
Managed Access Gateway (MAG): Organization and Application Administrator Training

The course will begin shortly. Please mute your lines during the presentation.

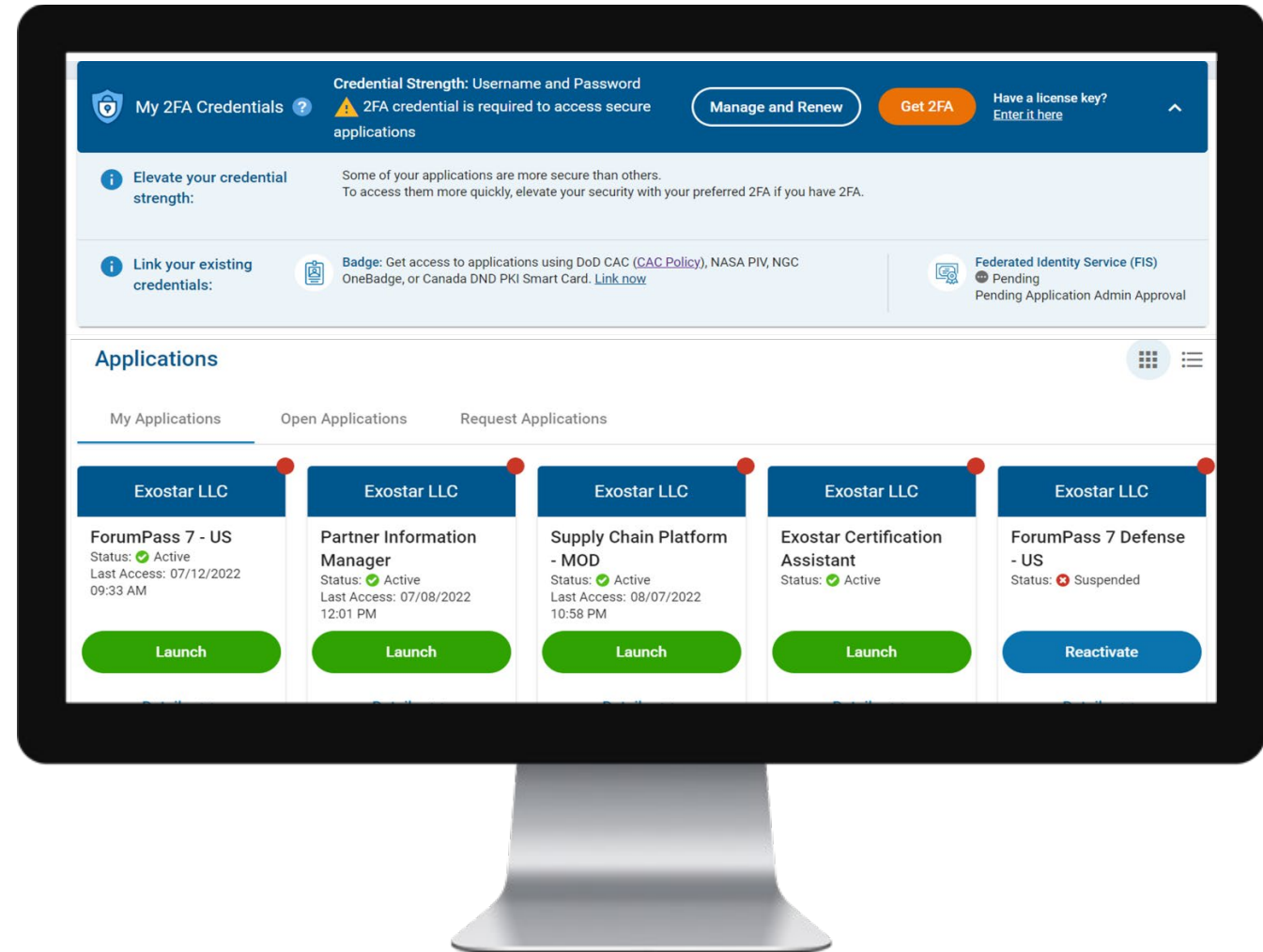
Course Objectives

Part 1: Intro to MAG and Roles

Part 2: MAG Navigation

Part 3: MAG Administration

Part 4: Self-Help Overview



What is MAG?

What is Managed Access Gateway (MAG)?

