

CLOUD₄C



Windows Server access User Manual

CLOUD4C SERVICES PVT LTD

Document control

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Change Control

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STATEMENT OF CONFIDENTIALITY

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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

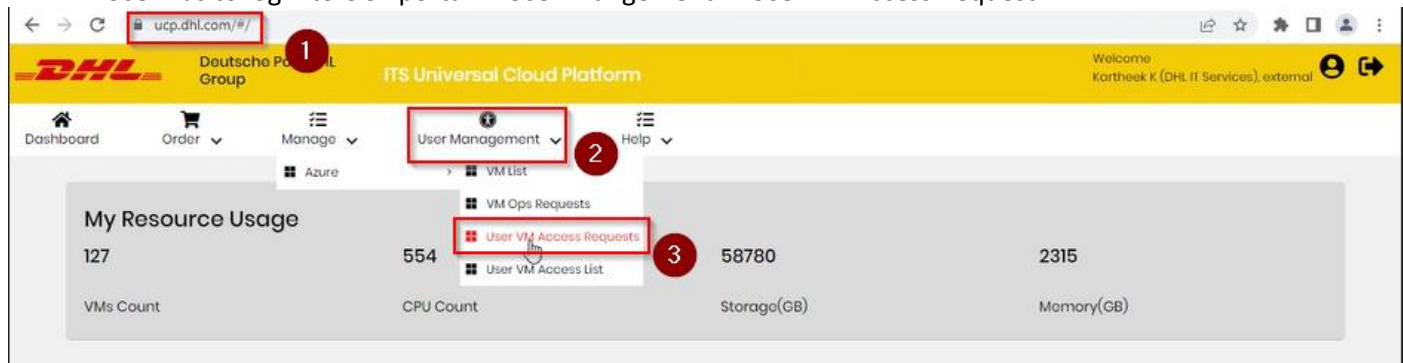
- On-boarding User form UCP via JEA

3. ON-Boarding User

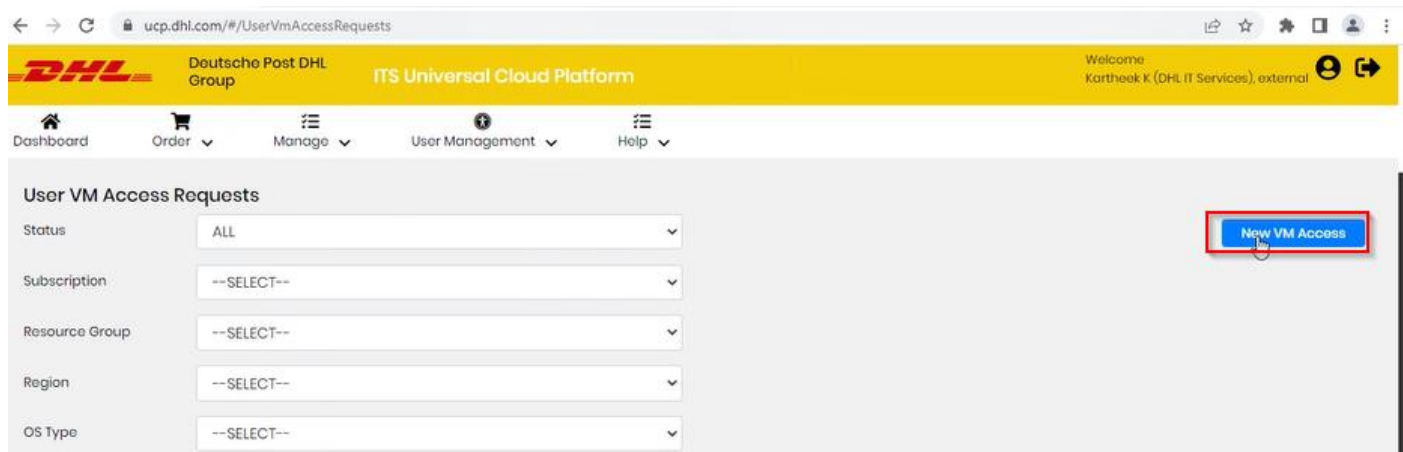
The following is the user workflow process summary and detailed steps.

