

Enterprise Access Gateway User Guide

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Enterprise Access Gateway (EAG) Overview

Exostar's Enterprise Access Gateway (EAG) is an authentication portal that allows users to use their native (corporate credentials) to access Exostar's Managed Access Gateway (MAG) service and application that are federating with the service. EAG acts an Identity Federation component that functions as a forward trust proxy between Service Providers and Identity Providers, supporting standards-based single sign-on and user account provisioning while remaining completely invisible to the end users. EAG allows Identity Providers to gain access to multiple participating Service Providers at Exostar. EAG allows users to use their corporate network login credentials to access MAG applications.



An organization must be subscribed to EAG before a user can link their account.



Modify Trusted Sites in Internet Explorer

<u>Exostar.com</u> must be designated a trusted site in Internet Explorer before corporate login credentials can be used for EAG. To modify trusted sites in Internet Explorer:

- 1. From **Internet Explorer**, select **Tools** or the **Gear** icon in the top right corner of the browser. Then, select **Internet Options**.
- 2. The Internet Options window displays. Select the Security tab. Click Sites.

Internet Options				
General Security Privacy Content Connections Programs Advanced				
Select a zone to view or change segurity settings				
Internet Local intranet Trusted sites Restricted sites				
Trusted sites				
This zone contains websites that you trust not to damage your computer or your files. You have websites in this zone.				
Security level for this zone				
Allowed levels for this zone: All				
Medium Prompts before downloading potentially unsafe content Unsigned ActiveX controls will not be downloaded				
Enable Protected Mode (requires restarting Internet Explorer) Qustom level Default level				
Reset all zones to default level				
Some <u>settings</u> are managed by your system administrator.				
OK Cancel Apply				

3. Insert *.exostar.com into the text field and click Add.





NOTE: If the **Require Server Verification (https:) for all sites in this zone** is selected, please remove the checkmark from the box and click **Add**. If you are unable to add Exostar as a trusted site or if you are unable to remove the checkmark, contact your IT Department or Help Desk.

Self-Link MAG Account to EAG

To link your EAG account:

- 1. Log into your MAG account by going to <u>https://portal.exostar.com</u>. Log in with your username and password or FIS Digital Certificate(s).
- 2. Go to the **My Account** tab. Click the **Edit Profile** sub-tab.



- 3. If your organization is subscribed to the EAG service, the Enterprise Access Gateway (EAG) Account Settings section displays. Click Link Accounts.
- 4. A notification displays. To save profile changes, click **OK**. Click **OK** to start the account linking process.

	portal.exostartest.com says	
-Last Name:	Evans	Be sure to save any changes you may have made to your profile before
Job Title:	Provider. If you have not made any changes to your profile, click 'OK' to	
*Phone:	1231231234	continue with account linking, or click 'Cancel' to return to the User
Fax:		PM EDI
Employee Reference:	2	OK Cancel PM EDT
Comments		
ditional Lo	ogin Options	

5. Click Connect to Identity Provider.

EXOSTAR
Account Management
Account Linking
STEP 1 STEP 2 STEP 3
This Account Linking process will link your MAG user account to your network login in your organization. Account linking will ena will need to be connected to your Identity Provider. Click the button below to begin. You may be prompted to provide some user i
MAG user ID: evansd_3292@securepass.exostartest.com
Connect to Identity Provider Cancel



 If you logged into your corporate network, click Link Accounts. If you have not, you are prompted to provide your network credentials. The displayed page is specific to your company. After entering your corporate credentials, the Account Linking page displays. Click Link Accounts.



7. Your corporate network ID displays. Click **Logout and Close Browser** to complete the account linking process.

NOTE: You are now logged out of your MAG session.

Account Linking				
STEP 1	STEP 2 STEP 3			
You have successfully link MAG, click on your MAG b bookmark and directly acc	ed your MAG account to your Identity Provider account and a cookie has been written into your bro ookmark if you have one, or launch a new browser session and enter the MAG URL. This will take ess the application.			
MAG user ID:	evansd_3292@securepass.exostartest.com			
ExostarUAT1 user ID: atttest1-uat1@exostaruat1.com				
Logout & Close Browser				

NOTE: A persistent cookie is saved on your computer to identify your Corporate Identity Provider (also known as your Enterprise IDP), to ensure you are not required to select your Enterprise IDP again for MAG. If you clear the browser history or use a different browser, you need to select the Enterprise IDP for MAG.

Link MAG Account to EAG with Just-in-Time (JIT) Provisioning

Just-In-Time provisioning allows users to be provisioned in MAG automatically. Users go through a one-time registration process and are required to subscribe to an application. When account attributes change in the Enterprise, JIT-based assertion allows user attributes to be updated in MAG when users federate to MAG services.