MAG is a **protected workspace** that companies in Aerospace & Defense use for **secure collaboration**.

What are the benefits of MAG?



single sign-on login
& authentication
tool



easy administration of
users & applications



cybersecurity
compliant



simple and secure
access to applications



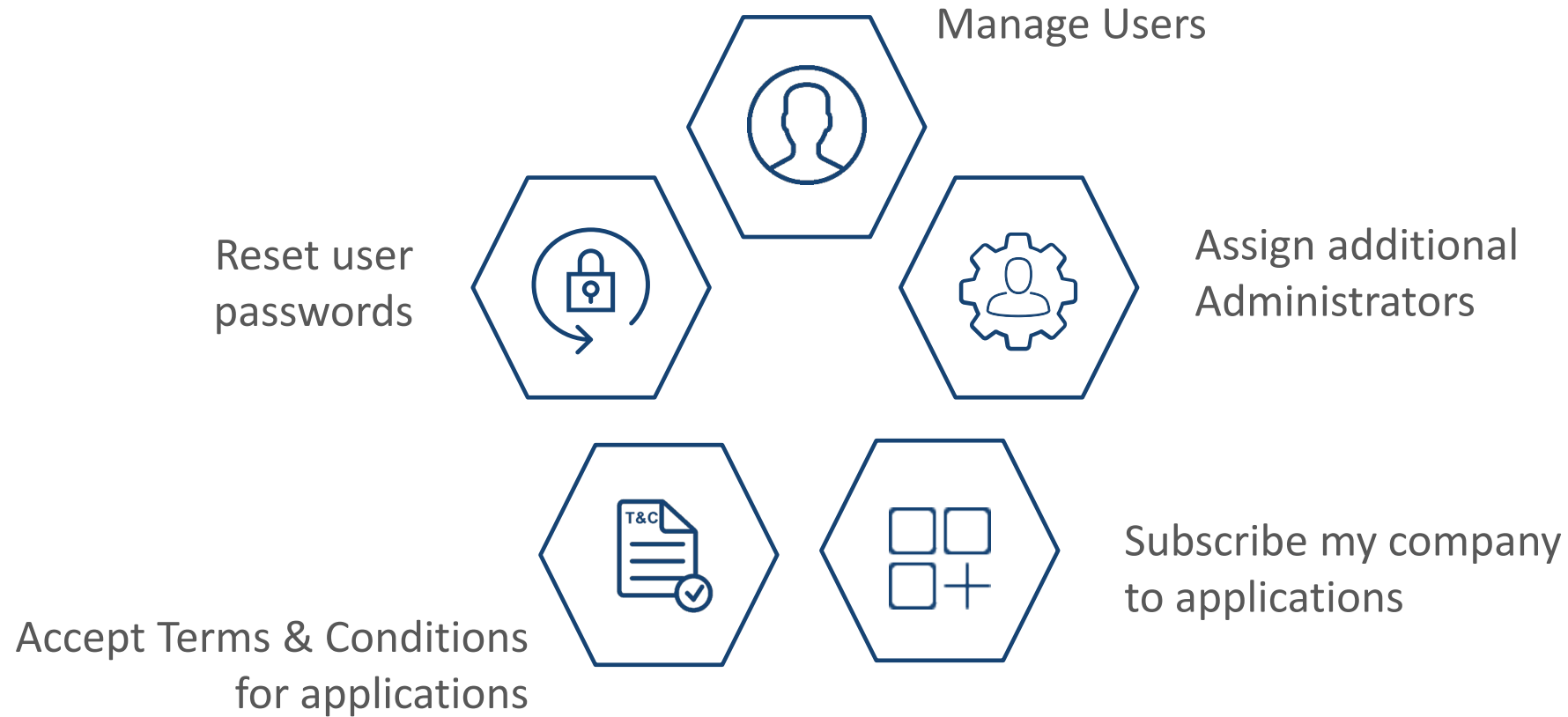
protected by
security credentials



desktop & mobile
access

Organization Administrator

As an Organization Administrator, I can:



As an Application
Administrator, I can:

Accept Terms & Conditions
for applications

Approve, deny, or suspend
access to applications for users

Approve FIS
(only for FIS admins)

