

RITM Use Case 1:

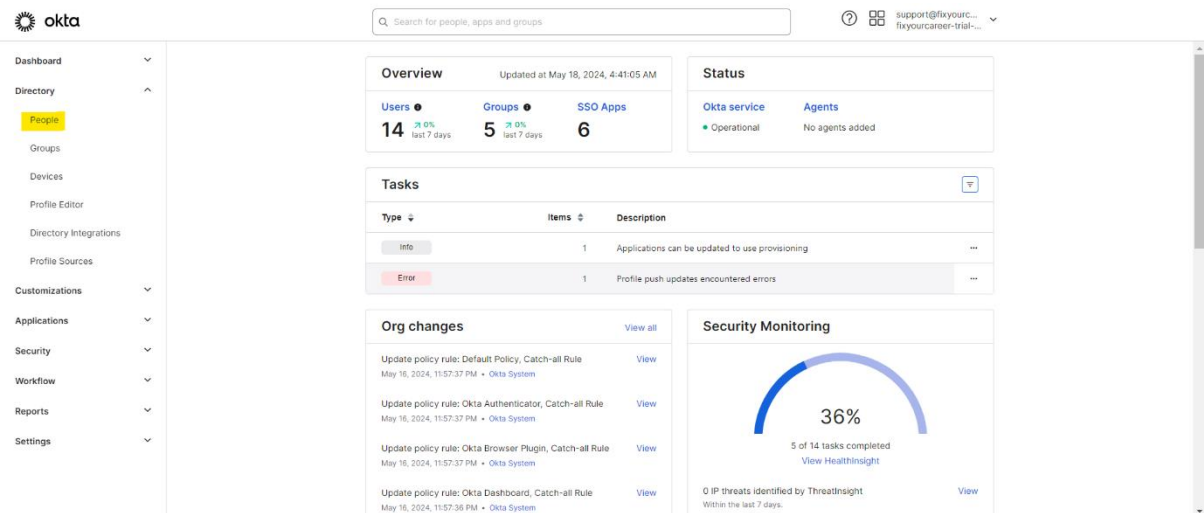
RITM Use Case:

Task 1:

Create 5 users:

Description:

1) In order to create users we have to head towards the “People” section in the Directory.

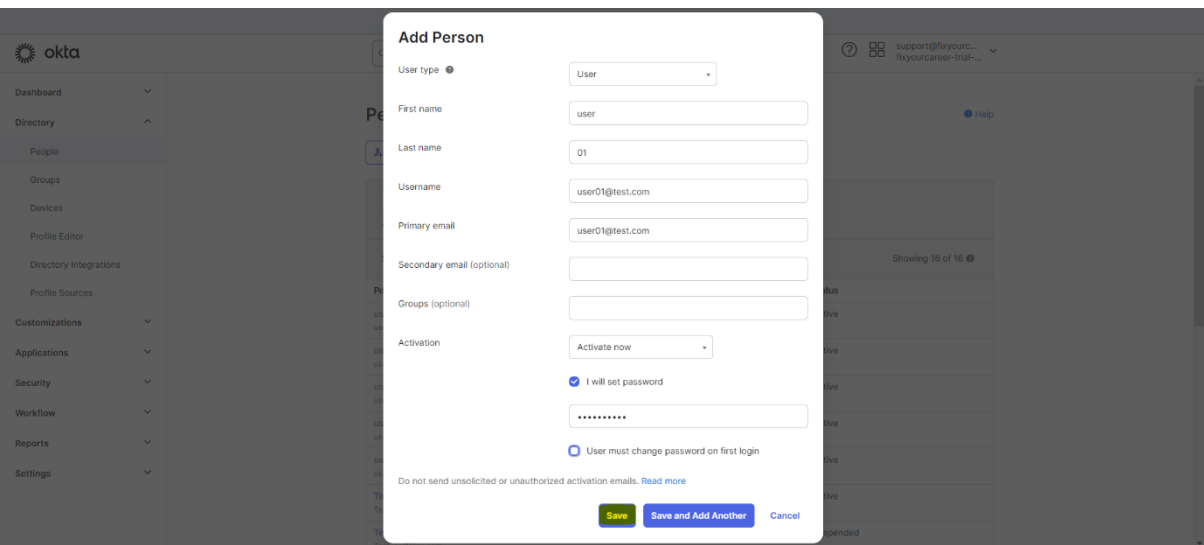


- 2) Then click on “Add People” and fill the details of the user.
- 3) Then the activation part should be filled according to the policy. In my case I choose “I will set password” and unchecked the “user must change password on first login” option in order to gain the active status of the user immediately after creating.

