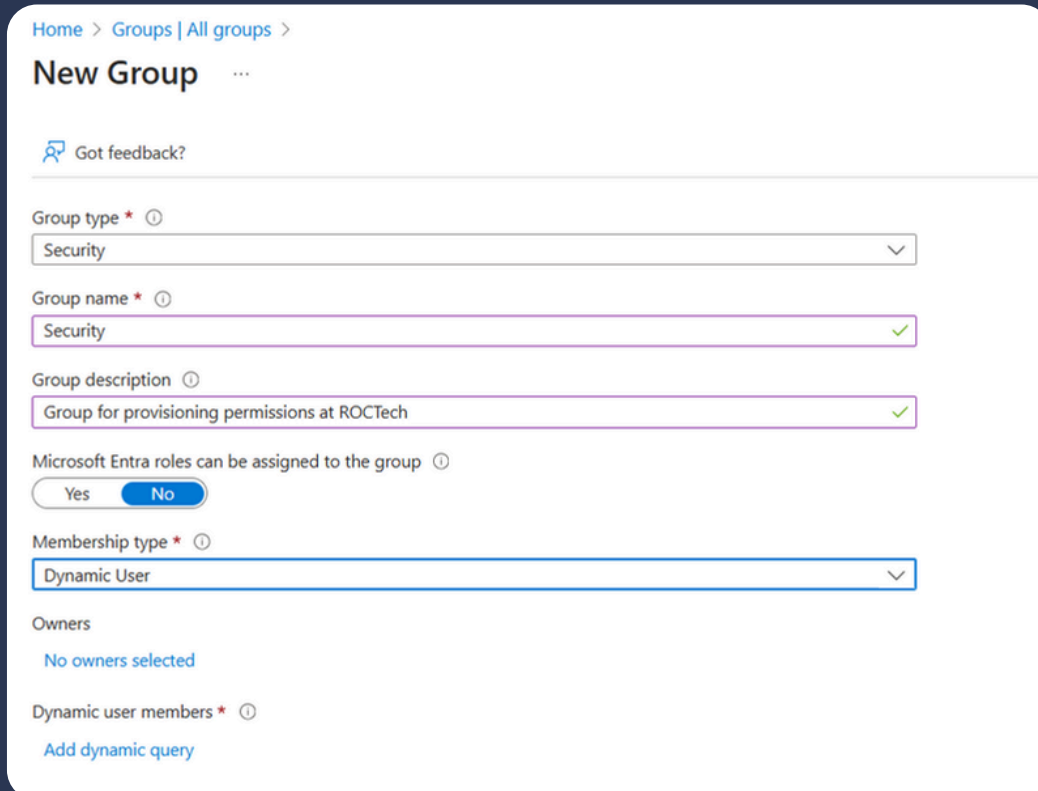


7. We then proceed to assign the new employee with his licenses, in this case Microsoft 365 and Office 365 E5.




CREATING & MANAGING GROUPS IN ENTRA

1. Let's create a Security Group for provisioning permissions. We complete the basic information and select Dynamic User for Membership type. We want to automate this group's membership assignment.



Home > Groups | All groups >

New Group

 Got feedback?

Group type * ⓘ
Security

Group name * ⓘ
Security ✓

Group description ⓘ
Group for provisioning permissions at ROCTech ✓

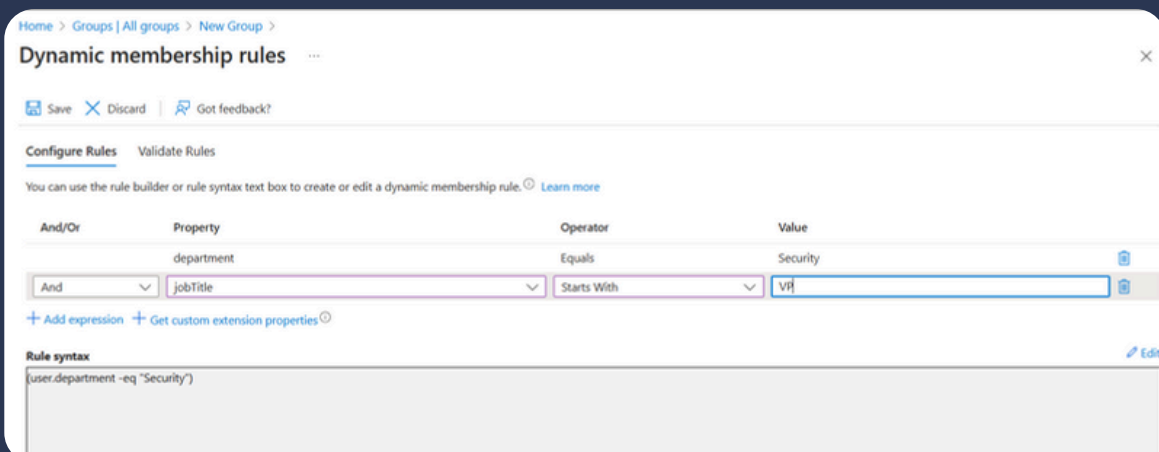
Microsoft Entra roles can be assigned to the group ⓘ
☐ Yes ☒ No

Membership type * ⓘ
Dynamic User

Owners
No owners selected




Dynamic user members * ⓘ
[Add dynamic query](#)

2. Let's configure the Dynamic membership rules to as follows: IF a new user is created AND is from the Security department AND the job title starts with VP then we want them to be automatically assign to this group.