Dashboard – Menus, Help, User Access

EXOSTAR[®] ? Help Stephanie Rooney (rooneys_5071) Training Team Test 1

Dashboard My Account Administration Registration Requests Reports

? Help Stephanie Rooney Exostar LLC

- MAG Intro Videos
- How to Get Started
- Security Credentials
- Resources for Administrators
- Go to MyExostar

Stephanie Rooney (rooneys_5071) Training Team Test 1

- Stephanie Rooney (rooneys_5071)
Last MAG Access Date
Mar 18, 2024 10:19 PM
- Org Admin
- My Organization
Training Team Test 1
(EXO119676134)
- Email Settings
- Logout

Dashboard – My 2FA Credentials

The dashboard is titled "My 2FA Credentials" and features a navigation bar with a shield icon, a question mark, and the text "Credential Strength: Medium Hardware Cert". Below the navigation bar are three main sections:

- Section 1:** "Elevate your credential strength:" with a sub-header "Elevate your credential strength:" and a message: "Some of your applications are more secure than others. To access them more quickly, elevate your security with your preferred 2FA if you have 2FA."
- Section 2:** "Link your existing credentials:" with a sub-header "Link your existing credentials:" and a message: "Badge: Get access to applications using DoD CAC ([CAC Policy](#)), NASA PIV, NGC OneBadge, or Canada DND PKI Smart Card. [Link now](#)".
- Section 3:** "Federated Identity Service (FIS) Medium Hardware Cert" with a status of "Active" and an expiration date of "Expires: 7 Sep, 2026 12:34 PM".

Numbered callouts point to the following elements:

- 1:** Credential Strength
- 2:** Manage & Renew
- 3:** Get 2FA
- 4:** License key
- 5:** Company Credentials (EAG)
- 6:** Badge

Dashboard – Administrator Options

The screenshot shows a dashboard with three main sections:

- Manage Requests:** Includes a sub-header with a hand icon, a description "Manage user registration and application subscription requests", and a "MANAGE" button.
- Billing & Support:** Includes a sub-header with a document icon, a description "View billing information and track support cases", and a "VIEW" button.
- Instant Pay:** Includes a sub-header with a payment icon, a description "Instantly pay your invoices", and a "PAY INVOICES" button.

Manage Requests:

Displays only for those with an Administrator role. Click **Manage** to go to Registration Request tab and approve users.

Billing & Support:

Click **View** to route to Exostar's Billing & Support page.

Instant Pay:

Click **Pay Invoices** to be redirected to the Instant Pay page.

Common Application Statuses

Applications

My Applications

Open Applications

Request Applications

The screenshot displays five application cards under the 'My Applications' tab. Each card is for 'Exostar LLC' and includes a title, status, and a primary action button. The first card, 'ForumPass 7 - US', is 'Active' and has a green 'Launch' button. The second, 'ForumPass 7 Defense - US', is 'Pending' and has a grey 'Pending Approval' button. The third, 'ForumPass 6 Secure File Transfer - UK', is 'Pending' and has a grey 'Pending Terms' button. The fourth, 'Exostar Certification Assistant', is 'Inactive' and has a blue 'Request Access' button. The fifth, 'Supply Chain Platform - BAE Systems UAT', is 'Pending' and has a blue 'Agree to Terms' button. Each card also has a 'Details' link with a dropdown arrow.

Launch:
Click to open application.

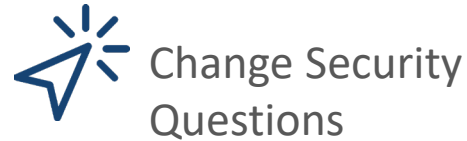
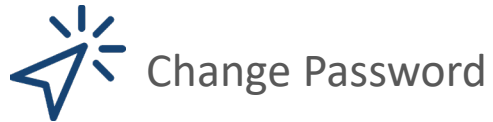
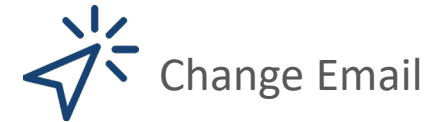
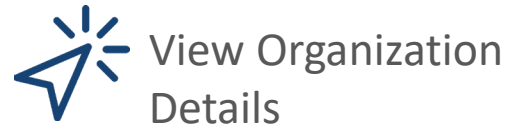
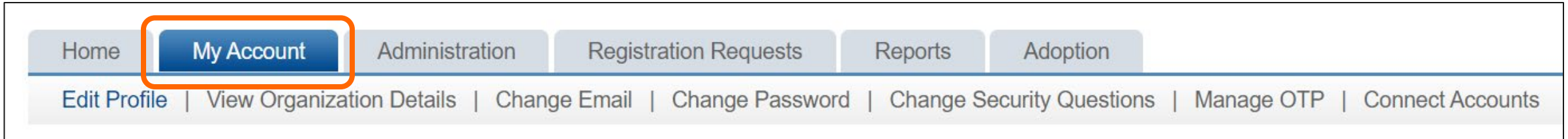
Pending Approval:
Awaiting Application Admin approval.

