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 - Use a notebook

caution

- This slide was created for the April 18, 2025 UTokyo Azure Usage Briefing.
- Azure specifications change frequently, so if the following does not work, please [refer to the Azure documentation](#).

Add an owner

How to add another faculty member as an administrator?

1923306880-YamakataTraining | Cost analysis ✨ ☆ ...

Subscription

Save
Save as
Delete view
Share
Subscribe
Refresh
Download
“Cost analysis” function doesn't work.

- Overview
Activity log
Access control (IAM)
Tags
Diagnose and solve problems
Security
Resource visualizer
Events
Cost Management

Scope : 1923306880-YamakataTraining
VIEW AccumulatedCosts Apr 2025


ACTUAL COST FORECAST UNAVAILABLE

Forecast unavailable
Can't do forecast - cost training data is empty (Code: FailedDependency)
[Learn more](#)

→ [UTokyo Azure Subscription Management](#)
You need to monitor it yourself!

Group by: None Granularity: Accumulated Area

No cost reported during this period — [Go to last month](#)

 Cost analysis

 Cost alerts

Service name Location Resource group name

[Help](#)


Downloaded from <http://ajph.org/> on November 10, 2015

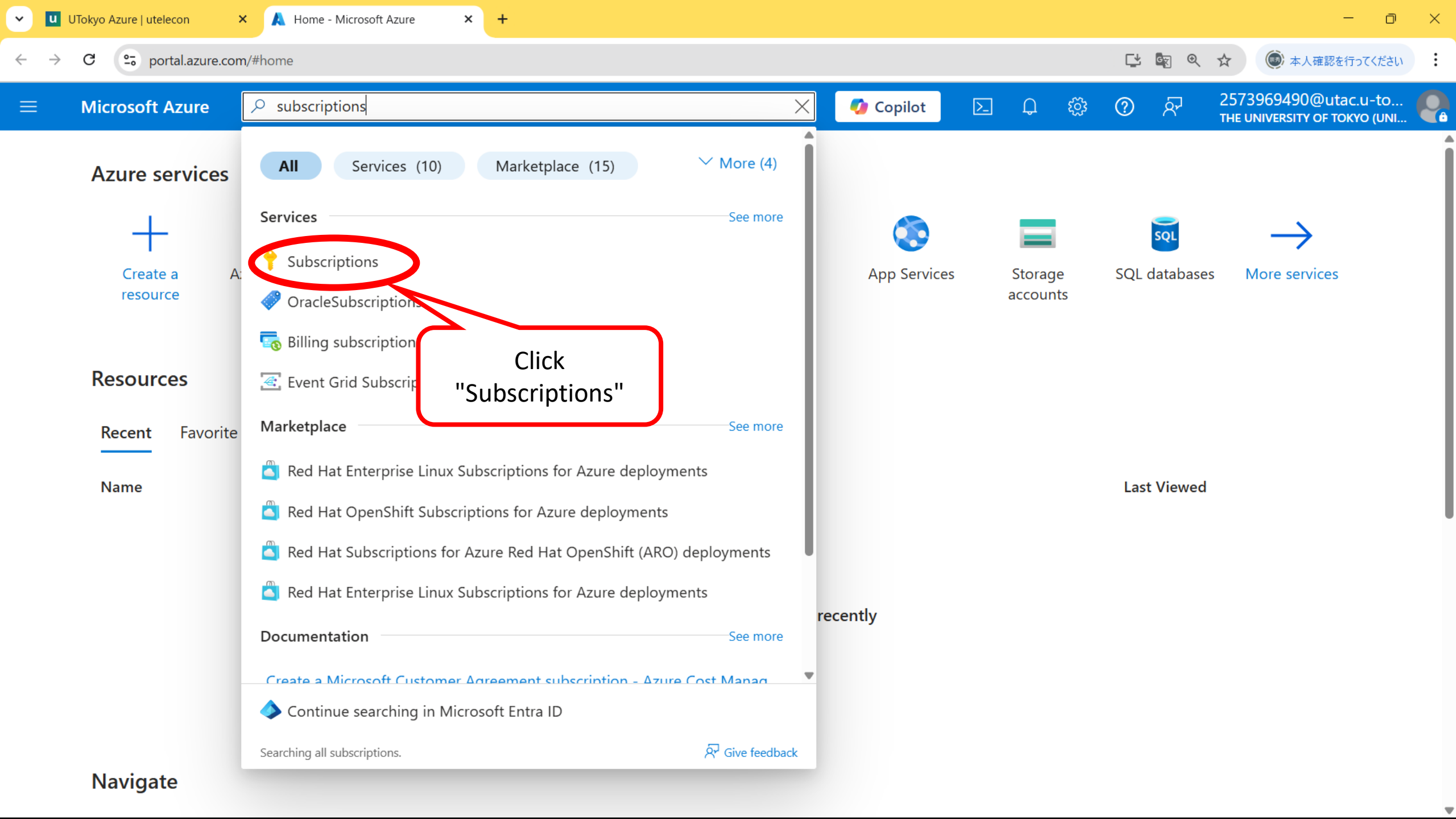
Nothing to display

Organization	Percentage
Professional Association	10%
Trade Association	10%
Other	10%

[illegible]

Warnings are triggered for users with the 'Owner' role.

