



# Secure Access Manager Organization Registration Guide

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## Secure Access Manager Summary

Exostar’s Secure Access Manager (SAM) is an identity authentication and solution access portal. The portal facilitates user account registration, authentication (including multi-factor authentication), and management; and is used to support access to applications and services hosted by Exostar and those managed by external entities.

SAM’s objective is to consolidate registration processes for connecting partners and applications, while providing flexible management and invitation capabilities to application owners.

Key Functions of SAM include:

- Extending the basic concept of Web based Single-Sign-On (SSO) to support single sign on and access to multiple applications.
- Supporting authentication credentials of varying assurance levels.
- Facilitating an organizational approach to registration, account management and application access.
- Provides organizational control over new user approval and access requests.

## Organization Registration Overview

During the registration process, Organizations provide their organization details and designate individuals within the organization to serve in administrative roles. Please note that these roles can be assigned to multiple individuals within your organization or one person may be assigned both roles.

- **Organization Administrator:** is responsible for creating and managing users in your organization and approval of user self-registration requests, as well as maintaining vendor profile information.
- **Company Contact:** can be the same person as your Organization Administrator or another person within the organization. The company contact is responsible for managing the relations with Secure Access Manager partners.

## New Organization Registration

The new organization registration process is a three stage process:

- Organization Information
- Products and Services
- Administrator(s) Information



To begin, enter your organization information:

1. Open your Internet Explorer browser and access the organization registration page via the following link <https://secureaccess.exostar.com/orgRegistration>.
2. Complete the required information in the Organization Information section.

| Organization Information  |  |
|---|--|
| * Individual-Level Organization? <input type="checkbox"/>   | * Address 1 <input type="text" value="123 exostar"/>   |
| * Onboarding Sponsor <input type="text" value="General"/>   | Address 2: <input type="text"/>                        |
| * Organization Name <input type="text" value="testing"/>  | * City <input type="text" value="herndon"/>            |
| Business Unit: <input type="text"/>   | * Country <input type="text" value="UNITED STATES"/>   |
| * Organization's HQ/Country of Incorporation <input type="text" value="UNITED STATES"/>   | * State/Province <input type="text" value="Virginia"/> |
| TaxID (US Only) <input type="text"/>  | Zip/Postal Code <input type="text"/>                   |
| DUNS # <input type="text"/>   |  |
| Is your organization certified as a Small Disadvantaged Business in the SB PRO-Net Database? (US Only) <input type="radio"/> Yes <input type="radio"/> No |  |

3. Complete the required information in the Organization Administrator section.

| Organization Administrator                   |  |
|--|--|
| Title <input type="text" value="Select..."/> | * Phone <input type="text"/>                     |
| * First Name <input type="text"/>            | Fax <input type="text"/>                         |
| Middle Name <input type="text"/>             | * E-mail <input type="text"/>                    |
| * Last Name <input type="text"/>             | * Confirm E-mail Address <input type="text"/>    |
| Suffix <input type="text"/>                  | * Address 1 <input type="text"/>                 |
| Sponsor E-mail Address <input type="text"/>  | Address 2 <input type="text"/>                   |
| Job Title <input type="text"/>               | * City <input type="text"/>                      |
|  | * Country <input type="text" value="Select..."/> |
|  | * State/Province <input type="text"/>            |
|  | Zip/Postal Code <input type="text"/>             |
| * <input type="text" value="Select..."/>     |  |
| Timezone                                     |  |

Note: User login instructions will be sent to the email address provided.

4. Complete the Company Contact information. Click **Next** to continue.  
Note: If the Organization Administrator will also act as the Company Contact you may select **Same as Organization Administrator**.

 Same as Organization Administrator

- 5. Select the desired product(s) from the list provided on the Products and Services page. Click **Next**.

 →  →   
**STEP 1**                      **STEP 2**                      **STEP 3**  
**Organization Information**                      **Products & Services**                      **Administrator(s) Information**

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**Products & Services**

Please select at least one of the products and services from the options below. If a product or service is not required, click Next to submit your organization registration request.

**Salesforce for Exostar**  
Salesforce for Exostar  
Salesforce for Exostar  
Salesforce for Exostar

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**SecureShare**  
This service is available by INVITATION ONLY. This is a secure collaboration portal solution. Select this option to request access to the Secure Share service.  
Service Agreements for Secure Share are available online. The Organization Administrator will be required to accept the agreements after completing the login process.  
The Organization Administrator will be required to accept the agreement(s) to enable access to this application. The administrator will be able to review the agreement(s) and take appropriate action after completing login to their SAM account.

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**Test Service Provider**

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Cancel   << Back   Next >>

- Designate the Application Administrator for each product selected. The Application Administrator is responsible for managing and approving user access to the application.

The Application Administrator can be the same as the Organization Administrator.

- If 'Same as...(Organization Administrator)' is selected, the user information will be pre-populated. Click **Next** to complete the new organization registration.

OR, if 'Other' is selected, complete the required fields to designate the Administrator. Click **Next** to complete the new organization registration.

- The **Submission Confirmation** page is displayed containing the reference number.

## Email Confirmations

As you complete the organization registration process, you will receive some or all of the following emails (based on roles and application subscriptions) providing a status as the registration moves through the approval process.

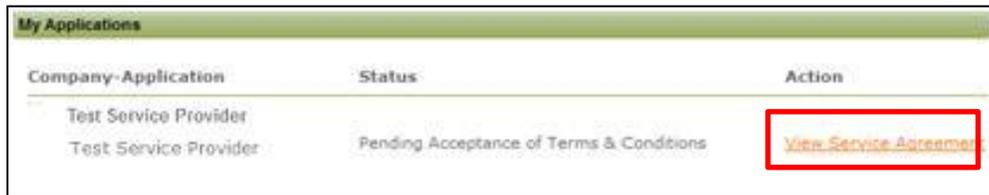
- Organization Registration – Submitted to Secure Access Manager: You will receive this email immediately after the completion of the registration process along with the reference number for your records.

2. Account Registration – Accepted in Secure Access Manager: This email will be sent to the designated Organization Administrator when the organization registration has been approved and contains important login information.
3. Secure Access Manager Point of Contact – Organization Registration Approved: The designated Point of Contact will receive this confirmation when the organization account is approved.

## Accept Terms and Conditions

The Organization Administrator will complete the Acceptance of Terms and Conditions for all subscribed applications.

1. Login to SAM at <https://secureaccess.exostar.com>.
2. The Home page is presented with a View Service Agreement link next to the application(s). Click the applicable View Service Agreement.



| Company-Application   | Status                                   | Action                                 |
|-----------------------|--|--|
| Test Service Provider | Pending Acceptance of Terms & Conditions | <a href="#">View Service Agreement</a> |

3. After reviewing the Agreement, click on the **I Agree** button to accept the agreement.
4. The Service Confirmation message is displayed.

You have successfully accepted the service agreement. You should receive an email shortly.

## Next Steps

Once the Organization Registration process has been completed, the Organization Administrator is responsible for managing the SAM users for the organization. Below is a list of tasks that an Organization Administrator performs:

- Viewing and managing user accounts
- Adding new users
- Authorizing User Access
- Deleting/suspending Users
- Viewing organization details
- Subscribing Organization to new applications

For more information on SAM, go to: <http://www.myexostar.com/>