

**Registering a New Application**

**In Azure Active Directory**

Document control information

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# Introduction

## Document Purpose

The purpose of this document is to provide request instructions for when a dev team needs a new application to be registered on the Azure portal. It is intended for Global Audit Developers, Managers, and particularly the DevOps Engineers who fulfill that request.

## Assumptions, Constraints, Dependencies

* The scenario describe below is typical, but can change depending on the application. Use this document as appropriate.

## Request Workflow

1. First navigate to <https://wt.deloitteresources.com/solutions/IAM/Pages/AADAppRegistration.aspx>. This is the form that will contain all the values that the AAD admin will use.
2. Use the link on the right hands-de of that page to open a new tab for service Now.
3. Create a ticket in ServiceNow with the title “Submit a request for Active Directory Federation Services [ENV]”
   1. Select “Active Directory Federated Services” as the application pertaining to this request.
   2. Select “Application Registration” as your request.
   3. Type “waiting” in the description in order to generate a ticket number. We will go back to updating this later.
   4. Click on my ticket history on the page to which you were redirected.
   5. Copy the RITM # generated here.
4. Back on the AAD Registration Request form, enter the RITM number from 3E.
5. Fill out the form as appears below (See Appendix A). Note that although not mandatory in each case, you should always ask of the requestor whether the following are required:
   1. Application permissions
   2. Delegated permissions
   3. MFA access
   4. OAUTH2 authentication
6. Upon submission of this form, you will receive a confirmation email.
7. Re-open the ServiceNow ticket, and enter the form field contents in the SN ticket.
8. Add the requestor on the watch list.
9. Email stakeholders to indicate that the request has been completed; include relevant links or attachments.

# Appendix A – AAD Request Form

Below is a sample completed form. Note that your particular details may differ.

