How to Create a Break Glass Admin Account
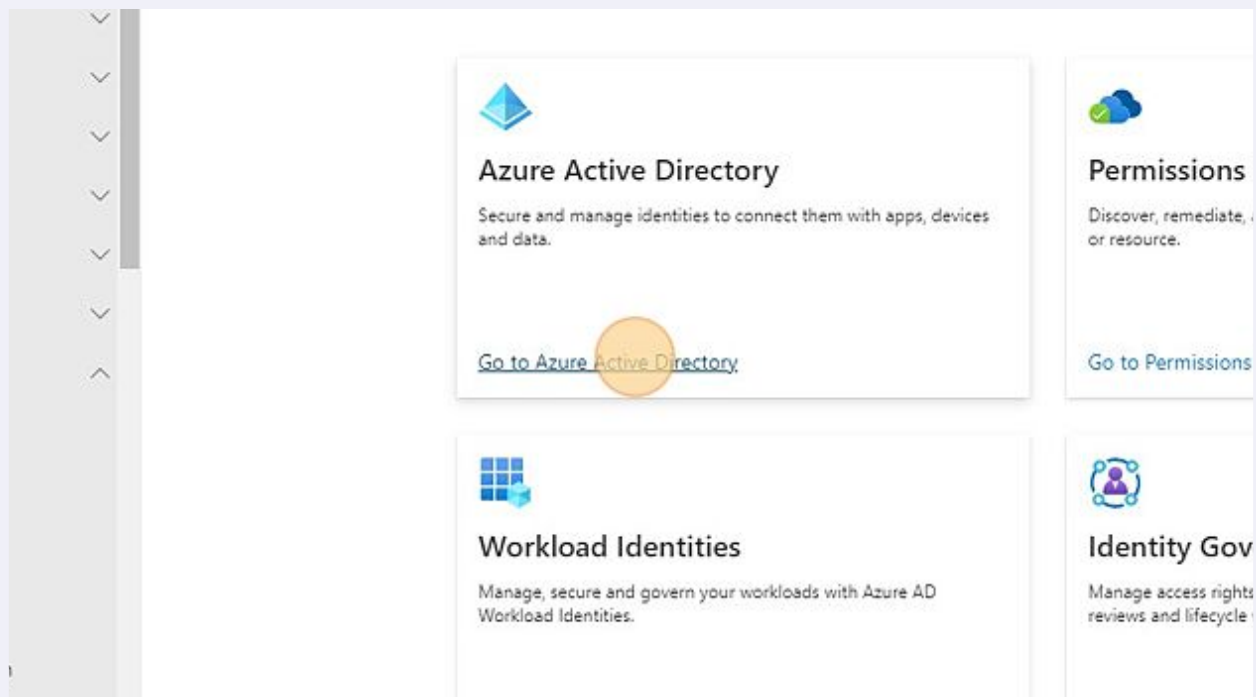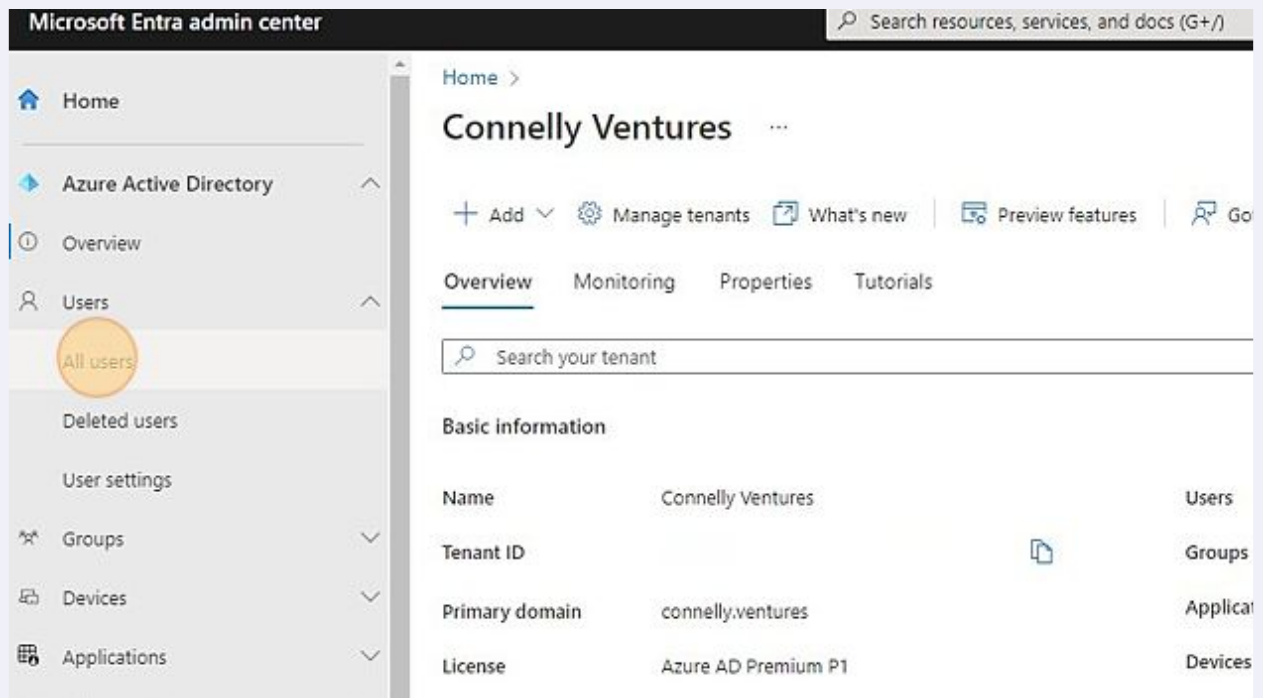
In this guide, we cover the process of creating a break glass admin account for Azure Active Directory.