- BU User request to access the Server access through UCP

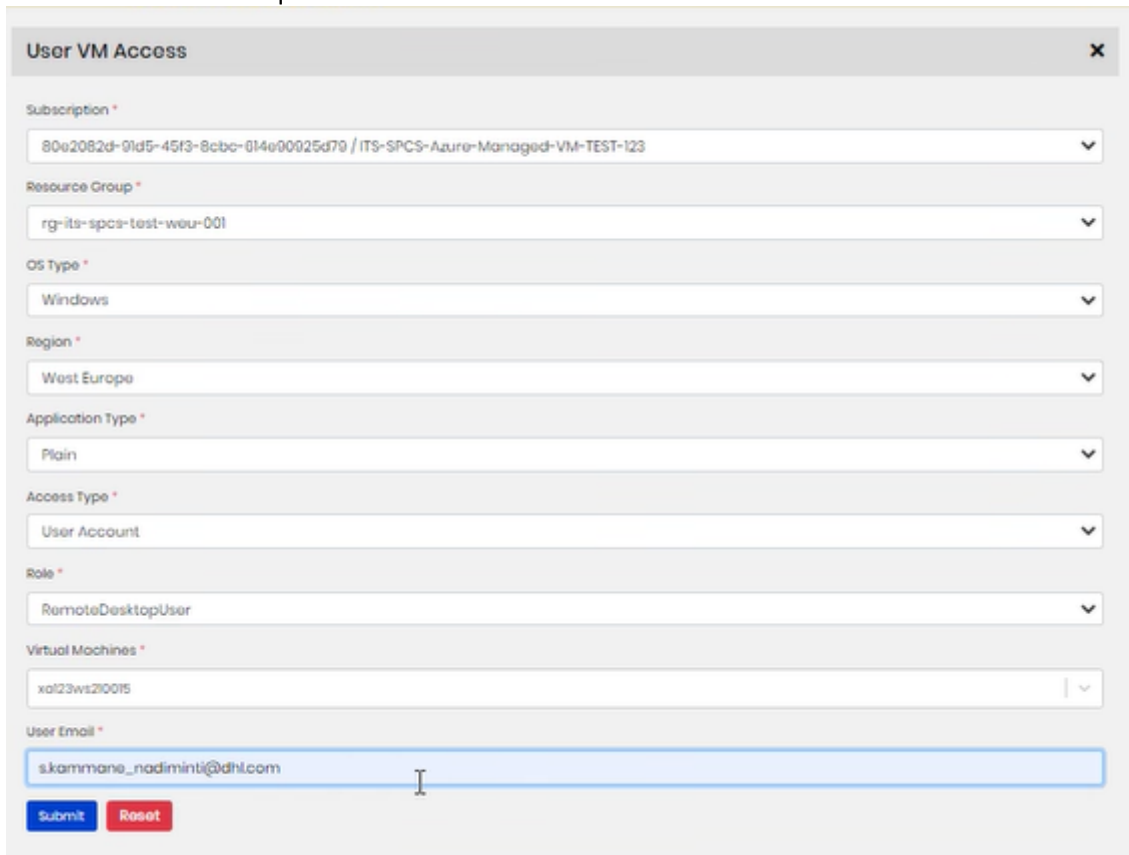
1. User has to login to UCP portal → User Management → User VM Access Request



