

# MAG Navigation

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## Jump to...

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# AG Navigation

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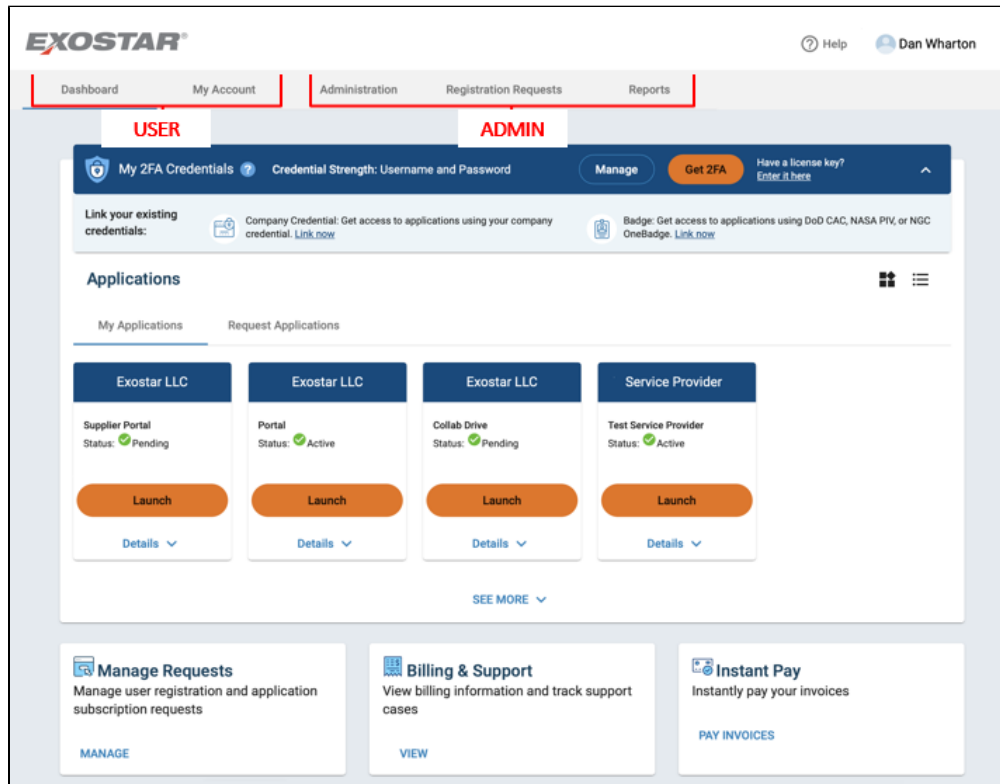
## Main Tabs

After logging into your MAG account, you will notice the following user tabs:

- **Dashboard** (home)
- **My Account**

Organization and Application Administrators will see three additional tabs:

- **Administration**
- **Registration Requests**
- **Reports**



Click the arrows below to read about the types of information and functionalities that can be found under each individual tab.

## Dashboard (Home) Tab

This tab provides the following sub-tabs and information:

- Edit your profile (your user ID, email, change password, change security questions)
- Organization Details (Org/Exostar ID, your company's Organization and Application Administrators names)
- Status of applications
- Manage OTP
- Connect Accounts
- List of pending tasks (this applies only to users who are assigned administrative roles)
- Information on whether you are logged in with or without a credential

### Application Status

Applications associated with your MAG account display one of the below statuses. Read below to see whether your status requires any action on your part:

Exostar Application Status	User Action
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Active	Click <b>Launch</b> to open the application in a separate browser window.
Organization Registration Approval Pending	None
Pending Account Creation by the Application	If the application has been in this status for more than 24 hours, contact <a href="#">Exostar Customer Support</a> .
Pending Approval by the Application Owner	If application has been in this status for more than 48 hours, contact <a href="#">Exostar Customer Support</a> .
Pending Application Administrator Approval	Contact your Application Administrator for the application.
Pending Activation	Contact your Application Administrator for the SCP application.
Pending Acceptance of Terms & Conditions	Contact your Organization Administrator.
Inactive	If you need access to the application, click <b>Request Access</b> next to the inactive status. Your request transitions to <b>Pending Application Administrator Approval</b> .
Suspended	Click <b>Reactivate Application</b> next to the application.
Pending Exostar Approval	If application has been in this status for more than 48 hours, contact <a href="#">Exostar Customer Support</a> .
Pending Proofing	Contact <a href="#">Exostar Customer Support</a> for information if in-person proofing has been completed.

### Look up Company Admins

**Step 1.** Login to your MAG account.

**Step 2.** Click **My Account** then **View Organization Details**.

**Step 3.** To determine Organization, Application and FIS Administrator(s), scroll to the relevant sections on the page. To determine who the Application Administrator is for a specific application, view the **Name** and **Application** columns.

