

Solution

Step 1: Create a user

Home > Sam's Scoops | Users >

Users

Sam's Scoops - Microsoft Entra ID

Search < + New user > Download users Bulk operations > Refresh Manage view > Delete Per-user MFA Got feedback?

All users Audit logs Sign-in logs Diagnose and solve problems

Manage Deleted users Password reset User settings Bulk operation results Troubleshooting + Support New support request

Azure Active Directory is now Microsoft Entra ID. [Learn more](#)

Search Add filter

2 users found

<input type="checkbox"/>	Display name ↑	User principal name ↑	User type	On-premises sy...	Identities	Company name	Creation type
<input type="checkbox"/>	NS Navveer Singh	NavveerSingh@SamsSco...	Member	No	SamsScoops777.onmicrosoft.com		
<input type="checkbox"/>	U UserAdmin	Useradmin@SamsScoops...	Member	No	SamsScoops777.onmicrosoft.com	Sam's Scoops	

Step 2: Create a group

Home > Sam's Scoops | Groups >

Groups | All groups

Sam's Scoops - Microsoft Entra ID

New group > Download groups Refresh Manage view > Delete Got feedback?

Azure Active Directory is now Microsoft Entra ID. [Learn more](#)

Search Add filter

Search mode ☒ Contains

1 group found

<input type="checkbox"/>	Name ↑	Object Id	Group type	Membership type	Email
<input type="checkbox"/>	E End_Project_Group	0564aea-d6e4-432a-96e4-940ffc7b5b14	Security	Assigned	

Step 3: Enable SSPR (self-service password reset)

Home > Sam's Scoops | Password reset > Password reset

Password reset | Properties

Sam's Scoops - Microsoft Entra ID

« Save Discard

✖ Diagnose and solve problems

Manage

- Properties
- Authentication methods
- Registration
- Notifications
- Customization
- On-premises integration
- Administrator Policy

Activity

- Audit logs
- Usage & insights

Troubleshooting + Support

- New support request

Self service password reset enabled ⓘ

None Selected All

Select group ⓘ

End_Project_Group

ⓘ These settings only apply to end users in your organization. Admins are always enabled for self-service password reset and are required to use two authentication methods to reset their password. Click here to learn more about administrator password policies.

Step 4: Assign a role

Home > Sam's Scoops | Users > Users > UserAdmin

UserAdmin | Assigned roles

User

Search « + Add assignments ✕ Remove assignments ↻ Refresh | 🗨 Got feedback?

Overview

Audit logs

Sign-in logs

✖ Diagnose and solve problems

Manage

- Custom security attributes
- Assigned roles
- Administrative units
- Groups
- Applications
- Licenses
- Devices
- Azure role assignments
- Authentication methods

Troubleshooting + Support

- New support request

Administrative roles

Administrative roles can be used to grant access to Microsoft Entra ID and other Microsoft services. [Learn more](#)

Search by name or description Add filters

Role	Description	Resource Name	Resource Type	Assignment Path	Type
<input type="checkbox"/> Application Administrator	Can create and manage all aspects of app registrations and ente	Directory	Organization	Direct	Built-in
<input type="checkbox"/> User Administrator	Can manage all aspects of users and groups, including resetting	Directory	Organization	Direct	Built-in

Step 5: Create an administrative group and assign password roles

Home > Sam's Scoops

Sam's Scoops | Administrative units

Microsoft Entra ID

Learn more

+ Add

Delete

Refresh

Preview features

Got feedback?

Overview

Preview features

Diagnose and solve problems

Manage

Users

Groups

External Identities

Roles and administrators

Administrative units

Delegated admin partners

Enterprise applications

Devices

App registrations

Identity Governance

Application proxy

Custom security attributes

Licenses

Cross-tenant synchronization

Microsoft Entra Connect

Custom domain names

Mobility (MDM and WIP)

Search administrative units

Add filters

	Name	Description	Restricted management	Membership type
<input type="checkbox"/>	Final_Project_Administrative_Unit	Testing	No	Assigned

Step 6: Add a group to the administrative unit

Home > Sam's Scoops | Administrative units > Final_Project_Administrative_Unit

Final_Project_Administrative_Unit | Groups

Sam's Scoops - Microsoft Entra ID

New group

+ Add

Remove

Delete

Refresh

Columns

Got feedback?

Search

Add filters

	Name	Object Id	Group Type	Membership Type	Email	Source
<input type="checkbox"/>	End_Project_Group	0564aeaa-d6e4-432a-96e4-94...	Security	Assigned		Cloud

Manage

Properties (Preview)

Users

Groups

Devices

Roles and administrators

Activity

Bulk operation results