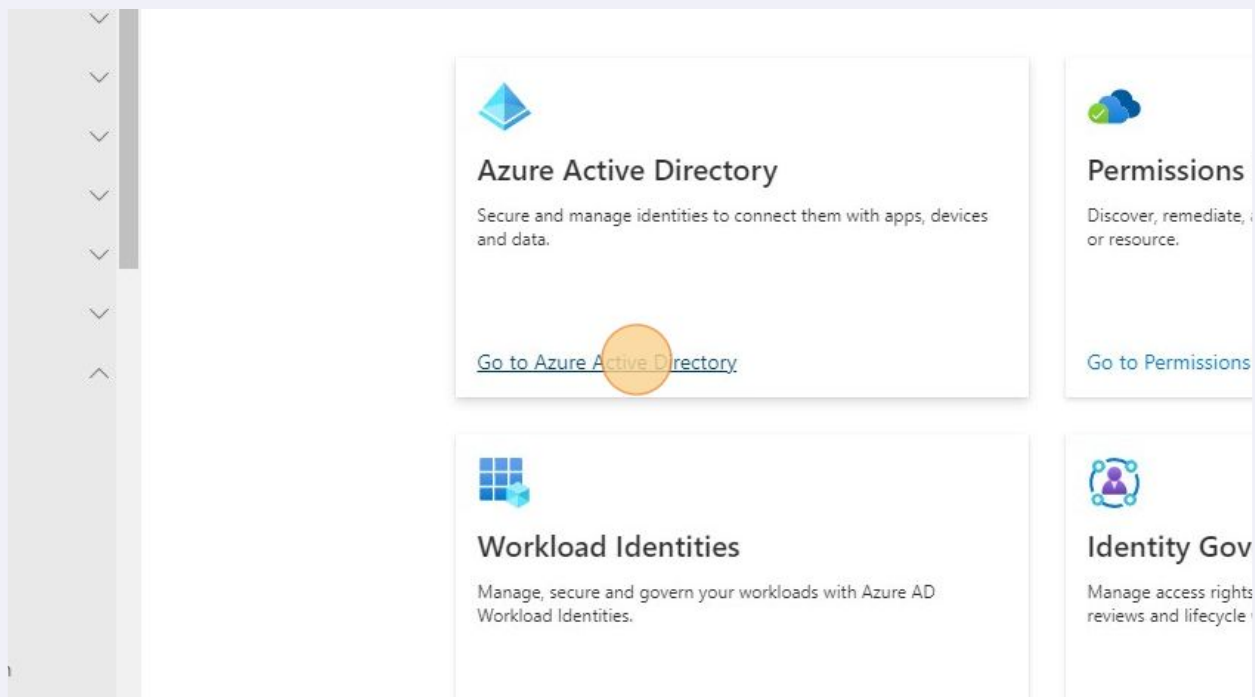


How to Create a Break Glass Admin Account

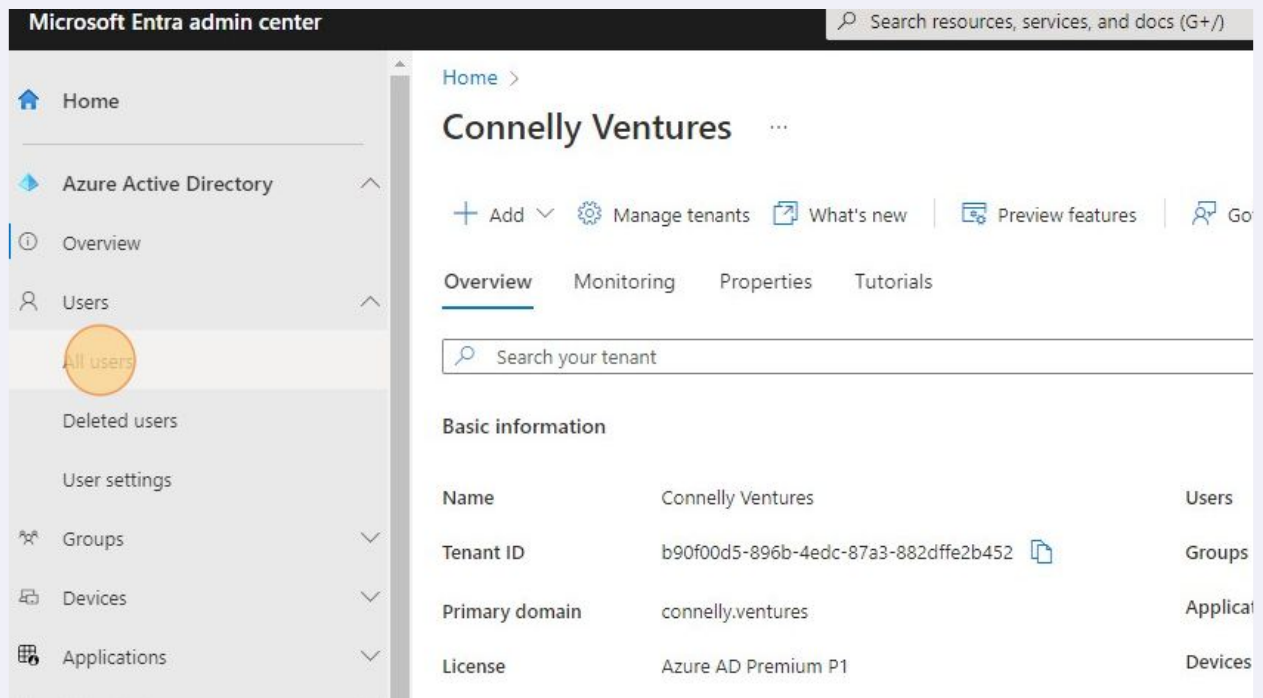
In this guide, we cover the process of creating a break glass admin account for Azure Active Directory.

