

CLOUD_{4C}



Azure Active Directory User Onboarding – UCP User Guide

CLOUD4C SERVICES PVT LTD

Document control

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STATEMENT OF CONFIDENTIALITY

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Contents

Document control	2
Prepared By	2
Reviewed By	2
Approved By	2
Change Control	2
STATEMENT OF CONFIDENTIALITY	2
Contents	3
1. Introduction to UCP AAP User Onboarding	4
2. Procedure	<i>Error! Bookmark not defined.</i>
3. Glossary	8
3.1 Definition	8

1. Introduction to UCP AAP User Onboarding

Welcome to Universal Cloud Platform user guide. UCP is a multi-cloud Self-Service platform that allows users to provision Virtual Machines into Azure Environment. Along with provisioning Linux, SAP & Windows Virtual Machines, you will be able to manage them, perform 2nd Day operations, decommission, obtain or provide access to the virtual machine.

UCP not only does allow to provision the virtual machine but also configures monitoring via Splunk Monitoring, configures backup via Netbackup software, on-board Linux VMs to Cyberark Platform to obtain secure access, on-board Windows VMs to Active Directory.

You will be able to create Virtual machines for both Test & Production purposes.

UCP creates a CMDB CI entry in Global Service Now (GSN) for every virtual machine that get provisioned.

UCP also creates a Change Management ticket (RFC) for every VM that has been deployed for Production purposes only. Based on this RFC ticket, every virtual machine undergoes thorough automated and manual checks for its readiness on the day of the delivery.

This document explains how to on-board a user into different two Azure Active Directories(AAD)

Azure Active Directory (Azure AD) is a cloud-based identity and access management service. This service helps your employees access external resources, such as Microsoft 365, the Azure portal, and thousands of other SaaS applications. Azure Active Directory also helps them access internal resources like apps on your corporate intranet network, along with any cloud apps developed for your own organization

There are only 2 active directories visible in UCP

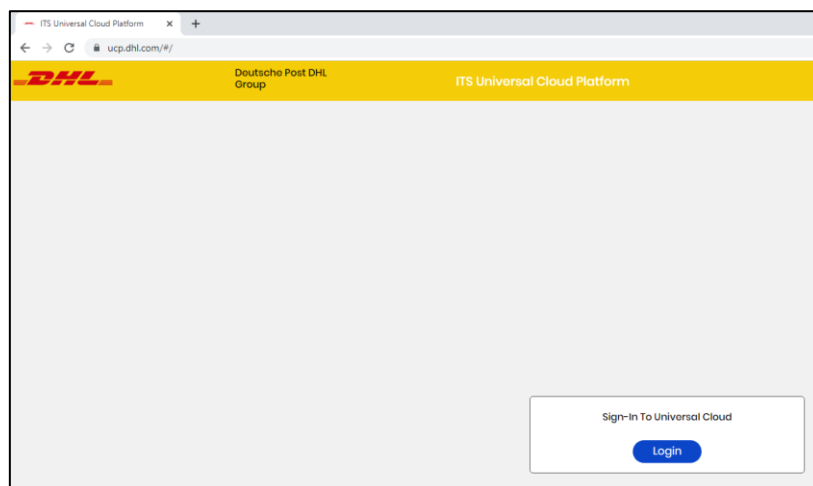
- a. UDLDHL-UCP -> Those who have to obtain access to the UCP Platform
- b. UDLDHL-PVWA -> Those who have to obtain access to Cyberark Platform.

2. What is AAD User Onboarding?

Azure Active Directory (AAD) user onboarding process provides users to access platforms via Azure Identity Management. In order to obtain access to UCP or Cyberark Platforms kindly follow the below mentioned steps.

2.1 User Onboarding

- a. Navigate to <https://ucp.dhl.com>



b. Enter your DHL email id AD Credentials

Deutsche Post DHL Group

Sign in

s.kammane_nadiminti@dhl.com

[Can't access your account?](#)

[Back](#) [Next](#)

