OneAccess

Getting Started

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HUAWEI

HUAWEI TECHNOLOGIES CO., LTD.

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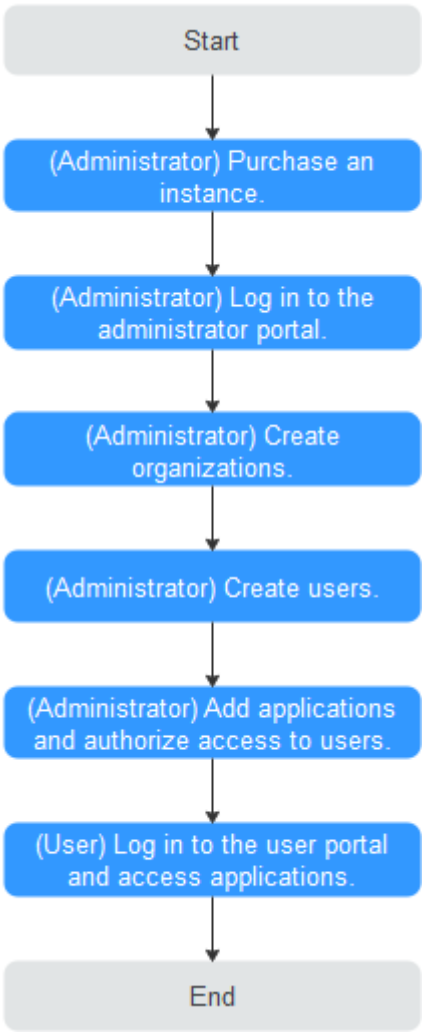
1 Basic Operation Procedure

OneAccess basic operations include creating organizations, users, and applications. You can perform these operations to centrally manage identities, authenticate identities, and manage applications.

Figure 1-1 shows the general process of using OneAccess, which aims to provide you an overview of OneAccess basic operations. For details, see the *User Guide*. By performing the basic operations, as an administrator, you can configure and manage users and applications in the administrator portal and authorize the users to access specific applications in the user portal through single sign-on (SSO).

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Figure 1-1 Basic operation procedure



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2 (Administrator) Buying an Instance

Before you use OneAccess, as an administrator, you need to complete the operations described in this section.

- **Registering with HUAWEI CLOUD and Completing Real-Name Authentication**
- **Topping Up Your Account**
- **Buying an Instance**

Registering with HUAWEI CLOUD and Completing Real-Name Authentication

If you already have a HUAWEI CLOUD account, buy an instance by referring to **Buying an Instance**. If you do not have an account, register one by performing the following steps:

Step 1 Visit the **HUAWEI CLOUD official website** and click **Register**.

Step 2 On the displayed page, register an account as instructed. For details, see **Registering with HUAWEI CLOUD**.

After the registration is complete, the account information page is displayed.

Step 3 Perform real-name authentication by following the instructions in **Individual Real-Name Authentication** or **Enterprise Real-Name Authentication**.

----End

Topping Up Your Account

To buy OneAccess instances, ensure that your account has sufficient balance. If your account balance is sufficient, skip this part.

- For details about the billing rules of OneAccess, see "Billing" in the *Service Overview*.
- For details about how to top up your account, see **Topping Up an Account**.

Buying an Instance

Buy a OneAccess instance.

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Step 1 Log in to the HUAWEI CLOUD management console.

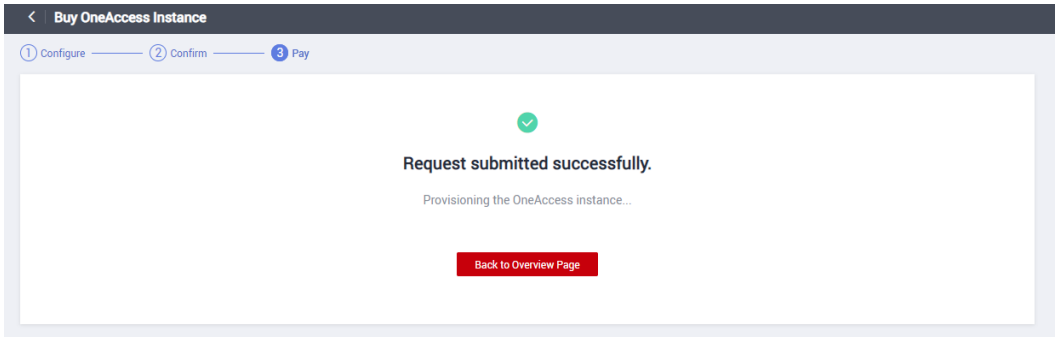
Step 2 Choose **Service List** > **Management & Governance** > **OneAccess** to go to the OneAccess console.