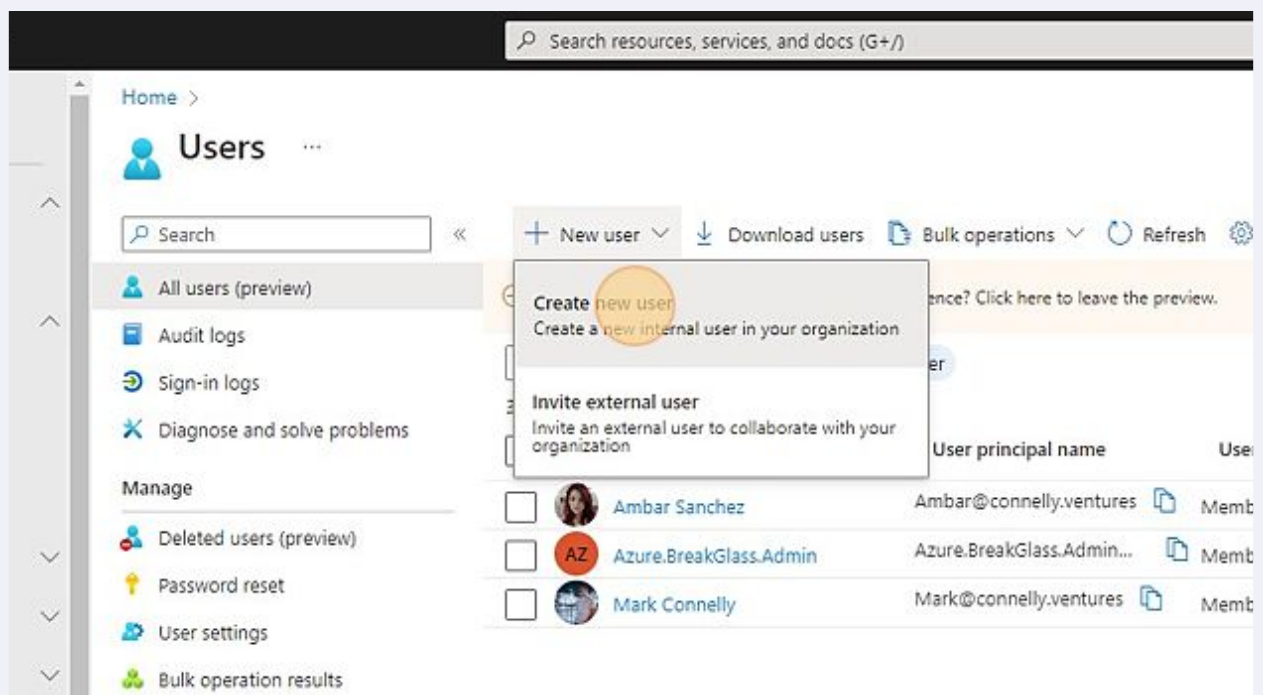**1**   Navigate to entra.microsoft.com

2   Click "Go to Azure Active Directory"

3 Click "All users"

4 Click "Create new user"

5 In the User name field, enter "Azure.BreakGlass.Admin"

○ **Invite user**
Invite a new guest user to collaborate with your organization. The user will

