



PROCESS MANUAL

Document Code: PM-SCIMI (OKT)

SCIM

Integration

Okta

 **FastTrack** Software

 **Admin** By Request

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Introduction

Admin By Request provides the ability to automatically synchronize data from your Identity Provider (IDP) to your Admin By Request User Portal according to the System for Cross-Domain Identity Management (SCIM) protocol, eliminating the need for manual entering and managing individual users on the Admin By Request side. This process manual provides a step-by-step guide on how to enable and configure the integration and provision users and groups in your User Portal with Okta.

Assumptions and Limitations

This implementation is targeted towards Admin By Request Portal users (i.e., company administrators who have access to the User Portal). It does not integrate with endpoint users.

The tasks described in this manual assume that the user has access to and is familiar with Okta, the Admin By Request User Portal, and features of the software (e.g., Inventory, Requests, etc.).

Breakdown of Tasks

Eight tasks are covered in this manual:

1. Task A: Enable SCIM
2. Task B: Define Group-Based Roles
3. Task C: Create Okta Application
4. Task D: Set up Single Sign-On
5. Task E: Set up Provisioning
6. Task F: Assign Users and Groups
7. Task G: Start Provisioning
8. Task H: View Data in User Portal

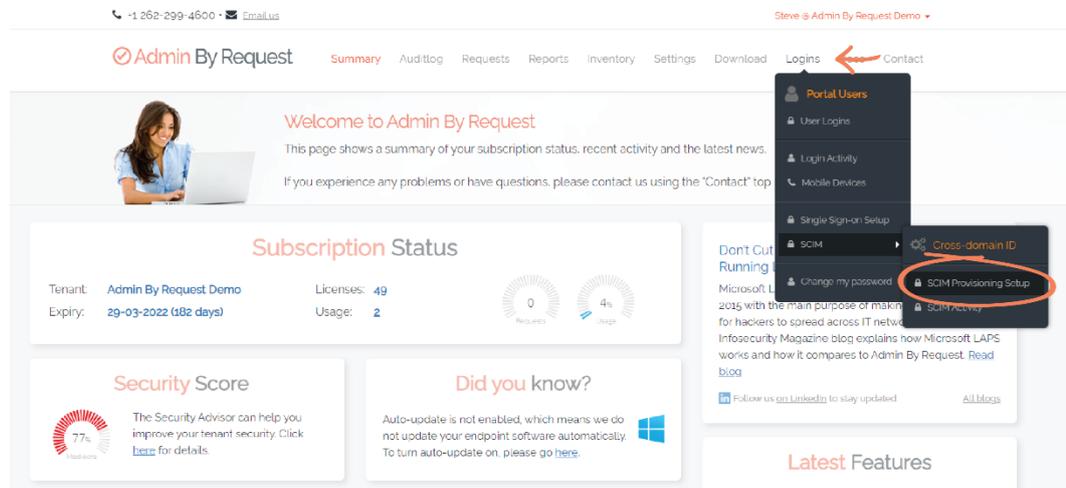
 **NOTE:** Before you begin, we recommend you have a tab open in your Admin By Request User Portal and a second tab open in your Okta portal, as the tasks listed above switch back and forward frequently between the two.

Integration Tasks

Task A: Enable SCIM

The first task of this process involves enabling the integration in the Admin By Request User Portal.

1. In your Admin By Request User Portal, locate **Logins** in the top menu and navigate to **SCIM > SCIM Provisioning Setup**:

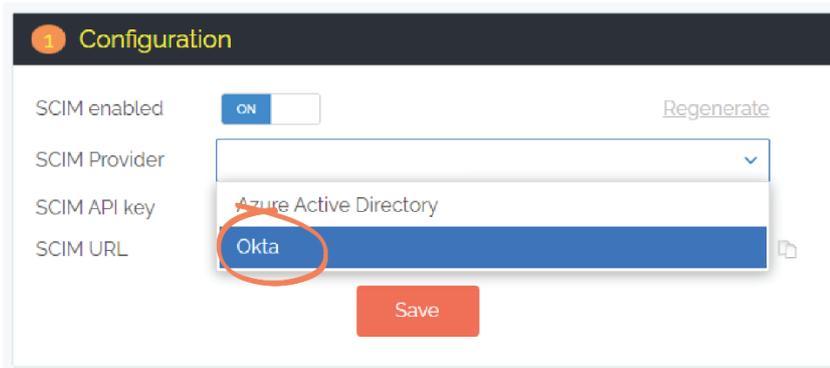


2. In section **1. Configuration**, toggle **SCIM enabled** to **ON**:

The screenshot shows the '1 Configuration' section of the SCIM setup. The 'SCIM enabled' toggle is set to 'ON' and is circled in red. Below it are fields for 'SCIM Provider', 'SCIM API key' (blurred), and 'SCIM URL' (https://scim.adminbyrequest.com). A 'Save' button is at the bottom.

NOTE: This action generates an API key (blurred out in this document), which appears in the **SCIM API key** field. Using the API key is covered in Task D.

- From the **SCIM Provider** drop-down menu, select **Okta**:



The screenshot shows a configuration interface titled "Configuration". It includes a toggle for "SCIM enabled" set to "ON", a "Regenerate" link, and a "SCIM Provider" dropdown menu. The dropdown menu is open, showing "Azure Active Directory" and "Okta" (which is circled in red). Below the dropdown is a "Save" button.

- Click **Save**:



 **NOTE:** Whenever the **Save** button is selected in the Admin By Request User Portal, a green icon appears next to the button when the action is successfully completed.

Task B: Define Group-Based Roles

Admin By Request's SCIM implementation provides the ability to define rules about what synchronized users have access to within the User Portal, based on their SCIM source group (i.e., their group in the IDP).

This means that if you don't want all imported users having access to everything within the User Portal, you can create a Group-Based Role for each Okta group specifying exactly what the users in that group do and do not have access to. As soon as users are synchronized to Admin By Request, their designated permissions are applied.

If you do not create any Group-Based Roles, all synchronized users will have complete access to the User Portal.

The filter options available for Group-Based Roles are as follows:

- **SCIM source group** – This refers to the source group in the IDP (i.e., Okta). Whatever group is typed here needs to match the name of a group in Okta.
- **Default for users not member of any group** – When checked, the permissions defined for this Role become the ‘default’ permissions, applying to all users who aren’t assigned any of the other Group-Based Roles defined for other groups. This checkbox can only be applied to one Group-Based Role.

The checkbox properties such as **Modify Settings**, **View Auditlog**, and **Manage workstations** refer to the various features in Admin By Request. If checked, users assigned the Role have access to the respective feature / can do the specified action.

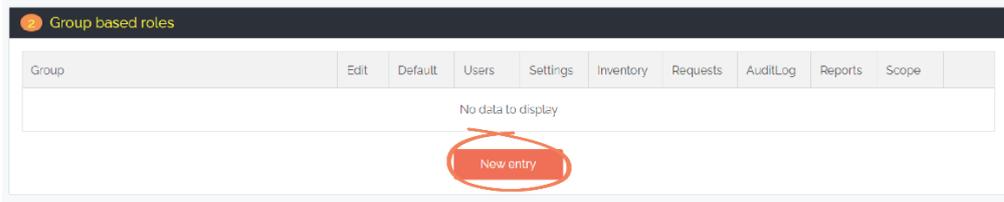
The four textboxes (**End user** and **Computer** etc.) are used to filter out end point data. Here you can specify IDP groups or OUs (Organizational Units) of end users and / or computers, so that Admin By Request Portal users assigned this Group-Based Role only have access to end users and / or computers that fall into those groups / OUs.

 **NOTE:** You can specify multiple groups or OUs in these textboxes, separated by commas.

Before creating Group-Based Roles for specific groups, we recommend that you create a Default Role specifying permissions for the ‘general’ user; these are all synchronized users who are not members of any of the other groups that you have defined Group-Based Roles for. When synchronized, they get assigned the Default permissions in the User Portal (demonstrated in the example below).

Create Default Group-Based Role

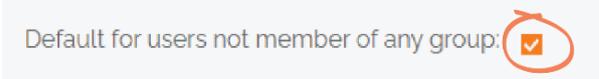
1. In the Admin By Request **SCIM Provisioning Setup** page, section **2. Group based roles**, select the **New entry** button:



2. In the **SCIM source group** textbox, type the desired name for this group – this example uses *Default*:

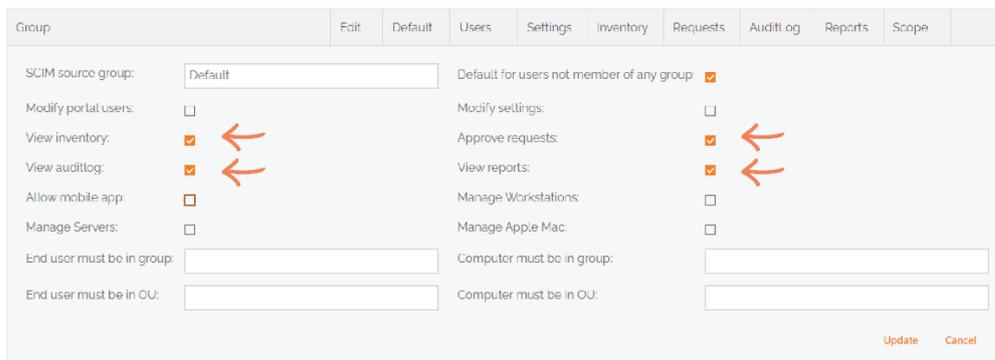


3. Ensure the **Default for users not member of any group** checkbox is checked:

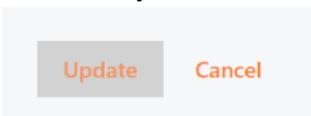


IMPORTANT: Only one Group-Based Role can have this property checked, i.e., there can only be one set of default permissions that users without any other Group-Based Role are assigned.