1 Navigate to entra.microsoft.com

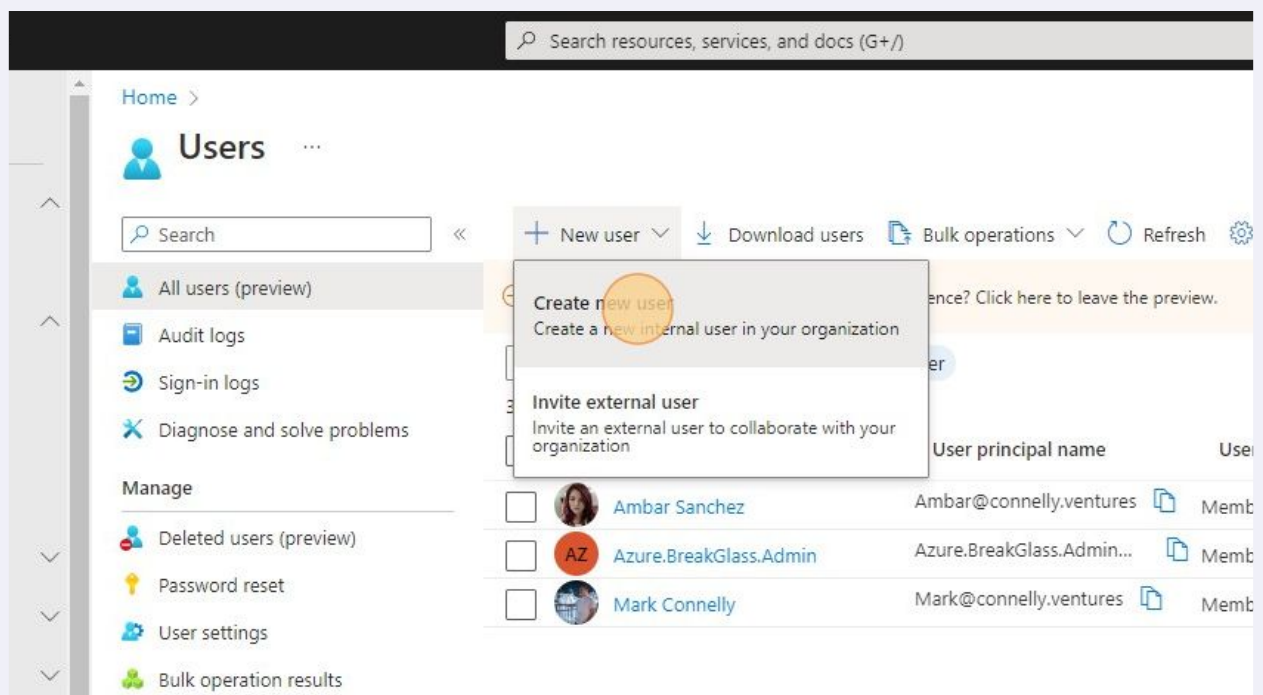
2 Click "Go to Azure Active Directory"



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 * ⓘ @
The domain name I need isn't shown here

Name * ⓘ

First name

Last name

Groups and roles

Groups 0 groups selected

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

☐ **Invite user**
Invite a new guest user to collaborate with your organization. The user will
[Help me decide](#)

