

# MAG Organization Stewards

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# AG Organization Stewards

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## Responsibilities

Organization Stewards have the same privileges and responsibilities as Organization Administrators and Application Administrators, however they exercise administrative control over groups of designated organizations. They can:

- Manage Access and Users in Bulk
- Manage Application Access
- Manage Users in MAG
- Reset Passwords
- Manage E-mail Subscriptions (related to MAG administration)

Scroll to the sections below for the step-by-step instructions on how to perform these tasks. To view the Organization Steward guide, click [here](#).

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## Role Requirements

To become an Organization Steward, the following pre-requisites are required:

- You must have an Exostar Managed Access Gateway (MAG) user account in each organization to be included in the stewardship group.
- You must have the Organization Administrator role for all organizational accounts in the stewardship group. This demonstrates you have oversight over the requested organizations.
- Each of your user accounts must be connected via Account Connections in MAG. This demonstrates you have ownership of each account.

For Account Connections rules and assistance, reference the [MAG Account Connections page](#).

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## Request Role

**Step 1.** Once pre-requisites are met, submit an online request to [Exostar Customer Support](#).

**Step 2.** Enter **Organization Steward Request** in the **Case Subject** field.

**Step 3.** In the **Message to Support** field, entering the following:

- Name and a numeric character for the organization stewardship group. This includes your corporate entity name (i.e. Exostar1).
- Listing of Exostar Organization IDs for the organizations you will have stewardship over.
- Exostar MAG User IDs for the account you want the Organization Stewardship role applied to. Multiple User IDs can be assigned to a single stewardship group so you can specify multiple User IDs.

**Step 4.** Submit the request. The request routes to Exostar for processing. If there are any questions, an Exostar Team Member will contact you. This may take up to two business days.

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## Bulk Activities Management

### Add Users in Bulk

**Step 1.** Log into your MAG account, and click the **Stewardship** tab.

**Step 2.** Complete an organization search by clicking **View Organizations**. Enter search criteria.

**Step 3.** Results display. Click **Org ID**.

**Step 4.** Select **Upload Users**.

**Step 5.** Create .csv file. Click **Browse for .csv file**.

**Step 6.** Select the applications you want to add users to.

**Step 7.** Click **Validate** and fix any possible errors.

**Step 8.** Click **Commit**.

**NOTE:** Please reference the [Bulk Actions and User Upload Guide](#) for additional information and .csv file.

#### **Suspend or Unsuspend Application Access in Bulk**

**Step 1.** Log into your MAG account, click the **Stewardship** tab.

**Step 2.** Complete an organization search by clicking **View Organizations**. Enter search criteria.

**Step 3.** Results display. Click **Org ID**.

**Step 4.** Select **Bulk Actions**.

**Step 5.** Create your .csv file. Click **Browse for .csv file**.

**Step 6.** Choose to **Suspend** or **Unsuspend Application**. Choose the **Application**.

**Step 7.** Click **Validate** and fix any errors.

**Step 8.** Click **Commit**.

#### **Delete, Suspend or Unsuspend Users in Bulk**

**Step 1.** Log into your MAG account, click the **Stewardship** tab.

**Step 2.** Complete an organization search by clicking **View Organizations**. Enter search criteria.

**Step 3.** Results display. Click **Org ID**.

**Step 4.** Select **Bulk Actions**.

**Step 5.** Create your .csv file. Click **Browse for .csv file**.

**Step 6.** Choose to **Suspend**, **Unsuspend**, or **Delete**.

**Step 7.** Click **Validate** and fix any errors.

**Step 8.** Click **Commit**.

**NOTE:** An acknowledgement page displays with processed file results. Please reference the [Bulk Actions and User Upload Guide](#) for additional information and .csv file.

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