Pending Terms:
Admin needs to accept T&Cs.

Request Access:
Request access to this application for your Admin to approve.

Agree to Terms:
You must accept Terms & Conditions before users can access.

Tabs and Navigation



My Account Tab – View Organization Details

Organization Contact ● Organization Contact: View and update current contact

No Organization Contact
[Update Organization Contact](#)

Organization Administrators ● Organization Administrators: View all org admins and their contact information

First Name	Last Name	Email	Phone
ashleigh	Howell	ashleigh.howell@exostar.com	7037937821
Stephanie	Rooney	stephanie.rooney@exostar.com	1234567891

Application Administrators ● Application Administrators: View all app admins and their contact information

First Name	Last Name	Email	Phone	Application
Stephanie	Rooney	stephanie.rooney@exostar.com	1234567891	Raytheon Technologies Supplier Portal
Stephanie	Rooney	stephanie.rooney@exostar.com	1234567891	Supply Chain Platform - Raytheon Technologies UAT
ashleigh	Howell	ashleigh.howell@exostar.com	7037937821	Partner Information Manager
Stephanie	Rooney	stephanie.rooney@exostar.com	1234567891	Partner Information Manager
ashleigh	Howell	ashleigh.howell@exostar.com	7037937821	VQM - Vendor Qualification Manager
Stephanie	Rooney	stephanie.rooney@exostar.com	1234567891	VQM - Vendor Qualification Manager
ashleigh	Howell	ashleigh.howell@exostar.com	7037937821	Raytheon Technologies SecureForms
Stephanie	Rooney	stephanie.rooney@exostar.com	1234567891	Raytheon Technologies SecureForms
ashleigh	Howell	ashleigh.howell@exostar.com	7037937821	Exostar LLC Main Supplier Portal
Stephanie	Rooney	stephanie.rooney@exostar.com	1234567891	Exostar LLC Main Supplier Portal
ashleigh	Howell	ashleigh.howell@exostar.com	7037937821	Raytheon Supplier Testing Portal
Stephanie	Rooney	stephanie.rooney@exostar.com	1234567891	Raytheon Supplier Testing Portal

Application Settings ● Application Settings: Displays a list of all application to which your org has access, as well as status

Application Access:

Provider	Application	Status
PIM	Partner Information Manager	Active
Exostar LLC	VQM - Vendor Qualification Manager	Active
Exostar LLC	Exostar LLC Main Supplier Portal	Active
Exostar LLC	Raytheon Supplier Testing Portal	Active
Raytheon Technologies	Raytheon Technologies Supplier Portal	Active
Raytheon Technologies	Supply Chain Platform - Raytheon Technologies UAT	Active
Raytheon Technologies	Raytheon Technologies SecureForms	Active

Status: Active ● Status: Displays your current MAG Organization Account status

My Account Tab – Manage OTP

The screenshot shows the 'My Account' navigation menu with 'Manage OTP' highlighted. Below the menu, the 'Introduction' section contains a link to 'click here' for registering credentials, which is annotated with a callout box stating 'Register: Click to enter License Key'. The 'Test Your Phone' section contains a 'Test Phone' button and a link to 'view information' for troubleshooting, which is annotated with a callout box stating 'Purchase: Navigate to Exostar Webstore'.

Home | **My Account** | Edit Profile | View Organization Details | Change Password | Change Security Questions | Manage Certificates | **Manage OTP**

Introduction

To Register credentials [click here](#) and New purchase, [click here](#)

Test Your Phone

If you have not already done so, confirm that you can receive a message from Exostar using either text or voice by clicking the 'Test Phone' button below.