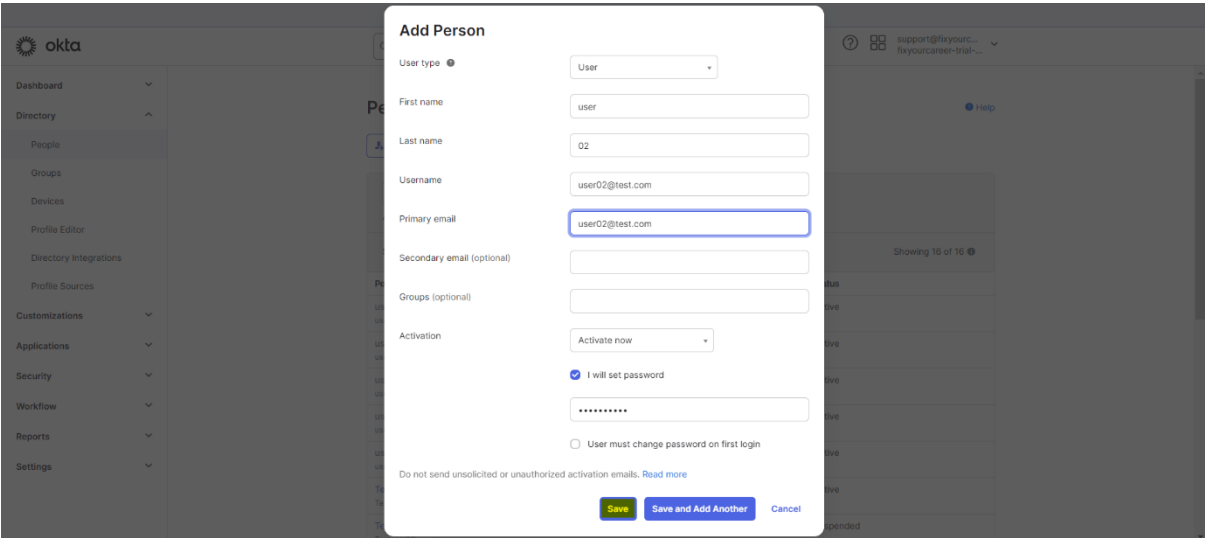
First Name:user

Last Name:01

Email:user01@test.com



First Name:user
Last Name:02
Email:user02@test.com



The screenshot shows the 'Add Person' modal in the Okta admin console. The 'User type' is set to 'User'. The 'First name' field contains 'user', the 'Last name' field contains '02', and the 'Username' field contains 'user02@test.com'. The 'Primary email' field is highlighted with a blue border and also contains 'user02@test.com'. The 'Secondary email (optional)' and 'Groups (optional)' fields are empty. The 'Activation' dropdown is set to 'Activate now'. The 'I will set password' checkbox is checked, and a password field with masked characters is visible. The 'User must change password on first login' checkbox is unchecked. At the bottom, there are three buttons: 'Save' (yellow), 'Save and Add Another' (blue), and 'Cancel' (blue). A link to 'Read more' is also present.

Okta

Dashboard

Directory

People

Groups

Devices

Profile Editor

Directory Integrations

Profile Sources

Customizations

Applications

Security

Workflow

Reports

Settings

Add Person

User type: User

First name: user

Last name: 02

Username: user02@test.com

Primary email: user02@test.com

Secondary email (optional):

Groups (optional):