2. Click on → New VM Access



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

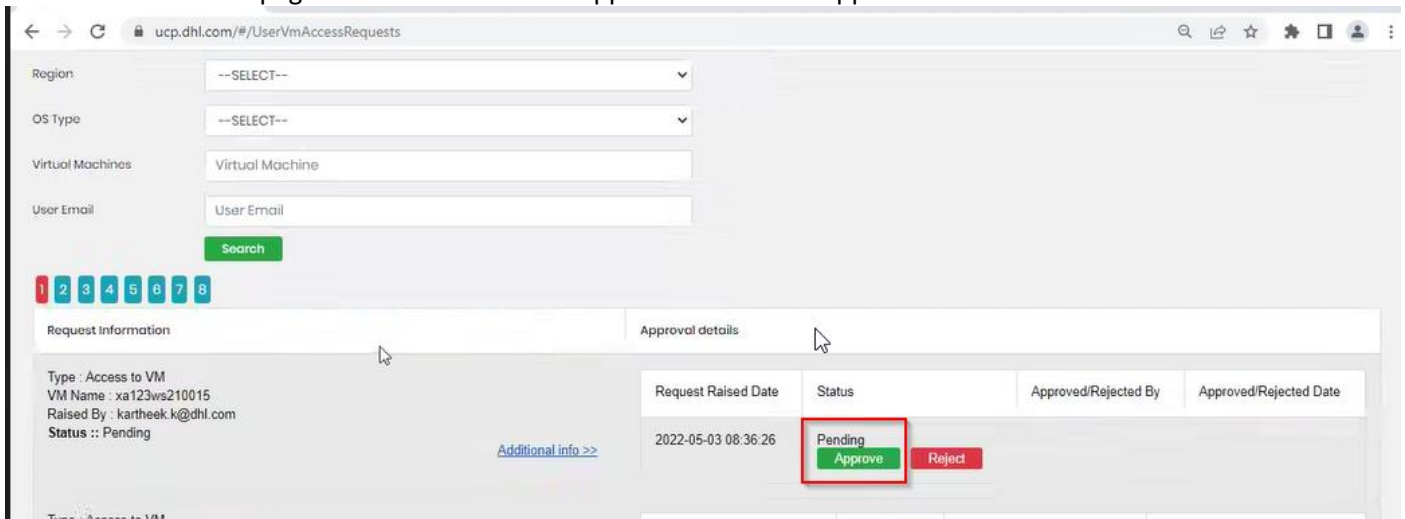


The form is titled "User VM Access" and contains the following fields:

- Subscription: 80e2082d-91d5-45f3-8cbe-014e90025d79 / ITS-SPCS-Azure-Managed-VM-TEST-123
- Resource Group: rg-its-spcs-test-weu-001
- OS Type: Windows
- Region: West Europe
- Application Type: Plain
- Access Type: User Account
- Role: RemoteDesktopUser
- Virtual Machines: xa123ws210015
- User Email: skammane_nadiminti@dhl.com

Buttons: Submit, Reset

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



The page shows a list of requests with the following filters:

- Region: --SELECT--
- OS Type: --SELECT--
- Virtual Machines: Virtual Machine
- User Email: User Email

Search button: Search

Request information table:

Request Raised Date	Status	Approved/Rejected By	Approved/Rejected Date
2022-05-03 08:36:26	Pending Approve Reject		

Description:

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

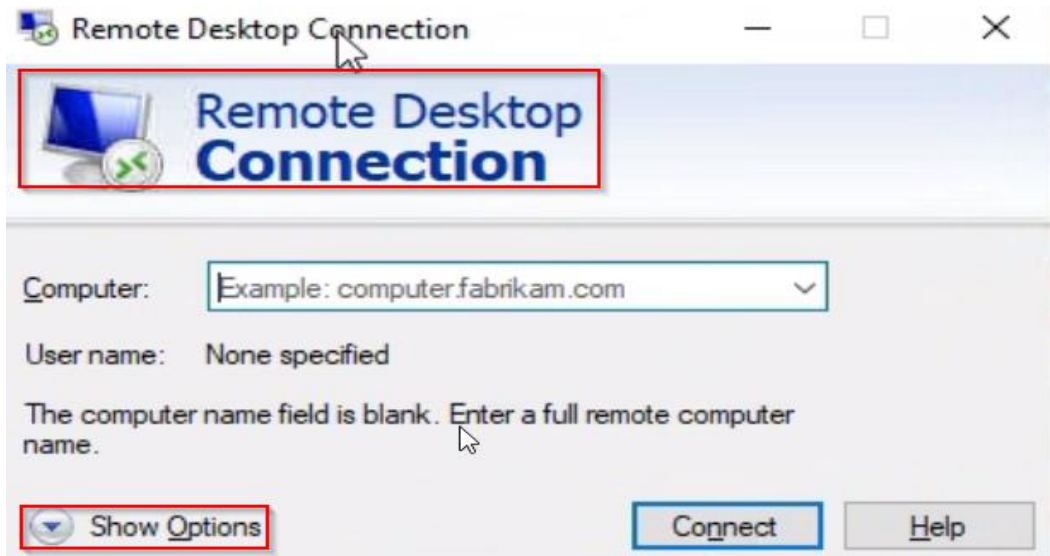
If the user do not exist with the a1d account, JEA function will be created user and send mail to user who has S/MIME and certificate installed,

