Windows Server access User Manual

CLOUD4C SERVICES PVT LTD

Document control

Prepared By

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Version	Approver	Date
V 1.0		

Change Control

Version	Change Reason	Effective Date
V 1.0	Initial Release	

STATEMENT OF CONFIDENTIALITY

Contents

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1. Purpose

This document establishes the BU UserAccess manual for DHL. This defines the standard process for BU User and access Windows server.

2. Scope

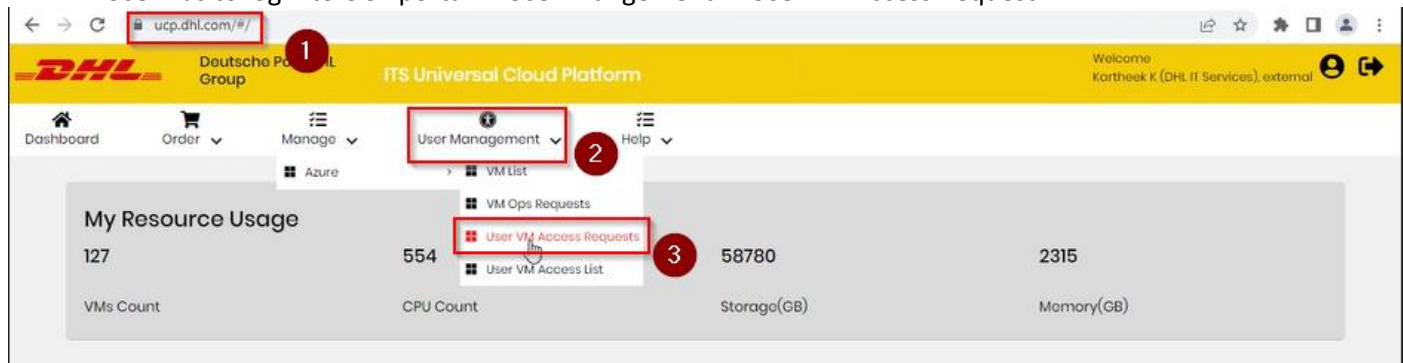The BU UserAccess manual process will be used as below

- On-boarding User form UCP via JEA
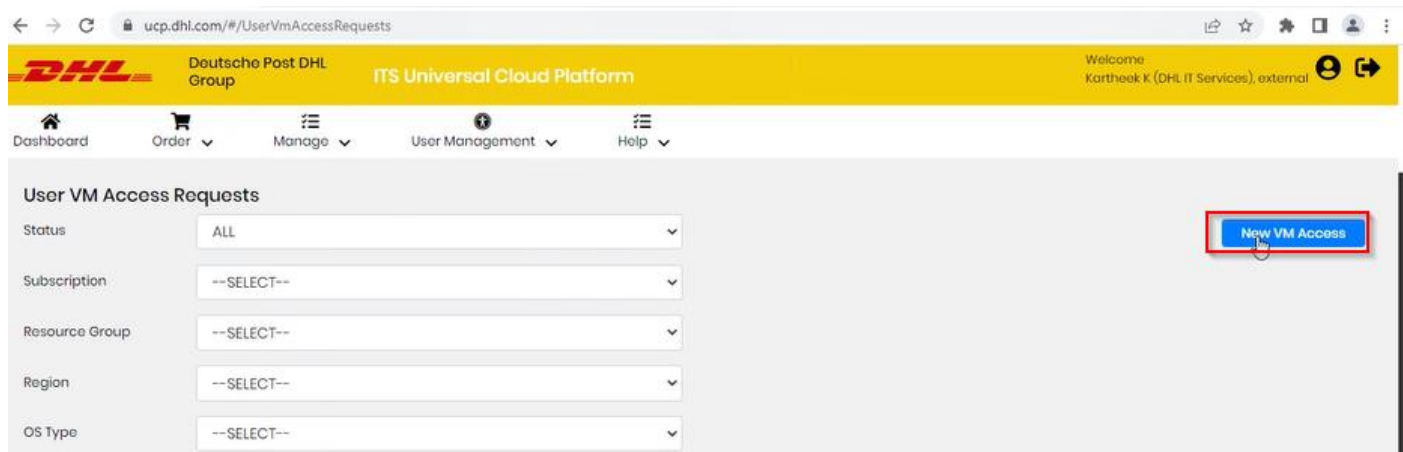
3. ON-Boarding User