Help me decide

Identity

User name * ⓘ   Azure.BreakGlass.Admin2 ✓ @ connelly.ventures ∨ 📋
The domain name I need isn't shown here

Name * ⓘ   Example: 'Chris Green'

First name

Last name

Groups and roles

Groups   0 groups selected

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6 Fill out the other user fields, and generate your own password.

The domain name I need isn't shown he

Name * ⓘ   Azure Break Glass Admin

First name   Azure Break

Last name   Glass Admin

Password

◉ Auto-generate password
◉ Let me create the password

Initial password   ········

☐ Show Password

Groups and roles

Groups   0 groups selected

Roles   User

7 Generate a secure password to use for the break glass account and document it in the appropriate locations.

departments without the mess.

nox Passwords - Secure enough for almost anything, like root or administrator passwords.

Cm<5qj(,}8?0E^jg?$$rCqdFYki+"J

^)R>dm@o7!s_X#6`gi:!DXPQYLR

Copied

,!+{w5sLa.bPneV0<[/5/S"r5u|

gniter Encryption Keys - Can be used for any other 256-bit key requirement.

R3kUWhq8bo85kPjhton6TozD6yb7Cqc1

TJrJednxKi7L1DnYBdGvQrwU72pS

8 Next to roles, click "User"

○ Auto-generate password
● Let me create the password

Initial password * ⓘ ....

Groups and roles

Groups   0 groups selected

Roles   User

Settings

Block sign in   Yes   No

Usage location

Job info

9 Search for the "Global Administrator" role and assign it.

cs (G+/)

Directory roles

↑ Sort

Choose admin roles that you want to assign to this user. Learn more

🔍 global   ✕   ⁺⊽ Add filters

☐ 👤 Global Administrator   Can manage all aspects of Azure AD identities.

☐ 👤 Global Reader   Can read everything that anything.
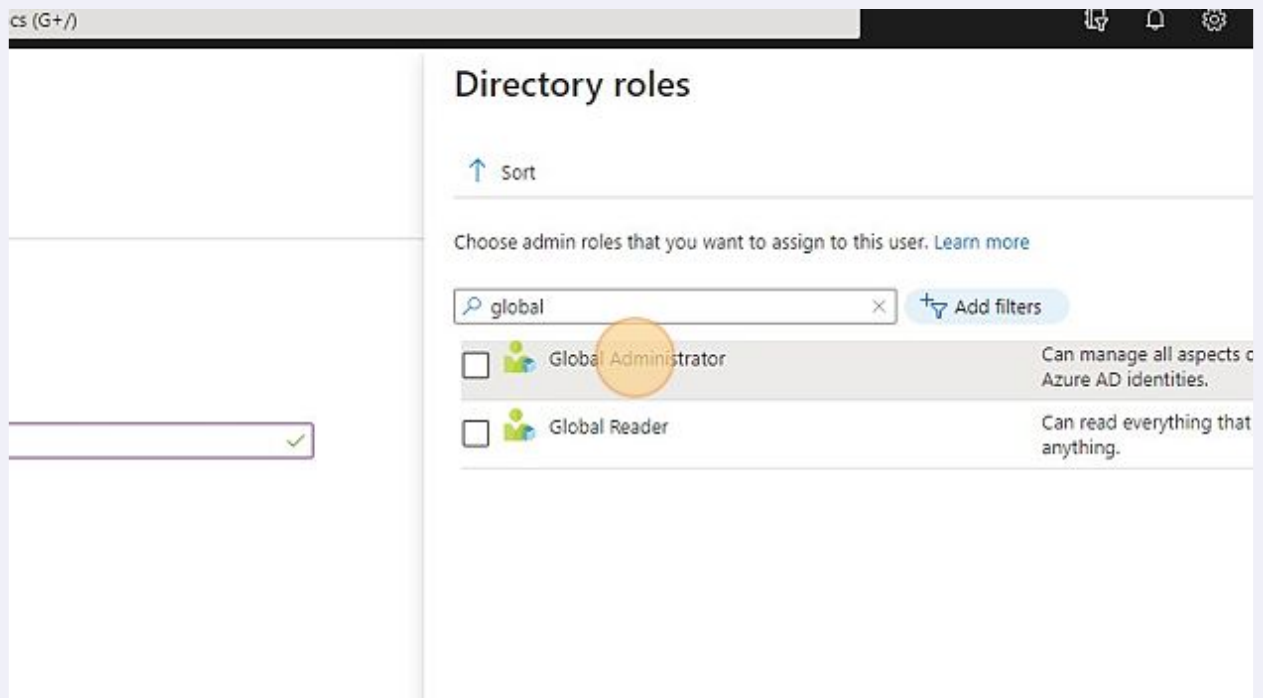
10 Set Usage location to "United States"