- Note : User must reset the password on first login.
- User a1d created for KUL-DC, -DCPHX, PRG-DC

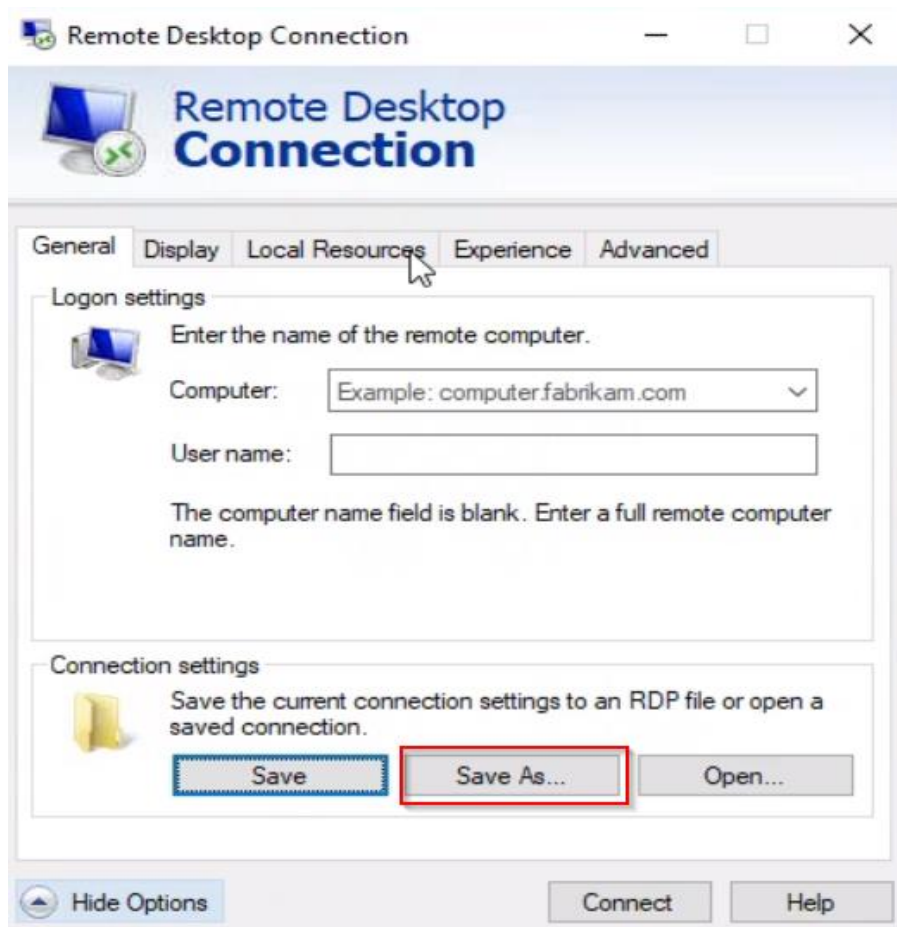
- User will have a single password across all the sub domain .