The following is the user workflow process summary and detailed steps.
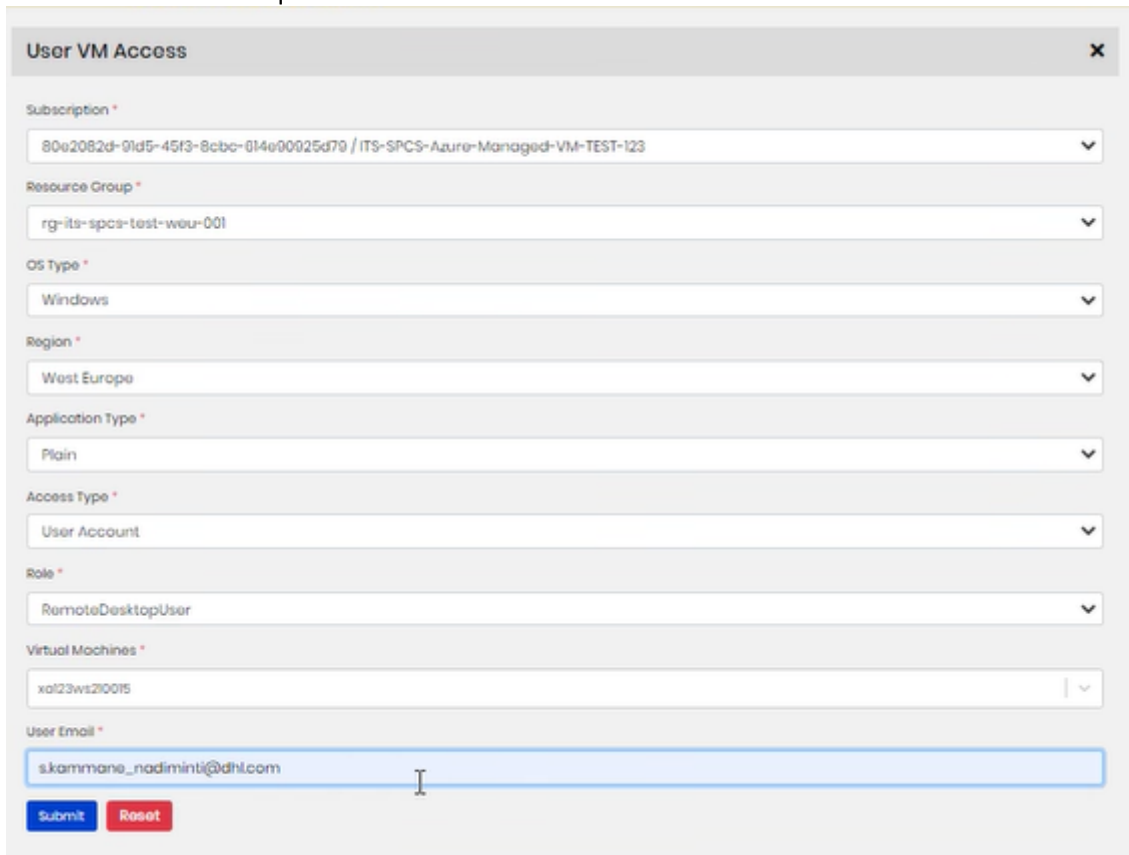
- BU User request to access the Server access through UCP

