

# GRC OnBoarding Guide

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## Working Environment Setup

### 1. Apply for VPN Permission

<https://identityhub.paypalcorp.com/dashboard>

Role Name: PP\_Corp\_PingID\_F5\_Enrollment

- Select Sidebar: Access Requests → Request for Self
- Search the Role name, add it to your Cart, then Checkout.

For remote onboard, ask your mentor to add this role for you (Access Requests → Request for Others).

### 2. Login, Zscaler, and VPN

To get connected on the Internet, you must log in to Zscaler and for accessing PayPal sites you must be connected to the VPN (F5 Big-IP Edge Client).

Relevant documents are published below. Please refer them for the necessary steps.

- IT Guidelines for Login, VPN, and Password Change.pdf
- VPN\_PingID\_DeviceEnroll (1).docx
- Zscaler Client Connector & 3 Factor Authentication (1).docx

Install and set up PINGID in mobile:

- Follow the instructions on the link [here](#) and get it to install and pair it with your mobile.

### 3. Get Admin Access

- Open self-service → health check → AD Bind Health (if it is not green)
- Admin rights → run make me an admin and check if you are an admin now after 2 hours.
- If not, please request the role through [Identity Hub](#) > Request for Self > Search for PP\_CORP\_LOCAL\_WORKSTATION\_ADMIN and see if it is provisioned or not.
- If not resolved then raise IT ticket.

### 4. Get Github Access

- Github link: <https://github.paypal.com>
- Visit identity hub: <https://identityhub.paypalcorp.com/dashboard>
- Under the "Access Requests" tab click "Request for Self"
- Search for "GitHub\_GHUsers" and "GitHub\_PPUsers" and if they are not provisioned add them to cart and Checkout.
- This may need manager approval, so remind your manager to approve your request!

### 5. Apply for Other Roles

IdentityHub: <https://identityhub.paypalcorp.com/dashboard>

- Select Sidebar: Access Requests → Request for Self
- Search the Role names, add them to your cart, then Checkout.

| Role Name                    | Usage   |
|------------------------------|---|
| PP_Corp_PingID_F5_Enrollment | Access VPN and F5 Big-IP Edge Client  |
| GitHub_GHUsers               | Access <a href="https://github.paypal.com">github.paypal.com</a>            |
| GitHub_PPUsers               | Additional GitHub Access  |
| Orion                        | Allow access to Orion PayPal Notebooks which enables users to query oracle. |
| DM_BigData_Dev               | Basic read access on Hadoop systems.  |
| PP_HRZ_BastionOnly           | Access to HRZ bastions.   |

| Role Name                       | Usage   |
|---------------------------------|---|
| PP_PAZ_BastionOnly              | Access to PAZ bastions.   |
| PP_HRZ_Citrix_User              | Access to HRZ Citrix.   |
| PP_PAZ_Citrix_User              | Access to PAZ Citrix.   |
| PP_HRZ_SSO_ACCESS               | This role provides access to HRZ SSO.   |
| PP_SSO_Gimel_Notebooks_Users    | Users need this role to sign in to PayPal Notebooks using SSO-CORP.   |
| PP_PAZ_HORTON_DEV               | Users need this role to run jobs on Horton Hadoop Cluster.  |
| PP_PAZ_STAMPY_DEV               | Users need this role to run jobs on Stampy Hadoop Cluster.  |
| PP_PAZ_GDGRT_PLATFORM_BATCH     | Batch account (pp_gdgrt_platform_batch) access in PAZ Stampy and Horton.  |
| TeradataPROD_Queryman_Developer | TeradataPROD_Queryman_Developer role is for the ETL development team. This role will create the user id in the Teradata system provide read access to the pp_access_view database in Teradata |
| TeradataPROD_Queryman_User      | Teradata Basic Access.  |

Apply for below roles only when you need it

| Role Name  | Usage  |
|--|--|
| PP_GCP_PROD_CONSOLE_SSO_ACCOUNT                          | Access to GCP                                |
| PP_SSO_GCP_DEV_CONSOLE_USER                              | Access to GCP                                |
| PP_GCP_DEV_CONSOLE_USER_ACCOUNT                          | Access to GCP                                |
| PP_GCP_PROD_CONSOLE_USER_ACCOUNT                         | Access to GCP                                |
| PP_GCP_PROD_CONSOLE_PP_P_CCG24_HRZANA_COMP_IAD_INTER_OPR | Access to BigQuery                           |
| PP_GCP_PROD_CONSOLE_PP_P_EDP_BQ_QUERYMAN_USER_OPR        | Access to BigQuery through PAZ Notebook      |
| PP_HRZ_SSO_GRCANALYTICS_OST_Admin                        | <del>Access related to Risk Monitoring</del> |
| PP_HRZ_SSO_GRCANALYTICS_OST_General                      | Access related to Risk Monitoring            |
| PP_HRZ_SSO_GRCANALYTICS_OST_Policy                       | <del>Access related to Risk Monitoring</del> |
| PP_HRZ_SITEAD_Altus_Deployment                           | Access to deploy backend service             |