- **Emails are sent when usage reaches 50%, 75%, 90%, and 100% of the "Guaranteed Free Tier"**
- **If you wish to stop usage within the Free Grant quota, you must not overlook these emails!**
- **The Owner must monitor the usage carefully and forward the warning emails to the users.**
 - Emails are sent to the Owner's ECCS account with the following details, so we recommend setting up an automatic forwarding rule (filter):
 - Sender: **Azure Gift EA operator <adm_giftea@univtokyo.onmicrosoft.com>**
 - Subject: **"Notification from UTokyo Azure: Subscription [Subscription Name] usage alert"**
- **Add additional Owners as needed**
 - Any member of the University of Tokyo with a UTokyo Account can be assigned as an Owner.
 - However, since Owners are granted strong privileges, including the ability to request quota increases, **avoid assigning this role casually** (Is the person trustworthy?)



Azure services



Resources

Recent Favorite

Name

Navigate

subscriptions

All

Services (10)

Marketplace (15)

More (4)

Services

See more

Subscriptions

OracleSubscriptions

Billing subscription

Event Grid Subscrip

Marketplace

See more

Red Hat Enterprise Linux Subscriptions for Azure deployments

Red Hat OpenShift Subscriptions for Azure deployments

Red Hat Subscriptions for Azure Red Hat OpenShift (ARO) deployments

Red Hat Enterprise Linux Subscriptions for Azure deployments

Documentation

See more

Create a Microsoft Customer Agreement subscription - Azure Cost Manag

Continue searching in Microsoft Entra ID

Searching all subscriptions.

Give feedback

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App Services



Storage
accounts



SQL databases



More services

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Subscriptions - Microsoft Azure

portal.azure.com/#view/Microsoft_Azure_Billing/SubscriptionsBladeV2

Microsoft Azure

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Home > Subscriptions >

Subscriptions

The University of Tokyo (univtokyo.onmicrosoft.com)

+ Add

Manage Policies

View Requests

View eligible subscriptions

Export to CSV

Showing subscriptions in The University of Tokyo directory. Don't see a subscription? [Switch directories](#)

Search for any fiel...

Subscriptions : **Filtered (1 of 1)**

My role == all

Status == all

Add filter

Subscription name ↑↓	Subscription ID ↑↓	My role ↑↓	Current cost	Secure Score ↑↓	Parent management group ↑↓	Status ↑↓
1923306880-YamakataTr	a660356d-63a3-483e-b4bb-59...	Owner	0.00	-	GiftEA group	Active

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1923306880-YamakataTraining

portal.azure.com/#@univtokyo.onmicrosoft.com/resource/subscriptions/a600356d-63a3-483e-b4bb-59629c01a212/overview

Microsoft Azure

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Home > Subscriptions >

1923306880-YamakataTraining

Subscription

Search

Cancel subscription

Rename

Change directory

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Settings

Help

Change service administrator functionality is no longer supported. [Learn more.](#) For any other issues, contact support.

Essentials

Subscription ID

a600356d-63a3-483e-b4bb-59629c01a212

Directory

The University of Tokyo (univtokyo.onmicrosoft.com)

My role

Owner

Offer

Enterprise Agreement

Offer ID

MS-AZR-0136P

Parent management group

GiftEAGroup

Subscription name

[1923306880-YamakataTraining](#)

Current billing period

4/1/2025-4/30/2025

Currency

Not available

Status

Active

Secure Score

[Not available](#)

Spending rate and forecast

Costs by resource

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portal.azure.com/#@univtokyo.onmicrosoft.com/resource/subscriptions/a600356d-63a3-483e-b4bb-59629c01a212/users

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Home > Subscriptions > 1923306880-YamakataTraining

1923306880-YamakataTraining | Access control (IAM)

Subscription

Search

+ Add

Download role assignments

Edit columns

Refresh

Delete

Feedback

Add role assignment

Add co-administrator

Add custom role

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Check access

Role assignments

Roles

Deny assignments

Classic administrators

Looking for the previous check access view? [Click here.](#)

Check access

Review the level of access a user, group, service principal, or managed identity has to this resource. [Learn more](#)

Check access

崇秀 郡司 Assignments

Active

Eligible

Deny

1

0

0

Add role assignment

- Role
- Members
- Conditions
- Assignment type
- Review + assign

A role definition is a collection of permissions. You can use the built-in roles or you can create your own custom roles. [Learn more](#)

Job function roles

Privileged administrator roles

Grant access to Azure resources based on job function, such as the ability to create virtual machines.