Activation: Activate now

☒ I will set password

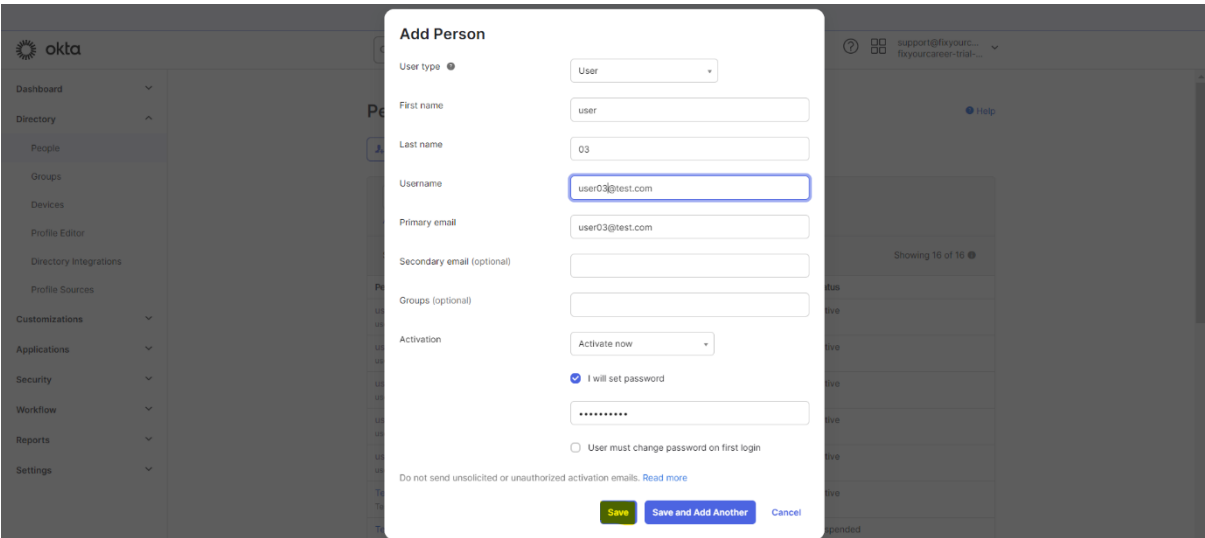
.....

☐ User must change password on first login

Do not send unsolicited or unauthorized activation emails. [Read more](#)

Save Save and Add Another Cancel

First Name:user
Last Name:03
Email:user03@test.com



This screenshot is identical to the previous one, but the 'Last name' field contains '03' and the 'Username' field contains 'user03@test.com'. The 'Primary email' field is also 'user03@test.com'.

Okta

Dashboard

Directory

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Applications

Security

Workflow

Reports

Settings

Add Person

User type: User

First name: user

Last name: 03

Username: user03@test.com

Primary email: user03@test.com

Secondary email (optional):

Groups (optional):

Activation: Activate now

☒ I will set password

.....

☐ User must change password on first login

Do not send unsolicited or unauthorized activation emails. [Read more](#)

Save Save and Add Another Cancel

First Name:user
Last Name:04
Email:user04@test.com

Add Person

User type: User

First name: user

Last name: 04

Username: user04@test.com

Primary email: user04@test.com

Secondary email (optional):

Groups (optional):

Activation: Activate now

☒ I will set password

☐ User must change password on first login

Do not send unsolicited or unauthorized activation emails. [Read more](#)

Save Save and Add Another Cancel

First Name:user
 Last Name:04 (not given by mistake)
 Email:user05@test.com

Add Person

User type: User

First name: user

Last name: 04

Username: user04@test.com

Primary email: user05@test.com

Secondary email (optional):

Groups (optional):

Activation: Activate now

☒ I will set password

☐ User must change password on first login

Do not send unsolicited or unauthorized activation emails. [Read more](#)

Save Save and Add Another Cancel

4) Now, we can see the 5 users that we have created.

People

Search for people, apps and groups

Advanced search

Status: All Showing 16 of 16

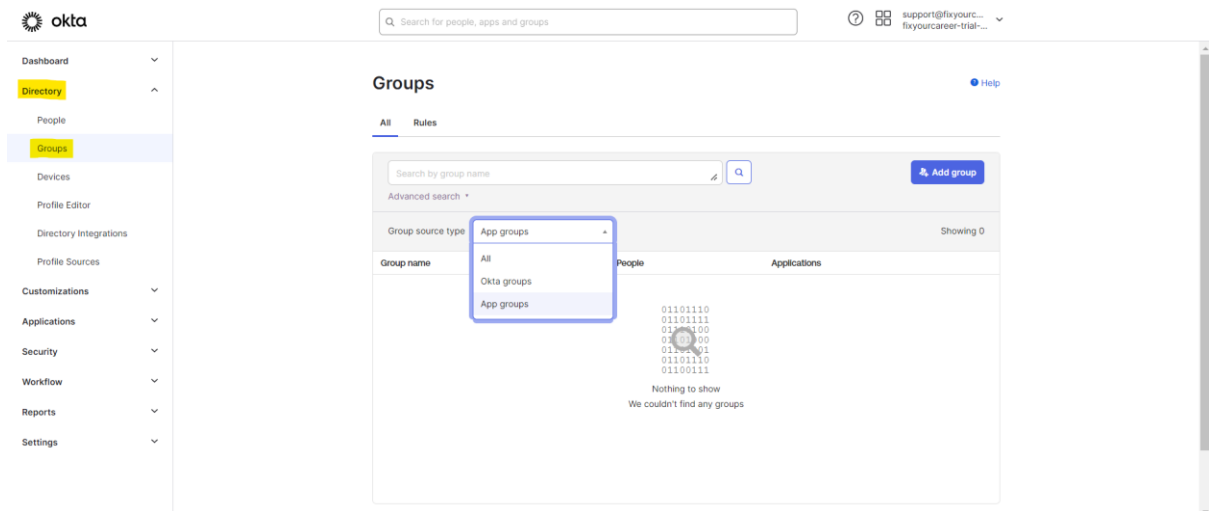
Person & username	Primary email	Status
user 04 user04@test.com	user04@test.com	Active
user 03 user03@test.com	user03@test.com	Active
user 02 user02@test.com	user02@test.com	Active
user 01 user01@test.com	user01@test.com	Active
user 04 user04@test.com	user05@test.com	Active
Testuser 3 Testuser3@ex.com	Testuser3@ex.com	Active
Testuser 1 Testuser1@ex.com	Testuser1@ex.com	Suspended

