Lab 01-01 Manage user roles and Administrative Units

Lab scenario

Your company recently hired a new employee who will perform duties as an application administrator. You must create a new user and assign the appropriate role.

Estimated time: 30 minutes

Exercise 1 - Create a new user and test their application admin rights

Task 1 - Add a new user

1. Sign in to the [https://portal.azure.com](https://portal.azure.com/) as a Global administrator
2. Search for and then select **Azure Active Directory**.
3. In the left navigation menu, under **Manage**, select **Users**, then select **+ New User**.
4. Ensure that Create User is selected. Create a user using the following information:

| **Setting** | **Value** |
| --- | --- |
| User name | ChrisG |
| Name | Chris Green |
| First name | Chris |
| Last name | Green |

1. Mark the **Let me create the password**
2. Use password - **Enter a secure password that you can remember.**

*You will have to change the password upon first login to this account*

1. Select **Create**. The user is now created and registered to your organization.

Task 2 - Login and try to create an app

1. Launch a new InPrivate browser window.
2. Open the Azure Portal [https://portal.azure.com](https://portal.azure.com/) as Chris Green.

| **Setting** | **Value** |
| --- | --- |
| User name | ChrisG@your domain name.com |
| Password | Pass@word1 |

1. Update your password.

| **Setting** | **Value** |
| --- | --- |
| Current Password | Pass@word1 |
| New Password | Pa$$w.rd1234 |
| Confirm Password | Pa$$w.rd1234 |

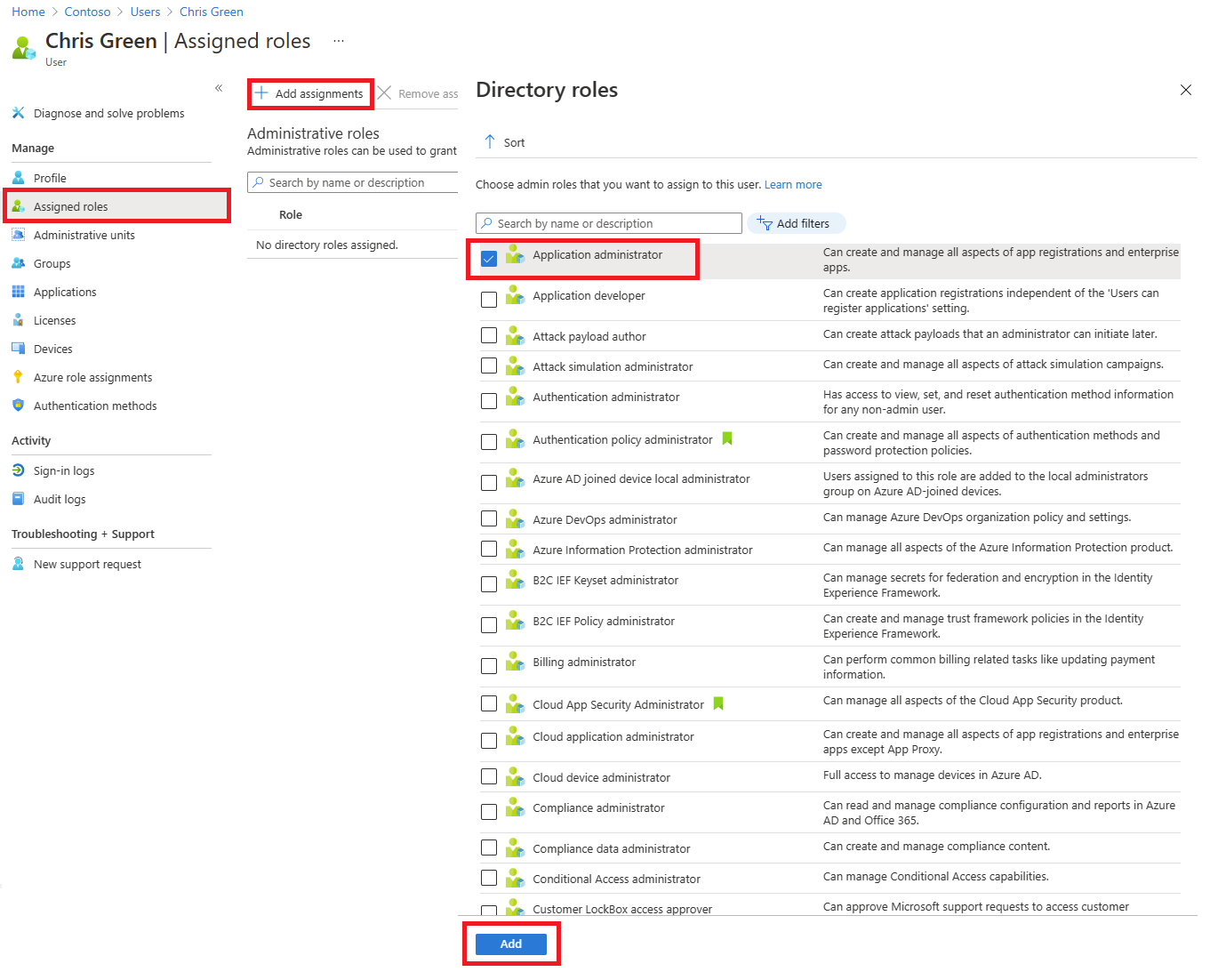
1. If you see a **Welcome to Microsoft Azure** tour dialog, Select the **Maybe Later** button.
2. Search on and select **Enterprise applications** in the search dialog at the top of the screen.
3. Select on **+ New application**. Notice that **+ Create your own application** is unavailable.
4. Try Selecting on some of the other settings like **Application Proxy**, **User settings**, and others to see the **Chris Green** does not have rights.
5. Select on **ChrisG** name in the upper-right corner and sign out.