Search by role name, description, permission, or ID

Type : All

Category : All

Name ↑↓	Description ↑↓	Type ↑↓	Category ↑↓	Details
Reader	View all resources, but does not allow you to make any changes.	BuiltInRole	General	View
AcrDelete	acr delete	BuiltInRole	Containers	View
AcrImageSigner	acr image signer	BuiltInRole	Containers	View
AcrPull	acr pull	BuiltInRole	Containers	View
AcrPush	acr push	BuiltInRole	Containers	View

Add role assignment

Role

Members

Conditions

Assignment type

Review + assign

A role definition is a collection of permissions. You can use the built-in roles or you can create your own custom roles. [Learn more](#)

Job function roles

Privileged administrator roles

Grant privileged administrator access, such as the ability to assign roles to other users.

⚠️ Can a job function role be used instead?

🔍 Search by role name or ID

Type : All

Category : All

Name ↑↓	Description ↑↓	Type ↑↓	Category ↑↓	Details
Owner	Grants full access to manage all resources, including the ability to assign roles in Azu...	BuiltInRole	General	View
Contributor	Grants full access to manage all resources, but does not allow you to assign roles in ...	BuiltInRole	General	View
Access Review Operator Service ...	Lets you grant Access Review System app permissions to discover and revoke access ...	BuiltInRole	None	View
Azure File Sync Administrator	Provides full access to manage all Azure File Sync (Storage Sync Service) resources.	BuiltInRole	None	View
Role Based Access Control Admi...	Manage access to Azure resources by assigning roles using Azure RBAC. This role do...	BuiltInRole	None	View
User Access Administrator	Lets you manage user access to Azure resources.	BuiltInRole	General	View

Showing 1 - 6 of 6 results.

Home > Subscriptions > 1923306880-YamakataTraining | Access control (IAM) >

Add role assignment

Role **Members** Conditions Assignment type Review + assign

Showing a filtered list of roles because your permissions include a condition. [Learn more](#)
[View my access](#)

Selected role Contributor

Assign access to
☒ User, group, or service principal
☐ Managed identity

Members [+ Select members](#)

Name	Object ID	Type
------	-----------	------

No members selected

Description Optional

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Select members - Microsoft Azure

portal.azure.com/#view/Microsoft_Azure_AD/AddRoleAssignmentsLandingBlade/scope/%2Fsubscriptions%2Fa600356d-63a3-483e-b4bb-59629c01a212/abacSetti... 本人確認を行ってください

Microsoft AzureSearch resources, services, and docs (G+/)Copilot

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Home > Subscriptions > 1923306880-YamakataTraining | Access control (IAM) >

Add role

RoleMembers

Showing a filtered list of roles because your permissions include a condition. [Learn more](#)
[View my access](#)

Selected roleContributor

Assign access to

☒ User, group, or service principal

☐ Managed identity

Members

+ Select members

Name	Object ID
No members selected	

Description

Optional

Review + assign

Previous

Next

Select members

有和

有馬 和美

arima.kazumi@mail.u-tokyo.ac.jp

Selected members:

No members selected. Search for and add one or more members you want to assign to the role for this resource.

[Learn more about RBAC](#)

Select

Close

Only members of the University of Tokyo who have a UTokyo Account can be added.

Search by Common ID or full name (e.g., "山田 太郎").

Select the appropriate user

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Select members - Microsoft Azu

portal.azure.com/#view/Microsoft_Azure_AD/AddRoleAssignmentsLandingBlade/scope/%2Fsubscriptions%2Fa600356d-63a3-483e-b4bb-59629c01a212/abacSetti...

Microsoft Azure

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Add role assignment

Role

Members

Conditions

Assignment type

Review + assign

Showing a filtered list of roles because your permissions include a condition. [Learn more](#)

[View my access](#)

Selected role

Contributor

Assign access to

☒ User, group, or service principal

☐ Managed identity

Members

+ Select members

Name	Object ID
No members selected	

Description

Optional

Review + assign

Previous

Next

Select members

09364

有和

有馬 和美

arima.kazumi@mail.u-tokyo.ac.jp

Selected members:

有和

有馬 和美

arima.kazumi@mail.u-tokyo.ac.jp

The selected user is added

Select

Close

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Add role assignment

Showing a filtered list of roles because your permissions include a condition. [Learn more](#)
[View my access](#)