4. Use the filters to define default permissions. In this example, permissions for default users include viewing the Inventory, Auditlog, and Reports, and Approving requests:



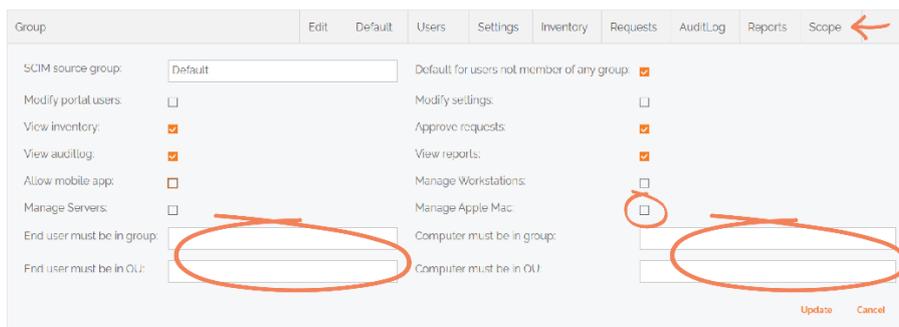
5. Click the **Update** button to save the Role:



6. To **Edit** or **Delete** the rule, use the respective buttons to the left and right of the eight filter columns:

Group	Edit	Default	Users	Settings	Inventory	Requests	AuditLog	Reports	Scope	Delete
Default	<input type="button" value="Edit"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="button" value="Delete"/>				

 **NOTE:** The first seven filter columns correspond to their matching checkbox in the Edit window (i.e., **Default** to **Reports**), however, the **Scope** checkbox corresponds to multiple properties: the **Manage Apple Mac** checkbox and the **End user** and **Computer** textboxes at the bottom of the window:

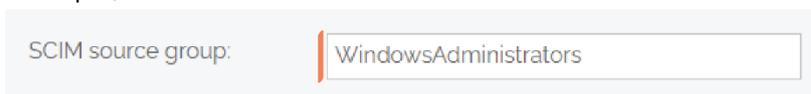


The process for assigning Roles with specific permissions to actual IDP groups follows a similar set of steps to those described above. The section below uses a common example to illustrate how Group-Based Roles could be applied.

Create Group-Based Role for Windows Admins

You have a group in Okta called 'WindowsAdministrators' whose members only require access to Windows-related data. You therefore want to prevent all users in this group from accessing Mac data in the Admin By Request User Portal (e.g., Inventory, Requests and Auditlogs from Mac devices / users, etc.). The solution is to create a Group-Based Role which filters out Mac access for members of the WindowsAdministrators source group.

1. After creating a **New entry** in the **SCIM source group** textbox, type the name of the IDP source group you want to define specific permissions for – in this example, *WindowsAdministrators*:



 **NOTE:** If you have created a Default group as described above, the **Default for users not member of any group** checkbox will automatically be unchecked when you come to create another Group-Based Role, as this property can only be applied once.

- Use the checkboxes to filter out the source group's access to the appropriate features. For this example, uncheck the **Manage Apple Mac** checkbox to remove Mac access for the *WindowsAdministrators* source group:

Manage Apple Mac:



 **NOTE:** You could also use any of the other Scope textboxes to ensure the *WindowsAdministrators* group has the correct permissions. For example:

- If you have a group in Okta for Windows end users called *WindowsUsers*, you could type this group name into the **End user must be in group** textbox, which would prevent the *WindowsAdministrators* source group from seeing any data other than that of end users in the *WindowsUsers* Okta group:

End user must be in group:

- Click the **Update** button to save the Role. When users in the *WindowsAdministrators* Okta group are synchronized, they will only have the permissions defined in this Role within the Admin By Request User Portal.

Update

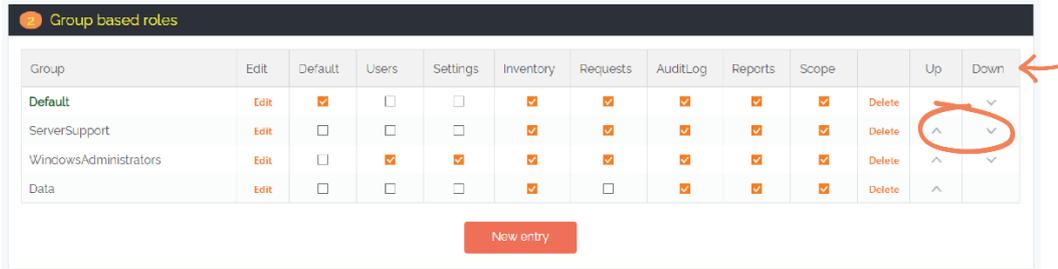
Cancel

The Group-Based Roles appear in the list according to the order they were created: the first appearing at the top of the list, and the most recent getting added to the bottom. If a user belongs to multiple groups – all of which have Group-Based Roles defined – the first Role in the list will apply for that user.

 **NOTE:** Four Roles have been created in the example below with the following properties checked:

- Default** – *Default, Inventory, Requests, Auditlog, Reports, Scope.*
- ServerSupport** – *Inventory, Requests, Auditlog, Reports, Scope.*
- WindowsAdministrators** – *Users, Settings, Inventory, Requests, Auditlog, Reports, Scope.*
- Data** – *Inventory, Auditlog, Reports, Scope.*

To change the order of Roles in the list, use the up and down arrows to the right of each entry:



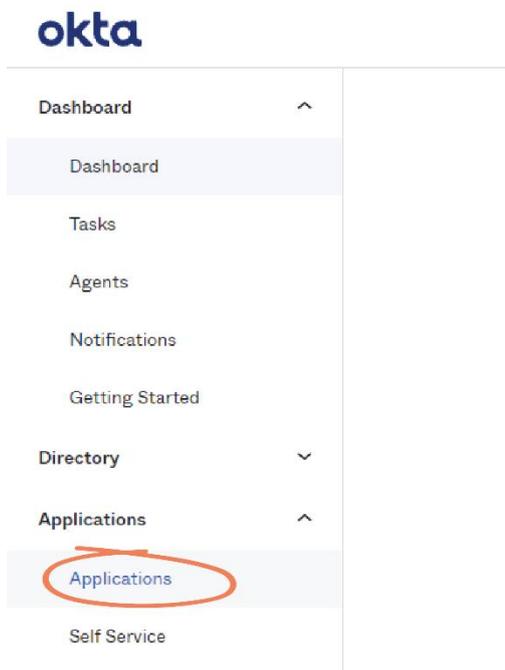
Group	Edit	Default	Users	Settings	Inventory	Requests	AuditLog	Reports	Scope	Delete	Up	Down
Default	Edit	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	Delete	^	v
ServerSupport	Edit	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	Delete	^	v
WindowsAdministrators	Edit	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	Delete	^	v
Data	Edit	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	Delete	^	v

[New entry](#)

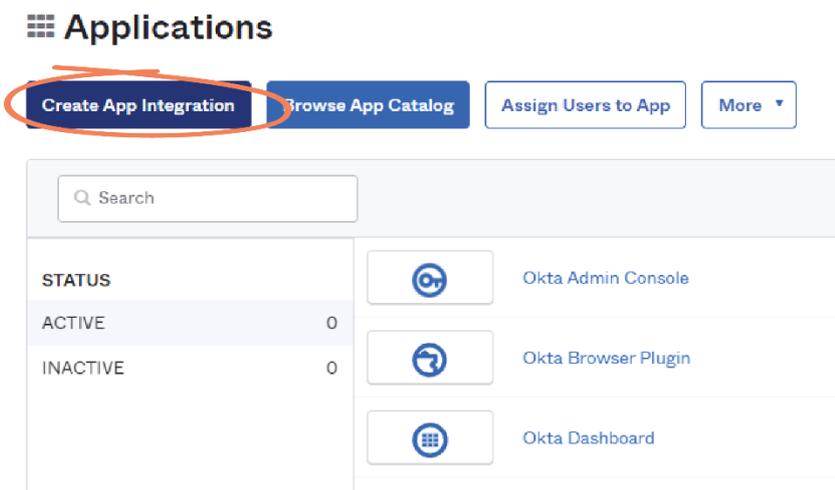
Task C: Create Okta Application

Task C in the integration process involves creating an Admin By Request application on the IDP side (i.e., Okta) which acts as the SCIM connector.

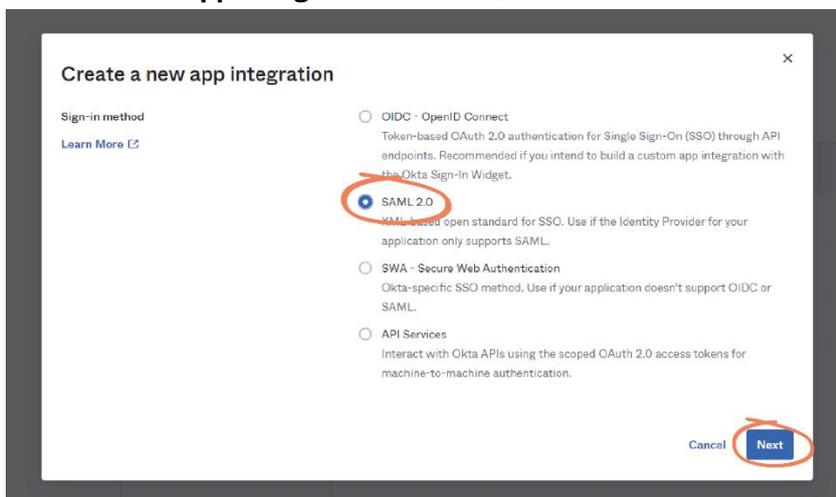
1. Log in to your Okta portal, select the **Applications** drop-down from the left-hand menu and click **Applications**:



2. Click the **Create App Integration** button:



3. In the **Create App Integration** window, select the **SAML 2.0** radio button and click **Next**:



- In the **General Settings** tab of the **Create SAML Integration** page, type *Admin By Request SCIM* in the **App Name** textbox:

Create SAML Integration

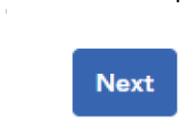
The screenshot shows the 'Create SAML Integration' page with the 'General Settings' tab selected. The 'App name' field is filled with 'Admin By Request SCIM'. The 'App logo (optional)' field is empty, displaying a gear icon. Below, there are two checkboxes for 'App visibility', both of which are unchecked. A 'Next' button is located at the bottom right of the form.

- NOTE:** The two **App Visibility** checkboxes are optional, as is adding an **App logo**. However, we recommend using the Admin By Request logo image below to ensure the app is easily identifiable:



This screenshot is similar to the previous one but includes annotations. An orange arrow points to the 'App logo (optional)' label. Another orange circle highlights the upload icon in the logo field. The logo field itself contains a large orange checkmark icon, representing the recommended logo image.