Exercise 2 - Assign the application admin role and create an app

Task 1 - Assign a role to a user

Using Azure Active Directory (Azure AD), you can designate limited administrators to manage identity tasks in less-privileged roles. Administrators can be assigned for such purposes as adding or changing users, assigning administrative roles, resetting user passwords, managing user licenses, and managing domain names.

1. If you are not already logged in as a Global Administrator role, open the Azure Portal and log in.
2. Navigate to Azure Active Directory page.
3. Select on **Users** under the Manage section of the menu.
4. Select on **Chris Green** account.
5. Choose **Assigned roles** from the Manage menu.
6. Select **+ Add assignments** and mark the Application administrator role.
7. Select **Add**

[](https://microsoftlearning.github.io/SC-300-Identity-and-Access-Administrator/Instructions/Labs/media/directory-role-select-role.png)

**Note** - If the lab environment has already activated Azure AD Premium P2, Privileged Identity Management (PIM) will be enabled and you wll need to select **Next** and assign a Permanent role to this user.

1. Select the **Refesh** button.

**Note - The newly assigned Application administrator role appears on the user’s Assigned roles page.**

Task 2 - Check application permissions

1. Launch a new InPrivate browser window.
2. Open the Azure Portal [https://portal.azure.com](https://portal.azure.com/) as Chris Green.

| **Setting** | **Value** |
| --- | --- |
| User name | ChrisG@your domain name.com |
| Password | Pa$$w.rd1234 |

1. If you see a **Welcome to Microsoft Azure** tour dialog, Select the **Maybe Later** button.
2. Search on and select **Enterprise applications** in the search dialog at the top of the screen.
3. Notice that **+ New Application** is available now.
4. Select **+ New Application**

**Note - This role now has the ability to add applications to the tenant. We will experiment more with this feature in later labs.**

1. Sign out of the Chris Green instance of the Azure Portal and close the browser.

Exercise 3 - Remove a role assignment

Task 1 - Remove the application administrator from Chris Green

This task will use an alternative method to remove the assigned role; it will use the **Roles and administrators** option in Azure AD.

1. If you are not already logged in as your Global Admin, launch the Azure Portal and log in now.
2. In the search box type **Azure Active Directory** and launch Azure AD.
3. In **Azure Active Directory**, select **Roles and administrators**, and then select the **Application administrator** role from the list.

**Note** - If the lab environment has already activated Azure AD Premium P2, Privileged Identity Management (PIM) will be enabled and you wll need to select **Next** and assign a Permanent role to this user.

|  |  |
| --- | --- |
| On the \*\*Application administrator | Assignments\*\* page you should see Chris Green’s name listed. |

1. Put a check in the box next to Chris Green.
2. Select **X Remove assignments** from the options at the top of the dialog.
3. Answer **Yes** when the confirmation box opens.
4. Close Azure Active Directory.