1. User has to login to UCP portal →User Mangement →UserVM Access Request

2. Click on →New VM Access

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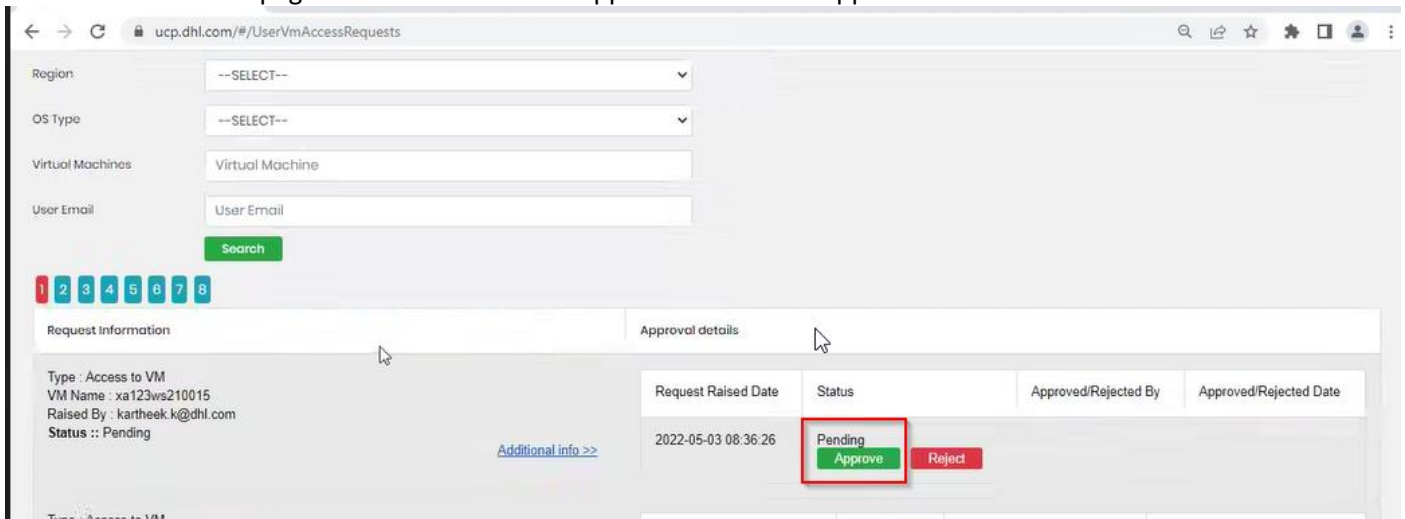3. User can fill the below request for Windows access and click on Submit

4. On the same page User will able to see Approve → Click on Approve

Description:

If the user Exist, user will be granted access to the VM.

If the user do not exist with the a1d account, JEA function will be created user and send mail to user who has S/MIME and certificate installed,

- Note : User must reset the password on first login.
- User a1d created for KUL-DC, -DCPHX, PRG-DC
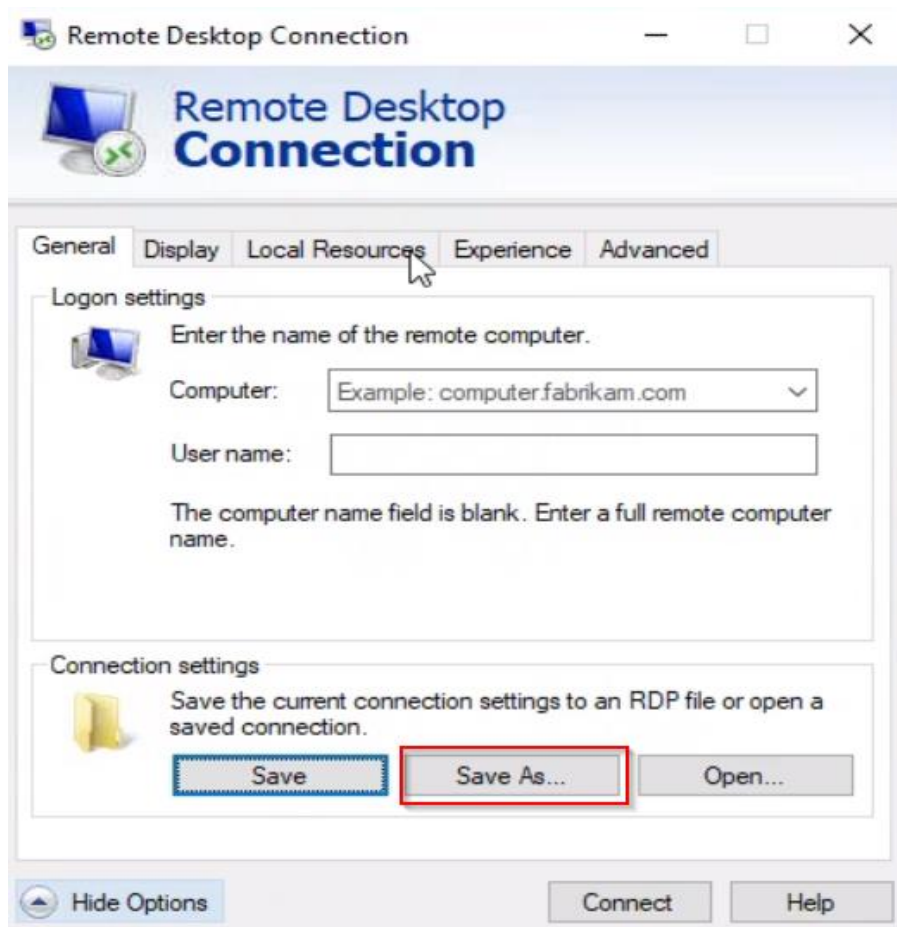
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- User will have a single password across all the sub domain .