5. BU User need to connect JUMP server using the NLA Disable option.

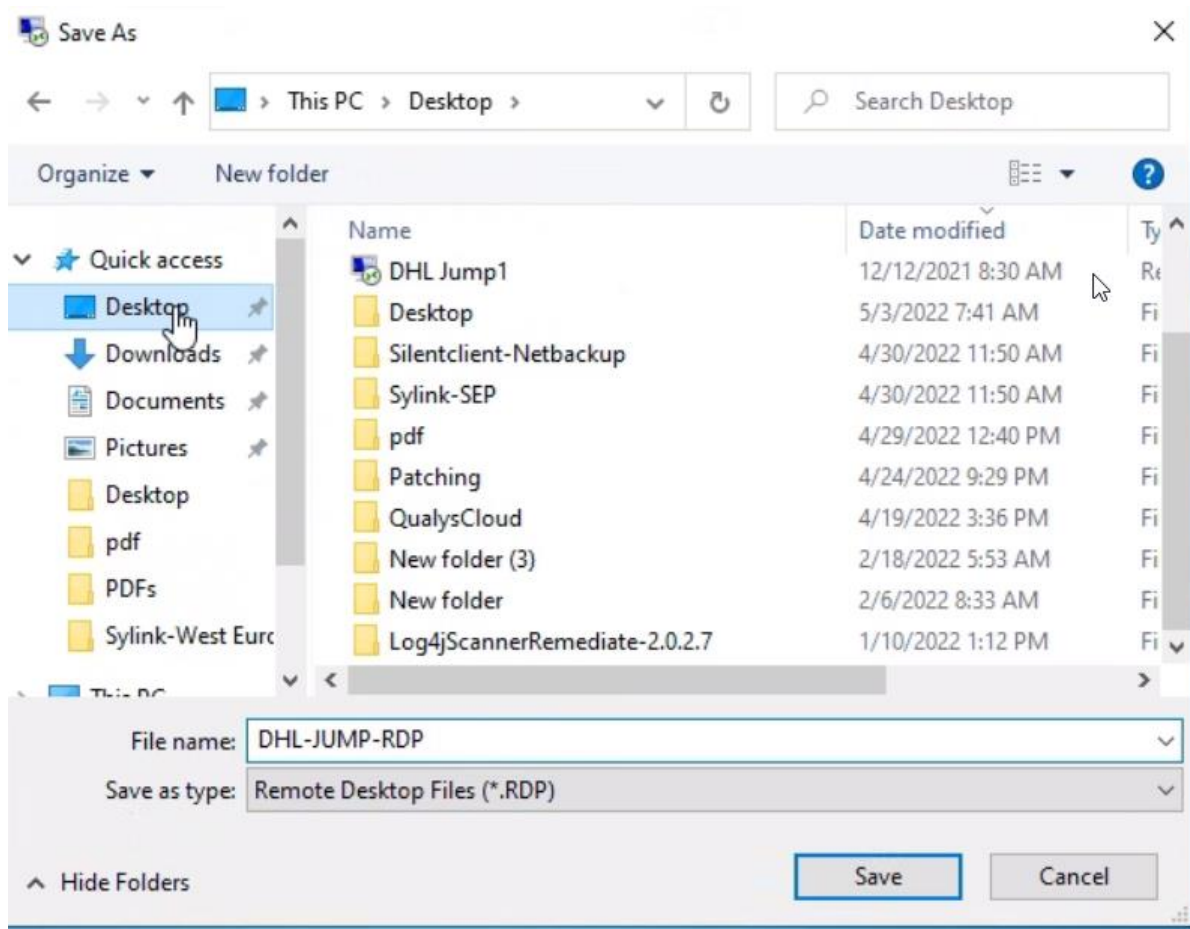
Start → Run → Type mstsc → click on Show Options