- Click **Next** to proceed to SAML configuration, covered in the next task (i.e., Task D):



Task D: Set up Single Sign-On

The Okta SCIM integration requires Single Sign-On (SSO) to be configured for Admin By Request before provisioning can occur. Task D covers setting up SSO.

1. In the Admin By Request User Portal, navigate to **Logins > Single Sign-On Setup**:

The screenshot shows the Admin By Request User Portal interface. The top navigation bar includes 'Logins' and 'Contact'. A dropdown menu is open under 'Logins', with 'Single Sign-On Setup' highlighted by a red circle. The main content area displays a 'Welcome to Admin By Request' message, a 'Subscription Status' section with metrics for Licenses (49) and Usage (2), a 'Security Score' of 77%, and a 'Did you know?' section about auto-updates.

2. In section **1. Create SAML Single sign-on** section, select the **New entry** button:

The screenshot shows the 'Create SAML Single sign-on' section. A table with columns 'Name', 'Provider', and 'Status' is empty, displaying 'No data to display'. A red circle highlights the 'New entry' button at the bottom of the table.

NOTE: If this is your first SAML Single sign-on entry, there will be no sections on the page other than **1. Create SAML Single Sign-on**. Further sections appear after you create at least one entry here.

3. Type your desired name in the **Name (e.g., domain)** textbox – this example uses *hotsmudge.com*:

Name (e.g. domain):

4. From the **Provider** drop-down menu, select **Okta**:

Provider:

- ADFS
- Okta**
- Generic Saml

5. Click **Update**:

Update Cancel

6. In section **2. Add Identity Provider (IDP) Metadata**, select the SAML Single sign-on entry you have just created from the **Name** drop-down menu – in this example, *hotsmudge.com*:

7. Use the **Copy URL** button to copy the **Single sign-on URL**: [Copy buttons aren't working]

 **NOTE:** Click **OK** to dismiss the confirmation pop-up that appears.

8. In the **SAML Settings** page in Okta, paste the URL in the first textbox: **Single sign-on URL**, and ensure the **Use this for Recipient URL and Destination URL** checkbox is checked:

9. Go back to your Admin By Request User Portal, copy the **Metadata URL**:

Name	hotsmudge.com	
Single sign-on URL	https://www.adminbyrequest.com/saml	Copy URL
Metadata URL	https://www.adminbyrequest.com/samlmeta	Copy URL
IDP metadata		

10. In Okta, paste the URL in the **Audience URI (SP Entity ID)** textbox:

A SAML Settings

General

Single sign on URL ? Use this for Recipient URL and Destination URL Allow this app to request other SSO URLs

Audience URI (SP Entity ID) ?

Default RelayState ?

If no value is set, a blank RelayState is sent

 **NOTE:** Leave the **Default Relay State** field blank.

11. Use the drop-down menus to select the following for each field:

- **Name ID format** = *EmailAddress*
- **Application username** = *Email*
- **Update application username on** = *Create and update*

Name ID format ?	<input type="text" value="EmailAddress"/>
Application username ?	<input type="text" value="Email"/>
Update application username on	<input type="text" value="Create and update"/>

12. Scroll to the bottom of the page and click **Next**:

[Next](#)

13. Next to **Are you a customer or partner** select **I'm an Okta customer adding an internal app**:

3 Help Okta Support understand how you configured this application

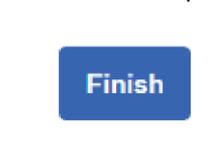
Are you a customer or partner?

I'm an Okta customer adding an internal app

I'm a software vendor. I'd like to integrate my app with Okta

 **NOTE:** This action displays a new section of questions. These are optional, and not required for the Admin By Request integration.

14. Scroll to the bottom of the page and click **Finish**. This action opens the application page in the next step:



15. In the application page, ensure you are in the **Sign On** tab in the top menu. Scroll down and select the **Identity Provider metadata** button:

General Sign On ← Import Assignments

Settings Edit

Sign on methods

The sign-on method determines how a user signs into and manages their credentials for an application. Some sign-on methods require additional configuration in the 3rd party application.

Application username is determined by the user profile mapping. [Configure profile mapping](#)

SAML 2.0

Default Relay State

 **SAML 2.0** is not configured until you complete the setup instructions.

[View Setup Instructions](#)

Identity Provider metadata is available if this application supports dynamic configuration.

- In the **App Settings** screen, click the **Edit** button in the top right-hand corner:

- Next to **Provisioning**, select the **SCIM** radio button:

 **NOTE:** The other fields in this section can be left blank.

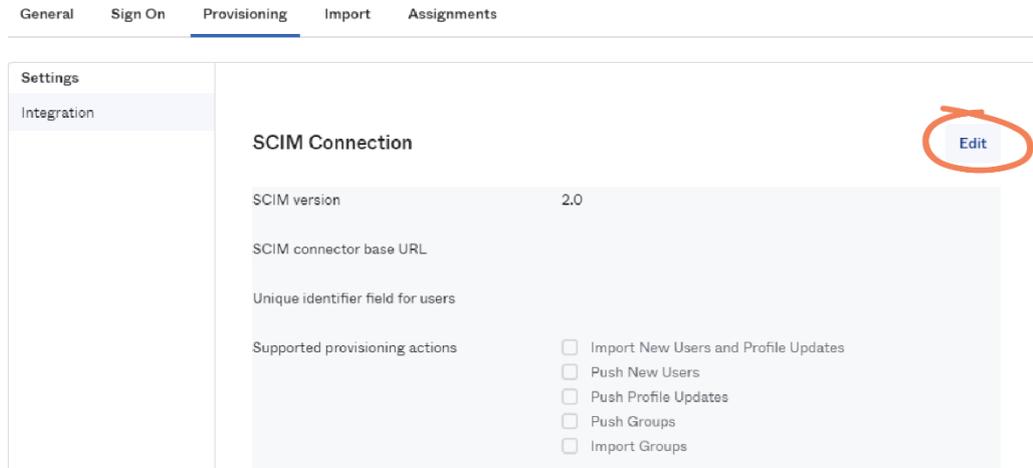
- Click **Save**:

 **NOTE:** This action creates a new **Provisioning** tab in the top menu.

- Click into the **Provisioning** tab:

 **NOTE:** A **Testing Connector Configuration** window appears. This window could remain for up to 30 seconds.

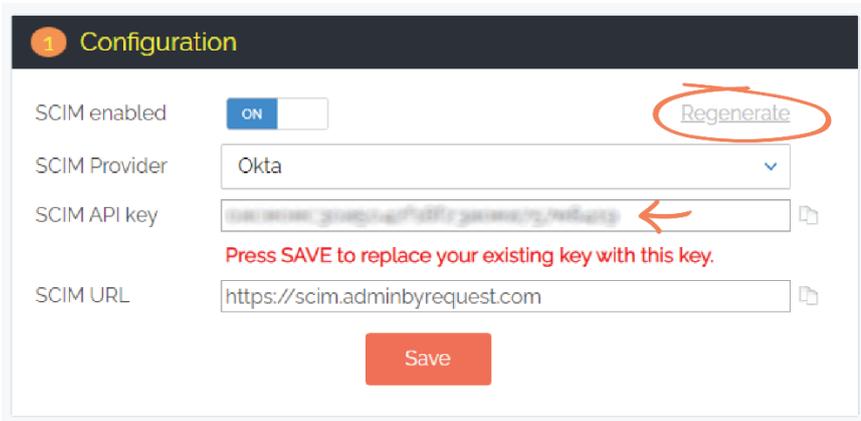
6. In the **SCIM Connection** screen, select the **Edit** button from the top right-hand corner:



The screenshot shows the 'SCIM Connection' configuration page. The 'Edit' button in the top right corner is circled in red. The page includes a navigation menu with 'General', 'Sign On', 'Provisioning', 'Import', and 'Assignments'. The 'Provisioning' tab is active. The 'SCIM Connection' section contains the following fields and options:

- SCIM version: 2.0
- SCIM connector base URL
- Unique identifier field for users
- Supported provisioning actions:
 - Import New Users and Profile Updates
 - Push New Users
 - Push Profile Updates
 - Push Groups
 - Import Groups

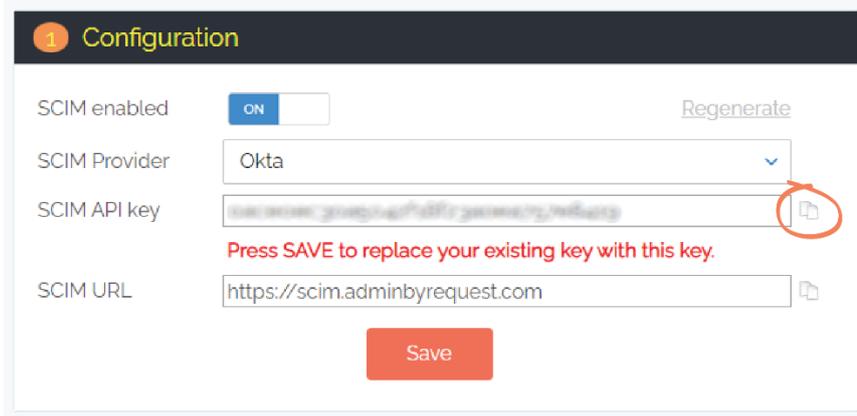
7. In your Admin By Request User Portal, navigate to the **SCIM Provisioning Setup** page and select the **Regenerate** button in section **1. Configuration**, to generate a new API key:



The screenshot shows the 'SCIM Provisioning Setup' page, section 1. Configuration. The 'Regenerate' button is circled in red. The page includes the following fields and options:

- SCIM enabled: ON
- SCIM Provider: Okta
- SCIM API key: [Redacted key]  **Regenerate**
- Press **SAVE** to replace your existing key with this key.
- SCIM URL: https://scim.adminbyrequest.com 
- Save

8. Click the clipboard icon to the right of the **SCIM API key** to copy the key:



The screenshot shows the 'SCIM Provisioning Setup' page, section 1. Configuration. The clipboard icon next to the SCIM API key field is circled in red. The page includes the following fields and options:

- SCIM enabled: ON
- SCIM Provider: Okta
- SCIM API key: [Redacted key]  **Regenerate**
- Press **SAVE** to replace your existing key with this key.
- SCIM URL: https://scim.adminbyrequest.com 
- Save

