Project Documentation: Automated CyberArk Onboarding for On-Prem DB Instances

# 🔰 Project Kick-Off Summary

Project Name: CyberArk Weekly Onboarding Automation  
Kick-Off Date: [Insert Date]  
Owner: [Your Team or Department Name]  
Primary Goal: Streamline and automate the secure onboarding of newly added on-premises database instances into CyberArk on a weekly basis.

# 🧩 Project Components

## 1. 📆 Scheduled Weekly Job (ServiceNow)

A ServiceNow Scheduled Job runs every week.  
The job identifies new on-premises DB instances added within the last 7 days.

## 2. 📥 Instance Extraction and Classification

Instances are filtered by:  
- DBMS Type (e.g., MySQL, Oracle, PostgreSQL)  
- Address/Hostname  
- Port  
- Environment (DEV/QA/PROD)  
Instances are mapped to appropriate Safe Names and Policies as shown in the CyberArk Excel template.

## 3. 📑 CyberArk Intake Template Population

The extracted data is used to populate the CyberArk Intake Excel Sheet with the following columns:  
- TYPE  
- Username  
- Address  
- Port  
- Safe Name  
- Policy  
  
The template is saved with a name pattern like: CyberArk\_Intake\_<DBTYPE>\_<Week>.xlsx (e.g., CyberArk\_Intake\_MYSQL\_WK30.xlsx)

## 4. 📝 CyberArk Work Intake Request (WIR) Submission

For each DBMS type, a separate CyberArk Work Intake Request is submitted via ServiceNow.  
  
Request Components:  
- Recipients: Assigned CyberArk Admins  
- Manager Name: Approval authority for the request  
- Request Summary: Description of the new instances being onboarded  
- Attachment: The completed CyberArk Intake Template (Excel file)  
  
Example description:  
"Request to onboard 12 new MySQL PROD instances discovered in Week 30 into CyberArk Safe: SVC-IH\_MYSQL\_PROD. Please find the attached CyberArk intake sheet."

## 5. 🔁 Post-Submission Tracking & Infohub Update

After successful WIR submission:  
- Extract the RITM Number from ServiceNow  
- Make a POST API call to the Infohub tracking database  
- Fields updated: Instance address, DBMS type, Safe name, RITM number, Submission timestamp, Requestor name

# 🧰 Technologies Used

|  |  |
| --- | --- |
| Component | Technology / Tool |
| Job Scheduler | ServiceNow Scheduled Job |
| Data Collection | Python / SN Script |
| Template Format | Excel (as per image) |
| Intake Submission | ServiceNow Catalog |
| API Integration | REST (Infohub) |

# 📈 Benefits

- Eliminates manual effort and copy-paste errors  
- Ensures consistent onboarding across all DB types  
- Maintains full traceability through Infohub audit logs  
- Improves onboarding time and compliance with IAM standards

# 👥 Stakeholders

|  |  |
| --- | --- |
| Role | Person / Team |
| Project Lead | [Your Name] |
| CyberArk Admins | [Admin Team / Email ID] |
| Infohub Owners | [Infohub Team] |
| ServiceNow Developers | [SN Support] |
| Request Approvers | [Manager Name(s)] |

# ✅ Next Steps

1. Finalize CyberArk intake template format and validate Excel structure.  
2. Automate weekly instance collection and template population.  
3. Integrate ServiceNow API for automated WIR submission (optional phase).  
4. Implement POST call to Infohub upon RITM generation.  
5. Test full flow with one DBMS type, then expand to others.