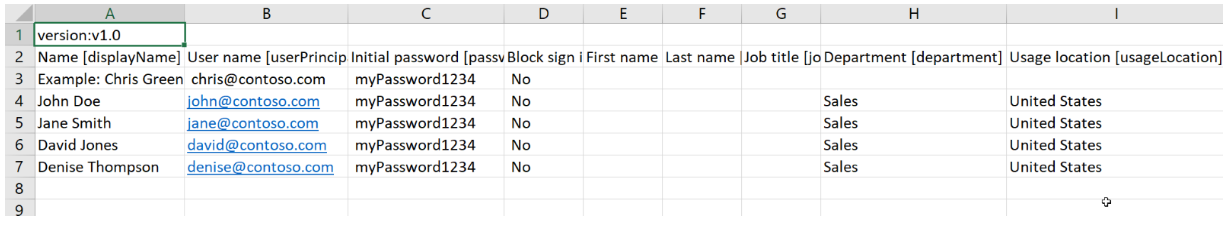
Exercise 4 - Bulk import of users

Task 1 - Bulk operations for creating users with a .csv file

1. In the Azure AD menu, select **Users** under **Manage**.

|  |  |
| --- | --- |
| On the \*\*Users | All users\*\* tile, select the **Bulk operations** drop-down arrow and then **Bulk create**. |

1. Selecting **Bulk create** will open a new tile. This tile provides a **Download** link to a template file that you will edit to populate with your user information and upload to add the bulk creation of users.
2. Select **Download** to download the .csv file.
3. The .csv template provides you with the fields included with the user profile. This includes the required username, display name, and initial password. You can also complete optional fields, such as Department and Usage location, at this time. The following screenshot is an example of how you can complete the .csvfile:

[](https://microsoftlearning.github.io/SC-300-Identity-and-Access-Administrator/Instructions/Labs/media/bulkimportexample.png)

You can modify this file to add users in bulk. Note that you do not need to fill out all the field. As per the sample data provide, you mainly need to add the name and username information.

1. A sample CSV has been provided in the Allfiles/Lab1 folder – **SC300BulkUser.csv**.
   1. Open Notepad.
   2. Open the SC300BulkUser.csv file
   3. Change the **enter your domain name** to the domain of your Azure lab environment.
   4. Save the file.
2. On the **Bulk create users** dialog, select the file folder icon on step 3.
3. Path to the Allfiles/Lab1 folder and select **SC300BulkUser.csv** file.
4. Select **Open**.
5. You will be notified that the file uploaded successfully.  Choose **Submit** to add the users.

|  |  |
| --- | --- |
| After the users have been created, you will be prompted that the creation has succeeded. Close the Bulk create users tile and the new users will be populated in the list of \*\*Users | All users\*\*. |

Task 2 - Bulk addition of users using PowerShell

1. Open PowerShell as an administrator.  This can be done by searching for PowerShell in Windows and choosing Run as administrator.

**Note** - Select PowerShell and not PowerShell ISE.

1. You will need to add the Azure AD PowerShell module, if you have not used it before. Run the command: Install-Module AzureAD. When prompted, select “Y” to continue.

CodeCopy

Install-Module AzureAD

1. Confirm that the module installed correctly by running the command:

CodeCopy

Get-Module AzureAD

1. Next, you will need to login to Azure by running:

CodeCopy

Connect-AzureAD

1. The Microsoft login window will appear for you to login to Azure AD.
2. To verify that you are connected and to see existing users, run:

CodeCopy

Get-AzureADUser

1. To assign a common temporary password to all new users, run the following command and replace the TempPW with the password that you would like to provide to your users.

CodeCopy

$PasswordProfile = New-Object -TypeName Microsoft.Open.AzureAD.Model.PasswordProfile

CodeCopy

$PasswordProfile.Password = "Pass@word1"

1. You are ready to create a new users. The following command will be populated with the user information and run. If you have more than one user to add, you can use a notepad txt file to add the user information and copy/paste into PowerShell.

CodeCopy

New-AzureADUser -DisplayName "New User" -PasswordProfile $PasswordProfile -UserPrincipalName "NewUser@labtenantname.com" -AccountEnabled $true -MailNickName "Newuser"

**Note** - Replace **labtenantname.com** with the **onmicrosoft.com** name assigned by the lab tenant.

Experiment with managing users

You can add and remove users with the Azure AD page. However, users can be created and roles can be assigned using the scripting. Experiment with giving the Chris Green user account a different role using script.