Task:2

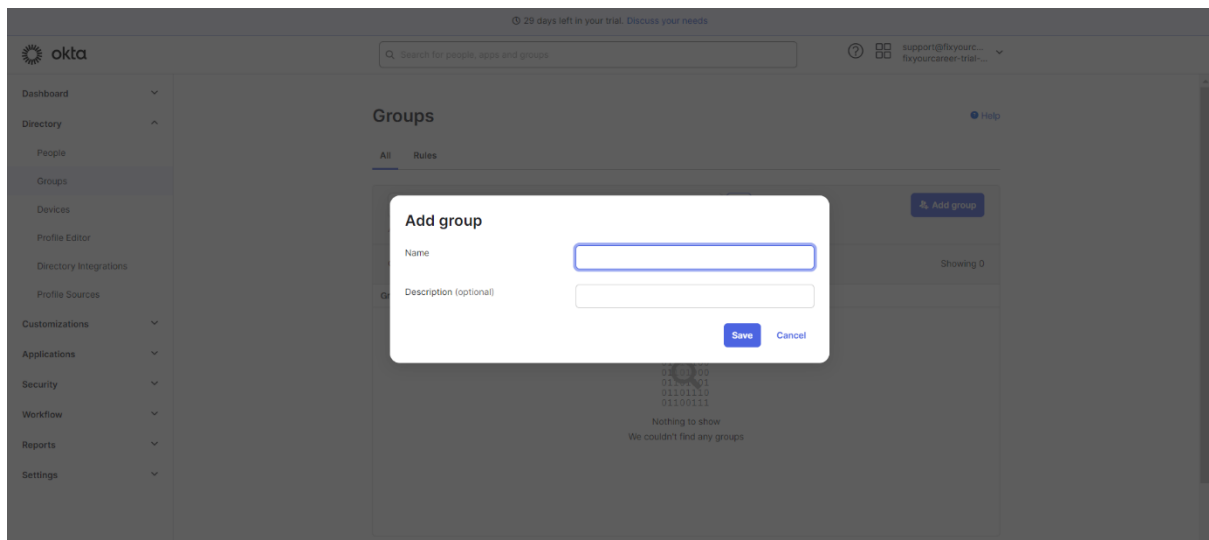
Create a group:

Description:

- 1) In order to create a group we have to head towards the “Directory” drop down menu and select “Groups” from the menu



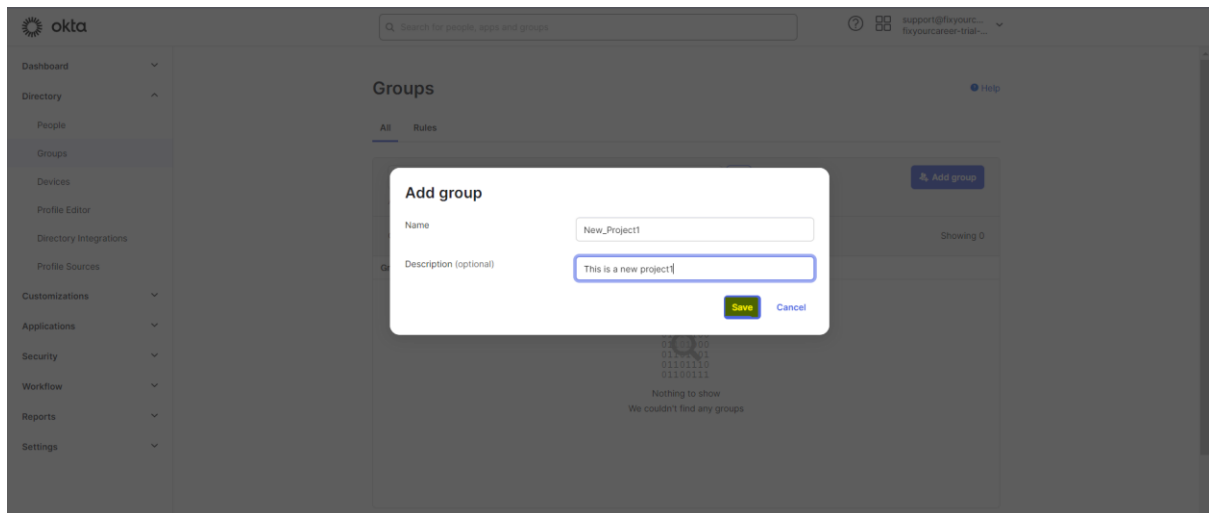
- 2) Then, click on the “Add group” option and the fields “Name, Description” will be shown.