Groups and roles

Groups   0 groups selected

Roles   Global Administrator

United Arab Emirates

United Kingdom

United States

Settings

Block sign in   united

Usage location   ⌄

Job info

Job title
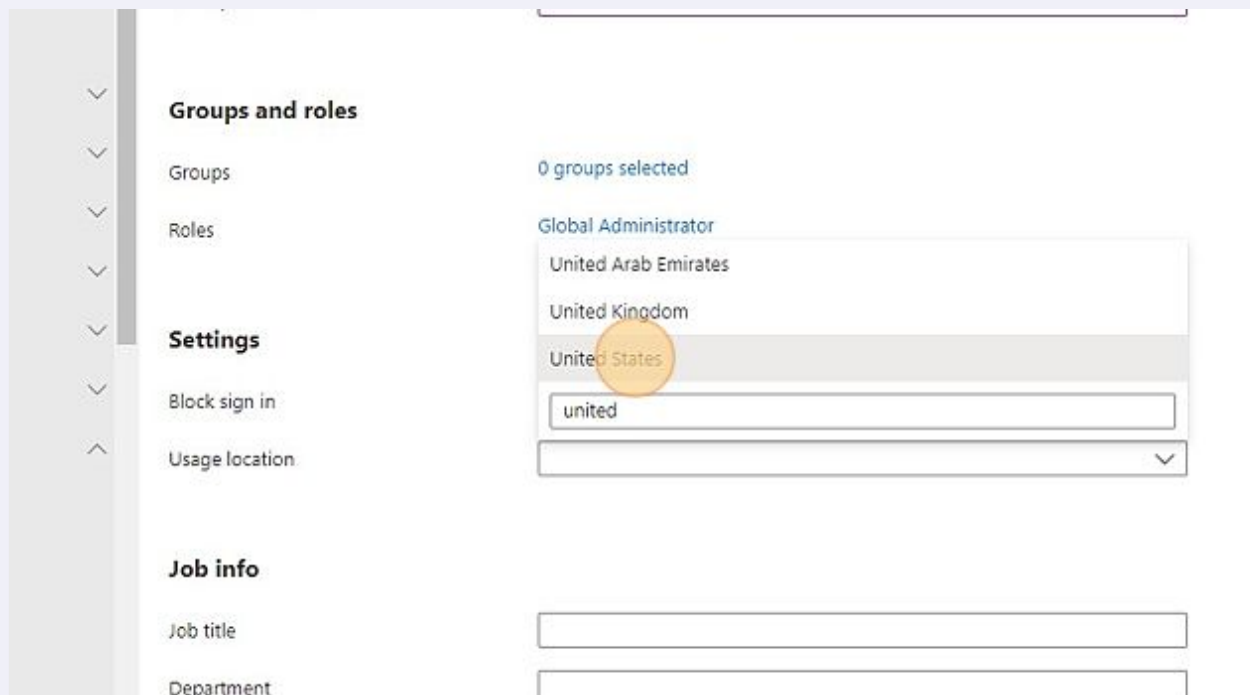
Department

11   Click "Create" to finish creating the user.

Roles & admins

Billing

Settings

Protect & secure

Conditional Access

Identity Protection

Security Center

Identity Secure Score

Multifactor authentication

Authentication methods

& support

«

Settings

Block sign in   Yes   **No**

Usage location   United States

Job info

Job title

Department

Company name

Manager   No manager selected

Create