Test Phone

If you did not receive the test message, try changing the delivery method or try using a different phone. If you continue to have problems, [view information](#)

Register: Click to enter License Key

Purchase: Navigate to Exostar Webstore

Registration Requests Tab

Home My Account Administration **Registration Requests** Reports

Authorize User Authorize Application Authorize FIS

Filter Requests By: All Results/page: 25

Search For: Using

Need additional help? - Refer [Request Management Guide for Administrators](#). Search Results: (1 - 5 of 5)

Request still pending? The system may still be processing. Click the sub-tab to refresh the screen and update the status.

Request Id ↕	Last Name ↕	First Name ↕	Org Name ↕	Business Unit ↕	Date Submitted ▼	Last Viewed Date ↕	Status ↕
userRegistration1599583686596	Pendyala	Pavan	Exostar QA		09/08/2020	09/08/2020	Pending
userRegistration1599583525617	Pendyala	Pavan	Exostar QA		09/08/2020	09/08/2020	New
userRegistration1599583405484	Pendyala	Pavan	Exostar QA		09/08/2020	09/08/2020	New
userRegistration1599583200878	Pendyala	Pavan	Exostar QA		09/08/2020	09/08/2020	New
userRegistration1597434403322	Puthanveetil	Savitha	Exostar QA		08/14/2020	08/14/2020	Pending

Registration Requests Tab – Authorize Application

Search For: Using

Need additional help? - Refer [Request Management Guide for Administrators](#).

Request still pending? The system may still be processing. Click the sub-tab to refresh the screen and update the status.

Action: You can approve/deny a maximum of 30 requests at a time

Select	Request Id ↕	Last Name ↕	First Name ↕	User ID ↕	Email ↕
<input type="checkbox"/>	SIG_1553522328536_EXOSFT	TesterMarch23	Jane	testermarch23j_6667	yanina.quintana+_2@exost
<input type="checkbox"/>	SIG_1553522323797_EXOSFT	TesterMarch22	John	testermarch22j_4041	yanina.quintana+_1@exost
<input type="checkbox"/>	SIG_1552069065219_PIM	Bison	Jeff	bisonj_9067	ianina_a@yahoo.com
<input type="checkbox"/>	SIG_1552068988152_PIM	Deer	John	deerj_6004	ianina_a@yahoo.com

Administration Tab – View Users

Home | My Account | **Administration** | Registration Requests | Reports | Adoption

View Users | Add New User | Subscribe to Application | User Upload | Bulk Actions

Click the Search button to view results.

Search For: Using:

User ID ↕	Last Name ↕	First Name ↕	Last MAG Access Date ↕	Employee Reference ↕	Email ↕
howella_9925	Howell	ashleigh	Jan/18/2022		ashleigh.howell@exostar.com

View Users Tab – Manage Roles

Manage Roles:


Role	Application
<input type="checkbox"/> User	
<input checked="" type="checkbox"/> App Admin	Exostar LLC Main Supplier Portal, Raytheon Supplier Testing Portal, VQM - Vendor Qualification Manager, Partner Information Manager, Raytheon Technologies SecureForms
<input checked="" type="checkbox"/> Org Admin	

Applications to Administer


Provider	Application	Select
<input type="text"/>	<input type="text"/>	
Exostar	Exostar LLC Main Supplier Portal	<input checked="" type="checkbox"/>
Exostar	Raytheon Supplier Testing Portal	<input checked="" type="checkbox"/>
Exostar	VQM - Vendor Qualification Manager	<input checked="" type="checkbox"/>
PIM	Partner Information Manager	<input checked="" type="checkbox"/>
Raytheon	Raytheon Technologies SecureForms	<input checked="" type="checkbox"/>
Raytheon	Raytheon Technologies Supplier Portal	<input checked="" type="checkbox"/>
Raytheon	Supply Chain Platform - Raytheon Technologies UAT	<input checked="" type="checkbox"/>