- Selected role** Contributor
- Assign access to**
 - ☒ User, group, or service principal
 - ☐ Managed identity

Members [+ Select members](#)

Name	Object ID	Type	
有馬 和美	3452ccc9-1cfe-4402-9ad5-2f372eac6a3b	User	

Description

Optional

Add role assignment

Role Members **Conditions** Assignment type Review + assign

Selected role Owner

What user can do

- ☐ Allow user to only assign selected roles to selected principals (fewer privileges) ⓘ
- ☒ Allow user to assign all roles except privileged administrator roles Owner, UAA, RBAC (Recommended) ⓘ
- ☐ Allow user to assign all roles (highly privileged) ⓘ

Condition ⓘ

Preconfigured (All roles except privilege built-in roles)

Exclude roles:
Owner, User Access Administrator, Role Based Access Control Administrator

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Add role assignment - Microsoft

portal.azure.com/#view/Microsoft_Azure_AD/AddRoleAssignmentsLandingBlade/scope/%2Fsubscriptions%2Fa600356d-63a3-483e-b4bb-59629c01a212/abacSetti...

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Add role assignment

RoleMembersConditionsAssignment typeReview + assign

If you have Microsoft Entra Privileged Identity Management (PIM), you can use eligible assignments to provide just-in-time access to role. Users with eligible and/or time-bound assignments must have a valid license. [Learn more](#)

Selected role Contributor

Assignment type

☐ Eligible (Recommended)
Member must activate to use this role for a limited period of time.

☒ Active
Member can use this role at any time.

Contributor is a privileged administrator role. We recommend using eligible role assignments for this role or use Privileged Role Management for Groups.

Assignment duration

☒ Permanent
Assignment has no end date or time.

☐ Time bound
Assignment has an end date and time.

Review + assign

PreviousNext

Feedback

Make sure Active and Permanent are checked!

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Add role assignment - Microsoft

portal.azure.com/#view/Microsoft_Azure_AD/AddRoleAssignmentsLandingBlade/scope/%2Fsubscriptions%2Fa600356d-63a3-483e-b4bb-59629c01a212/abacSetti...

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Add role assignment

RoleMembersConditionsAssignment typeReview + assign

RoleContributor

Scope/subscriptions/a600356d-63a3-483e-b4bb-59629c01a212

Members

Name	Object ID	Type
有馬 和美	3452ccc9-1cfe-4402-9ad5-2f372eac6a3b	User

DescriptionNo description

Assignment typeActive

Assignment durationPermanent

ActivatedとPermanentを確認!

Review + assignPreviousNext

Feedback

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portal.azure.com/#@univtokyo.onmicrosoft.com/resource/subscriptions/a600356d-63a3-483e-b4bb-59629c01a212/users

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Action required: As of August 31, 2024, Azure classic administrator roles (along with Azure classic resources, Azure Service Manager) are retired and are no longer supported. If you still have active Co-Administrator or Service Administrator role assignments, convert these roles to Azure RBAC immediately. [Learn more](#)

Check access

Role assignments

Roles

Deny assignments

Classic administrators

Looking for the previous check access view? [Click here.](#)

Check access

Review the level of access a user, group, service principal, or managed identity has to this resource. [Learn more](#)

Check access

崇秀 郡司 Assignments

Active ⓘ

1

Eligible ⓘ

0

Deny ⓘ

0

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Group by: Role

All (8)Job function roles (2)Privileged administrator roles (6)

<input type="checkbox"/>	Name ↑	Type ↑↓	Role ↑↓	Scope ↑↓	State ↑↓	End time ↑↓
Owner (5)						
<input type="checkbox"/>	Azure Gift EA ... adm_giftea@u...	User	Owner	This resource	Active permanent	Permanent
<input type="checkbox"/>	Azure Gift EA o... adm_giftea@u...	User	Owner	Management	Active permanent	Permanent
<input type="checkbox"/>	郡司 崇秀 2573969490@u...	User	Owner	This resource	Active permanent	Permanent
<input type="checkbox"/>	山肩 洋子 yamakata.yok...	User	Owner	This resource	Active permanent	Permanent
<input type="checkbox"/>	有馬 和美 arima.kazumi@...	User	Owner	This resource	Active permanent	Permanent
Billing Reader (1)						
<input type="checkbox"/>	BillingAPI 168a7980-371...	Service principal	Billing Reader	Management gro...	Active permanent	Permanent
Security Admin (1)						
<input type="checkbox"/>	玉造 潤史 tamatsukuri.jun...	User	Security Admin	Management gro...	Active permanent	Permanent
User Access Administrator (1)						

Added to Owner

Please make sure she/he has "Active permanent" state.

Add or remove favorites by pressing Ctrl+Shift+F