



**CLOUD**<sub>4C</sub>



## Role Based Access Control – UCP User Guide

Abstract line art consisting of several thin, curved lines in shades of blue and grey, originating from the bottom left corner and extending upwards and to the right.

CLOUD4C SERVICES PVT LTD

## Document control

### Prepared By

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### STATEMENT OF CONFIDENTIALITY

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# 1. Introduction to UCP RBAC User Access Management

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 2<sup>nd</sup> 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 emphasizes on providing Role based access to users within UCP.

## 1.1 What is Role Based Access?

The UCP Platform has 2 types of users. Team Manager & Team Member

**Team Manager:** A Team Manager is, most of the times, a Resource Group Owner. A manager of a team who can request to create a new Resource Group.

A resource group is a container that holds related resources for an Azure solution. The resource group can include all the resources for the solution, or only those resources that you want to manage as a group

**Team Member:** A Team Member is part of the team where he/she can provision servers into a resource group.

**Note:** A Team Member in a resource group can be a Team Manager in another resource group. Similarly, A Team Manager in a resource group can be a Team Member in another resource group.

**Note:** There can be multiple Team Managers for one Single Resource Group and a Team Manager can have multiple resource groups assigned to him/her

## 1.2 Rights of a Team Member & a Team Manager

The UCP Platform follows an approval methodology to create, perform or destroy any server within UCP.

The rights are defined as follows

**Team Member:** A Team Member, of a resource group, can only request to perform the following actions on server(s) in UCP. Every request raised by a Team Member must be approved by a Team Manager(s) of the same resource group.

- i. Provisioning – Raise a Service Order
- ii. Resize – Resize an existing Server to another size
- iii. Decommission – Raise a request to Destroy an existing server
- iv. Create & Attach Disks – Raise a request to Create & attach additional disks for an existing server.

**Team Manager:** A Team Manager/Owner of a Resource Group, will be able to perform all the operations within UCP. He/She will be able to Approve or Reject a request raised by a Team Member within his/her resource group.

A Team Manager will be able to Approve/Reject the following requests from a Team Member

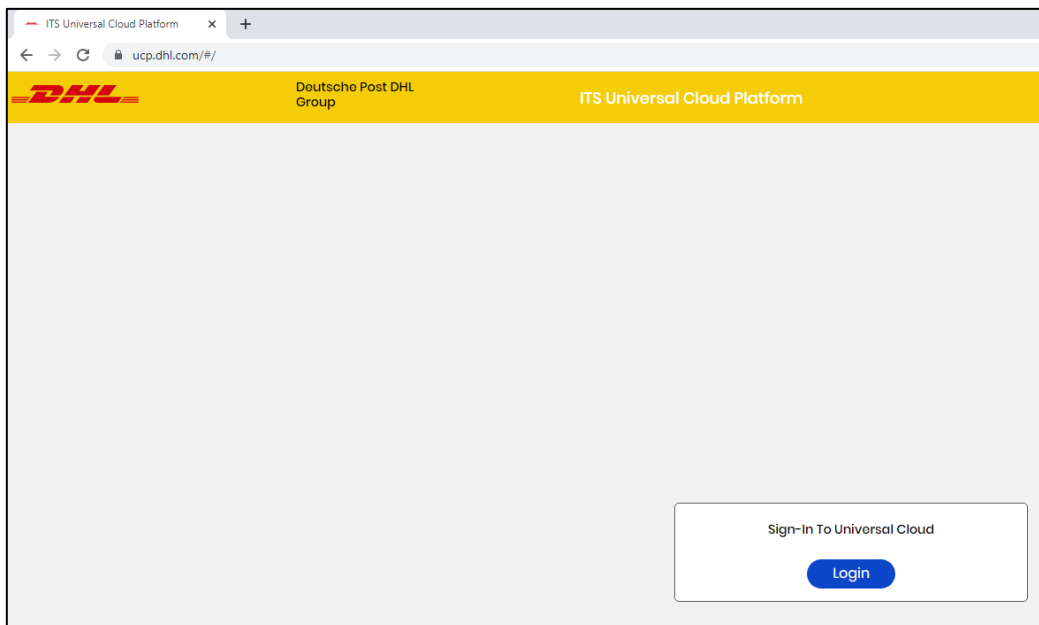
- i. Provisioning – A service order request from a Team Member
- ii. Resize – A server order request to resize an existing server to a different size
- iii. Decommission – A service order to destroy an existing server
- iv. Create & Attach Disks – A service order to Create & attach disks to existing server
- v. Server Access – Provide access to a Business user/System Administrator/Application Administrator to access a server(s) within his/her resource group
- vi. UCP Access – Provide access to UCP and assign his/her resource group to a Team Member.