Home > Groups | All groups > New Group >

Dynamic membership rules

 Save  Discard  Got feedback?

[Configure Rules](#) [Validate Rules](#)

You can use the rule builder or rule syntax text box to create or edit a dynamic membership rule. ⓘ [Learn more](#)

And/Or	Property	Operator	Value
	department	Equals	Security
And	jobTitle	Starts With	VP

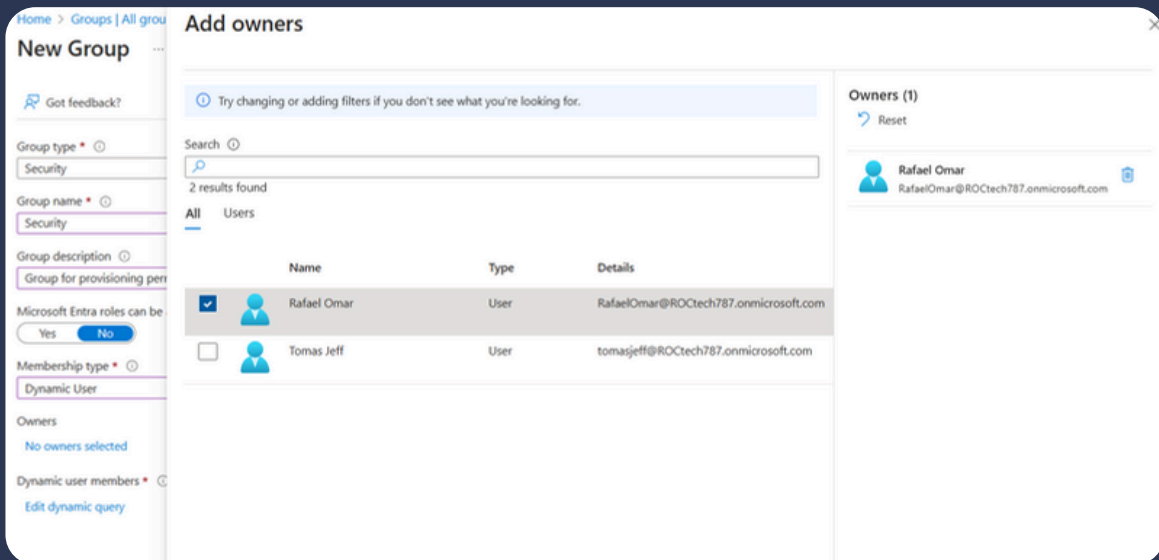
[+ Add expression](#) [+ Get custom extension properties](#) ⓘ

Rule syntax ⓘ [Edit](#)




```
(user.department -eq "Security")
```

CREATING & MANAGING GROUPS IN ENTRA

4. Let's add an owner to the group by clicking the "No owners selected" and choosing from the current users. In this case we select "Rafael Omar".



5. Here we can confirm that the Security group has been created successfully.

groups found				
<input type="checkbox"/>	Name ↑	Object Id	Group type	Membership type
<input type="checkbox"/>	 All Company	9d1afd1e-ff6a-4202-b004-9689f7f9d9fa	Microsoft 365	Assigned
<input type="checkbox"/>	 ROCTech	22185e23-2c53-43ea-8b73-b38275cdf385	Microsoft 365	Assigned
<input type="checkbox"/>	 Security	4d321c5a-6ba0-49d9-b91f-94b878ce27d5	Security	Dynamic

6. Lastly lets make sure that the Dynamic Membership Rules are in effect. To do so we create a new user "Ben Frank". Making sure Ben's department is "Security" and his title starts with "VP".

Create new user

Create a new internal user in your organization

Basics Properties Assignments Review + create

Identity

First name

Last name

User type

Authorization info [+ Edit Certificate user IDs](#)

Job Information

Job title

Company name

Department

Employee ID

7. We can confirm that Ben Frank was dynamically placed at the Security Group as a member after meeting the rule criteria.

Security | Members

Group

« [+ Add members](#) [Bulk operations](#) ▾

[Overview](#)

[Diagnose and solve problems](#)

Manage

- [Properties](#)
- [Members](#)**
- [Owners](#)
- [Roles and administrators](#)
- [Administrative units](#)
- [Group memberships](#)

[Direct members](#) [All members](#)