### Look up Org ID

**Step 1.** Login to your MAG account.

**Step 2.** Click **My Account** then **View Organization Details**.

**Step 3.** View Organization and Exostar ID in the **Organization ID/Exostar ID** field.

### Look up Role

**Step 1.** Login to your MAG account.

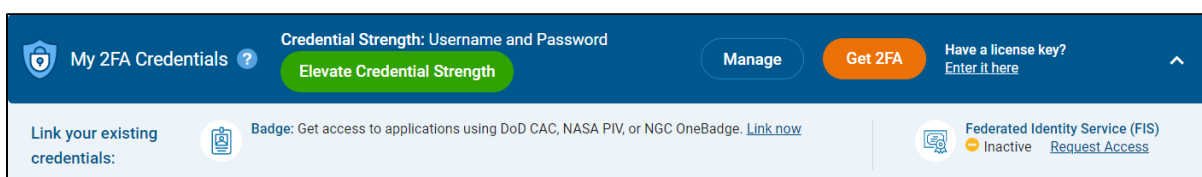
**Step 2.** Click **My Account**, then **Edit Profile**.

**Step 3.** View role in the **Role** field.

### Look up User ID & Credential Strength

**Step 1.** Verify your User ID (e.g. evansd\_3001) from the **User field** from the **Home** tab of your MAG account.

**Step 2.** Confirm you have logged in with the required credential to access your application(s) by viewing the **Credential Strength** field in the My 2FA Credentials section. If this field says username and password, you have logged in with username and password only. If the application you are accessing requires a stronger credential than username and password, please log in with the required credential.



## My Account Tab

This tab provides the following sub-tabs and options:

- **Edit Profile:** This sub-tab allows you to edit your certain information fields in your user profile. For more information about profile updates, please click [here](#).
  - **View Organization Details:** This sub-tab provides information specific to your organization, including users listed as the Organization Contact, a comprehensive list of Organization and Application Administrators, as well as application status.
  - **Change Password:** This sub-tab allows you to change your MAG password. For step-by-step instructions, please click [here](#).
  - **Change Security Questions:** This sub-tab allows you to change/update your security questions. For step-by-step instructions, please click [here](#).
  - **Manage Certificates:** This sub-tab displays only if your organization is subscribed to the Federated Identity Service (FIS) application. You can manage your certificates from this page. Please see [Federated Identity Service \(FIS\)](#) page for additional information.
  - **Manage OTP:** This sub-tab allows you to manage an One Time Password (OTP) products you acquire. Please see [One Time Password \(OTP\)](#) page for additional information.
  - **Connect Accounts:** This sub-tab allows you to manage account connections if you have multiple MAG accounts. For more information on Account Connections, please click [here](#).
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## Administration Tab

This tab displays if you are an Organizations or Application Administrator for your organization. It displays the following options:

- **View Users:** This sub-tab allows Organization Administrators and Organization Stewards to search and complete administrative functions. Administrators can complete user management activities such as request and suspend application access for users.
  - **Add New User:** This sub-tab allows Organization Administrators to add new users to their organization.
  - **Subscribe to Application:** This sub-tab allows Organization Administrators to subscribe their organization to public applications.
  - **User Upload:** This sub-tab allows Organization Administrators and Organization Stewards to add multiple users to an organization in a single instance using a .CSV file upload. The file upload can also be used to subscribe existing users to new applications.
  - **Bulk Actions:** This sub-tab allows Organization Administrators to delete, suspend, and/or unsuspend multiple user accounts and/or applications in a single instance using a .CSV file upload.
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## Registration Requests Tab

This tab displays if you are an Organization or Application Administrator for your organization. As an Organization Administrators you can approve users who self-register, authorize applications for users and authorize FIS requests.

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## Reports Tab

The reporting feature is available to Organization Administrators and Organization Stewards. Click the Reports tab to access the list of reports available to you. Follow the prompts to generate your reports.

We encourage you to spend some time exploring reporting options to see what type of user data might make your administrative duties easier. Organization Administrators and Organization Stewards have access to the following reports:

- **All Details Report:** One of the most comprehensive reports available in MAG. It conveniently packages all data across an organization into a single document: comprehensive user data, MAG statuses, access to applications, and dates of account creation and last access.
- **Organization User Details Report:** The abbreviated version of All Details Report. Along with the User ID and name, you will get a quick overview of MAG statuses, dates of last MAG login, and access to partner applications.
- **Application Status Report:** Provides Application Administrators with the overview of the team's MAG and partner application statuses. Do you need to check who on the team has active MAG accounts, and when they last accessed a specific partner application? This report is an excellent option for getting these details in a single document.

Additionally, Organization Stewards can access the **Steward Organization User Details Report** in the Reports sub-tab of the Stewardship tab. How useful was this content?

Your Rating:

Results:

68 rates