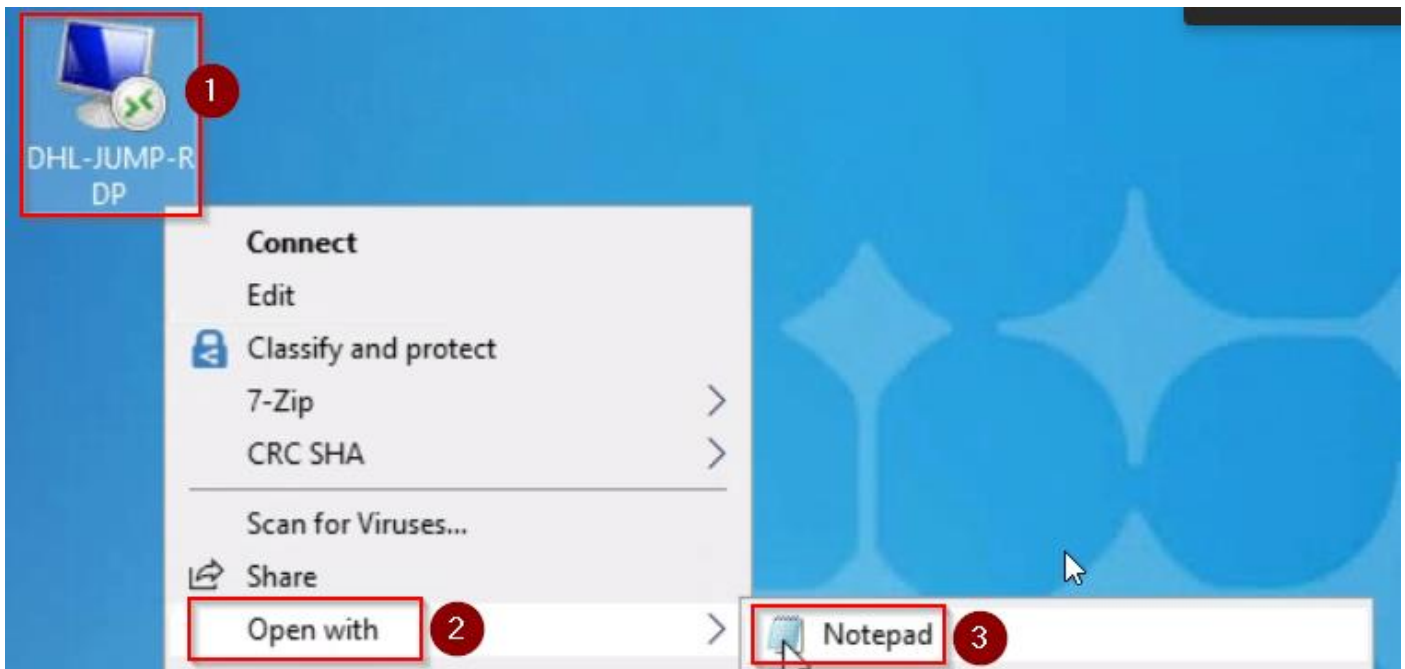
Click on Save As



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



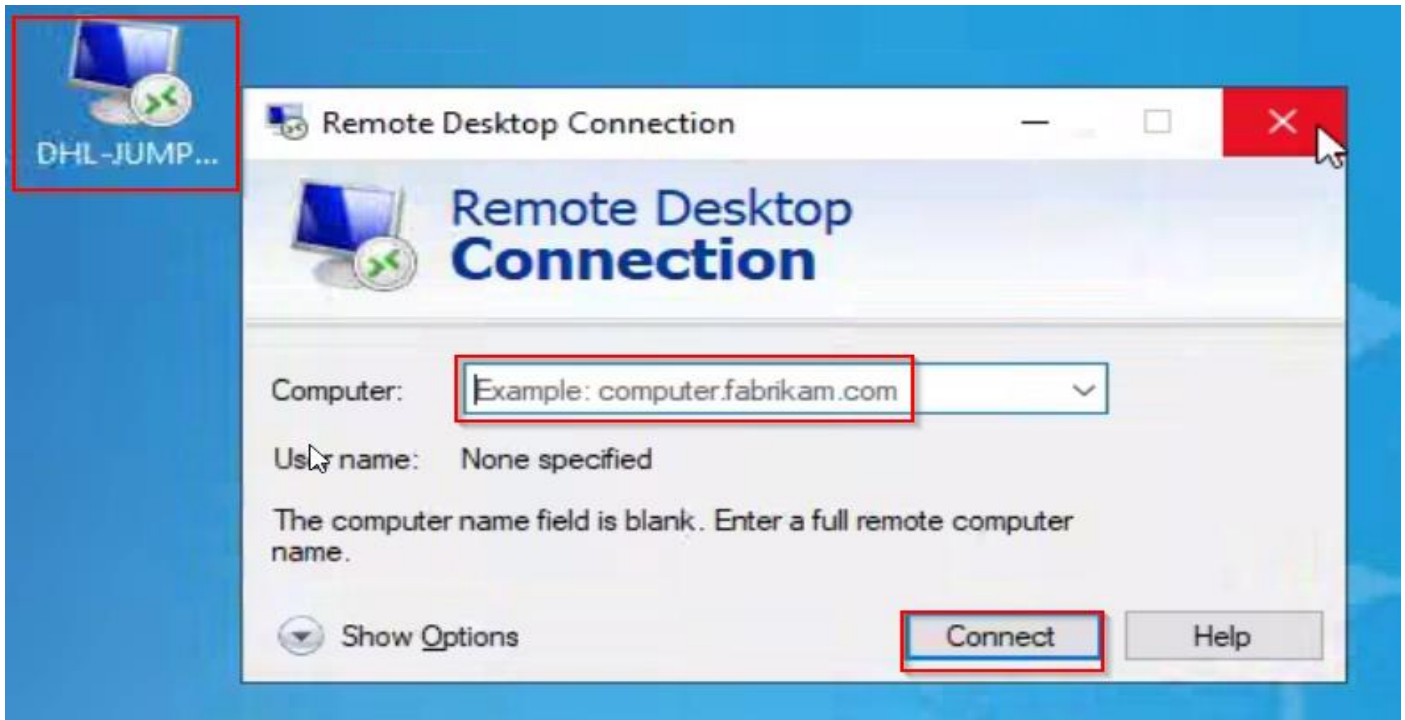
Right click on Saved file → Open With → Notepad