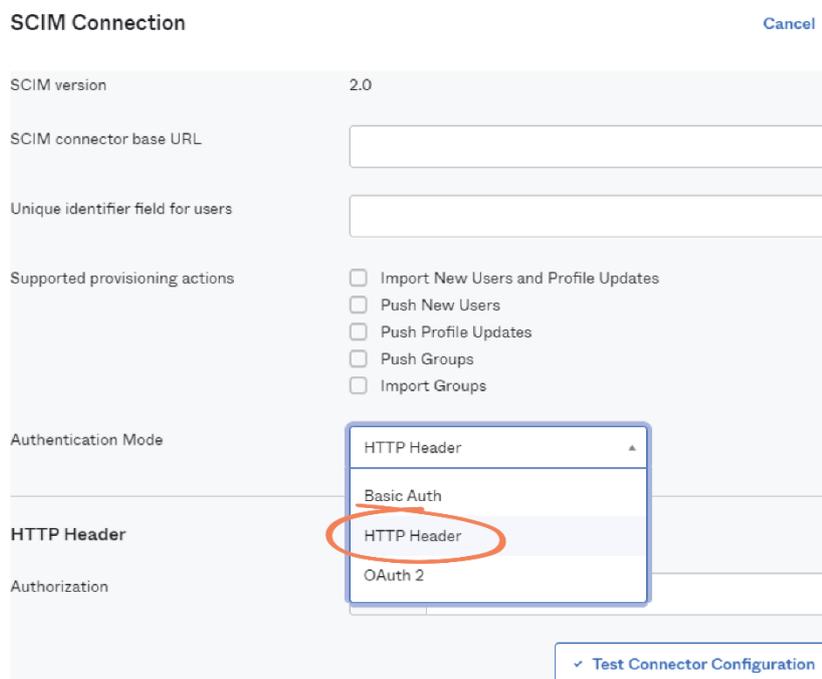
 **NOTE:** Click **OK** to dismiss the confirmation pop-up.

9. Click **Save** to ensure the new API key is used:



 **IMPORTANT:** Do not click the **Save** button until you have copied the API key. Doing so will hide the key and it will then need to be regenerated before it can be copied. However, it is imperative that you save *after* copying the API key, to ensure this key is used in the SCIM integration:

10. In Okta, from the **Authentication Mode** drop-down menu, select **HTTP Header**



11. Paste the API key copied from your Admin By Request User Portal into the **Token** textbox next to **Authorization | Bearer:**



12. In your Admin By Request User Portal, copy the **SCIM URL**:

The screenshot shows a configuration form with the following fields:

- SCIM enabled: ON [Regenerate](#)
- SCIM Provider: Okta
- SCIM API key:
- SCIM URL: <https://scim.adminbyrequest.com> (highlighted with a red circle)

A red "Save" button with a green checkmark is located at the bottom of the form.

13. In Okta, paste the URL into the **SCIM connector base URL** textbox:

The screenshot shows the following configuration:

- SCIM version: 2.0
- SCIM connector base URL: <https://scim.adminbyrequest.com>
- Unique identifier field for users: (empty)

14. In the **Unique identifier field for users** textbox, type *email*:

The screenshot shows the following configuration:

- SCIM version: 2.0
- SCIM connector base URL: <https://scim.adminbyrequest.com>
- Unique identifier field for users: email

15. Under **Supported provisioning actions**, enable all of the Push actions by checking the following three checkboxes:

- **Push New Users**
- **Push Profile Updates**
- **Push Groups**

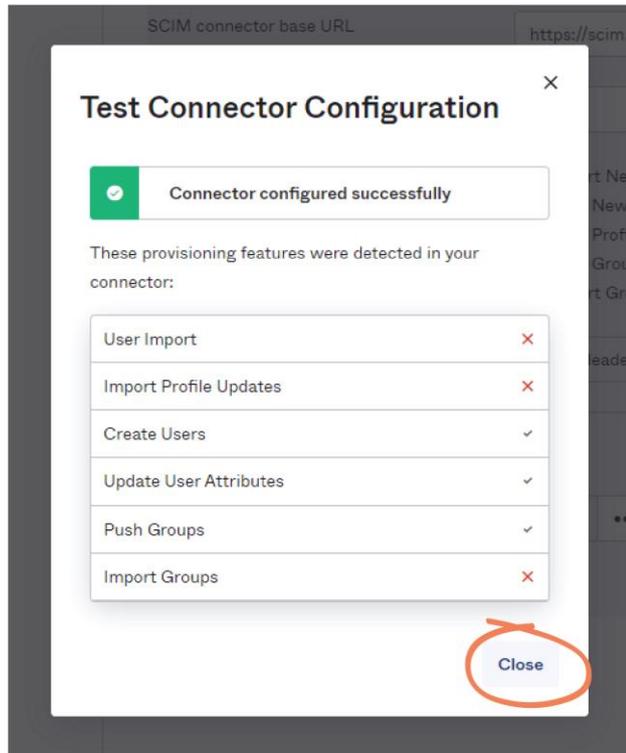
The screenshot shows the following configuration for Supported provisioning actions:

- Import New Users and Profile Updates
- Push New Users
- Push Profile Updates
- Push Groups
- Import Groups

16. Click the **Test Connector Configuration** button:

The screenshot shows a blue button with a white checkmark and the text "Test Connector Configuration".

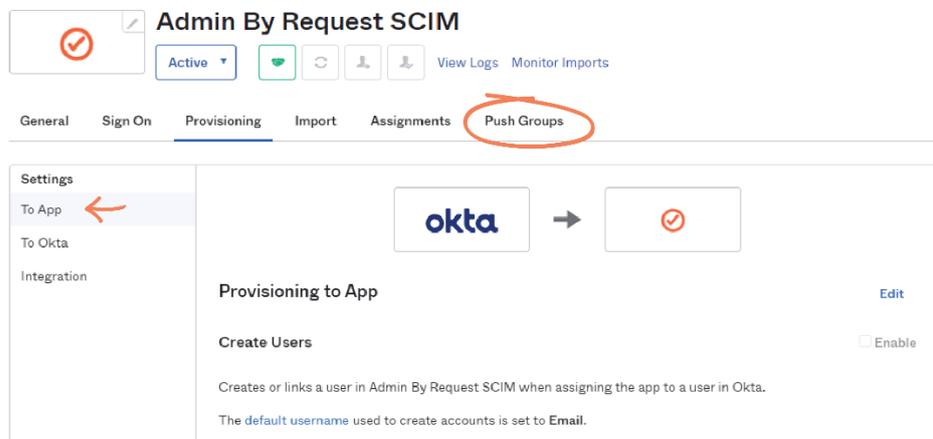
17. Close the **Test Connector Configuration** window:



18. Click **Save**:



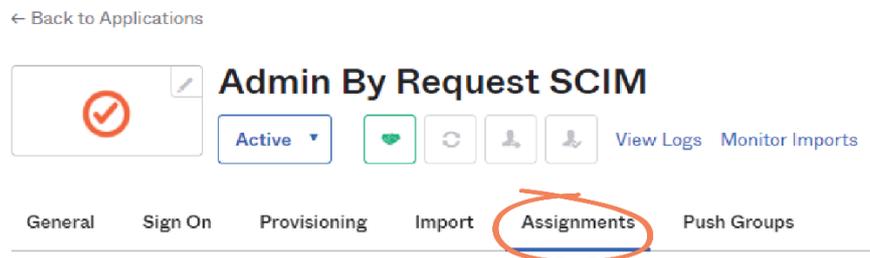
NOTE: Clicking the **Save** button opens a new menu item, **To App** in the left-hand menu of the **Provisioning** tab. It also creates a new tab in the top menu: **Push Groups**. This tab is used in Task G: Start Provisioning:



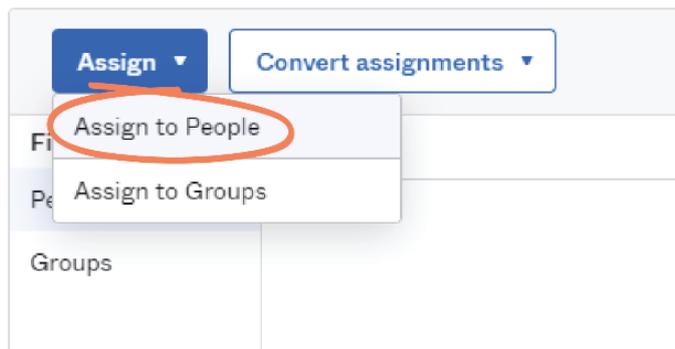
Task F: Assign Users and Groups

Assigning users and groups determines what data will be synchronized to the Admin By Request User Portal when the provisioning cycle runs.

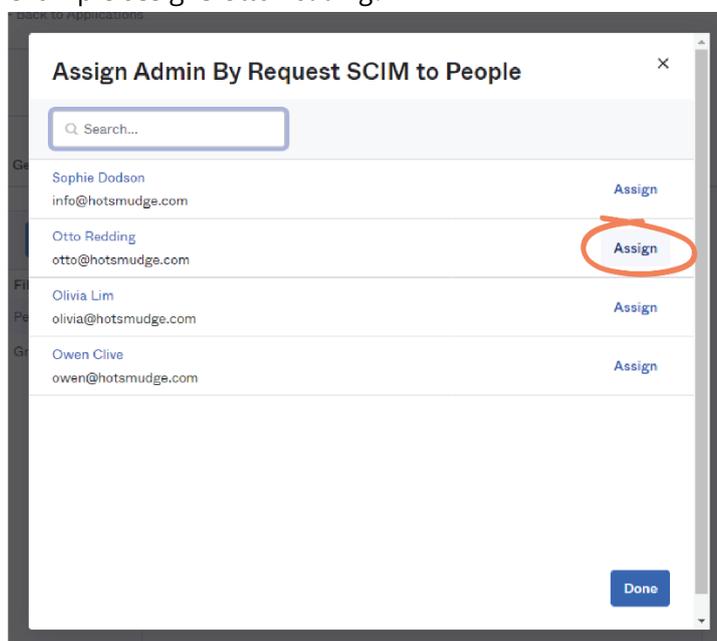
1. From In your Okta portal, click into the **Assignments** tab in the top menu of the application page:



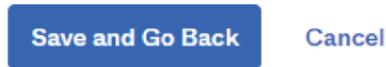
2. Click **Assign** and select one of the two options from the drop-down menu – this example demonstrates both, beginning with **Assign to People**:



3. Locate the desired user and click the **Assign** button to the right of their name. This example assigns *Otto Redding*:



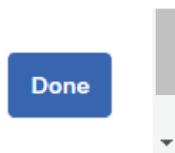
4. This action opens an **Assign Admin By Request SCIM to People** window displaying the properties for that user. Scroll to the bottom of the window and select **Save and Go Back**:



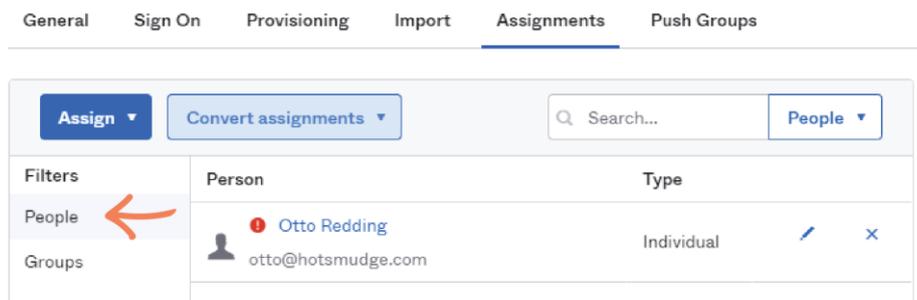
 **NOTE:** You are able to edit the **User Name** property, but the other values are read-only.