View Users Tab – Manage Application Access


Application Access:	Provider	Application	Last Access Date	Status	Sponsor Code(s)	Action
	Raytheon	Raytheon Technologies Supplier Portal		Pending account creation by the Application		
	Raytheon	Supply Chain Platform - Raytheon Technologies UAT		Pending Application Administrator Approval		
	PIM	Partner Information Manager	17 Feb, 2021 02:20 AM EST	Active	<input type="text"/>	Suspend Delete
	Exostar	VQM - Vendor Qualification Manager		Active	<input type="text"/>	Suspend Delete
	Raytheon	Raytheon Technologies SecureForms		Active	<input type="text"/>	Suspend Delete
	Exostar	Exostar LLC Main Supplier Portal		Suspended		Activate Delete
	Exostar	Raytheon Supplier Testing Portal		Inactive	<input type="text"/>	Request Access




Suspend



Delete



Activate



Request Access

View Users Tab – Manage Status/Password Reset

Status: Active **Suspend** **Reset Permanent Password**

Delete User

Edit User

User removal (deactivation) is a permanent operation and it cannot be undone. You are deactivating a user with the organization administrator role. Exostar recommends that an organization have at least 2 active organization administrators. Are you sure you want to deactivate the user rooneys_4507? Press the 'Submit' button to permanently disable the user account.

*Reason:

*Reason Note (Maximum 300 characters):

Submit **Cancel**

Administration Tab – Add New User

Home | My Account | **Administration** | Registration Requests | Reports

View Users | **Add New User** | Subscribe to Application | User Upload | Bulk Actions

All fields marked with a * are required.

Add New User

Title:

*First Name:

Middle Name:

*Last Name:

Job Title:

*Street Address 1:

Street Address 2:

*City:

*State:

*Zip/Postal Code:

*Country:

Time Zone:

*Phone:

Fax:

*Email:

Restricted Access: On Off

Application Settings

Role:

Sponsor code is an optional field. If available, enter comma-separated sponsor code(s). For help on Sponsor Codes, [view more information](#).

Application Access:

Provider	Application	Select	Sponsor Code(s)
Test Service Provider	Test Service Provider	<input type="checkbox"/>	<input type="text"/>
Exostar	Exostar Governance, Risk, and Compliance	<input type="checkbox"/>	<input type="text"/>

Requestor Comments:

Continue

Administration Tab – Subscribe to Application

Home | My Account | **Administration** | Registration Requests | Reports

View Users | Add New User | **Subscribe to Application** | User Upload | Bulk Actions

Subscribe to Application

Company	Application	Action
Raytheon Technologies	Raytheon Technologies Sourcing	Subscribe to Application
Lockheed Martin	LM Supplier Portal (SAP Ariba)	Subscribe to Application
Exostar LLC	Supply Chain Platform - PSR	Subscribe to Application

Administration Tab – User Upload

Home | My Account | **Administration** | Registration Requests | Reports

View Users | Add New User | Subscribe to Application | User Upload | Bulk Actions

User Upload

Organization Name: Exostar QA
Organization ID/Exostar ID: EXO113295868 / 113295868

To batch subscribe users in this organization to applications, select the CSV file to be loaded and click the **Validate** button below. *Required

Need Help? Refer [Online Help for Load Users.](#)

*Select File: 

File Selected: No file selected

Application Access:	Provider	Application	Select	Sponsor Code(s)
	Exostar	Federated Identity Service (FIS)	<input type="checkbox"/>	<input type="text"/>
	Boeing	Boeing Supply Chain Platform	<input type="checkbox"/>	<input type="text"/>

Administration Tab – Bulk Actions

Home | My Account | **Administration** | Registration Requests | Reports

View Users | Add New User | Subscribe to Application | User Upload | Bulk Actions

User Bulk Actions


Organization Name: Exostar QA
Organization ID/Exostar ID: EXO113295868 / 113295868

* Required

* Select an action: Suspend MAG Account Reactivate MAG Account Delete MAG Account Subscribe Application Suspend Application Reactivate Application Delete Application

Need Help? Refer [Online Help for Bulk Uploads.](#)

To batch subscribe users in this organization to applications, select the CSV file to be loaded and click the **Validate** button below.