5. BU User need to connect JUMP server using the NLA Disable option.
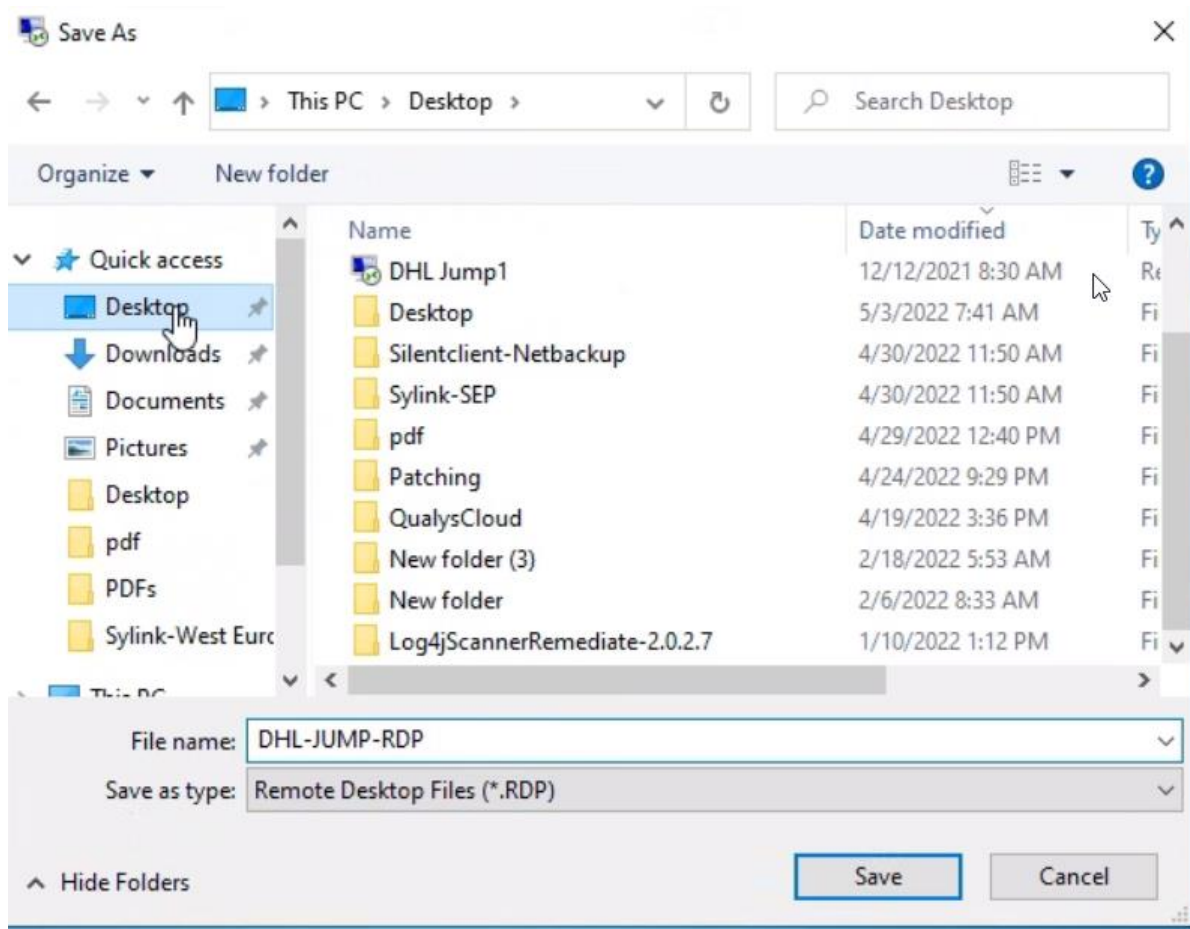