Group Name: New_Project1

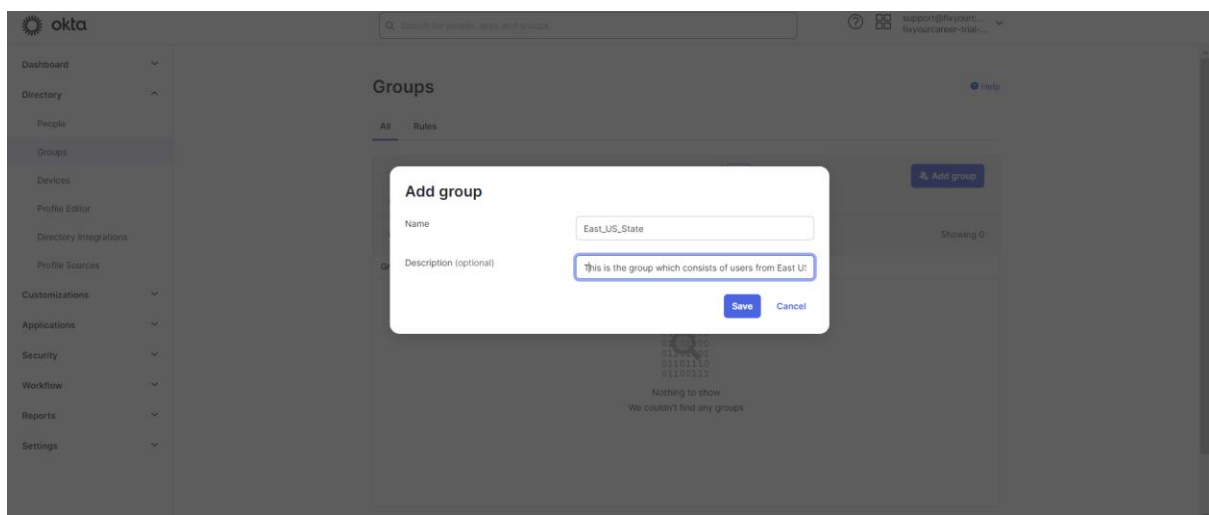
Description: This is a new project1

- 3) Now fill the fields with given data.