*Select File: 

File Selected: No file selected

Admin Tab – NEW! BETA Bulk Upload

1. Click to **Begin a Bulk Job**
2. **Download** the template and fill out.
3. **Browse** for file to upload.

Bulk Jobs Board (Exostar QA) **BEGIN A BULK JOB** ▾

STATUS Row #: 7 - Add Users.csv - Action Taken: Upload Users

0.0% Completed

● Success
● Fail

3 TOTAL USERS SELECTED

— SUCCESSFUL ACTIONS

— ISSUES FOUND

PREVIOUS JOBS

ROW #	USER LIST NAME	ACTION TAKEN	JOB START	JOB END	STATUS	TOTAL	SUCCESS	FAIL
					processing	3	0	0
				1/2023 03:03 PM	complete	1	1	0

Bulk Actions Upload Users ▾ 0 Apps Selected CANCEL APPLY BULK ACTION

UPLOAD A LIST OF USERS

Drag and drop file here to upload
OR
BROWSE

2

Drag and drop a file or click 'Browse' to upload users.

Once uploaded select applications from a newly populated list (below). Activated selections are check marked-highlighted.

The "APPLY BULK ACTION" button (above, right) will initiate the job and return you to the Bulk Jobs dashboard.

To find out more about uploading users, [click here to visit MyExostar.](#)

Download csv template. **Download Excel template.**

SELECT APPLICATIONS FOR BULK ACTION



Admin Tab – BETA Bulk Upload

Bulk Jobs Board (Sam's Organization) BEGIN A BULK JOB

STATUS Row #: 1 - Add Users.csv - Action Taken: Upload Users

100.0% Completed

1 TOTAL USERS SELECTED

1 SUCCESSFUL ACTIONS [Download](#)

ISSUES FOUND

PREVIOUS JOBS

ROW #	USER LIST NAME	ACTION TAKEN	JOB START	JOB END	STATUS	TOTAL	SUCCESS	FAIL
1	Add Users.csv	Upload Users	07/05/2023 05:30 PM	07/05/2023 05:30 PM	complete	1	1	0

Items per page: 10 1 - 1 of 1

CSV Download Successes
Excel Download Issues

CLOSE

Bulk Actions Upload Users 0 Apps Selected CANCEL APPLY BULK ACTION

UPLOAD A LIST OF USERS

ATTENTION:
You attempted to upload a file type that is not accepted. Please use the Exostar provided .csv or Excel templates.
[CLEAR AND TRY AGAIN](#)

Drag and drop a file or click 'Browse' to upload users.

Once uploaded select applications from a newly populated list (below). Activated selections are check marked-highlighted.

The "APPLY BULK ACTION" button (above, right) will initiate the job and return you to the Bulk Jobs dashboard.

To find out more about uploading users, [click here to visit MyExostar.](#)

[Download csv template.](#) [Download Excel template.](#)

- Access support information at:
https://myexostar.com/?ht_kb=mag
- For further assistance, open an **online customer support ticket** (MyExostar)
- Need a job aid? Download the **MAG Administration Infographic**.
- Questions or comments? Contact us at
training@exostar.com

Managed Access Gateway (MAG)

What is MAG?

i Exostar's **Managed Access Gateway (MAG)** is a secure Identity and Access Management (IAM) cloud service for the Aerospace & Defense industries. With MAG, organizations enjoy benefits like account management, web-based single sign-on user access, and a single place to connect to partner applications. MAG reduces the time and expense of establishing and maintaining external user accounts. It allows application owners to connect once and provide access to all validated external parties and users. Many of your business partners are likely already part of our large user community of Aerospace & Defense partners/suppliers with Exostar MAG (A&D) credentials, so you will be able to do business faster. Exostar's MAG Platform will ensure that you have all necessary tools for secure and intelligent collaboration.

MAG Resources

+ Get Started

+ MAG Credentials

+ MAG Navigation

+ Administrators

+ Training Resources

+ Webinars

+ Release Notes

+ System Requirements

Appendix A: Application Statuses

Application Status	User Action
Active: Launch	Opens application OR prompted to authenticate with 2FA credentials.
Active: Get 2FA	Purchase required credentials via Exostar's Web Store.
Request Access	Request Access to Application; wait for Admin's approval to application.
Pending Approval	Org/App Admins must approve access request; no user action.
Agree to Terms	Displays for Org/App Admins; Accept the application's Terms and Conditions.
Pending Terms	Displays for users; Org/App Admin must accept terms prior to access.
Pending Proofing	No action from user.
Pending Download	Select to initiate FIS certificate download.
Suspended	Application Access Suspended; contact your Org/App admin to regain access.