

# Multiple Users to AD Group - AD Access

OUS DevOps managed Jira projects have a set of AD groups that provide users access to the project. Please request the specific AD group from Jakkula Priyanka if you are unsure (see below chart). Non-OUS DevOps teams can create their own AD groups or add team members directly into the project or space.

## Step by Step guide to Project Specific Access

1. Go to the link :[AD Access](#)

The screenshot shows a web interface for 'Modify Active Directory Group Membership'. At the top is a breadcrumb trail: Home > Service Catalog > Accounts, Access & Authentication > Modify Active Directory Group Membership. Below the title, there are three tabs: 'Describe Needs' (active), 'Choose Options', and 'Summary'. The main content area explains that the form supports the addition or removal of users/accounts from specific Active Directory items. It lists two categories: 'existing Email Distribution Lists and Shared Mailboxes' (including Users and Child Distribution Lists) and 'existing Security Groups' (including Regular User Accounts, Admin Accounts, Test Accounts, BOT Accounts, KIOSK Accounts, SHARED Accounts, and Workstation Admin Accounts). Below this is a dropdown menu labeled '\* Active Directory Item' with '-- None --' selected. A 'next' button is located at the bottom right.

2. Select the "Security Group"

Home > Service Catalog > Accounts, Access & Authentication > Modify Active Directory Group Membership

## Modify Active Directory Group Membership

Modify Active Directory Group Membership

Describe Needs Choose Options Summary

This form supports the **ADDITION/REMOVAL** of users/accounts **TO/FROM** the following Active Directory Items:

- existing Email Distribution Lists and Shared Mailboxes including
  - Users
  - Child Distribution Lists
- existing Security Groups for various account types including
  - Regular User Accounts (511)
  - Admin Accounts (A-, I- or SVC- prefix)
  - Test Accounts (TST- prefix)
  - BOT Accounts (BOT- prefix)
  - KIOSK Accounts (K- prefix)
  - SHARED Accounts (X- prefix)
  - Workstation Admin Accounts (W- prefix)

\* Active Directory Item

-- None --

go, Illinois USA Security Groups

3. Now Select the " Action Item " : Add Accounts or Remove Accounts

- a. Add Account(s) : To add a user to Ad Group
- b. Remove Account(s) : To Remove a user from AD Group

existing Email Distribution Lists and Shared Mailboxes including

- Users
- Child Distribution Lists

existing Security Groups for various account types including

- Regular User Accounts (511)
- Admin Accounts (A-, I- or SVC- prefix)
- Test Accounts (TST- prefix)
- BOT Accounts (BOT- prefix)
- KIOSK Accounts (K- prefix)
- SHARED Accounts (X- prefix)
- Workstation Admin Accounts (W- prefix)

\* Active Directory Item

Security Groups

\* Action Type

Add Account(s)

-- None --

Add Account(s)

Remove Account(s)

4. Select the "Regular User " from drop down from "What type of accounts would you like to remove?"

\* Active Directory Item

Security Groups

\* Action Type

Remove Account(s)

\* What type of accounts would you like to remove?

-- None --

|

-- None --

Regular User Accounts

Admin Accounts (Admin, Special)

Other Accounts (Test, BOT, KIOSK, SHARED, Workstation)

##### 5. Click "Next"

- Users
- Child Distribution Lists
- existing Security Groups for various account types including
  - Regular User Accounts (511)
  - Admin Accounts (A-, I- or SVC- prefix)
  - Test Accounts (TST- prefix)
  - BOT Accounts (BOT- prefix)
  - KIOSK Accounts (K- prefix)
  - SHARED Accounts (X- prefix)
  - Workstation Admin Accounts (W- prefix)

\* Active Directory Item

Security Groups

\* Action Type

Remove Account(s)

\* What type of accounts would you like to remove?

Regular User Accounts

next

##### 6. Click the drop down to access the fields

Home > Service Catalog > Accounts, Access & Authentication > Modify Active Directory Group Membership

## Modify Active Directory Group Membership

Modify Active Directory Group Membership

Describe Needs Choose Options Summary

Based on your input the following forms are required for submission. Please select the drop down, complete each required field, and then click next. \* Mandatory Fields

Remove Multiple 511 Accounts from Multiple AD Groups Remove Multiple 511 Accounts from Multiple AD Groups \* Options

Previous next

7. Fill the **Request form** with the below details accordingly to the **respective ad group , User , Justification** as example below

- a. Group List - Add the AD group you'd like the user(s) added to
- b. Add the user(s) 511 ID to pull them up - add up to 10
- c. Add a Business justification and submit
- d. Note the Request ID to provide to the user for tracking and their supervisor for approval.

Project Role Name	AD Group	Users	Access?
DevOps - Project - Advanced Roadmap Standard Workflow User	APP-BTS-JIRA-Jira Key-AR	Key users of the Roadmap typically Release Manager, Product Owner or Project Manager, but up to your team (keep very limited, 2-3 people).	All access in Full Access including user management, ability to create releases and components.

D e v O p s - F u n c t i o n a l - T e a m  D e v O p s - R e l e a s e - T e a m  S t a n d a r d W o r k f l o w U s e r	APP-BTS-JIRA-Jira Key-Full	Project Manager, Scrum Master, BSA, Architect, Delivery Lead, BRM, Operations Lead	All access (create issues, update issues, close issues) with the exception of creating a release, components and user management). Ability to Edit and manage Sprints. Start/close sprints. Move issues.
D e v O p s - D e v - T e a m  S t a n d a r d W o r k f l o w U s e r	APP-BTS-JIRA-Jira Key-Devs	Developers + DevOps Engineers	Full access with restrictions on specific workflow transitions.

<p>D e v O p s - T e s t i n g - T e a m</p> <p>S t a n d a r d W o r k f l o w U s e r</p>	<p>APP-BTS-Jira-Jira key-QA</p>	<p>QA testers</p>	<p>Full access with restrictions on specific workflow transitions.</p>
<p>D e v O p s - B r o w s e r D e v O p s - B u s i n e s s - T e a m</p> <p>S t a n d a r d W o r k f l o w R e a d e r</p>	<p>A P P - B T S - J I R A - J i r a K e y - R e a d</p>	<p>Business Users needing Read Only</p>	<p>Only viewing the project, no editing ability, but the ability to comment on issues.</p>

Replace the "Jira Key" with the team project key (ex. OneCRM Neuro = OCRMN). all AD group projects need to begin with "O" for OUS.

Describe Needs Choose Options Summary

more than the maximum number of allowed accounts and/or groups, an additional request will need to be submitted. Upon submission, individual requests will be generated for **EACH** account/group combination.

**Group membership is automatically removed 45 days after termination.**

Requested For Information

\* Name  
Priyanka Jakkula

UPI  
15211294

Contact Number

☐ Do you want to add a short comment only visible to you when viewing your tickets?

Request Details

\* Group List  
APP-BTS-JIRA-OUSDEVOPS-QA a

\* User List  
Priyanka Jakkula b

\* Business Justification  
As part of the project "OUS DEVOPS" requires QA Access to contribute c

Add attachments

d Previous next

8. Click on "Next" to submit the request .

Submit the request.

Home Service Catalog Accounts, Access & Authentication Modify Active Directory Group Membership

## Modify Active Directory Group Membership

Modify Active Directory Group Membership

Describe Needs Choose Options Summary

Thank you for your submission. You will receive notifications as each item is completed.

Remove Multiple 511 Accounts from Multiple AD Groups

Edit Options Submit

Follow-up with the RITM for the approval update