   Start → Run → Type mstsc → click on Show Options
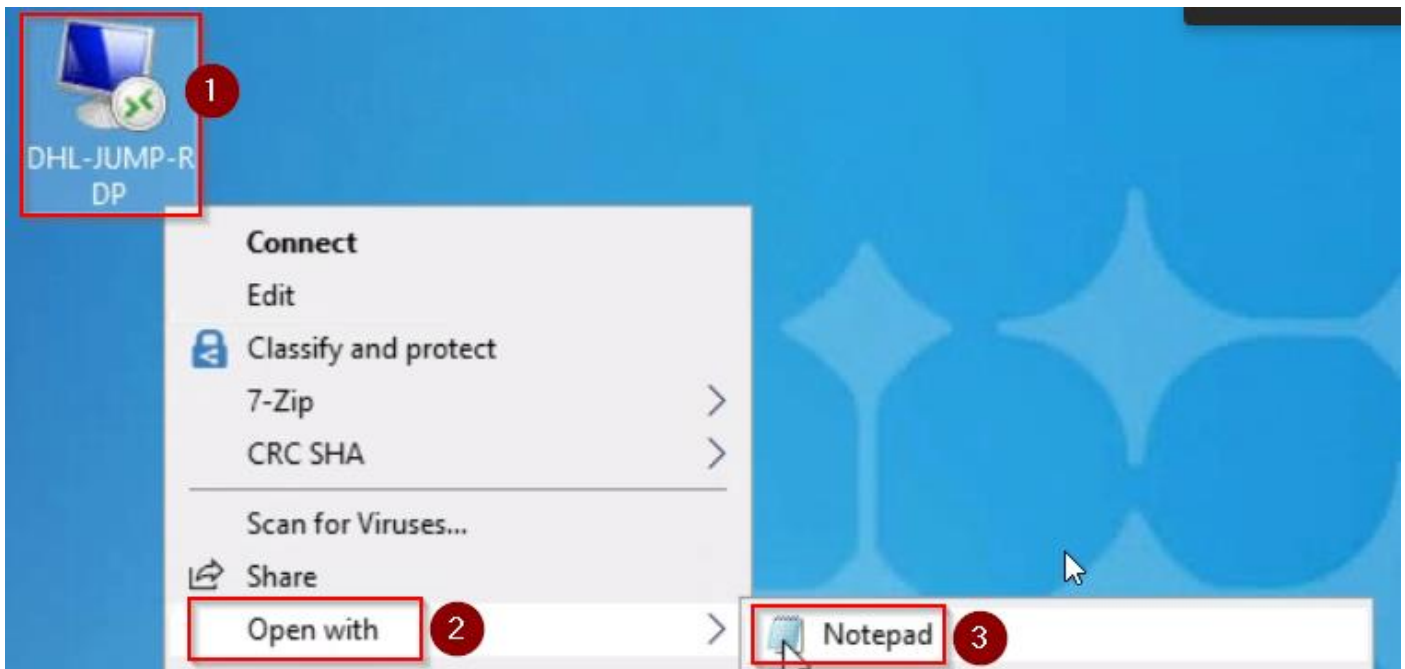