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

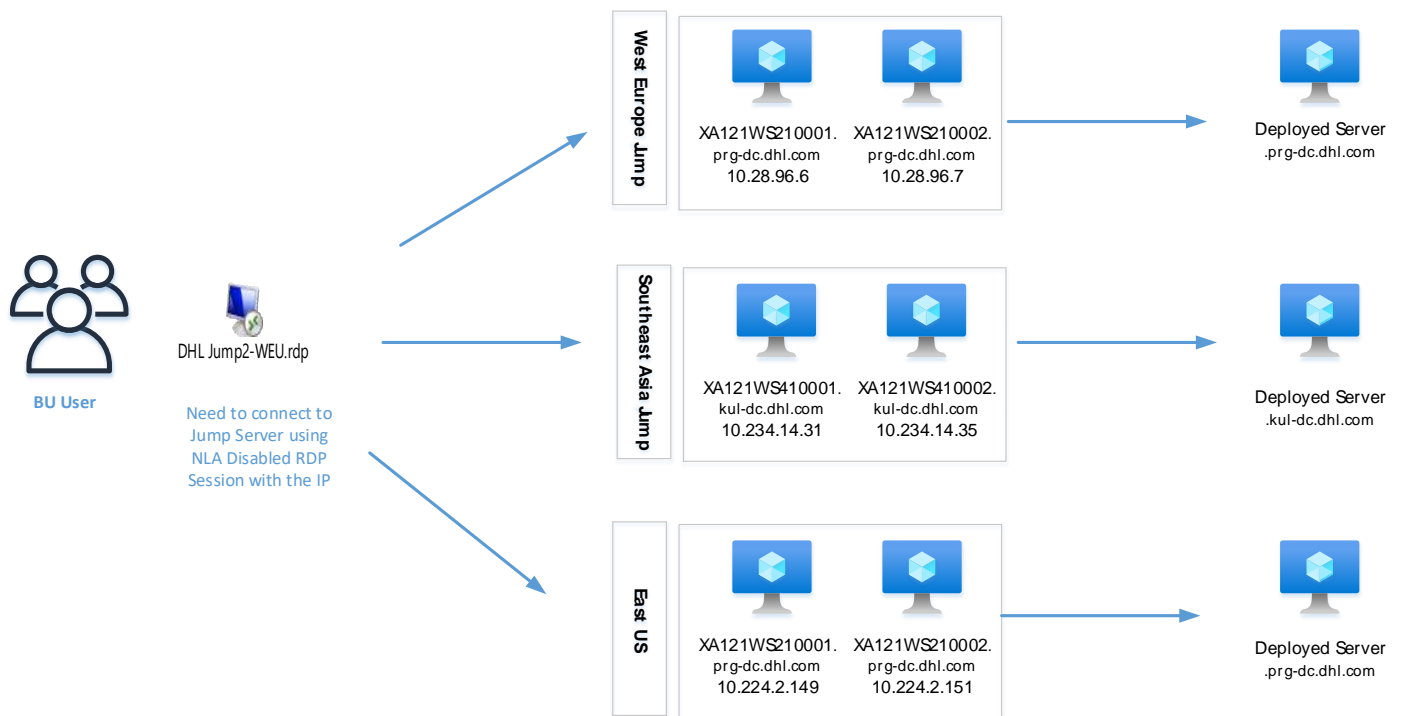
```
*DHL-JUMP-RDP - Notepad
File Edit Format View Help
bitmapcachepersistenable:i:1
full address:s:
audiomode:i:0
redirectprinters:i:1
redirectcomports:i:0
redirectsmartcards:i:1
redirectclipboard:i:1
redirectposdevices:i:0
autoreconnection enabled:i:1
authentication level:i:2
prompt for credentials:i:0
negotiate security layer:i:1
remoteapplicationmode:i:0
alternate shell:s:
shell working directory:s:
gatewayhostname:s:
gatewayusagemethod:i:4
gatewaycredentialssource:i:4
gatewayprofileusagemethod:i:0
promptcredentialonce:i:0
gatewaybrokerintype:i:0
use redirection server name:i:0
rdgiskdcproxy:i:0
kdcproxyname:s:
enablecredsspssupport:i:0
```

