



Managed Access Gateway (MAG) 7.0 Release Guide

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Exostar's Managed Access Gateway (MAG) 7.0 Release Overview

This document is intended to provide end users with an overview of changes slated in Exostar's Managed Access Gateway (MAG) 7.0 release. MAG 7.0 affects the following processes:

- Self-Registration
- New Org New User Invitation acceptance
- Account Activation
- Dashboard
- Credentials
- Authentication

For current MAG content, please see:

<https://my.exostar.com/pages/viewpage.action?pageId=32022206>.

Self-Registration

This section provides instructions to complete the self-registration process, beginning from the MAG login screen, for the following use cases:

- New User/New Org
- New User/Existing Org
- Existing User/Existing Org

In order to complete the MAG self-registration process:

1. On the MAG Login screen, select the **Register** link.
2. On the **Register** page, input your email address. Click **Next**.

NOTE: If your email address is already registered, Login screen displays prompting you to enter your password.

3. Complete **Your Information** and **Organization Information** sections. Click **Next**.

NOTE: If the entered information is a match to an existing organization, the system displays a list of matching organizations. You can either select an existing organization or proceed to create a new organization.

4. If the system does not encounter a matching organization, you receive one of two screens:
 - a. **Thank you for registering:** This confirmation provides your registration details, as well as a note for you to expect an email with further instructions to activate your account.
 - b. **Your registration request is pending:** This screen provides a note that Exostar will review your request and provide additional information within two business days.

This completes the self-registration process. If you received the **Thank you for registering** confirmation screen, you will then receive a **Welcome to Exostar** email, prompting you to activate your account.



New Org New User Invitation Acceptance

In order for you to access certain applications, a partner organization must submit an invitation via Exostar's system. The steps listed below assume your organization is new to Exostar. To accept a partner's invitation:

1. In the Invitation by *Partner* email, click the ACCEPT INVITATION button.
2. Click the **GET STARTED** button.
3. On the **Register Your Organization** page, review the information and edit as necessary. Click **Next**.

NOTE: At this point, you receive a **Thank You for Registering** email confirmation, providing registration details. Please see the section directly below for account activation instructions.

Account Activation

Once you receive the account activation email, you can move forward in the account set-up process by completing the following steps:

1. In the **Welcome to Exostar** email, review all information and click the **ACTIVATE MY ACCOUNT** button.

NOTE: The Welcome email provides account details information, as well as Organization Administrator information. For additional details on administrator responsibilities, please see the [Admin Resources](#) page on my.exostar.com.

2. Create your account password. Click **Next**.
3. Set-up your security questions and answers. Click **Next**.
4. A confirmation screen displays. Review the information provided and click the **GO TO DASHBOARD** button to redirect to your dashboard.

NOTE: At this point, you can begin requesting access to Exostar public applications, as well as initiate the credentialing process, if necessary.

Dashboard

Once you successfully activate your user account, the MAG dashboard displays. The following sections provide navigational information for the different options available from the dashboard.

Top Header

The top header provides a **Help** dropdown menu and a **Profile** dropdown menu, available in the top, right corner.

The Help menu provides the following information:

- **How to Get Started:** This option opens the [MAG Get Started](#) page on my.exostar.com, which provides instructions and videos on the registration and credentialing process.
- **2FA Credentials:** This option opens the MAG Get Started page directly on [Step 4](#), to complete the credentialing process.
- **Resources for Administrators:** This option opens the [MAG Admin Resources](#) page, which provides a button per administrator role.

- **Go to MyExostar:** This option opens Exostar’s self-help portal, which houses all application-specific content, guides and videos.

The Profile menu provides the following information:

- **User Information:** This section provides user-specific information, and when clicked, redirects to the My Account tab.
- **Organization Information:** This section provides organization-specific information, and when clicked, redirects to the Organization Details page.
- **Email Settings:** This option is specific to Organization Administrators, Application Administrators, Service Provider Administrators, Service Provider Administrators (Read Only), and EPAs. This option allows administrators to manage email notifications from the MAG system.
- **Logout:** Select this to log out of the MAG application

My 2FA Credentials

The 2FA module on the dashboard displays a snapshot of your 2FA credentials, as well as messages and clickable options to complete the process or manage existing credentials. Please note this section is collapsible via the arrow in the upper, right corner.

The following information displays:

- **Credential Strength:** Displays the credential to which you are currently logged-in (username and password, MLOA Hardware, OTP, etc.).
- **Manage** button: Select this option to manage your existing credentials via the **Manage OTP** page.
- **Get 2FA** button: Select this button to obtain a 2FA credential via Exostar’s web store.