 **IMPORTANT:** All assigned users must have an email address listed or provisioning will fail.

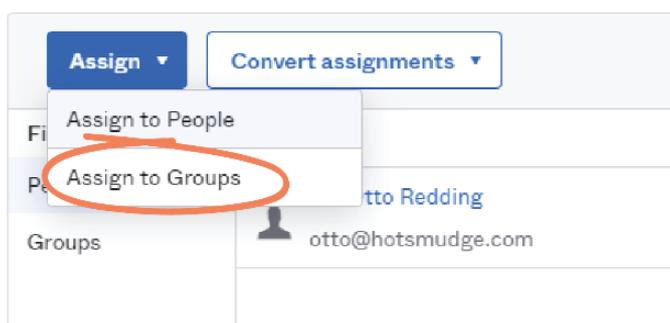
5. When the desired users are assigned, click **Done**:



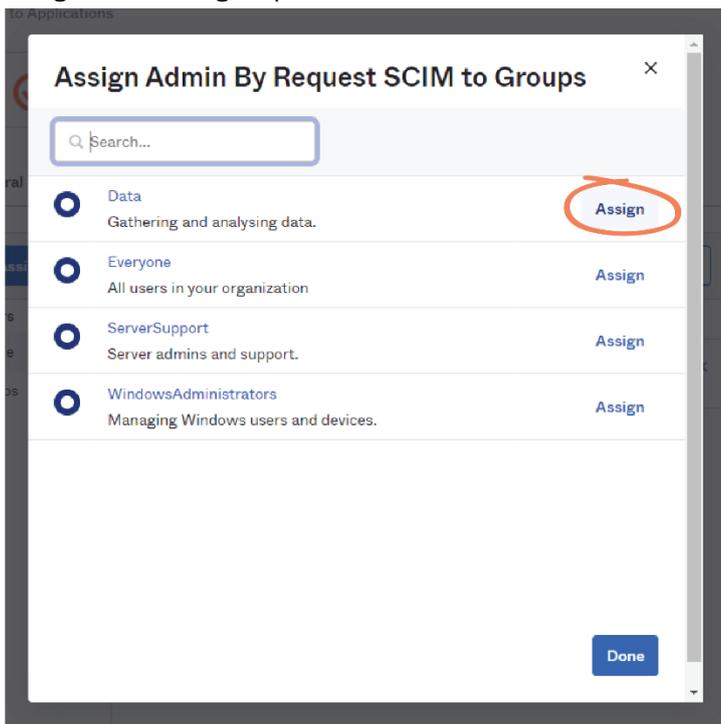
6. The assigned user now appears in the **People** tab (left-hand menu) of the **Assignments** screen:



7. To assign a group of users, repeat step 2, but **Assign to Groups** from the **Assign** drop-down menu:



- Click the **Assign** button to the right of a group to assign to that group – this example assigns the *Data* group:

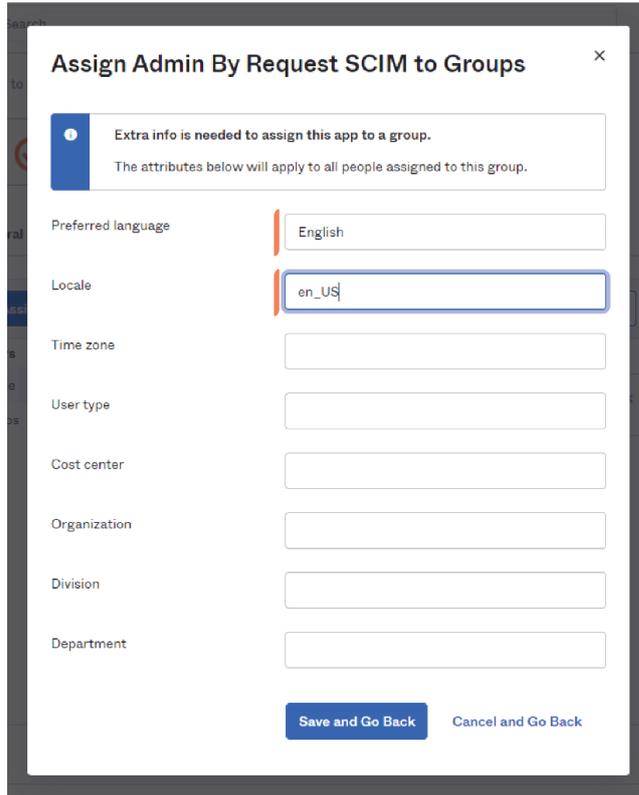


- As with **Assign to People**, this action opens a properties window (**Assign Admin By Request SCIM to Groups**). If no other information is required (i.e., you already have the property fields adequately filled), click **Save and Go Back**:

Save and Go Back

Cancel and Go Back

! **IMPORTANT:** You may have to enter the **Preferred Language** and **Locale** before the window will allow you to **Save and Go Back**. This example uses *English* and *en_US*, respectively:



Assign Admin By Request SCIM to Groups ×

Extra info is needed to assign this app to a group.
The attributes below will apply to all people assigned to this group.

Preferred language: English

Locale: en_US

Time zone:

User type:

Cost center:

Organization:

Division:

Department:

Save and Go Back Cancel and Go Back

10. When the desired groups have been assigned, click **Done**:



📋 NOTE: Multiple groups can be assigned at a time (i.e., in the **Assign Admin By Request SCIM to Groups** window, before clicking **Done**).

! **IMPORTANT:** Assigning Groups will assign all of the users in that group to the application, and those users will be synchronized to Admin By Request when provisioning occurs. However, the group data for the assigned group will not be pushed during provisioning. Pushing group data is a manual process that is covered in the following task (i.e., Task G).

- The assigned group now appears in the **Groups** tab (left-hand menu) of the **Assignments** screen:

General Sign On Provisioning Import **Assignments** Push Groups

Assign Convert assignments Search... Groups

Filters	Priority	Assignment
People	1	Data Gathering and analysing data.
Groups		

- Click into the **People** tab in the left-hand menu, which displays all of the users that have been assigned either individually (*Otto Redding* – **Assign to People**) or as part of a group (*Olivia Lim* and *Owen Clive*, from the *Data* group – **Assign to Group**). These are the users that will be synchronized during Task G:

Assign Convert assignments Search... People

Filters	Person	Type
People	Otto Redding otto@hotsmudge.com	Individual
Groups	Olivia Lim olivia@hotsmudge.com	Group
	Owen Clive owen@hotsmudge.com	Group

Task G: Start Provisioning

Task F initiates the provisioning cycle, in which requests are made to create, update, and delete users within Admin By Request.

- In your Okta portal, click into the **Provisioning** tab in the top menu:

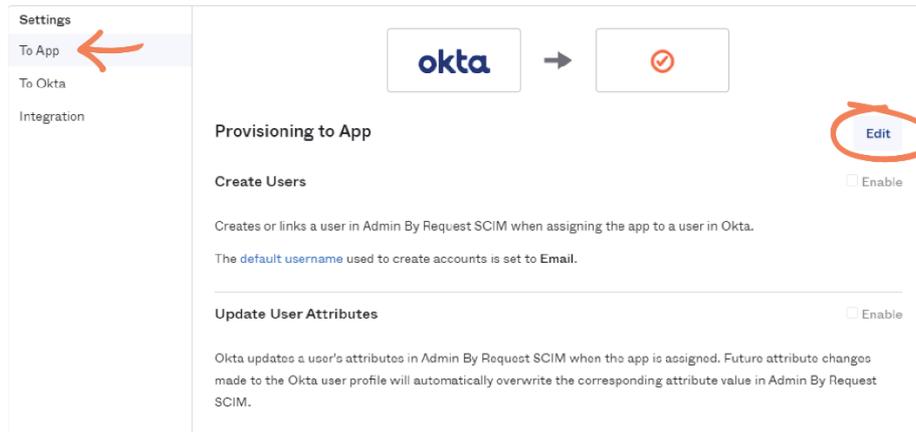
← Back to Applications

Admin By Request SCIM

Active View Logs Monitor Imports

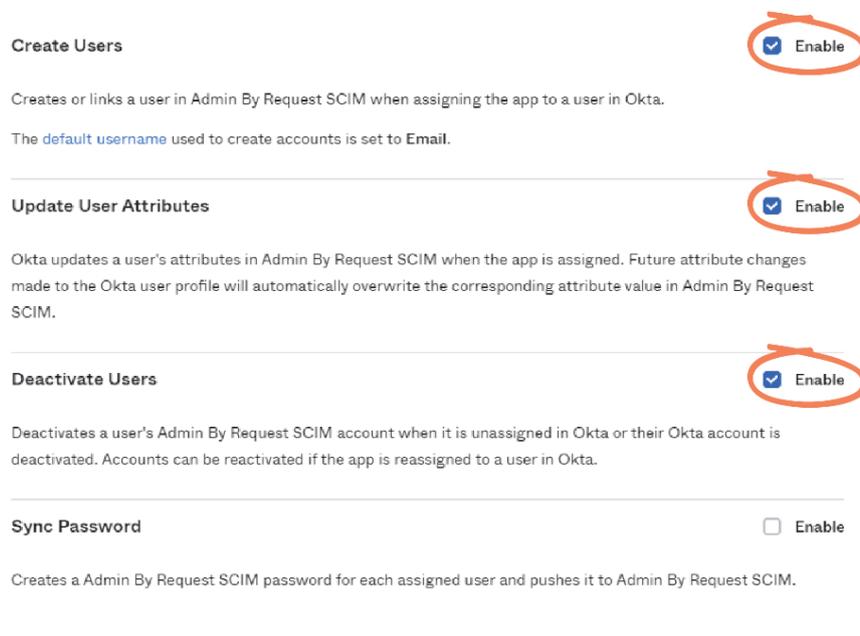
General Sign On **Provisioning** Import Assignments Push Groups