## 2. How Can I assign a Team Member to my Resource Group?

### 2.1 User Access Menu

User Access is the menu where Role based access can be controlled by Team Managers to the desired Resource Groups. Please follow the steps listed below to access the menu to perform the assignments.

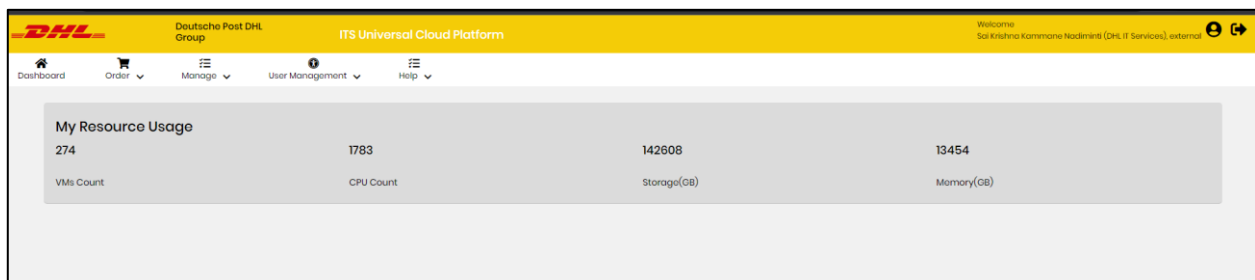
- a. Navigate to <https://ucp.dhl.com>



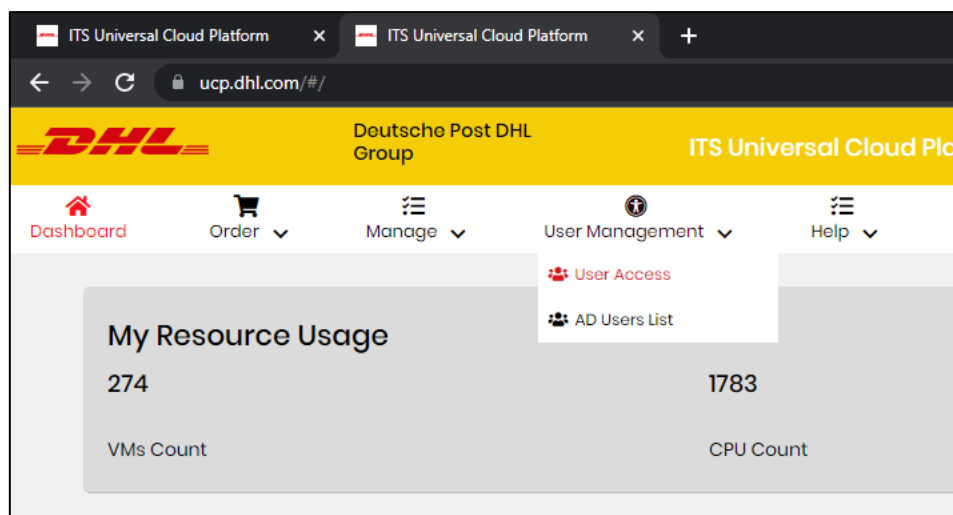
- b. Enter your DHL email id AD Credentials

The image shows two side-by-side screenshots of the login interface for Deutsche Post DHL Group. The left screen is the 'Sign in' page, featuring the company logo, the email address 's.kammane\_nadiminti@dhl.com' in the input field, a 'Can't access your account?' link, and 'Back' and 'Next' buttons. The right screen is the 'Enter password' page, showing the same email address, a password input field, a 'Forgot my password' link, and a 'Sign in' button. A 'Sign-in options' section with a key icon is visible at the bottom of the left screen.

The user will be landing on the dashboard as shown hereunder



c. Navigate to User Management -> User Access



The user will be landing on this page.

**DHL** Deutsche Post DHL Group ITS Universal Cloud Platform Welcome Sai Krishna Kammane Nadiminti (DHL IT Services), external

Dashboard Order Manage User Management Help

### Resource Group - User List

Subscription: --SELECT--

Resource Group: Select...

Role: --SELECT--

**Search**

Show entries: 10

**+ Add Role**

Search

S. No.	Subscription	Resource Group	User Name	Role	Action
1	ITS-SPCS-Azure-Managed-VM-PROD-122	rg-dhl-testing	a.tran@dhl.com	Team Member	
2	ITS-SPCS-Azure-Managed-VM-TEST-123	rg-dhl-testing	joanne.on@dhl.com	Team Manager	
3	ITS-SPCS-Azure-Managed-VM-TEST-123	rg-spcs-tat	joanne.on@dhl.com	Team Manager	
4	ITS-SPCS-Azure-Managed-VM-TEST-123	rg-spcs-uat1	joanne.on@dhl.com	Team Manager	

## 2.2 Search Option

Based on the following filters a user can search for the other users (Team Managers/ Team Members) within the resource groups he/she is part of.