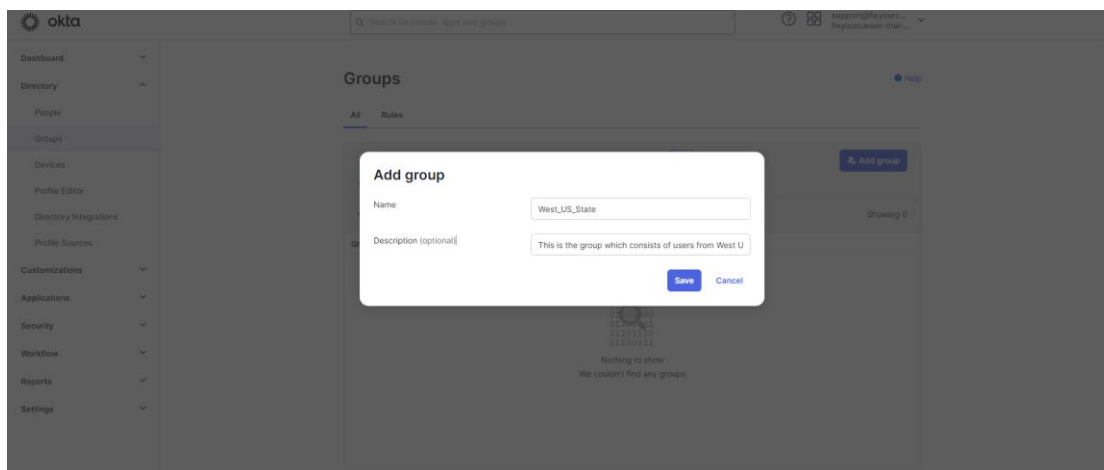
Group Name: East_US_State

Description: This is the group which consists of users from east US state



Group Name: West_US_State

Description: This is the group which consists of users from West US state

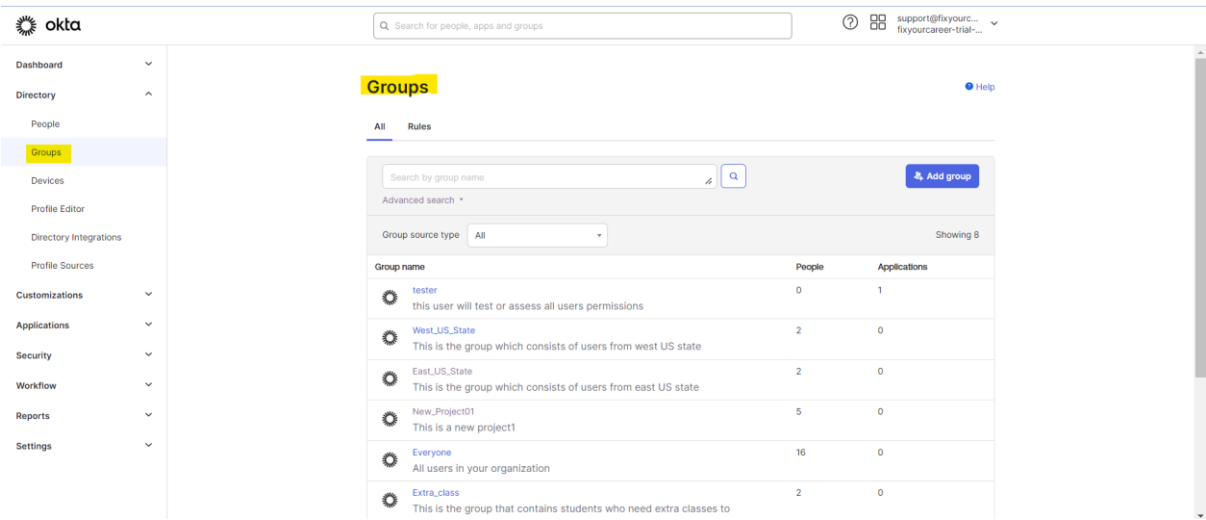


Task 3:

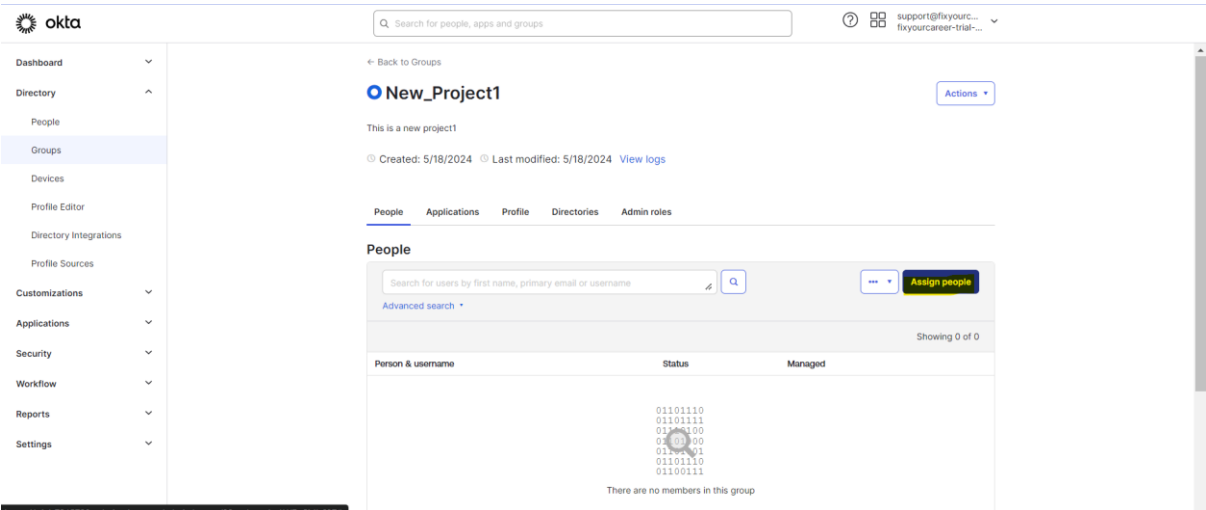
Add all newly created users to New_Project1