6. Optional: Mobile Access for Outlook, Teams, Slack

To get mobile access for E-Mail, Slack, Teams and other work apps follow the steps here:

[Workspace ONE Registration for Android](#)

[Workspace ONE Registration for IOS](#)

This may need manager approval, so remind your manager to approve your request!

7. How to apply for the roles for staging (UAT) environment?

Please submit the roles you want to apply for at [https://paypal.service-now.com/prod?id=product&sys\\_id=72d16a374f5f760038cfd49f0310c792&name=Identity%20Hub%20Enhancement](https://paypal.service-now.com/prod?id=product&sys_id=72d16a374f5f760038cfd49f0310c792&name=Identity%20Hub%20Enhancement)

In this form, you can choose "Others" for the Type field, and in the below "Description of Enhancement Requested" area, please input the role names you want to apply for and your NTID, you can leave Business Justification/Need as "N/A".

- For the GRC Analytics Platform, please refer to this document for the roles you want to apply for [GRC Analytics User Guide](#)

Common Guides

Notebooks Guide

Roles:

- PP\_SSO\_Gimel\_Notebooks\_Users
- DM\_BigData\_Dev
- PP\_PAZ\_STAMPY\_DEV
- PP\_HRZ\_SSO\_ACCESS
- Orion

Guide Documents:

- <https://paypal.atlassian.net/wiki/pages/viewpage.action?pageid=555221830#GettingStarted-AccessRequest>

Notebooks link (to query PAZ and Teradata):

- <http://go/notebooks> with SSO (corp password)

Notebooks link (Site, to query Oracle):

- <http://go/sitenotebooks> with SSO (site SSO OUD password)

Slack

- Link: <http://paypal.slack.com/>
- Suggested to install the app
- Choose "PayPal" as the workspace
- Slack is useful when asking for support from other teams

Scrum Management

<https://engineering.paypalcorp.com/jira/projects/DTGRCRA/summary>

Citrix

[SITE VDI Citrix Environment User Guide](#)

**ⓘ Save your time**  
Pls go to self-service in your PC and install Citrix with it. Citrix download website is not stable.

MylT

(021) 28913388

<https://paypal.service-now.com/myit>

Bridge

<https://bridge.paypalcorp.com/>

## Workday

<https://www.myworkday.com/paypal>

## Learning Portal

<https://paypal.csod.com/>

## Bodhi

Find live Oracle tables and schemas.

[https://engineering.paypalcorp.com/bodhi\\_18/](https://engineering.paypalcorp.com/bodhi_18/)

## Working From Office Application

<https://go/wfobatch>

## Business Knowledge

Kindly find some GRC related business knowledge in the below link

<https://paypal.sharepoint.com/sites/RiskComplianceProgram>

## Apply for DL Permissions

<https://mytools.paypalcorp.com/DLManager/DL>

DL-PP-GGRC-Data-SHA

DL-PP-GDGRT-GRC

cipds-sha-opds

edm-keepmeinformed

## Complete compliance training

login into learning portal and complete all courses listed in My Due Courses:

<https://paypal.csod.com/>

## Frontend Engineer Guides

### Web Platform Doc

<https://github.paypal.com/pages/webplatformengineering/docs/>

### Web CLI (CDN)

<https://github.paypal.com/pages/webplatformengineering/cdn/cli/overview/>

### TestEnv

[Testenv User Guide](#)

## Backend Engineer Guides

### Raptor Framework

<https://paypal-my.sharepoint.com/:v:/p/danlu1/EWzyb9Yh101Pkmyvt3lclYEB4FotqoTT1j1ghArMH5iHiA>

### Java Development Guide

<https://paypal-my.sharepoint.com/:b:/p/cawel/EIPpqVbcuLROhenYhUQK9OkBAUobw0911I2SGUDFYtLxLNw>

<https://paypal-my.sharepoint.com/:v:/p/danlu1/EXdRLwehQsRFjq5OuBDTPUoBjdFvgpCCIAtx02eycOZThQ>

## Altus

Related docs:

- <https://paypal.atlassian.net/wiki/display/ALTUSue/Altus+User+Guide>
- <https://paypal.atlassian.net/wiki/display/CRP/Risk+Onboarding+New+Hire+Setup>