### Resource Group - User List

Subscription: --SELECT--

Resource Group: --SELECT--

Role: --SELECT--

**Search**

---

### Resource Group - User List

Subscription: ITS-SPCS-Azure-Managed-VM-PROD-122

Resource Group: |

Role: --SELECT--

**Search**

---

### Resource Group - User List













Subscription: ITS-SPCS-Azure-Managed-VM-PROD-122

Resource Group: rg-dhl-testing

Role: Team Manager

**Search**

The result of the search will appear as shown below.

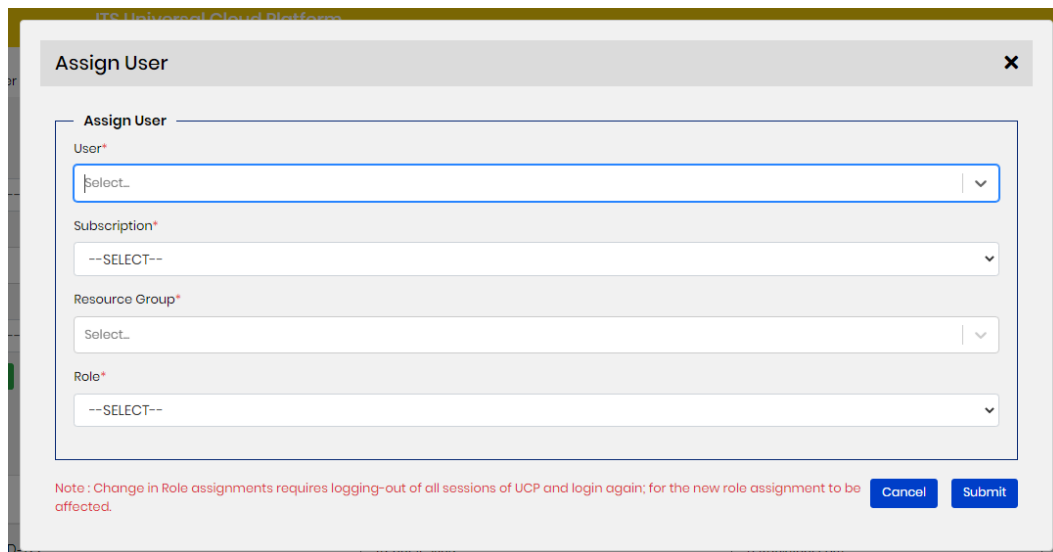
S. No.	Subscription	Resource Group	User Name	Role	Action
1	ITS-SPCS-Azure-Managed-VM-PROD-122	rg-dhl-testing	a.tran@dhl.com	Team Member	 
2	ITS-SPCS-Azure-Managed-VM-TEST-123	rg-dhl-testing	joanne.on@dhl.com	Team Manager	 
3	ITS-SPCS-Azure-Managed-VM-TEST-123	rg-spcs-tat	joanne.on@dhl.com	Team Manager	 
4	ITS-SPCS-Azure-Managed-VM-TEST-123	rg-spcs-uat1	joanne.on@dhl.com	Team Manager	 
5	ITS-SPCS-Azure-Managed-VM-TEST-123	rg-spcs-uat2	joanne.on@dhl.com	Team Manager	 
6	ITS-SPCS-Azure-Managed-VM-PROD-122	rg-its-spcs-prod-eus-001	sunil.n2@dhl.com	Team Manager	 

## 2.3 Addition of user to a Resource Group

- a. In order to add a user to required resource group, click on Add Role.



A pop-up will appear to select the following details

A screenshot of a pop-up window titled 'Assign User'. The window has a close button (X) in the top right corner. Inside the window, there is a form with four fields: 'User\*' with a dropdown menu showing 'Select...'; 'Subscription\*' with a dropdown menu showing '--SELECT--'; 'Resource Group\*' with a dropdown menu showing 'Select...'; and 'Role\*' with a dropdown menu showing '--SELECT--'. At the bottom of the form, there is a note: 'Note : Change in Role assignments requires logging-out of all sessions of UCP and login again; for the new role assignment to be affected.' To the right of the note are two buttons: 'Cancel' and 'Submit'.

- b. Select the desired user, select the Subscription, Resource Group(s) & the desired Role and click the Submit Button.



Assign User

Assign User

User\*

s.kammane\_nadiminti@dhl.com

Subscription\*

ITS-SPCS-Azure-Managed-VM-TEST-123

Resource Group\*

rg-dhl-cloud-scanning-ous-001 x rg-dhl-cloud-scanning-wou-001 x rg-dhl-testing x

Role\*

Team Manager











Note : Change in Role assignments requires logging-out of all sessions of UCP and login again; for the new role assignment to be affected.