Enterprises that have configured and subscribed to EAG (Remote Identity Provider service connection) in MAG, can place a URL on their internal website. Employees can self-register for MAG-connected application services. Follow the steps below to use JIT provisioning:

1. Go to https://portal.exostar.com. Select Login Using Company Credential (EAG).

Log In	
Email or User ID	
Login Using Company Credential (EAG)?	
Login Using Badge or Certificate?	NEXT

- 2. Select your Remote Identity Provider (R-IDP) service connection.
- 3. Use your native (corporate) credentials to complete login.
- 4. The JIT User Registration page displays. Click Next.

EXOSTAR"	About Us
Jit User Registration	
JIT User Registration	
Welcome to Esotar's Enterprise Access Galeway (EAG) registration. EAG well enable you to perform single sign on to Web applications hosted by Exister or its partners using your existing corporate login information. This registration should also bebased will need to have the following information ready: • Information about yoursel, g, name, phone, email etc., and • List of products and services to which you would like access.	
If you currently use an Exostar username and passwerd or other credentials to access products and services, please log into MAG and link your existing account to EAG using the option under the "My Account" tab. To start the registration process for a new account, click the 'Start Registration' button below.	
	Next >>

5. Personal information displays. Click Next.

NOTE: Most fields are not editable. The information displayed in these fields are provided from your corporate identity provider and not Exostar.

Jit User Registration							
STEP 1 Personal Information Proc	STEP 2 ducts & Services						
Please complete and submit the followin	ng User Registration Form to register yours	elf to access Exostar products and serv	ices. (Fields marked with asterisks(*) are required.)			
Organization Information							
Enter either your Organization's ID or you * Organization ID Organization Name Business Unit	ur Organization's Exostar ID and then click Ve EXO119470223 RajuTestOrg	rify Organization'					
Personal Information							
Title Di * First Name JI	r. ❤ TUserProv	* Phone Fax	7037937842 2222222222				
Middle Name	ester	* Email * Confirm Email Address	perraju nadakuduty@exc perraju nadakuduty@exc				
Job Title Sr	r. Accountant	* One time Deservord					
Address 2 Us	serSuite 300	* Confirm Password	•••••				
* City Us	serHerndon		Passwords must be 8 to 12 characters long. They must include at least 4 different characters, 1 alphabetic character, 1 numeric character, and 1 special character. Leading and trailing spaces are not allowed.				
* Zip/Postal Code 20	0171	* State/Province	PA				
* Country U	Inited States	✓ * Timezone	Africa/Abidjan	~			
					Cancel	<< Back	Next >>

6. Select applications to which you need access. Click **Next** to complete.



NOTE: Application access requires approval by an Application Administrator. If an application requires additional approval, the request routes to the next participant in the approval workflow.

Person	al Information Products & Services
The proc NOTE: I	ducts and services that are listed on this page are based on selections that were made by your organization. You must select at least one of the following applications. I you would like to register for a product or service that is not shown below, please contact your administrator or Exostar's Customer Service.
Produ	ucts & Services
	SourcePass ExecutePass ExecutePass is a comprehensive on-demand eSourcing solution which allows a Buyer to create events to request information (RFI), proposals (REP), quotation (RFQ) for goods and services from Suppliers. The application is hosted in the US. User access to the application SourcePass is a comprehensive on-demand eSourcing solution which allows a Buyer to create events to request information (RFI), proposals (REP), quotation (RFQ) for goods and services from Suppliers. The application is hosted in the US. The organization Administrator is required to accept the service agreement(s) to enable users within the organization access the application. The administrator will be able to review the agreement(s) and take appropriate action after completing logins to Managed Access Calibrevity (MAC) SourcePass Sponsor code(s) This a monitorial field. If available, enter commus separated sponsor code(s). For help on Sponsor Codes, <u>view more information</u> .
	Excetar Secure File Transfer This is Excetar Secure File Transfer Constant SFT solution. Select this caption to request access to the Excetar SFT service. Accesse Excetar SF Application needs approval from Excetar Service Team The Organization Administrator will be request to accept the agreement(s) on table access to this application. The administrator will be able to review the agreement(s) and take appropriate action after completing login to their MAK3 account Excetar Secure File Transfer Sportsor code(s) This is an optional field. If available, enter commission separated sponsor code(s) For help on Sponsor Codes, <u>view more information</u> .
Request	tor Comments:

NOTE: A persistent cookie is saved on your computer to identify your Corporate Identity Provider (also known as your Enterprise IDP) to ensure you are not required to select your Enterprise IDP again for MAG. If you clear the browser history or use a different browser, you need to select the Enterprise IDP for MAG.