## UC4

1 Below link is used to apply for the access to UC4.

[https://paypal.service-now.com/nav\\_to.do?uri=%2Fcom.glideapp.servicecatalog\\_category\\_view.do%3Fv%3D1%26sysparm\\_parent%3De86d309f1bea738467ed41d8cd4bcb0b%26sysparm\\_catalog%3D4585b29e4fbe62805769d48e5210c7ab%26sysparm\\_catalog\\_view%3Dcatalog\\_paypal\\_service\\_catalog](https://paypal.service-now.com/nav_to.do?uri=%2Fcom.glideapp.servicecatalog_category_view.do%3Fv%3D1%26sysparm_parent%3De86d309f1bea738467ed41d8cd4bcb0b%26sysparm_catalog%3D4585b29e4fbe62805769d48e5210c7ab%26sysparm_catalog_view%3Dcatalog_paypal_service_catalog)

### 2-Download UC4 client

[PayPal UC4 v12 client for Mac](#)

[New UC4 Account Request](#)

Currently, the UC4 client has been deprecated. Please use the Web Interface UC4 v12.3 AWI - Automic Web Interface

ps. make sure you are using jdk of oracle version (open jdk won't support UC4!).

3 The following page explains the UC4 specific actions that can be done via DALM.

[UC4 Execution](#)

## SNOW

SNOW Introduction BY LI: <https://paypal-my.sharepoint.com/:v:/p/danlu1/EQIRgJstJhNlue5WYeFRTwBtU48wXmHtam8szLnICE12g>

## Data Engineer Guides

### Bastion Server

1. Before you try to access to the Bastion Server ,you need learn and pass the course of THINK TWICE , training link is below:

<https://paypal.csod.com/samldefault.aspx?returnurl=%252fDeeplink%252fProcessRedirect.aspx%253fmodule%253doRegisterAndLaunch%2526lo%253de400dfe2-fc9c-496e-a539-506e515b9f46>

2. apply for the access in IdentityHub

- PP\_HRZ\_BastionOnly
- PP\_PAZ\_BastionOnly

IdentityHub : <https://identityhub.paypalcorp.com/users/access>

3. Try to ssh a Bastion server, then ssh to a working server of PAZ/HRZ, after you get the Hard token and Roles

[PayPal Bastion Troubleshooting](#)

p.s., password to Bastion Server is different from your corp password, and a new one is needed to apply.

The screenshot shows the 'IdentityHub' application with a sidebar on the left containing 'Dashboard', 'Groups', 'Users', 'Groups Requests', and 'Users Requests'. The main content area displays a dialog box titled 'Which passwords would you like to change?'. The dialog contains a text input field with the placeholder 'Add new password (optional)'. Below this is a table with two columns: 'Selected' and 'Password'. The 'Selected' column contains checkboxes, and the 'Password' column contains password entries. The passwords listed are 'MyPassword123', 'MyPassword123456', 'MyPassword123456789', and 'MyPassword1234567890'. A red circle highlights the 'MyPassword1234567890' entry in the 'Password' column.

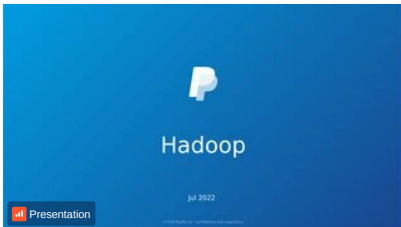
| Selected                            | Password             |
|-------------------------------------|----------------------|
| <input checked="" type="checkbox"/> | MyPassword123        |
| <input checked="" type="checkbox"/> | MyPassword123456     |
| <input checked="" type="checkbox"/> | MyPassword123456789  |
| <input checked="" type="checkbox"/> | MyPassword1234567890 |

[illegible]

Hadoop cluster detail:

- ### Access Hadoop cluster

- Internal sharing about hadoop.



Druid

- Test Environment  
Pls access directly: <http://10.176.28.227:8888/unified-console.html#datasources>
- Production Environment  
First u should setup citrix, and then access production via <http://lvshdcdruid1mn0001.lvs.paypalinc.com:8081/unified-console.html>. More druid cluster details , pls access [13. GRC Druid Cluster LVS-GRC-PAZ](#)

- [illegible]