Description:

- 1) In order to add newly created users to the group head towards the “Groups” option and select the “New_Project1” group



- 2) Now click on “Assign people”



- 3) All the created users will be shown and click on the “+” symbol in order to add the users to the group. The users will be added to the group

Okta Admin Console - Assign people

Search for people, apps and groups

Successfully added user 04

Assign people

Search for users by first name, primary email or username

More actions

Advanced search

Showing 10

Person & username	Status	Managed	
user 01 user01@test.com	Active	Manually	Assigned Remove
user 04 user04@test.com	Active	Manually	Assigned Remove
user 04 user05@test.com	Active	Manually	Assigned Remove
user 02 user02@test.com	Active	Manually	Assigned Remove
user 03 user03@test.com	Active	Manually	Assigned Remove
Testuser 3 Testuser3@ex.com	Active	Manually	+
Testuser 2 Testuser2@ex.com	Password expired	Manually	+
Testuser 1 Testuser1@ex.com	Suspended	Manually	+

Okta Admin Console - New Project

Search for people, apps and groups

New Project1

This is a new project1

Created: 5/18/2024 Last modified: 5/18/2024 View logs

Back to Groups

Actions

People Applications Profile Directories Admin roles

People

Search for users by first name, primary email or username

Assign people

Advanced search

Showing 5 of 5

Person & username	Status	Managed	
user 04 user04@test.com	Active	Manually	x
user 04 user05@test.com	Active	Manually	x
user 03 user03@test.com	Active	Manually	x
user 02 user02@test.com	Active	Manually	x
user 01 user01@test.com	Active	Manually	x

Task 4:

Update state attribute for 2 users as East_US and another 2 users as West_US

Description:

1) In order to update state attribute goto Directory->People->user 01->Profile and click "Edit"

Okta Admin Console - user 01

Search for people, apps and groups

user 01

user01@test.com

Reset or Remove password More Actions

User Active View Logs

Applications Groups Profile Devices Admin roles

Attributes

Username user01@test.com

login

First name user

firstName

Last name 01

lastName

Middle name

middleName

Honorific prefix

honorificPrefix

Honorific suffix

honorificSuffix

Primary email user01@test.com

email

Title

Profile

A profile is a collection of attributes that describe a user in Okta. Some apps and directories can sync attributes with Okta.

2) Now scroll down to the attribute “State” and type “East_US” and click “Save”

Okta user profile form. The 'State' field is highlighted with a yellow box and contains the text 'East_US'. The form includes fields for City, State, Zip code, Country code, Postal Address, Preferred language, Locale, Time zone, User type, Employee number, Cost center, Organization, Division, Department, Manager, and Manager manager. A 'Save' button is at the bottom right.

3) Repeat the same steps for all the four users and enter the state name accordingly.

Task: 5:

Rename the group name New_Project1 to New_Project01

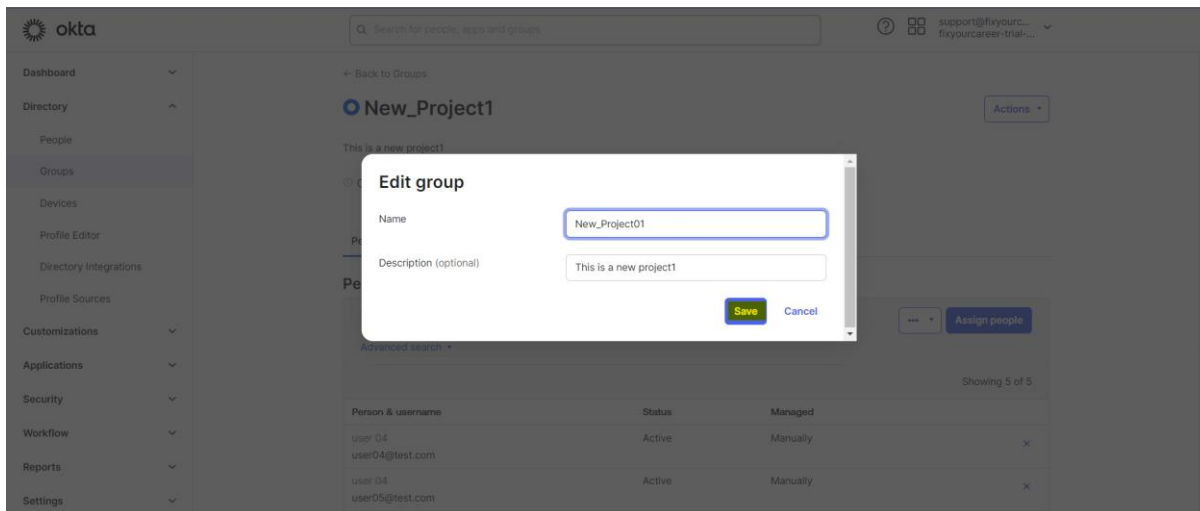
Description:

1) In order to rename the group head towards Groups-> New_Project1. Then click on “Action” and select “Edit”

Okta Groups page. The group 'New_Project1' is selected. An 'Actions' dropdown menu is open, showing 'Edit' and 'Delete' options. The 'Edit' option is highlighted. Below the group name, there is a table showing the group's details and a list of users assigned to the group.

Person & username	Status	Managed
user 04 user04@test.com	Active	Manually
user 04 user05@test.com	Active	Manually

2) Now a pop-up will be shown to modify the group name. Change the group name from New_Project1 to New_Project01 and click “Save”.

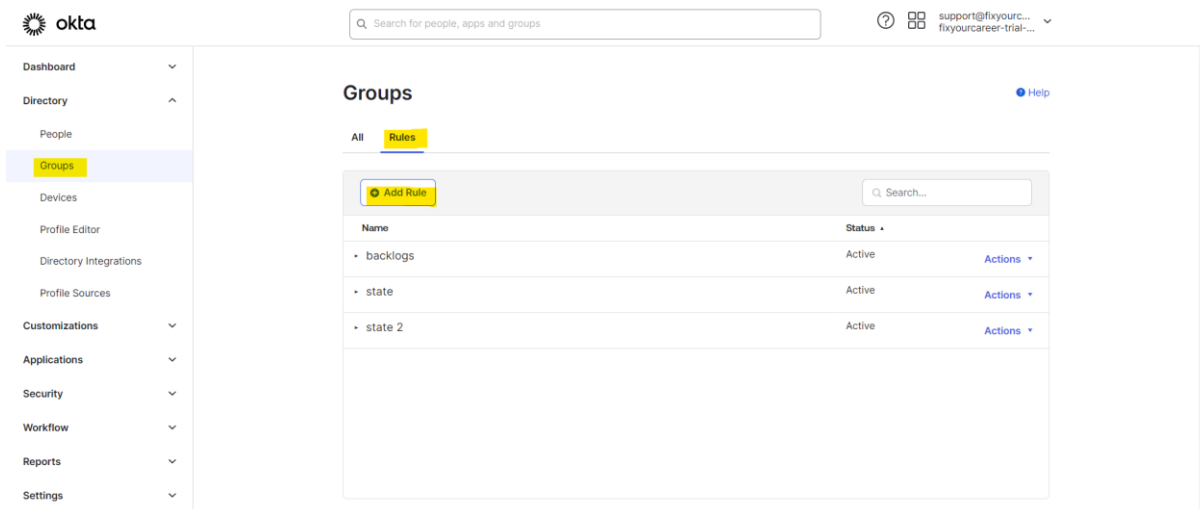


Task 6:

Create a rule:

Description:

1) In order to create rules, we have to head towards Groups->Rules->Add rule



If User attribute state equals east_us then assign to East_US group

2) Then a pop-up will be displayed. Fill the attributes in “Add rule” according to the given data.

Add Rule

Name: State_East_US

IF: ☒ Use basic condition ☐ Use Okta Expression Language (advanced)

User attribute | state | string | Equals | East_US

THEN: Assign to: East_US_State x

This rule will not add users to a group they've been manually removed from.

EXCEPT: The following users

Preview | Enter an Okta user to preview this rule | Save | Cancel

3) Add all the rules to the group by repeating the same steps

If User attribute state equals west_us then assign to West_US group

Add Rule

Name: state_west_us

IF: ☒ Use basic condition ☐ Use Okta Expression Language (advanced)

User attribute | state | string | Equals | West_US

THEN: Assign to: West_US_State x

This rule will not add users to a group they've been manually removed from.

EXCEPT: The following users

Preview | Enter an Okta user to preview this rule | Save | Cancel

4) The users will be added to the groups according to the rules.

Search by group name

Advanced search

Group source type: All

Showing 8

Group name	People	Applications
New_Project1 This is a new project1	5	0
tester this user will test or assess all users permissions	0	1
West_US_State This is the group which consists of users from west US state	2	0
East_US_State This is the group which consists of users from east US state	2	0
Everyone All users in your organization	16	0
Extra_class This is the group that contains students who need extra classes to attend	2	0
Active_Backlogs	2	0