Sign-in options

Deutsche Post DHL Group

← s.kammane_nadiminti@dhl.com

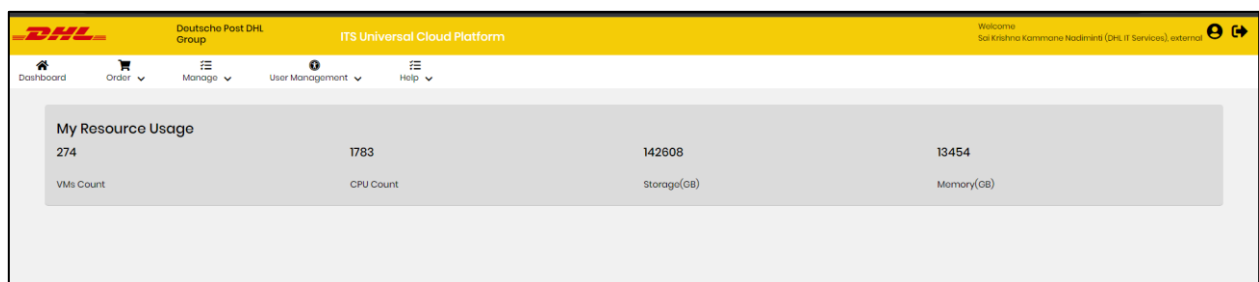
Enter password

Password

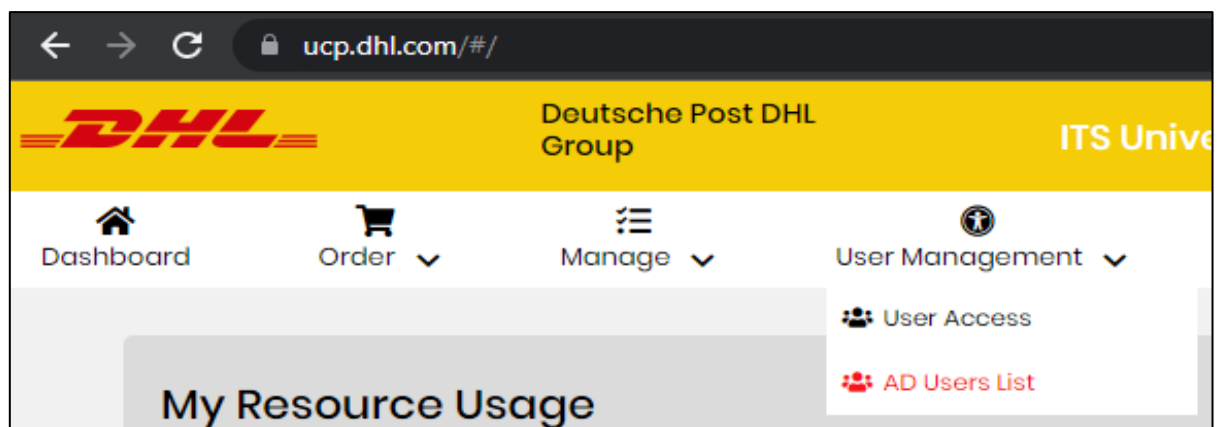
[Forgot my password](#)

[Sign in](#)

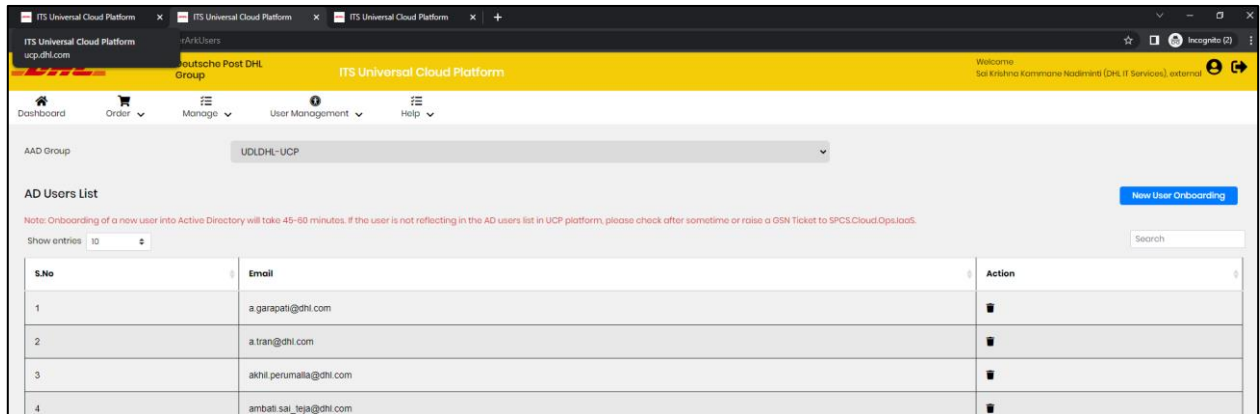
The user will be landing on the dashboard as shown hereunder



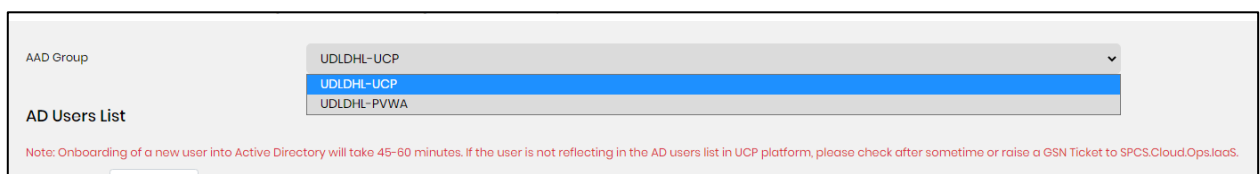
c. Click on user management -> AD Users List