- Dev console: [console.cloud.google.com](https://console.cloud.google.com)(first apply for DEV Console GCP permission in the identity hub), after that ,ask Ravi Teja Chava or Li Cao to grant u **pp-devcos-grc** permission.
- Production access: pls go to notebook to run query against BQ in production.
- Role we need in BQ dev and production access:

|  |   |
|--|---|
| PP_GCP_PROD_CONSOLE_SSO_ACCOUNT                          | Access to GCP                             |
| PP_SSO_GCP_DEV_CONSOLE_USER                              | Access to GCP                             |
| PP_GCP_DEV_CONSOLE_USER_ACCOUNT                          | Access to GCP                             |
| PP_GCP_PROD_CONSOLE_USER_ACCOUNT                         | Access to GCP                             |
| PP_GCP_PROD_CONSOLE_PP_P_CPG24_HRZANA_COMP_IAD_INTER_OPR | Access to BigQuery                        |
| PP_GCP_PROD_CONSOLE_PP_P_EDP_BQ_QUERYMAN_USER_OPR        | Access to BigQuery through PAZ Notebook   |
| PP_GCP_PROD_CONSOLE_PP_P_EDP_BQ_COMP_IAD_RD_OPR          | Access to pypl-edw-test.pp_compliance_iad |

If your app needs to access BigQuery , pls go to [EnterpriseDataPlatformonCloud](#) and request one. Notice: This will take long time.Pls prepare it in advance!

<https://paypal.atlassian.net/wiki/display/BigQuery/Connecting+Your+Application+to+BigQuery> part 'raptor application'

After performing the above steps, perform the steps defined here to setup the SDK: <https://github.com/paypal.com/bigdatainfra-r/cloud-sdk-raptor/tree/develop/google-cloud-raptor>

Access with data access api:

example in testenv

Text

```
curl --location --request POST 'https://te-iaod-validation-hrz.qa.paypal.com:24281/v2/companalyticsdataserv/bigquery/native' \
--header 'Content-Type: application/json' \
--data-raw '{
  "sql": "select b1.page_name, count(1) as cnt from pp-devcos-grc.firefly_test.fpti_dws_mm_rlc_user_access t1 left join (select * from pp-devcos-grc.firefly_test.fpti_dws_mm_rlc_user_access) l
  "projectId": "pp-devcos-grc",
  "timeoutMillis": 30000
}'
```

for prod env, please contact with me after succeeded in testenv

The project we are using under BigQuery:

pypl-edw.pp\_compliance\_iaod

Looker Onboarding

UC4

UC4 is a job schedule platform. U can develop and check data pipelines workflow details in UC4.

1 Below link is used to apply for the access to UC4.

[https://paypal.service-now.com/nav\\_to.do?uri=%2Fcom.glideapp.servicecatalog\\_category\\_view.do%3Fv%3D1%26sysparm\\_parent%3De86d309f1bea738467ed41d8cd4bcb0b%26sysparm\\_catalog%3D4585b29e4f6e62805769d48e5210c7ab%26sysparm\\_catalog\\_view%3Dcatalog\\_paypal\\_service\\_catalog](https://paypal.service-now.com/nav_to.do?uri=%2Fcom.glideapp.servicecatalog_category_view.do%3Fv%3D1%26sysparm_parent%3De86d309f1bea738467ed41d8cd4bcb0b%26sysparm_catalog%3D4585b29e4f6e62805769d48e5210c7ab%26sysparm_catalog_view%3Dcatalog_paypal_service_catalog)

2 Download UC4 client

[PayPal UC4 v12 client for Mac](#)

New UC4 Account Request

Currently, the UC4 client has been deprecated. Please use the Web Interface [UC4 v12.3 AWI - Automic Web Interface](#)

ps. make sure you are using jdk of oracle version (open jdk won't support UC4!).

3 The following page explains the UC4 specific actions that can be done via DALM.

UC4 Execution

DALM

Data Pipeline & Scripts Release.

<https://dataalm.paypalinc.com/release/unified-releases/>

My Profile

VI Run Profile

Job Project \*

GDORT - GDORT

Business Unit \*

Compliance Platforms

GitHub Access Token \*

4c7d27109e520455a87f86a08864a6a773c1b

Git Org \*

GDRC-SOS

Vertical Repos \*

GCP-Apps

848-releases

empire-releases

git-online-modul

Developer Machine:

Jenkins Instance URL:

Jenkins Access Token:

...

Support and Error Contact

Name \*

Yi Ben

Phone Number \*

2247

Escalation Contact

Corp ID \*

ymr0

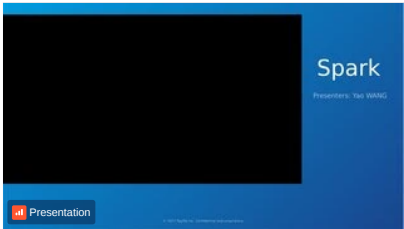
Team ID \*

dlpp-gfgr-grc

Boomi Data Pipeline

boomi is an integration platform as service.

Spark



Spark Tech Share Recording