- Ensure you are in the **To App** tab (left-hand menu) and click the **Edit** button in the **Provisioning to App** section:



- Check **Enable** for the following three properties:

- Create Users**
- Update User Attributes**
- Deactivate Users**



- Click **Save**:



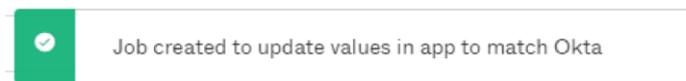
5. Scroll down to the **Admin By Request SCIM Attribute Mappings** section and select the **Force Sync** button, which will synchronize data to Admin By Request (i.e., push all users assigned in Task F to the User Portal):

Admin By Request SCIM Attribute Mappings

Select a(n) Admin By Request SCIM attribute to set its value based on values stored in Okta.



-  **NOTE:** A success message appears at the top of the screen on completion (this is the location of all similar success messages in the Okta portal):

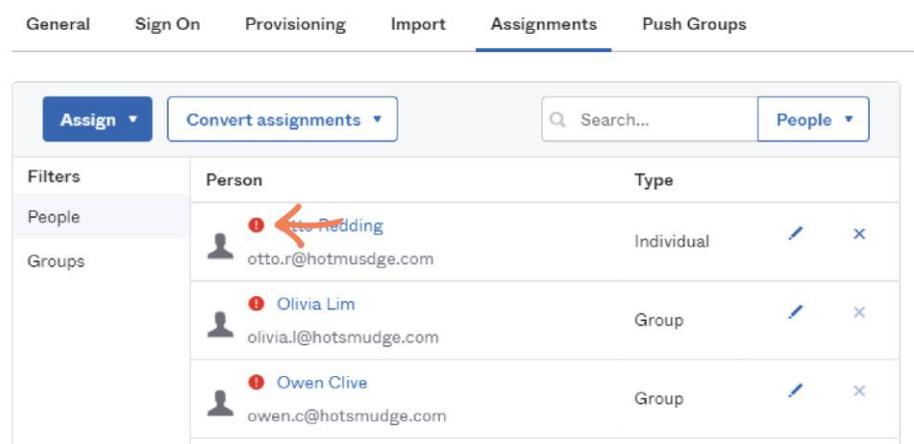


Synchronization Errors

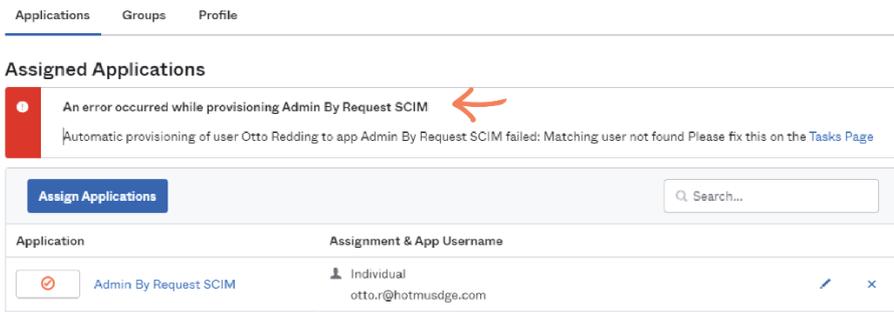
Force Sync should immediately push assigned individual users and users assigned from groups to the Admin By Request User Portal. However, synchronization is not always immediately successful (even if the success message above was displayed).

Failed synchronization is indicated by a red exclamation mark to the left of the user name and can be accompanied by the error: **Matching user not found**. The following subset of steps resolve this issue.

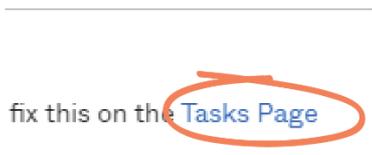
- i. Click into the **Assignments** tab. The red exclamation mark indicates an error with synchronization:



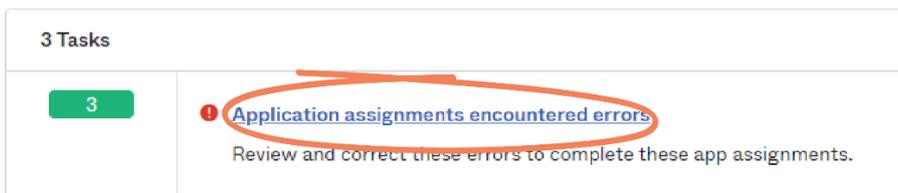
- ii. Click one of the users that have a red exclamation mark next to their name (in this example, *Otto Redding*) and view the error message that appears in the new page:



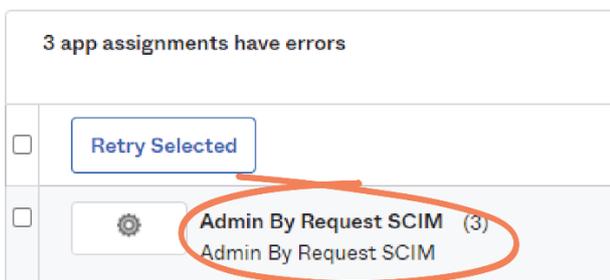
- iii. If the error reads **Matching user not found**, select the **Tasks Page** button:



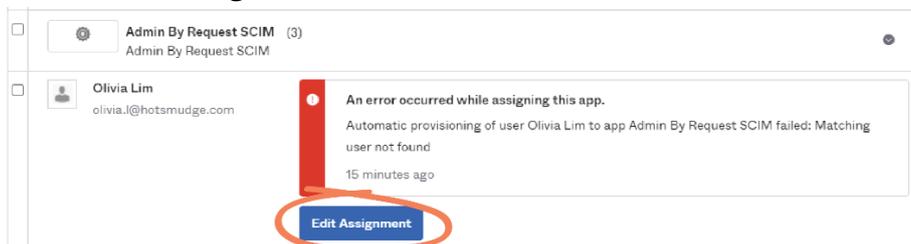
- iv. Click into the task header, **Application assignments encountered errors**:



- v. Select the **Admin By Request SCIM** task:



- vi. Click the **Edit Assignment** button for the first user:



- vii. Scroll to the bottom of the window and click **Save Assignment and Retry**:



- viii. Repeat steps v to vii for the other users in the list, then navigate back to the application **Assignments** tab (from the left-hand menu: **Applications > Applications > Admin By Request SCIM > Assignments**) and in the **People** tab, confirm that the red exclamation mark is gone for all users:

General Sign On Provisioning Import **Assignments** Push Groups

Assign Convert assignments Search... People

Filters	Person	Type
People	Otto Redding otto.r@hotmusdgc.com	Individual
Groups	Olivia Lim olivia.l@hotsmudge.com	Group
	Owen Clive owen.c@hotsmudge.com	Group

IMPORTANT: As mentioned, this is confirmation of synchronization within Okta; not with the Admin By Request User Portal. Viewing that the data has been pushed through as expected to your User Portal is covered in detail in Task H.

- ix. Navigate to the **Provisioning** tab, scroll down to the **Admin By Request SCIM Attribute Mappings** section, and select **Force Sync**:

Admin By Request SCIM Attribute Mappings

Select a(n) Admin By Request SCIM attribute to set its value based on values stored in Okta.



Pushing Groups

If synchronization is successful (**Force Sync**), the assigned users are pushed to your Admin By Request User Portal. However, as mentioned, assigning and syncing groups of users does not push their group data to Admin By Request.

This means that the group of users will be in the User Portal, but they will all be assigned the Default Group-Based Role (and thus, have default permissions) until their group data is manually pushed from Okta

See the images below of the Admin By Request User Portal demonstrating this for the three users pushed earlier on in this task: *Otto Redding*, *Owen Clive*, and *Olivia Lim* have all been assigned *Default* permissions:

System for Cross-domain Identity Management (SCIM) Activity

Drag a column header here to group by that column or click the funnel icon to filter by a column value

Time	User	Description	To	From	Type	Initiator
04-10-2021 11:43:35	Owen Clive	"Manage macs" property switched due to membership change in "Default"	OFF	ON	Info	Okta
04-10-2021 11:43:35	Owen Clive	"Manage servers" property switched due to membership change in "Default"	OFF	ON	Info	Okta
04-10-2021 11:43:35	Owen Clive	"Manage workstations" property switched due to membership change in "Default"	OFF	ON	Info	Okta
04-10-2021 11:43:35	Owen Clive	"Allow app" property switched due to membership change in "Default"	OFF	ON	Info	Okta
04-10-2021 11:43:35	Owen Clive	"Change settings" property switched due to membership change in "Default"	OFF	ON	Info	Okta
04-10-2021 11:43:35	Owen Clive	"Modify portal users" property switched due to membership change in "Default"	OFF	ON	Info	Okta
04-10-2021 11:43:35	Owen Clive	User with email owen.c@hotmsudge.com created			Info	Okta
04-10-2021 11:43:29	Otto Redding	"Manage macs" property switched due to membership change in "Default"	OFF	ON	Info	Okta
04-10-2021 11:43:29	Otto Redding	"Manage servers" property switched due to membership change in "Default"	OFF	ON	Info	Okta
04-10-2021 11:43:29	Otto Redding	"Manage workstations" property switched due to membership change in "Default"	OFF	ON	Info	Okta
04-10-2021 11:43:29	Otto Redding	"Allow app" property switched due to membership change in "Default"	OFF	ON	Info	Okta
04-10-2021 11:43:29	Otto Redding	"Change settings" property switched due to membership change in "Default"	OFF	ON	Info	Okta
04-10-2021 11:43:29	Otto Redding	"Modify portal users" property switched due to membership change in "Default"	OFF	ON	Info	Okta
04-10-2021 11:43:29	Otto Redding	User with email otto@hotmsudge.com created			Info	Okta
04-10-2021 11:42:31	Olivia Lim	"Manage macs" property switched due to membership change in "Default"	OFF	ON	Info	Okta
04-10-2021 11:42:31	Olivia Lim	"Manage servers" property switched due to membership change in "Default"	OFF	ON	Info	Okta