Bulk Load EAG Subscriptions

MAG supports the bulk add of users. Organization Administrators who want to complete a multiple user add, or complete actions for multiple users can subscribe users to the EAG service by entering the Remote Identity Provider (R-IDP) for the user in the **ridpUserID** field of the .csv file. Once upload completes, users receive an email with instructions on how to access MAG.

To bulk add users to the EAG service:

- 1. Log into your MAG account by going to <u>https://portal.exostar.com</u>. Log in with your username and password or a FIS Digital Certificate(s).
- 2. Go to the Administration tab. Click the appropriate sub-tab, User Upload or Bulk Actions.



3. Complete the .csv template, located in the **Online Help for Load Users** link, and ensure to complete the ridpUserID field.



NOTE: Do not enter information in the password field. This causes an error when uploading the file. For complete instructions on how to use **User Upload** or **Bulk Actions**, and to obtain the .csv file, use **Online Help for Load Users**.

Home	My Account Administratio	n Provider Administra	ation Registration	Requests Custome	er Support Report	Adoption		
View Users	Add New User Subscribe 1	o Application	d Bulk Actions					
User Bulk Acti	ons							
Organization N Organization ID	ame: Exostar LLC //Exostar ID: exostar / 97679							
								 Required
 Select an action. 	O Suspend MAG Account	O Reactivate MAG Account	O Delete MAG Account	O Subscribe Application	O Suspend Application	O Reactivate Application	O Delete Application	Need Help? Refer Online Help for Bulk Uploads.

NOTE: Application access requires Application Administrator approval. If an application requires additional approval, the request routes to the next participant in the approval workflow.

4. Once the upload completes, users receive an email with instructions to access MAG.

Action Required: Exostar Login Instructions
Dear Jan Smith,
Welcome to Exostar! Your account has been created and linked to your corporate credentials. To complete the linking of your account, you must follow the login instructions below.
APPLICATION INFORMATION: You have access to the following applications pending approval:
- SourcePass - Test Service Provider
All these applications will be accessible at URL: https://portal.exostartest.com
LOGIN INSTRUCTIONS:
To access your account, click on the following link
- Please go to http://portal.exostar.com
- unck on the Enterprise single of (Eva) mit on the login page. - Select the Remote Identity Provider who issued your corrorate credentials

 Navigate to <u>https://portal.exostar.com</u> and select Login Using Company Credential (EAG). Select your corporate Identity Provider from the drop-down menu. Click Login.



6. Depending on the **Identity Provider** you selected, you are directed to a login page to enter your corporate credentials.

Please sign in with your Usemame and Token. Token Username PIN and Token	User will be required to enter their corporate credentials.

NOTE: Your login page may look different than the illustration. If you are unable to login and need your corporate password reset, contact your IT department or Internal Helpdesk.



A persistent cookie is saved on your computer to identifying the Enterprise IDP, so you are not required to select the Enterprise Identity provider again in MAG. The next time you access your account using EAG, you are directed to enter your corporate credentials to log you directly into your account. You can have the MAG URL saved as a favorite in your browser or saved as an icon on your desktop.

Login

Open a new browser or use an existing Favorites link. You are taken directly to the MAG applications page or the application you access. If you are <u>NOT</u> logged in to your corporate network, you may be prompted to login.

The application owner determines an application's credential strength. If you receive the **Login Requirements Not Met** message when accessing an application, or have additional questions, please contact Exostar Customer Support.

Login if Persistent Cookie was Removed

If you clear your browser cookies and cache, **the persistent cookie** is removed and you are <u>not</u> taken directly to your corporate login page when accessing MAG:

1. The MAG login page displays. Select Login Using Company Credential (EAG).

Log In	
Email or User ID	
Login Using Company Credential (EAG)	
Login Using Badge or Certificate ?	NEXT

1. Select your corporate **Identity Provider** from the drop-down menu. Click **Login**.





2. Depending on the **Identity Provider** you selected, you are directed to a login page where you are required to enter your corporate credentials.



NOTE: Your login page may look different than the illustration. If you are unable to login and need your corporate password reset, contact your IT department or Internal Helpdesk.

A persistent cookie is saved on your computer to identifying the Enterprise IDP, so you are not required to select the Enterprise Identity provider again in MAG. The next time you access your account using EAG, you are directed to enter your corporate credentials, which log you directly into your account. You can have the MAG URL saved as a favorite in your browser or saved as an icon on your desktop.

Delink or Relink Account

If you are not logged into your corporate network, you are unable login using EAG. For example, if you are working remotely and cannot use your Corporate VPN to login, you are unable to use EAG. To have your account delinked, contact your MAG Organization Administrator. They can delink your account. Once the account has been delinked, you receive an email confirmation with login instructions.

To relink your account, follow the instructions in the <u>How to Link Your Account</u> section of this document. If you linked your account using JIT provisioning, you are required to register again.