Cancel Submit

**Note:** Change in Role assignments requires logging-out of all sessions of UCP and login again; for the new role assignment to be affected.

## 2.4 Modifying the Role Assignments

- a. Search for the desired user

S.No.	Subscription	Resource Group	User Name	Role	Action
310	ITS-SAP-PROD-120	rg-its-sap-we-001	s.kammane_nadiminti@dhl.com	Team Manager	 
311	ITS-SAP-PROD-120	rg-its-sap-test-we-001	s.kammane_nadiminti@dhl.com	Team Manager	 
338	ITS-SPCS-Azure-Managed-VM-TEST-123	rg-dhl-testing	s.kammane_nadiminti@dhl.com	Team Manager	 
339	ITS-SPCS-Azure-Managed-VM-TEST-123	rg-spcs-tat	s.kammane_nadiminti@dhl.com	Team Manager	 
340	ITS-SPCS-Azure-Managed-VM-TEST-123	rg-spcs-ua11	s.kammane_nadiminti@dhl.com	Team Manager	 

- b. Click on the Edit Button in the Action column

Resource Group	User Name	Role	Action
rg-its-sap-we-001	s.kammane_nadiminti@dhl.com	Team Manager	 
rg-its-sap-test-we-001	s.kammane_nadiminti@dhl.com	Team Manager	 
rg-dhl-testing	s.kammane_nadiminti@dhl.com	Team Manager	 
rg-spcs-tat	s.kammane_nadiminti@dhl.com	Team Manager	 

- c. Change the role from Team Manager to Team Member and click on Submit.

Assign User

User Name : s.kammane\_nadiminti@dhl.com

Assign User

User\* : s.kammane\_nadiminti@dhl.com

Subscription\* : ITS-SAP-PROD-120

Resource Group\* : rg-its-sap-we-001

Role\*

Team Manager

--SELECT--

Team Manager

Team Member

No

affected.

Cancel

Update

- d. The user role is now changed to Team Member

Subscription	Resource Group	User Name	Role
ITS-SAP-PROD-120	rg-its-sap-we-001	s.kammane_nadiminti@dhl.com	Team Member

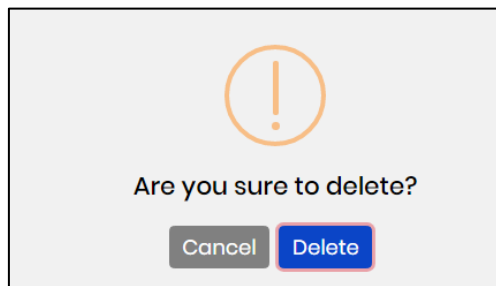
## 2.5 Delete a User Role

- To delete a user role from UCP, click on the trash icon and the user will lose the access to the particular Resource group as that particular role forever. He/She can be reassigned another or the same resource group again following the steps mentioned above in 2.3
- There is a separate menu, User Management-> AD Users List to delete a user from UCP, so that he/she loses access to UCP. This will be explained in the AAD User Onboarding Document.

**Note:** Until the user logs out of UCP and logs back in, his existing role will still be in effect. The user might also observe some inconsistencies in the way he operates UCP. Logging out of UCP after change in the role or deletion of role is a **MUST**.

Resource Group	User Name	Role	Action
rg-its-sap-we-001	s.kammane_nadiminti@dhl.com	Team Manager	
rg-its-sap-test-we-001	s.kammane_nadiminti@dhl.com	Team Manager	
rg-dhl-testing	s.kammane_nadiminti@dhl.com	Team Manager	
rg-spcs-tat	s.kammane_nadiminti@dhl.com	Team Manager	

- c. A confirmation pop-up appears. Once the Delete button is clicked the user role will be removed from RBAC



- d. As shown below, the user has lost access to that particular resource group as Team Manager.

S. No.	Subscription	Resource Group	User Name	Role
310	ITS-SAP-PROD-120	rg-its-sap-we-001	s.kammane_nadiminti@dhl.com	Team Member
337	ITS-SPCS-Azure-Managed-VM-TEST-123	rg-dhl-testing	s.kammane_nadiminti@dhl.com	Team Manager
338	ITS-SPCS-Azure-Managed-VM-TEST-123	rg-spcs-tat	s.kammane_nadiminti@dhl.com	Team Manager
339	ITS-SPCS-Azure-Managed-VM-TEST-123	rg-spcs-uat1	s.kammane_nadiminti@dhl.com	Team Manager

## 3. Glossary

### 3.1 Definition

Terms	Abbreviation
VM	Virtual Machine
UCP	Universal Cloud Platform