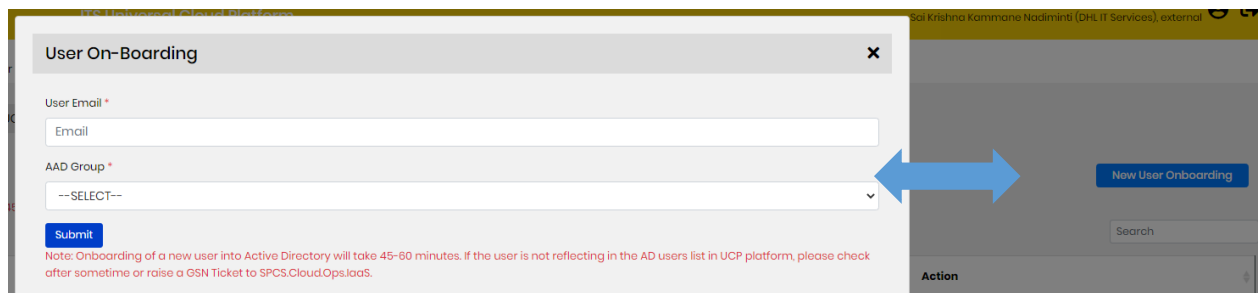
d. The user will then be navigating to Active Directory view list page.



- e. Selecting the relevant AD Group shows the corresponding list of users in that group.



- f. Click on New user onboarding will navigate the user to a pop-up



- g. Enter an email id who needs to be onboarded onto the respective AD group.

Note: UCP allows only @dhl.com domain email ids to be onboarded. Entering any other email id is prohibited.



- h. Select the desired AD group and click on SUBMIT.

User On-Boarding
✕

User Email *

AAD Group *

UDLDHL-UCP

Note: Onboarding of a new user into Active Directory will take 45-60 minutes. If the user is not reflecting in the AD users list in UCP platform, please check after sometime or raise a GSN Ticket to SPCS.Cloud.Ops.IaaS.

- i. Once submitted the user will receive an acknowledgement email and it will take upto 60 minutes for the user to get access to the desired platform.

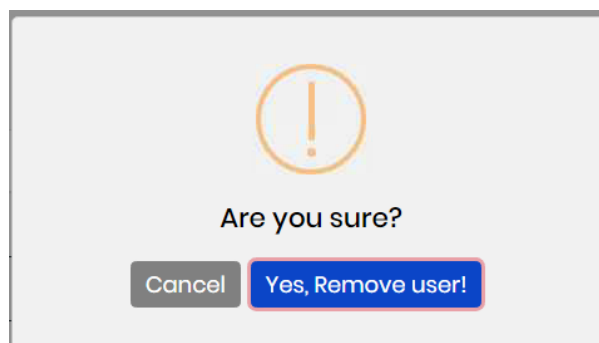
2.2 User Off-boarding

Once a user has fulfilled his/her tasks via UCP and if he/she should not have access to UCP anymore then the user must be off-boarded from either of the active directories. Below are the steps to off-board a user from active directory.

- a. Navigate to User Management -> AD Users List

S.No	Email	Action
1	a.garapati@dhl.com	
2	a.tran@dhl.com	
3	akhi.perumalla@dhl.com	
4	ambati.sai_leja@dhl.com	

- b. Click on the Trash Icon against the user whom you wish to off-board from the desired Active Directory. You will see the below alert to confirm / reject the action
- c. If you click on Cancel, you will be returning the previous page and the action to remove the user from Active Directory is cancelled
- d. If you click on "Yes, Remove user!" button, then you will receive a notification on top right of the screen and also an acknowledgement email will be sent to the user who has been removed.



- e. In order to view the status of user being off-boarded, kindly navigate to Deployment Information -> User Onboarding -> AD User Offboarding Tab

The screenshot shows a web interface for user onboarding. At the top, there are several tabs: 'Linux Decommission', 'Windows Decommission', 'User Onboarding', 'Rerun OAT', and 'Add New Disk'. Below these, there are more specific tabs: 'Onboarding', 'Windows SQL SERVICE ACCOUNT On-Boarding', 'Windows User Offboarding', 'AD User On-Boarding', and 'AD User Off-Boarding'. A red arrow points to the 'AD User Off-Boarding' tab. Below the tabs, there is a table with three columns: 'Build Status', 'Vm Name', and 'Actions'. The first row shows 'SUCCESS' in green text, 'NA' in blue text, and a 'Console Output' button. A red arrow points to the 'SUCCESS' text.

- f. The Success Message means that the user has been removed from the Active Directory that he/she was in.
g. If the user has been removed from UDL DHL-UCP then the user has lost access to UCP Platform
h. If the user has been removed from UDL DHL-PVWA then the user has lost access to Cyberark Platform

NOTE: Only a Team Manager can perform all the aforementioned steps

3. Glossary

3.1 Definition

Terms	Abbreviation
VM	Virtual Machine
UCP	Universal Cloud Platform
AD	Active Directory
AAD	Azure Active Directory