Register - EAG

Self-Link Account

Step 1. Log into your Exostar MAG account. You can log in with your username and password or FIS Digital Certificate(s).

Step 2. Go to the **My Account** tab and click **Edit Profile**.

Step 3. If your organization is subscribed to the EAG service, you will see the **Enterprise Access Gateway (EAG) Account Settings** section which allows you to link your account. Click **Link Accounts**.

Step 4. A notification displays. To save profile changes, click **OK**. Click **OK** to start the account linking process.

Step 5. Click **Connect to Identity Provider**.

Step 6. If you have logged into your corporate network, click **Link Account**. If you have not, you are prompted to provide your network credentials. The displayed page is specific to your company. After entering corporate credentials, the Account Linking page displays. Click **Link Account**.

Step 7. After clicking **Link Account**, your corporate network ID displays.

Step 8. Click **Logout and Close Browser** to complete linking process.

Step 9. The logout screen displays. Close the browser.

Step 10. A persistent cookie is saved on your computer to identify you by your company (also called the Corporate Identity Provider). The cookie will ensure that you don't need to enter this information for subsequent logins to MAG. If you clear the browser history or use a different browser, you will need to select the Corporate Identity Provider for the Exostar MAG Platform once again.

Bulk Load EAG Subscriptions

Organization Administrators and Organization Stewards who want to add multiple users can subscribe users to the EAG service by entering the Remote Identity Provider (R-IDP) for the user in the ridpUserID field in the .csv file. Once upload completes, users receive an email with instructions on how to access Exostar's Managed Access Gateway (MAG).

NOTE: You must have the **Organization Administrator** or **Organization Steward** role to use the User Upload feature.

Step 1. Log into your Exostar MAG account. You can log in with your username and password or a FIS Digital Certificate(s).

Step 2. Access **User Upload**.

Scenario 1: Organization Administrators will need to go to the Administration tab and click the appropriate sub-tab (User Upload).

Scenario 2: **Organization Stewards** will need to go to the Stewardship tab, then click View Organizations to search for an organization.   Click the hyperlinked Org ID to access organization details and then click Upload Users.

Step 3. Complete the .csv template and ensure the ridpUserID field is completed. Do not enter information in the password field. This will cause an error when uploading the file. Save the completed template as .csv.   For instructions on how to use User Upload and to obtain the .csv file, use **Online Help**. **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.

Step 4. Once the upload completes, users receive an email with instructions about accessing the Exostar MAG Platform. Users will follow steps 5-7 to complete EAG connection.

Step 5. Go to https://portal.exostar.com and click **Enterprise Single Sign On (EAG)**, select your corporate **Identity Provider** from the drop-down menu. Click **Login**.

Step 6. Depending on the Identity Provider you select, you are directed to a login page where you are required to enter your corporate credentials. If you are unable to login and need your corporate password reset, contact your IT department or Internal Helpdesk.

Step 7. A persistent cookie is saved on your computer to identify you by your company (also called the Corporate Identity Provider). The cookie will ensure that you don't need to enter this information for subsequent logins to Exostar's MAG. If you clear the browser history or use a different browser, you will need to select the Corporate Identity Provider for the Exostar MAG Platform once again. The next time you access your account using EAG, you are directed to enter your corporate credentials, which will log you directly into your account. You can save the MAG URL as a favorite in your browser or saved as an icon on your desktop.

Link Account using 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 an application.   When account attributes change in the Enterprise, JIT based assertion allows user attributes to be updated in MAG when users federate to Exostar 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 Exostar MAG connected application services.

Step 1. Go to https://portal.exostar.com.

Step 2. Select **Single Sign On (EAG)** under **Advanced Login Options**.

Step 3. Select your **Remote Identity Provider (R-IDP)** service connection.

Step 4. Use your native (corporate) credentials to complete login.

Step 5. The JIT User Registration page displays. Click **Next**.

Step 6. Personal information displays.

Step 7. Please note most fields are not editable. The information displaying in these fields is provided from your corporate identity provider and not Exostar. Click **Next**.

Step 8. Select applications you need to access. Click **Next** to complete. 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.

Step 9. A persistent cookie is saved on your computer to identify you by your company (also called the Corporate Identity Provider). The cookie will ensure that you don't need to enter this information for subsequent logins to MAG. If you clear the browser history or use a different browser, you will need to select the Corporate Identity Provider for MAG once again.