Click on Save As

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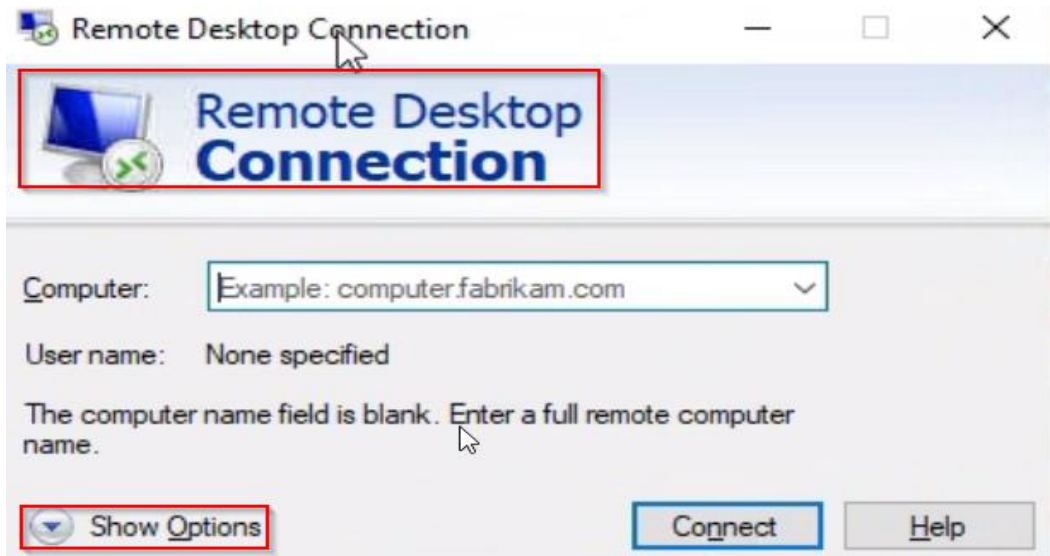
Save it as rdp file to desktop with any name →eg : DHL-JUMP-RDP
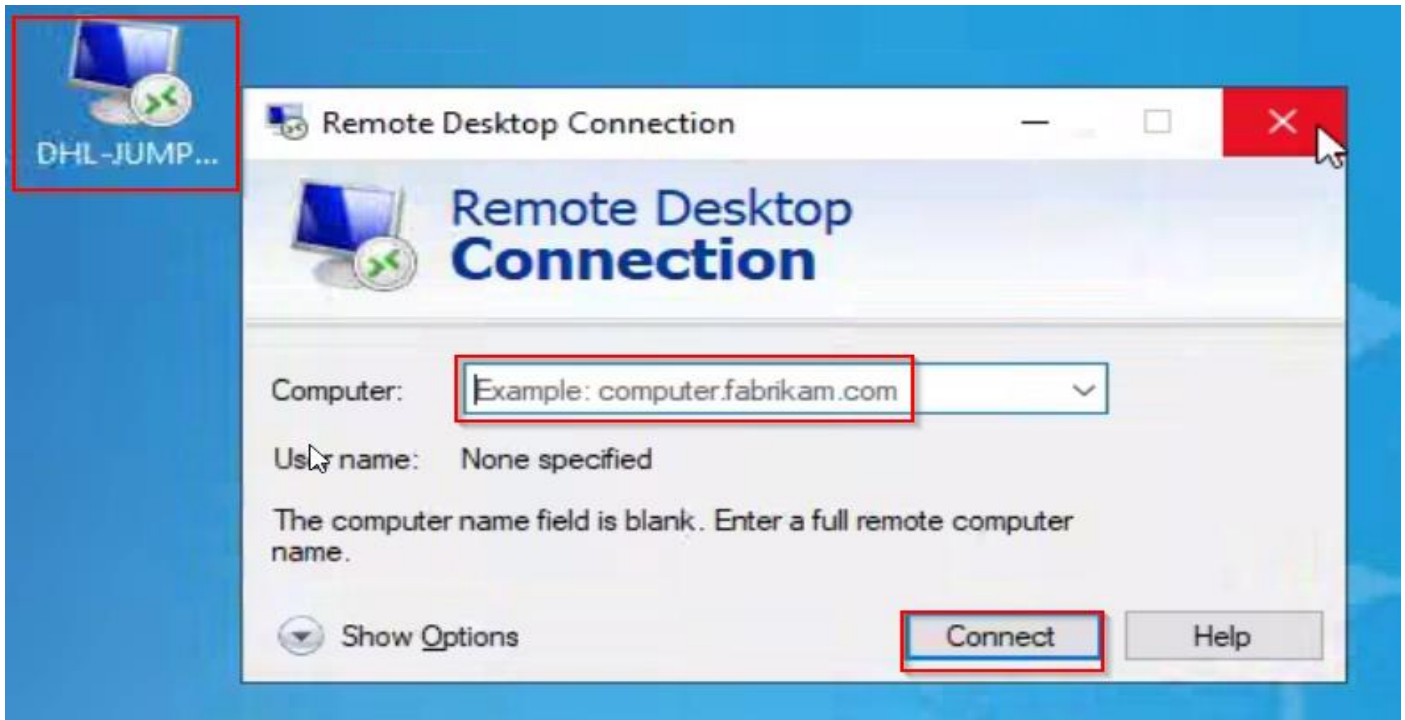

Right click on Saved file → Open With → Notepad

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Open the notepad and add the following at the end **enablecredsspsupport:i:0**