Step 3 Click **Buy OneAccess Instance**.

Step 4 Set instance parameters and click **Confirm**.

Step 5 Click **Submit**.

Figure 2-1 Instance purchasing request submitted successfully



----End

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3 (Administrator) Logging to the Administrator Portal

After you buy a OneAccess instance as an administrator, you can log in to the administrator portal of the instance.

Prerequisites

You have purchased a OneAccess instance. For details, see **(Administrator) Buying an Instance**.

Procedure

Perform the following steps to access the administrator portal of a OneAccess instance through the console:

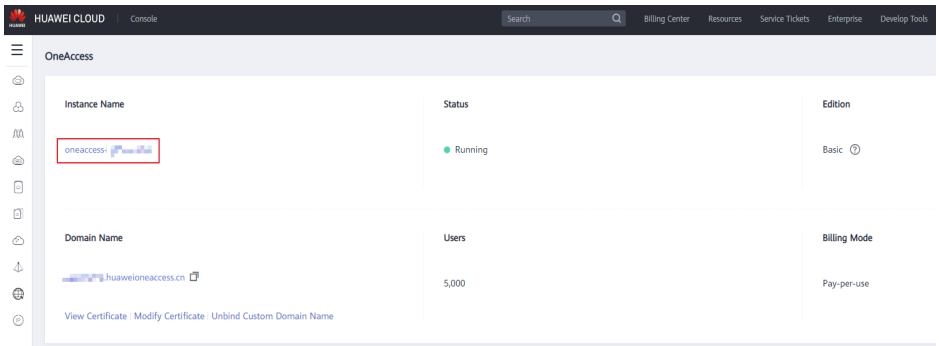
Step 1 Log in to the HUAWEI CLOUD management console.

Step 2 Choose **Service List** > **Management & Governance** > **OneAccess** to go to the OneAccess console.

Step 3 Click the instance name to go to the administrator portal.

To access the administrator portal as an IAM user, see **Authorizing IAM Users to Access a OneAccess Instance**.

Figure 3-1 Accessing an instance



----End

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4 (Administrator) Adding Organizations

Organizations are used to manage enterprise employees. Each organization may represent a company or department and contains all employees in the company or department. As the root node, the top-level organization can have multiple sub-organizations and users. You can also add multiple levels of organizations and users under sub-organizations.

As an administrator, you can add organizations in the administrator portal to manage employees of your enterprise.

NOTE

To add a large number of organizations, import organization data using a template or synchronize organization data from your identity sources.

- Import with a template: Add your organization data to the template and then import the organization data to OneAccess. For details, see **Importing Organizations**.
- Import from identity sources: Configure data import logic to aggregate the identity data from multiple identity sources into a user directory. For some identity sources, you can specify a callback address for real-time synchronization. For details, see **Identity Sources**.

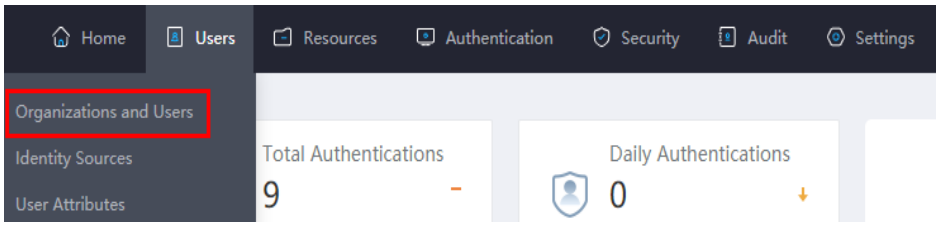
Adding a Top-Level Organization

To add a top-level organization, do as follows:

Step 1 Log in to the administrator portal.