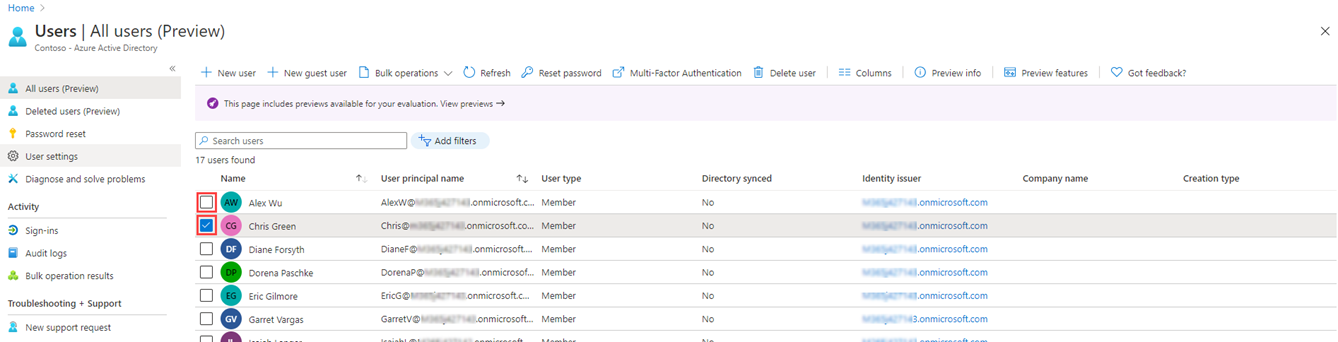
Exercise 5 - Remove a user from Azure Active Directory

Task 1 - Remove a User

It may happen that an account is deleted and then needs to be recovered. You need to verify you can recover an account that has been deleted recently.

1. Browse to <https://portal.azure.com/#blade/Microsoft_AAD_IAM/ActiveDirectoryMenuBlade/Overview>.
2. In the left navigation, under **Manage**, select **Users**.
3. In the **Users** list, select the check box for a user that will be deleted. For example, select **Chris Green**.

**Tip** - Selecting users from the list allows you to manage multiple users at the same time. If you select the user, to open that user’s page, you will only be managing that individual user.

[](https://microsoftlearning.github.io/SC-300-Identity-and-Access-Administrator/Instructions/Labs/media/lp1-mod2-remove-user.png)

1. With the user account selected, on the menu, select **Delete**.
2. Review the dialog box and then select **Yes**.

Task 2 - Restore a deleted user

1. In the Users page, in the left navigation, select **Deleted users**.
2. Review the list of deleted users and select **Chris Green**.

**Important** - By default, deleted user accounts are permanently removed from Azure Active Directory automatically after 30 days.

1. On the menu, select **Restore user**.
2. Review the dialog box and then select **OK**.
3. In the left navigation, select **All users**.
4. Verify the user has been restored.

Lab 01-02 Work with Administrative Units

## Task-1

Scenario: You work with an organization with several team. Each team needs to be managed by a dedicated administrator and you need to ensure that the team administrator shall manage the user accounts for their teams.

Question: Which Features of Azure AD will you use to implement this solution?

Answer: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

1. Create a new user in Azure AD with following (Mithali Raj will be responsible for managing the users for India Market team)

| **Setting** | **Value** |
| --- | --- |
| User name | MithaliR |
| Name | Mithali Raj |
| First name | Mithali |
| Last name | Raj |

1. Download the File MarketingUsers.csv from <https://raw.githubusercontent.com/nivedv/SC-300/main/AllFiles/MarketingUsers.csv> [Important if the file opens in browser then Use Save As option from the browser menu and save the file with CSV extension in your personal laptop/desktop folder]
2. Open the CSV file and replace the domain name with your tenant domain
3. Create the users in Azure AD belonging to India Market Team (Download the file MarketingUsers.csv from
4. Create a new Administrative Unit – India Market Team in Azure AD
5. Add the users as Members of Administrative Group created previously (Step-3)
6. Assign Mithali Raj as User Administrator for this Administrative Group.

## Task-2 Verify the User Administrator Role (Perform this task Using Mithali Raj’s identity)

1. Open a private browser windows
2. Login using Mithali Raj’s user ID
3. Open Azure Active Directory
4. View All Users
   1. Try creating a new user (What is the result and why?)
   2. \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_
5. Click and Open Chris Green
   1. Try Updating User Properties (What is the result and Why?)
   2. \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_
   3. Try Resetting the password of Chris Green Were you successful?
   4. Yes / No ( reason Why?)
6. Open Mithali Raj’s ID and check assigned roles
   1. Can you remove the role
7. Open the Administrative Unit for India Market Team
8. Try and perform following activities
   1. Reset Password of Saina Nehwal
   2. Update Usage Location to India
   3. Assign Azure Premium P2 license (What happens and Why?)

\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

* 1. Which role do you need for completing the Licenses Assignment Task [C]). Search Google and find out.
  2. Create a new Security Group - MKTG Group - Central Region in India Market Team
     1. Description: Marketing Team Central Region
     2. Membership: Direct
     3. No Members
     4. No Owners