Identity

User name * ⓘ @
The domain name I need isn't shown here

Name * ⓘ

First name

Last name

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

n"9vHQ<|HF/05=0.-/]/Ufr4rx36>

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

Copied

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

Roles

0 groups selected

User

Settings

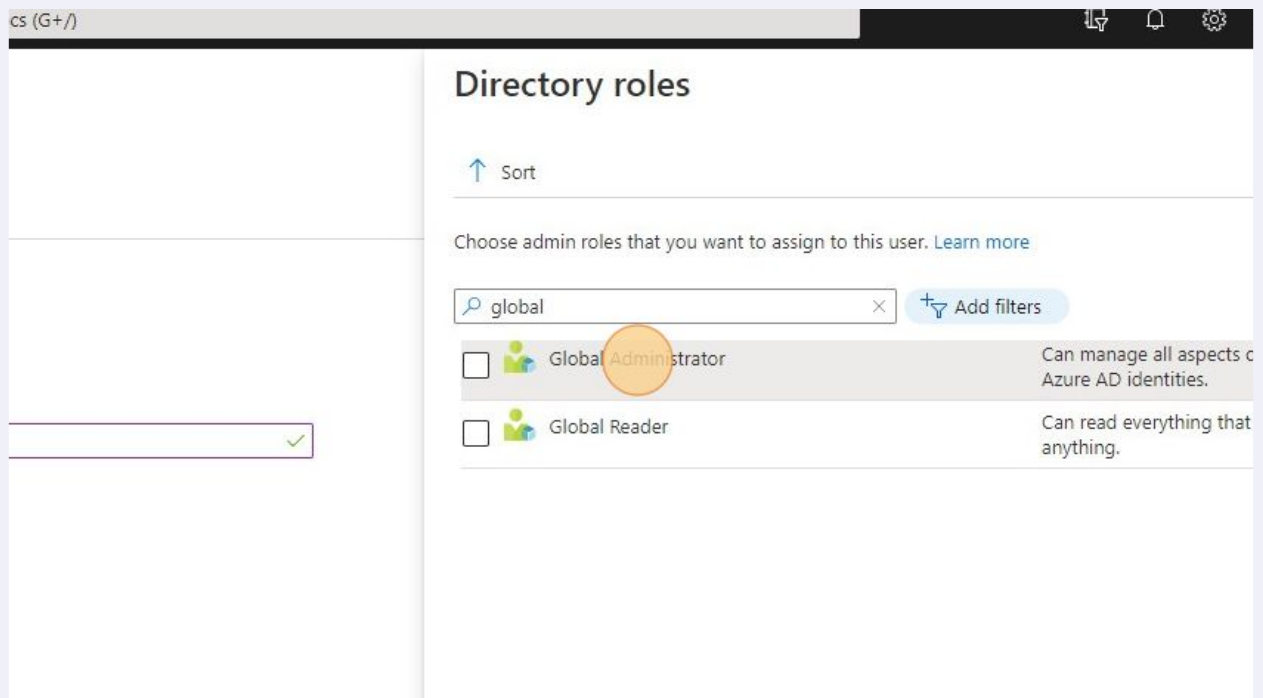
Block sign in

Usage location

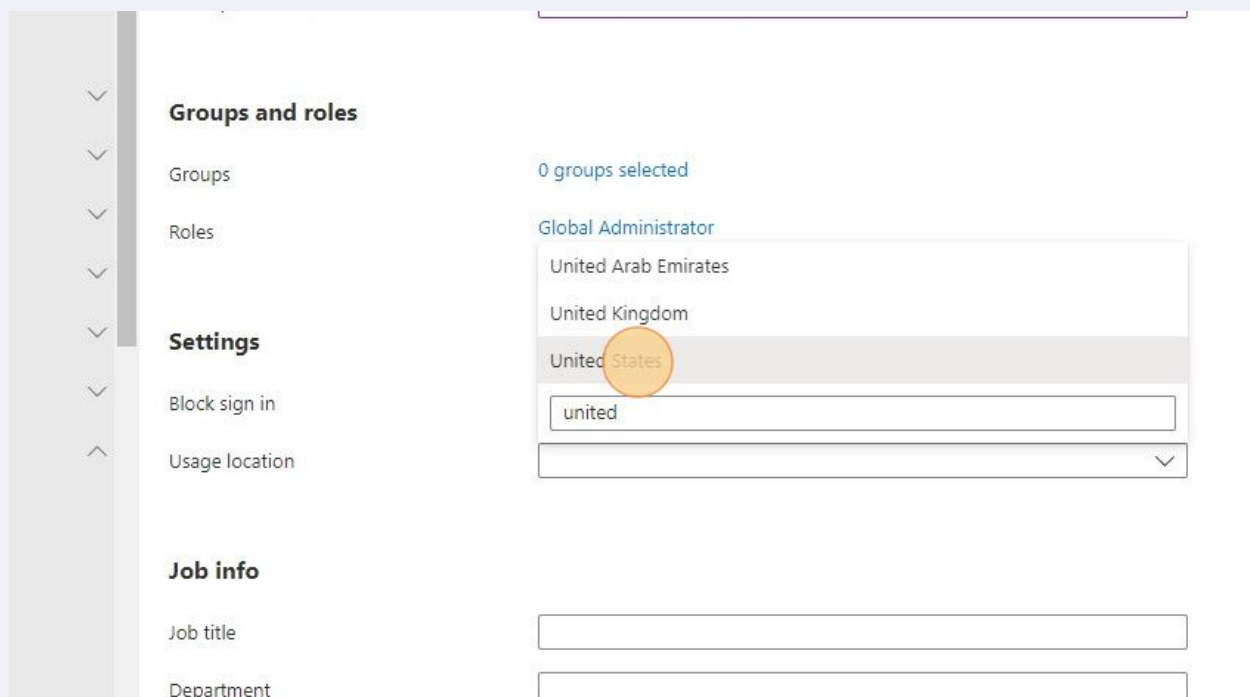
Job info

Yes No

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



10 Set Usage location to "United States"



11 Click "Create" to finish creating the user.

Settings

Block sign in Yes No

Usage location United States

Job info

Job title

Department

Company name

Manager No manager selected

[Create](#)