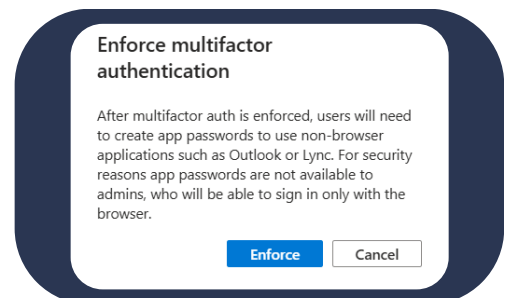
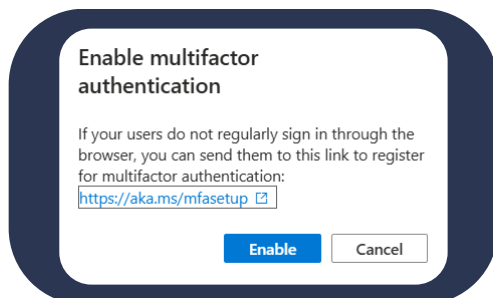
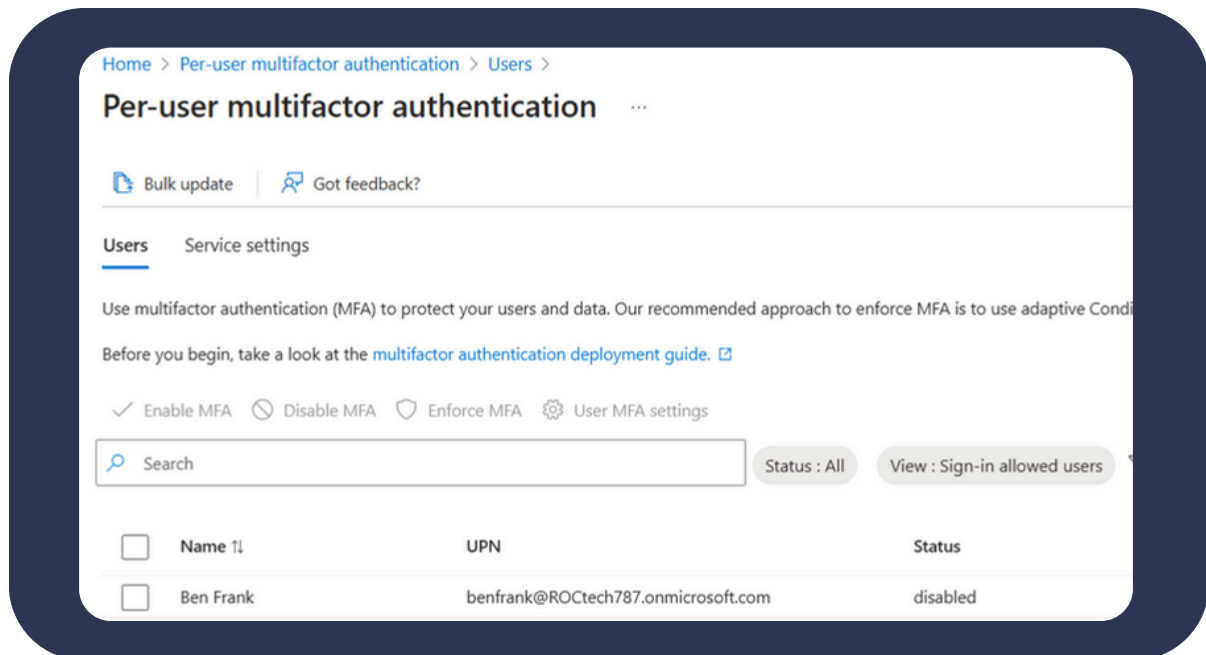
1 group member found

☐ **Name** ↑

☐ **BF** Ben Frank

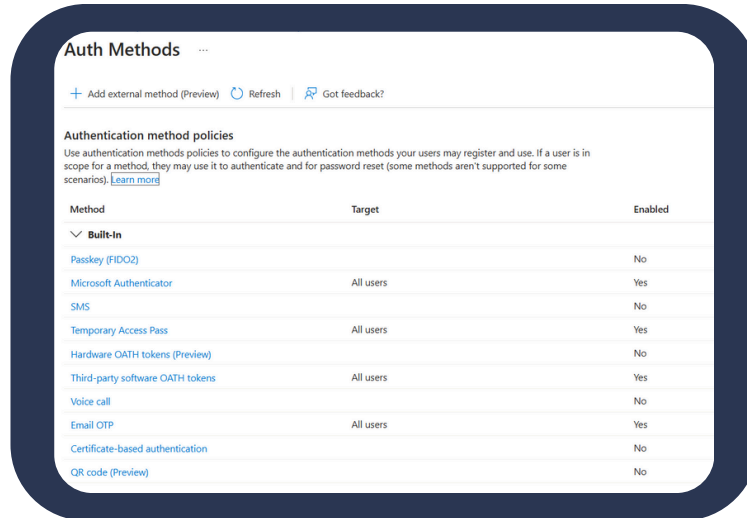
CONFIGURE AND ADMINISTER MULTI-FACTOR AUTHENTICATION (MFA)

1. We need to ensure that our MFA is both enabled and enforced. To do this we navigate to the users page and click on "Per-User MFA". We select our user "Ben Frank" and click on "Enable MFA" then "Enforce MFA".



CONFIGURE AND ADMINISTER MULTI-FACTOR AUTHENTICATION (MFA)

2. We can also configure which Authentication Methods to enabled for our users.



CONDITIONAL ACCESS POLICY FOR MFA

1. Lastly we can create a new "MFA" policy for conditional access requiring multifactor authentication.