Portal User Logins

Name	Logon Type	Active	SCIM	Users	Settings	Inventory	Approve	Auditing	Reports	Scope	Last use
Edit Olivia Lim	Okta	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	
Edit Otto Redding	Okta	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	
Edit Owen Clive	Okta	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	

 **NOTE:** Viewing the above data in the Admin By Request User Portal is covered in detail in Task H.

- To manually push assigned groups to the User Portal, select the **Push Groups** tab from the top menu:

← Back to Applications



Admin By Request SCIM

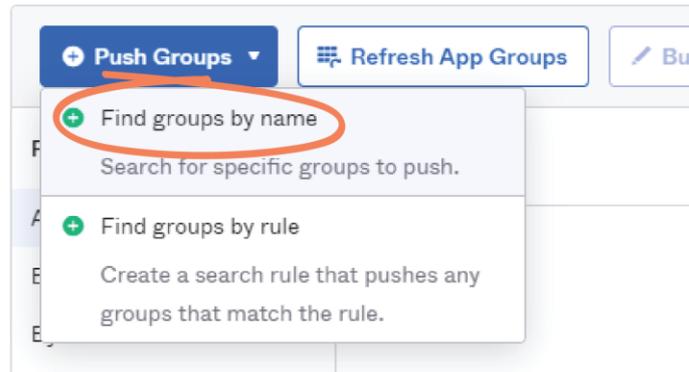
Active ▾



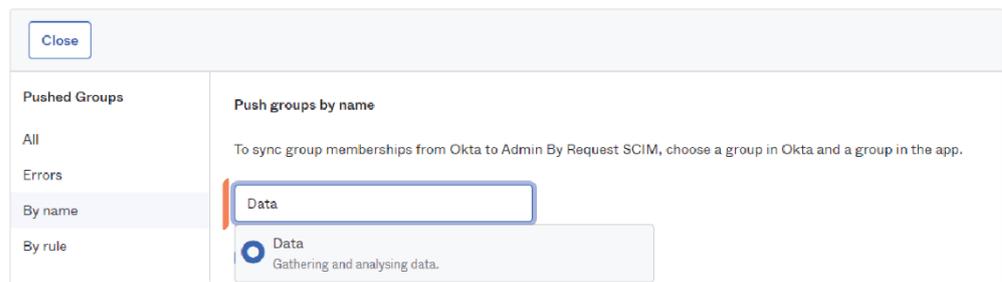
View Logs
Monitor Imports

General
Sign On
Provisioning
Import
Assignments
Push Groups

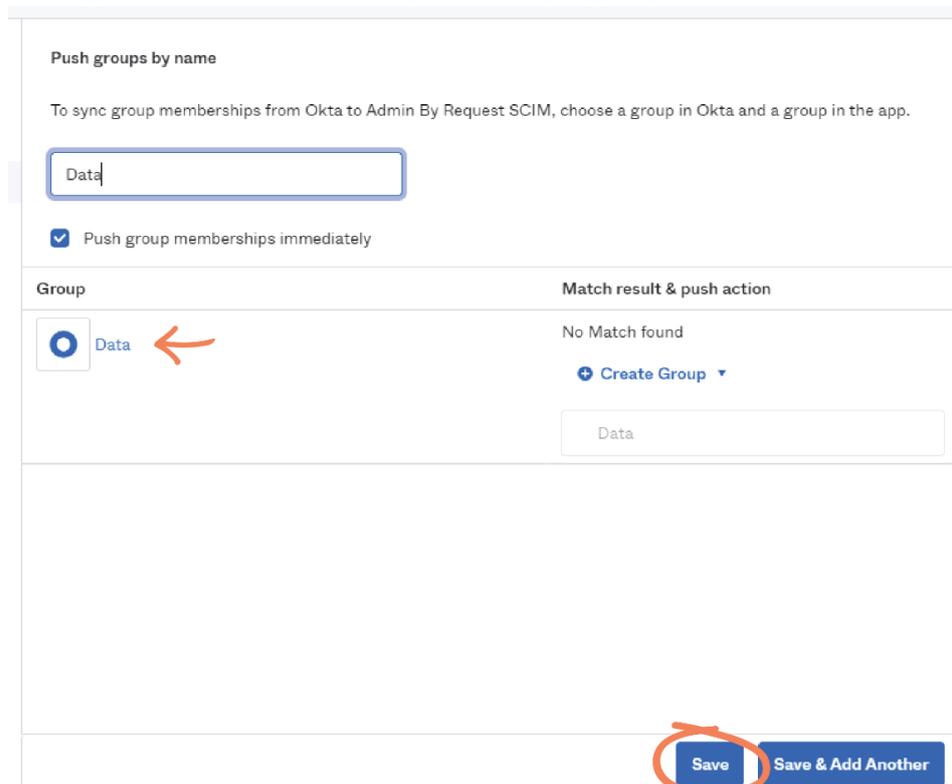
- Click **Push Groups** and select one of the two options from the drop-down menu – this example uses **Find groups by name**:



- Type the group you want to push into the search bar – this example pushes the *Data* group (the only group assigned to the application in Task F):



- Select the appropriate group name and click **Save** (you also have the option of clicking **Save & Add Another** to push multiple groups at a time):



NOTE: The **Push Status** initially displays *Pushing*, and changes to **Active** when pushing is complete (i.e., the group data is successfully sent to Admin By Request):

Pushed Groups	Group in Okta	Group in Admin By Request SCIM	Last Push	Push Status
All	<input checked="" type="checkbox"/> Data	<input type="checkbox"/> Data	Oct 3, 2021	Pushing
Errors	<input type="checkbox"/> Gathering and analysin...	<input type="checkbox"/> Gathering and analysin...	4:16:20 PM	
By name				
By rule				

5. Click the **Active** drop-down menu for more options for groups:

- **Deactivate group push** – Stop pushing group memberships. Existing memberships are unaffected.
- **Unlink pushed group** – Stop pushing group memberships and optionally delete the pushed group.
- **Push now** – Push this group’s membership to Admin BY Request SCIM.

Group in Okta	Group in Admin By Request SCIM	Last Push	Push Status
<input checked="" type="checkbox"/> Data	<input type="checkbox"/> Data	Oct 3, 2021	Active
<input type="checkbox"/> Gathering and analysin...	<input type="checkbox"/> Gathering and analysin...	4:16:23 PM	

- Deactivate group push
Stop pushing group memberships. Existing memberships are unaffected.
- Unlink pushed group
Stop pushing group memberships and optionally delete the pushed group.
- Push now
Push this group's memberships to Admin By Request SCIM

Now that group data has been manually pushed to the Admin By Request User Portal, the provisioned users are assigned their correct Group-Based Role and corresponding permissions (i.e., *Olivia Lim* and *Owen Clive* are assigned the *Data* Group-Based Role):

System for Cross-domain Identity Management (SCIM) Activity

Drag a column header here to group by that column or click the funnel icon to filter by a column value:

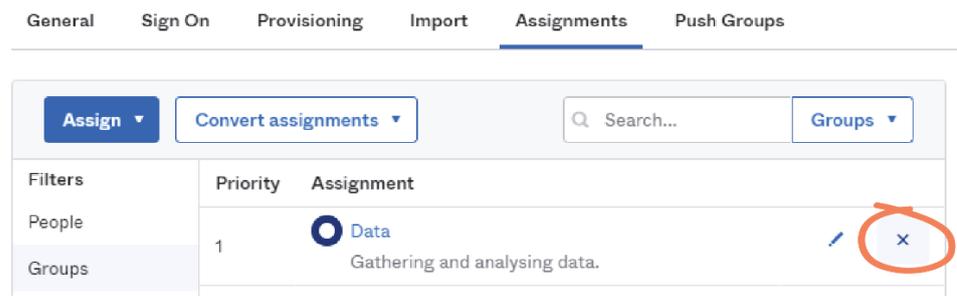
Time	User	Description	To	From	Type	Initiator
04-10-2021 12:16:22	Owen Clive	Approve requests' property switched due to membership change in 'Data'	OFF	ON	Info	Okta
04-10-2021 12:16:22	Olivia Lim	Approve requests' property switched due to membership change in 'Data'	OFF	ON	Info	Okta
04-10-2021 12:16:21	Owen Clive	User added to group Data			Info	Okta
04-10-2021 12:16:21	Olivia Lim	User added to group Data			Info	Okta

Portal User Logins												
	Name	Logon Type	Active	SCIM	Users	Settings	Inventory	Approve	Auditlog	Reports	Scope	Last use
Edit	Olivia Lim	Okta	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	
Edit	Otto Redding	Okta	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	
Edit	Owen Clive	Okta	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	

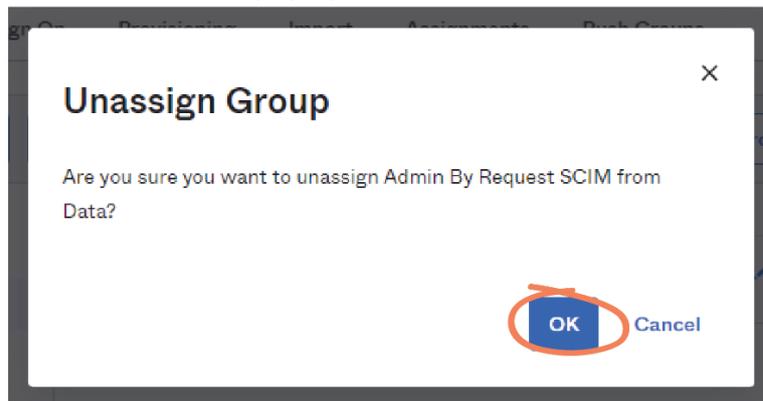
Deprovisioning

Deprovisioning users and groups in Okta occurs as soon as you unassign a user / group from the app.