Step 2 In the top navigation pane, choose **Users** > **Organizations and Users**.

Figure 4-1 Organizations and Users



Step 3 Click in the lower left corner.

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Step 4 On the **Create Organization** page, specify organization parameters and click **OK**.

Table 4-1 Organization information

Parameter	Description
Organization Code	Unique ID of the organization.
Organization Name	Name of the organization. For easy identification, do not add organizations with the same name under the same parent organization.
Sequence	Position of the organization under the parent organization.
Parent Organization	Top-level organization. This parameter cannot be modified.

Step 5 Click **OK**.

----End

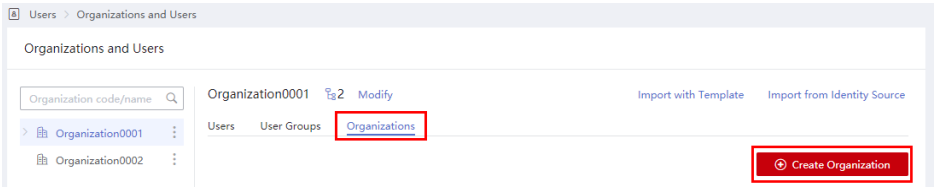
Adding a Sub-organization

To add a sub-organization, do as follows:

Step 1 On the **Organizations and Users** page, click the **Organizations** tab.

Step 2 Select a top-level organization in the left pane and click **Create Organization**.

Figure 4-2 Adding a sub-organization



Step 3 On the **Create Organization** page, specify organization parameters.

NOTE

To change the parent organization of a sub-organization, close the **Create Organization** page, select the correct parent organization, and create a new sub-organization.

Step 4 Click **OK**.

The organization is displayed in the organization list.

----End

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5 (Administrator) Adding Users

As an administrator, you can add users in the administrator portal. Users then use their own accounts to access specific applications.

NOTE

To add a large number of users, import user data with a template or synchronize user data from your identity sources.

- User data import: Add your user data to the template and then import the template to OneAccess. For details, see **Importing Users**.
- Identity data import: Configure data import logic for specific applications and aggregate the identity data from multiple identity sources into a user directory. For details, see **Identity Sources**.

Procedure

To add a user, do as follows:

Step 1 Log in to the administrator portal.

Step 2 In the top navigation pane, choose **Users** > **Organizations and Users**.

Step 3 On the **Organizations and Users** page, click the **Users** tab.

Step 4 Select the organization created in **3** in the left pane and click **Create User**.

Step 5 On the **Create User** page, enter the basic information.

Table 5-1 Basic user information

Parameter	Description
Username	Name of the user. Ensure that the name is unique and easy to identify.
Organization	Organization to which the user belongs. You have specified an organization in **4** and cannot change it here.

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Parameter	Description
Phone Number	Mobile number of the user. To easily query the user, you are advised to specify a mobile number.
Email	Email address of the user.
Password	Password of the user. If no login authentication method is enabled, the user can still use their username and password to log in to the user portal.
Reset Password	Indicates whether to require the user to change their password when they log in to the user portal for the first time. You are advised to select **On**.

NOTE

The user information includes standard and custom attributes. You can set these attributes on the **User Attributes** page. For details, see **User Attributes**.

Step 6 Click **OK**.

----End

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6 (Administrator) Adding Applications and Authorizing Access

OneAccess provides more than 1000 pre-integrated applications, which you can use out-of-the-box. It also allows you to add custom applications. This section presents the procedure for adding a pre-integrated application as an administrator.

Prerequisites

You have already subscribed to the application that you want to add.

Adding an Application

NOTE

The following procedure describes how to add an application using SAML. For details about how to add applications using other protocols, see **Application Integration**.