Click on the saved file, connect to the jupm serve with Ip address

List of Jump Server

Region	Purpose	NAME	IP ADDRESS
West Europe	JUMP Server 1	XA121WS210001 .prg-dc.dhl.com	10.28.96.6
West Europe	JUMP Server 2	XA121WS210002 .prg-dc.dhl.com	10.28.96.7
Southeast Asia	JUMP Server 1	XA121WS410001 .kul-dc.dhl.com	10.234.14.31
Southeast Asia	JUMP Server 2	XA121WS410002 .kul-dc.dhl.com	10.234.14.35
East US	JUMP Server 1	XA121WS610001 .phx-dc.dhl.com	10.224.2.149
East US	JUMP Server 2	XA121WS610002 .phx-dc.dhl.com	10.224.2.151

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BU User

DHL Jump2-WEU.rdp

Need to connect to Jump Server using NLA Disabled RDP Session with the IP

West Europe Jump
XA121WS210001.
prg-dc.dhl.com
10.28.96.6
XA121WS210002.
prg-dc.dhl.com
10.28.96.7
Deployed Server
.prg-dc.dhl.com

Southeast Asia Jump
XA121WS410001.
kul-dc.dhl.com
10.234.14.31
XA121WS410002.
kul-dc.dhl.com
10.234.14.35
Deployed Server
.kul-dc.dhl.com

East US
XA121WS210001.
prg-dc.dhl.com
10.224.2.149
XA121WS210002.
prg-dc.dhl.com
10.224.2.151
Deployed Server
.prg-dc.dhl.com

From the jump sever access the server using the Hostname

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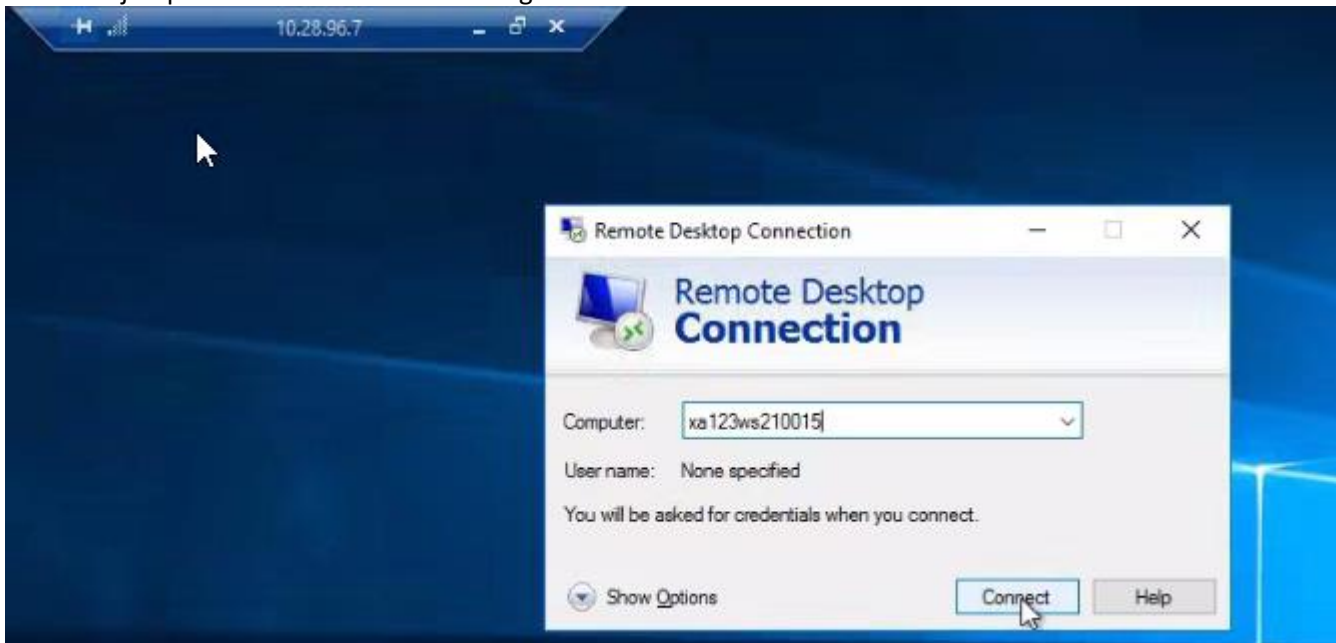
4. Reference

<mark>any reference links</mark>

5. Glossary

Sl. No.	Term/Abbreviation	Definition
1.	AD	Active Directory
2.	**JEA**	**just enough administration**
3.		
4.		
5.		
6.		
7.		
8.		