NOTE: If you already completed a 2FA purchase, an option displays **Have a License Key? Enter it here** link.

Below the 2FA section, a separate credentialing section displays for you to link existing **Company Credentials**, as well as **Badges**. An FIS section also displays, if applicable.

Applications

The Applications section provides an option to view in card or list view, and displays two tabs:

- **My Applications:** Lists all applications to which you have access. If you are logged in with the required credentials, select the **Launch** button to open that specific application. If you are not currently logged in with the required credentials, or do not have the required credentials, select the **Get 2FA** button to begin the process.
- **Request Applications:** Displays applications to which your organization is subscribed, but you do not personally have access. Click **Request Access** to begin the access process.

NOTE: In card view, select the **Details** button (displayed for each, individual application), to review the following:

- Announcements



- Application Status (if applicable)
- Acceptable Credentials
- Application Administrators (clickable to view administrator list)

Manage Requests

This section provides a **MANAGE** button for you, as an Administrator, to manage user requests and application requests via the Administrator tab. Please note, you are directed to the relevant request page, depending on your administrator role.

Billing & Support

This section provides a **VIEW** button to redirect to the [Billing and Support](#) page in Exostar's web store.

Pay Invoice

This section provides a **PAY INVOICES** button, which redirects to the [Instant Pay](#) page on my.exostar.com.

Credentials

In order to access most Exostar applications, a two-factor authentication (2FA) credential is required. If the applications you need to access require 2FA, you must complete a purchase.

Purchase Credentials

To complete a credential purchase:

1. Select a **Get 2FA** button anywhere on the MAG dashboard.

NOTE: Selecting Get 2FA in the top credential section, redirects to the general web store. Select Get 2FA under a specific application, redirects to that specific partner page in the web store.

2. On the **Purchase your Two-Factor Credential** page, either select the desired credential or filter credentials via the **Filter by Partner Organization** dropdown.
3. Once you select the desired credential, click **Add to Cart**.
4. On the **Shipping** page, enter all required information. Click **Next**.

NOTE: The **Shipping** page only displays for **OTP Hardware**.

5. Select the desired payment method and enter all required information. Click **Next**.

NOTE: If you select the **Invoice** option, you will not receive your credential until Exostar receives full payment.

6. Review your order for accuracy and click **Submit** to receive a confirmation screen.

NOTE: At this point, you receive an email confirmation with further instructions, and depending on your credential type, a **License Key**.

Activate Credentials

Once you successfully complete your purchase, you receive a confirmation email with additional instructions. The credential activation process remains the same.

Login

Once you successfully complete the account and credential set-up process, you can log into MAG using your specific credential type. The sections below outline authentication for the different types of credentials.

Please note, once you login, you can verify your credential strength via the **My 2FA Credentials** section on the dashboard.

Username/Email and Password

If you are logging in with your username and password, please follow the steps below and review the notes provided:

1. Navigate to the MAG Login screen.
2. Enter your username/email address. Click **Next**.
3. Enter your password. Click **Next** to navigate to the dashboard.

Phone OTP Authentication

If you are logging in with any type of Phone OTP credential, complete the login process for username/email and password. Once you successfully input your password:

1. On the MAG Dashboard, click **Launch** for the desired application.

NOTE: System displays the **Select a two-step verification method** page, with a list of credentials registers to your account.

2. Select the **Enter Verification Code from Phone** option. Click **Next**.
3. Input the code you received to your designated phone and click **Submit** to authenticate to MAG.

OTP Hardware Token Authentication

If you are logging in with an OTP Hardware token, complete the login process for username/email and password. Once you successfully input your password:

1. On the MAG Dashboard, click **Launch** for the desired application.
2. On the **Verify with Token** page, input the code from your hardware token in the field provided.
3. Click **Submit** to authenticate to MAG.

Mobile ID (Authy) Authentication

If you are logging in with Mobile ID (Authy), complete the login process for username/email and password. Once you successfully input your password:

1. On the MAG Dashboard, click **Launch** for the desired application.
2. On the **Verify with Mobile ID** page, input the code from your Authy app in the field provided.
3. Click **Submit** to authenticate to MAG.



Company Credentials (EAG), Third Party Credentials, FIS Authentication

This section works under the assumption you successfully linked Company Credentials (EAG)/Third Party Credentials, or downloaded FIS certificates. Please follow the steps below:

1. On the MAG Login screen, select the **Login using your badge/certificate** link.
2. You are either directed to the RDIP page for EAG credentials, or you are directed to select your valid certificates and to input your pin.