1. In the **Assignments** tab, select either **People** or **Groups** from the left-hand menu, and click the **x** icon to the right of the user or group name. This example unassigns the *Data* group:



2. In the confirmation pop-up, click **OK**:

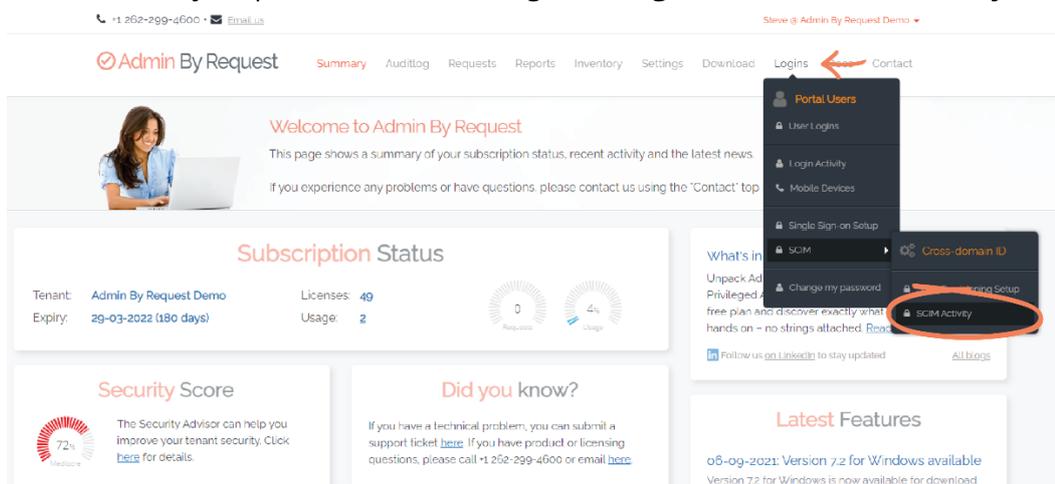


IMPORTANT: The Admin By Request SCIM implementation with Okta does not provide functionality to remove users from Groups. I.e., once a group is assigned to the Admin By Request SCIM app in Okta, removing users from that group within Okta does not remove the user from the corresponding group in the Admin By Request User Portal.

Task H: View Data in User Portal

Provisioned users and groups are now available in the Admin By Request User Portal.

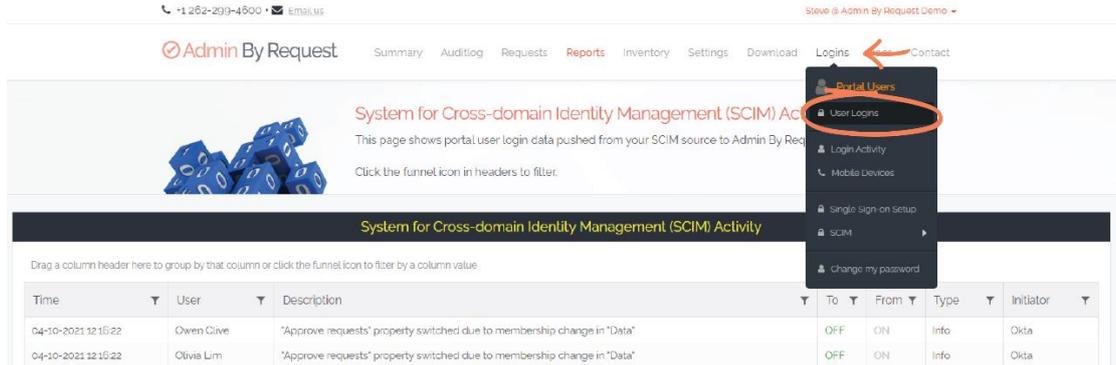
1. In the Admin By Request User Portal, navigate to **Logins > SCIM > SCIM Activity**:



2. The table displays all synchronized user and group data, including the **Time** synchronization occurred, the name of the **User**, a **Description** of the activity, **To** and **From** columns (which only display content if a permission has changed – i.e., a property has 'switched' from checked to unchecked, such as when a user has been added to a group or their Group-Based Role has been edited, etc.), and the **Initiator** (the IDP – i.e., Okta):

System for Cross-domain Identity Management (SCIM) Activity							
Drag a column header here to group by that column or click the funnel icon to filter by a column value							
Time	User	Description	To	From	Type	Initiator	
04-10-2021 12:15:22	Owen Clive	"Approve requests" property switched due to membership change in "Data"	OFF	ON	Info	Okta	
04-10-2021 12:15:22	Olivia Lim	"Approve requests" property switched due to membership change in "Data"	OFF	ON	Info	Okta	
04-10-2021 12:16:21	Owen Clive	User added to group Data			Info	Okta	
04-10-2021 12:16:21	Olivia Lim	User added to group Data			Info	Okta	
04-10-2021 11:43:36	Owen Clive	"Manage macs" property switched due to membership change in "Default"	OFF	ON	Info	Okta	
04-10-2021 11:43:36	Owen Clive	"Manage servers" property switched due to membership change in "Default"	OFF	ON	Info	Okta	
04-10-2021 11:43:36	Owen Clive	"Manage workstations" property switched due to membership change in "Default"	OFF	ON	Info	Okta	
04-10-2021 11:43:36	Owen Clive	"Allow app" property switched due to membership change in "Default"	OFF	ON	Info	Okta	
04-10-2021 11:43:36	Owen Clive	"Change settings" property switched due to membership change in "Default"	OFF	ON	Info	Okta	
04-10-2021 11:43:36	Owen Clive	"Modify portal users" property switched due to membership change in "Default"	OFF	ON	Info	Okta	
04-10-2021 11:43:36	Owen Clive	User with email owen.c@hotsmudge.com created			Info	Okta	
04-10-2021 11:43:29	Otto Redding	"Manage macs" property switched due to membership change in "Default"	OFF	ON	Info	Okta	
04-10-2021 11:43:29	Otto Redding	"Manage servers" property switched due to membership change in "Default"	OFF	ON	Info	Okta	
04-10-2021 11:43:29	Otto Redding	"Manage workstations" property switched due to membership change in "Default"	OFF	ON	Info	Okta	
04-10-2021 11:43:29	Otto Redding	"Allow app" property switched due to membership change in "Default"	OFF	ON	Info	Okta	
04-10-2021 11:43:29	Otto Redding	"Change settings" property switched due to membership change in "Default"	OFF	ON	Info	Okta	

- All provisioned users should have the appropriate permissions as defined in Group-Based Roles (Task B). To view this, navigate to **Logins > User Logins**:



- As mentioned in Task G, the correct checkboxes should be ticked next to each user depending on their group and the Group-Based Role defined for that group:

- Otto Redding* has the *Default* permissions assigned as he is not a member of any group.
- Olivia Lim* and *Owen Clive* have the permissions defined for the *Data* Group-Based Role.

Portal User Logins												
	Name	Logon Type	Active	SCIM	Users	Settings	Inventory	Approve	Auditlog	Reports	Scope	Last use
Edit	Olivia Lim	Okta	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	
Edit	Otto Redding	Okta	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	
Edit	Owen Clive	Okta	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	

IMPORTANT: As soon as a user is synchronized, they get the permission defined for their group in Group-Based Roles (either Default or specific IDP group). If Group-Based Roles are edited, the users assigned that Role get the updated permissions as soon as the provisioning cycle runs again.

- Click the **Edit** button next to a user in **Portal User Logins** to view more information on their permissions in the User Portal. This example uses *Olivia Lim*:

	Name
Edit	Olivia Lim
Edit	Otto Redding
Edit	Owen Clive

IMPORTANT: Users that have been synchronized with SCIM cannot be edited within the Admin By Request User Portal. You can view their data in the Portal Account section, but are not able to make changes because the data is controlled by the IDP (i.e., Okta):

The screenshot displays two panels: **Portal Account** and **Scope**.

Portal Account:

- Sign-on method: Okta Single sign-on for hotsmudge.com
- Full name: Olivia Lim
- Email address: olivia.l@hotsmudge.com
- Phone No: [Empty field]
- SCIM user: ON **SCIM users cannot be edited** (indicated by a red arrow)
- SCIM source group: Data
- Account enabled: ON
- View auditlog: ON
- View inventory: ON
- View reports: OFF
- Allow mobile app: OFF
- Approve requests: OFF
- Modify settings: OFF
- Modify portal users: OFF

Scope:

- Computer must be in OU: [Empty field]
- Computer must be in group: [Empty field]
- End user must be in OU: [Empty field]
- End user must be in group: [Empty field]
- Multiple groups or OUs must be separated by comma. OUs can be specified as either:
 - The bottom name, such as Sales. If multiple OUs have this name, either will match
 - Path from the root using backslashes, such as \America\Customer Relations\Staff
- View Windows Workstations: OFF
- View Apple Macs: OFF
- View Windows Servers: OFF

User Login

Now that users are provisioned, they can sign into the Admin By Request User Portal through Okta.

1. Go to the Admin By Request Sign in page and select **Okta** from the **Corporate Sign-in** section:

The screenshot shows the **Corporate sign in** page with the instruction: "If your company has set up single sign-on, click a button below." There are four buttons: Office 365, AD FS, **Okta** (circled in red), and SAML.

2. Provisioned users can use their Okta user name to sign in. This example uses *Olivia Lim*:

The screenshot shows the **Okta Sign in** page with the instruction: "Please enter your email address to sign in." The email address field contains "olivia.l@hotsmudge.com" and there is a red **Sign in** button.

3. Once signed in, the user only has access to User Portal features according to the permissions defined in their Group-Based Role. *Olivia Lim* is in the *Data* group, so only has access to the *Auditlog*, *Inventory*, and *Reports* data:

The screenshot displays the user portal for 'Admin By Request'. At the top, the user's name 'Olivia Lim @ Admin By Request Demo' is visible. The navigation menu includes 'Summary', 'Auditlog', and 'Inventory', with 'Auditlog' and 'Inventory' highlighted in red. The main content area features a welcome message, a 'Subscription Status' section with metrics for Tenant, Licenses, Expiry, and Usage, a 'Security Score' of 72%, a 'Did you know?' section, a 'What's in the Box?' section, and a 'Latest Features' section.

-  **NOTE:** As mentioned, making changes to the *Data* Group-Based Role will affect what *Olivia Lim* can access in her User Portal.