To add an application, do as follows:

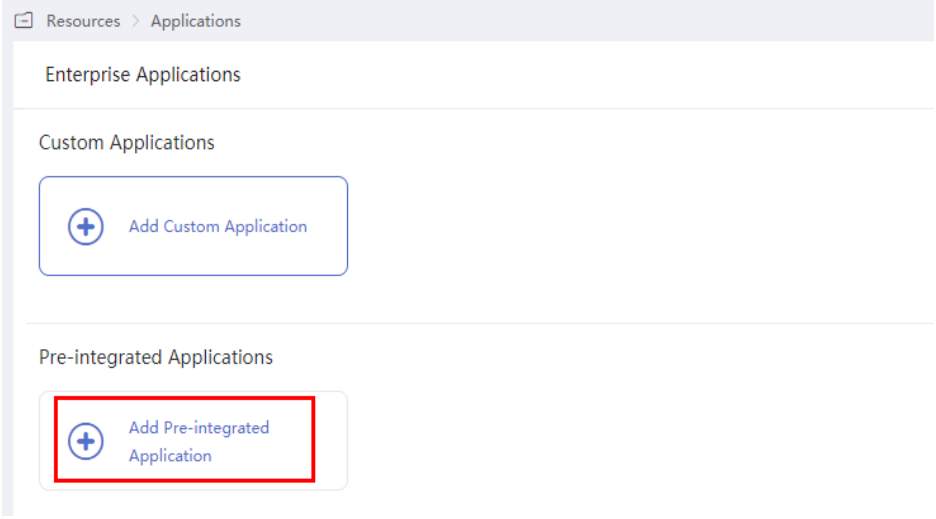
Step 1 Log in to the administrator portal.

Step 2 In the top navigation pane, choose **Resources** > **Applications**.

Step 3 On the **Applications** page, click **Add Pre-integrated Application**.

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Figure 6-1 Adding a pre-integrated application



Step 4 On the **Add Pre-integrated Application** page, select the application you want to add.

Step 5 On the **Add Application** page, set the basic information.

Table 6-1 Basic information

Parameter	Description
Logo	Upload a logo image of the application that does not exceed 50 KB.
Application Name	Name of the application. This field is required.
Authentication Method	Authentication mode of the application. This field cannot be changed.
Synchronization Method	Synchronization mode of the application. This field cannot be changed.

Step 6 Click **Next** and import the metadata of the application.

NOTE

- You can import or enter the metadata of a pre-integrated application. To ensure accuracy of the metadata, you are advised to import the metadata file.
- To obtain the metadata of an application, see the documentation of the application.

Step 7 After the configuration is complete, click **Next**.

----End

Authorizing Application Access

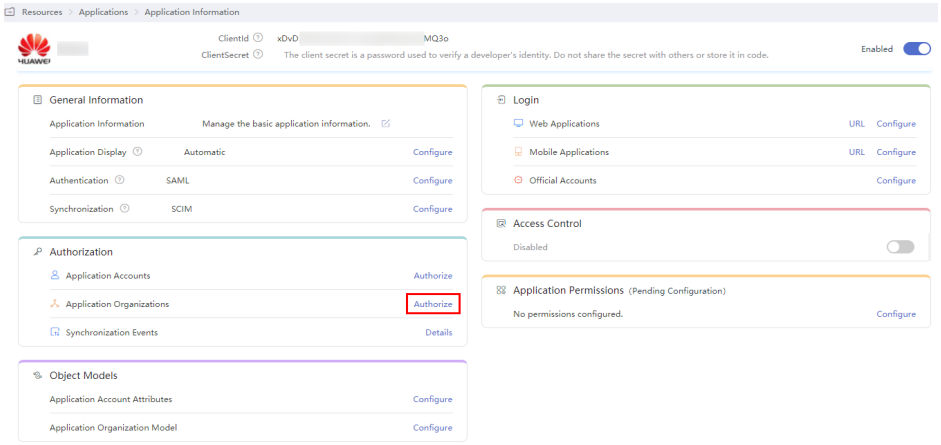
Users can access specific applications only if the users have been authorized access to them. To authorize users access to specific applications, do as follows:

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Step 1 Choose **Resources** > **Applications**, and click the pre-integrated application that you have added to go to the application details page.