Click on the saved file, connect to the jump server with IP address

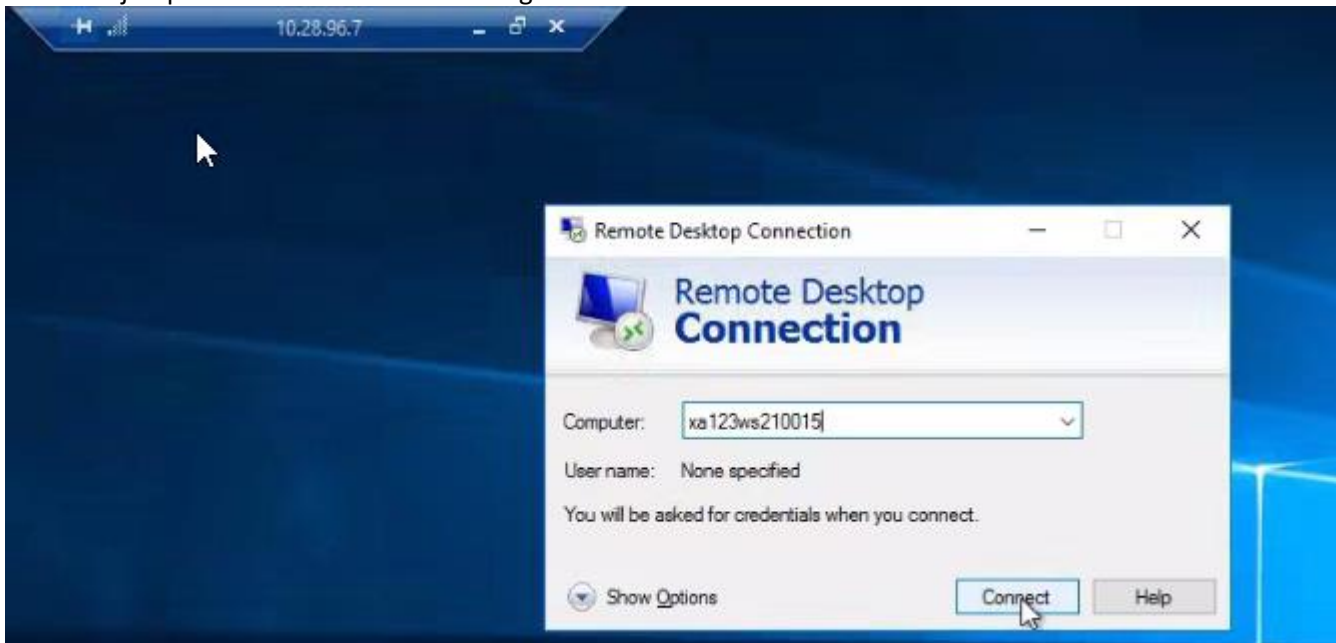


List of Jump Server

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



From the jump sever access the server using the Hostname



4. Reference

any reference links

5. Glossary

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