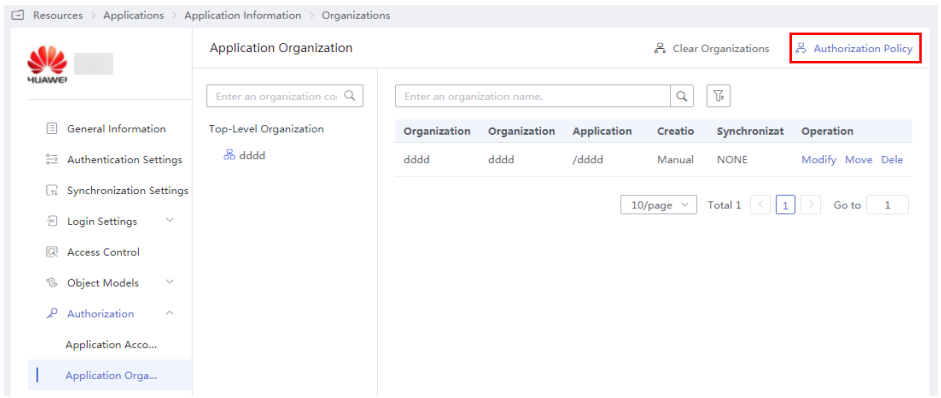
Step 2 In the **Authorization** area, click **Authorize** next to **Application Accounts**.

Figure 6-2 Authorization



Step 3 Click **Authorization Policy**.

Figure 6-3 Authorization Policy



Step 4 Enable automatic organization authorization and select **Custom**.

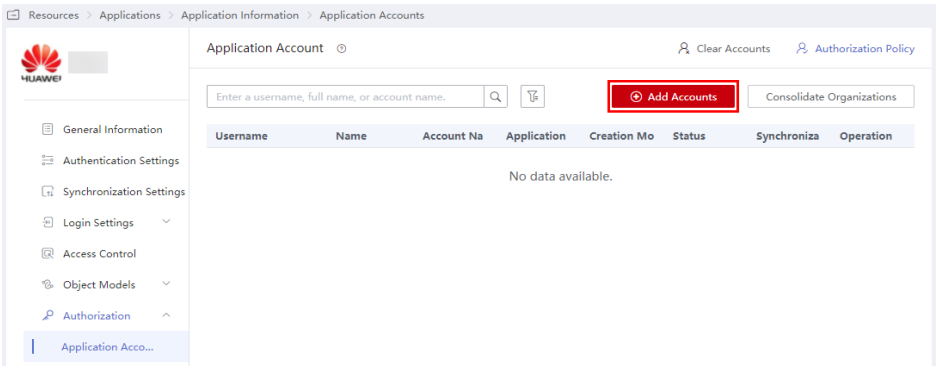
Step 5 Select organizations you want to authorize, click **Save**, and then click **Add**.

Step 6 In the left pane, click **Application Accounts**.

Step 7 Click **Add Accounts**.

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Figure 6-4 Adding accounts



Step 8 Select users who you want to authorize to access the application, and click **Save**.

NOTE

After authorization, accounts are automatically created for the users to access the application.

Step 9 (Optional) To modify the account name, username, password, and enabling status of a user, click **Modify** in the row that contains the user.

----End

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7 (User) Logging In to the User Portal and Accessing Applications

After an administrator has created a user account for you and authorized you to access specific applications, you can access the applications through the OneAccess user portal.

Procedure

To log in to the user portal and access applications, do as follows:

Step 1 Obtain the user portal domain name from the administrator.

NOTE

A user access domain name (for example, **example.huaweicloudoneaccess.com**) is automatically generated after the account administrator purchases a OneAccess instance. The domain name is displayed on the instance details page of the OneAccess console.

Step 2 Visit the user access domain name.

Step 3 Enter the username and password and click **Log In**.

Step 4 Click the application you want to access.

----End

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8 Change History

Table 8-1 Change history

Release On	Description
2021-01-13	This issue is the first official release.

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