



# Chorus Identity Management Admin Guide

## Overview

This Admin user guide will show up how to manage users within the Chorus Identity Management system.

As someone with Admin access, you will have the ability to add/delete or modify users.

## Website to sign in

<https://activate.chorus.co.nz/activate>

## The Dashboard

The RSP Dashboard is your central identity management screen.

RSP Dashboard

New User Update User Delete User Bulk New Users Request Access Enable Account Disable Account My RSP Users My Users Expiring

Actions Reports

Company

Created From

Last Login From

Name

Created To

Last Login To

No Users

From here you can:

- Search through your existing users by entering your Company name
- Create new users
- Update existing users
- Delete users
- Bulk create users
- Request access to applications for yourself or others
- Enable accounts
- Disable accounts

The search function will show you your existing users.

RSP Dashboard

[New User](#)
[Update User](#)
[Delete User](#)
[Bulk New Users](#)
[Request Access](#)
[Enable Account](#)
[Disable Account](#)
[My RSP Users](#)
[My Users Expiring](#)

Company: 
 Name:

Created From: 
 Created To:

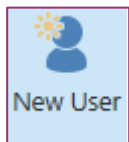
Last Login From: 
 Last Login To:

Search

Name	Login	Status	Company	Last Logon	Created
John James	johnjames	Enabled	Vodafone	08/08/2019 02:53 PM (Azure)	04/06/2019
John James	johnjames@abc	Enabled	Vodafone	20/06/2019 09:19 PM (Azure)	17/06/2019
John James	johnjames	Enabled	Vodafone	10/06/2019 11:19 AM (Azure)	04/06/2019
John James	johnjames	Enabled	Vodafone	21/06/2019 04:31 PM (AD)	21/06/2019
John James	johnjames	Enabled	TelstraClear	19/06/2019 02:47 PM (Azure)	20/06/2019
John James	johnjames	Enabled	Vodafone	20/06/2019 10:14 AM (Azure)	11/06/2019
John James	johnjames	Enabled	Vodafone	13/06/2019 01:16 PM (Azure)	12/06/2019
John James	johnjames	Enabled	Vodafone	09/07/2019 03:24 PM (Azure)	07/07/2019
John James	johnjames	Enabled	Vodafone	Never	11/06/2019
John James	johnjames	Enabled	TelstraClear	Never	17/07/2019
John James	johnjames	Enabled	Vodafone	07/06/2019 11:22 AM (Azure)	17/07/2019
John James	johnjames	Enabled	Vodafone	21/06/2019 03:15 PM (AD)	17/07/2019
John James	johnjames	Enabled	Vodafone	Never	25/06/2019
John James	johnjames	Enabled	Vodafone	20/06/2019 05:00 PM (Azure)	11/06/2019
John James	johnjames	Enabled	Vodafone	20/06/2019 04:34 PM (Azure)	11/06/2019
John James	johnjames	Enabled	Vodafone	12/06/2019 07:59 AM (AD)	11/06/2019
John James	johnjames	Enabled	Vodafone	10/07/2019 12:12 PM (Azure)	12/06/2019
John James	johnjames	Enabled	Vodafone	19/06/2019 10:36 AM (Azure)	23/06/2019
John James	johnjames	Enabled	Vodafone	20/06/2019 09:49 AM (AD)	26/06/2019

## Create New User

Select New User



Enter info:

New Retail Service Provider Details Cancel Next

User Type:

User Details

Company:

First Name:

Last Name:

Email:

Mobile:

Select Next, and then Submit

**Confirm User Create**  
Please confirm the creation of the following user.

Enter a reason for this request. Please do not use this field to provide more information of the service(s) you are ordering.

Submit Cancel

Submit Details

Creating User John James

**Roles**

- Retail Service Provider
- 

**User Details**

Company

First Name

Last Name

Email

Mobile

Fax

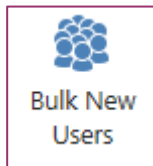
Address 1

City

Postcode

## Bulk User Creation

Select Bulk New Users



Use the format below for your file, or download the template from the import box.

	A	B	C	D	E	F	G	H	I	J	K
1	Company	FirstName	LastName	ExternalEmail	Telephone	Mobile	Fax	Address	City	Postcode	
2											
3											
4											
5											

The company field needs to be populated with your company name.

Import your saved file, and then select Next:

Import New RSP Users file Cancel Next

File test bulk user.csv Select >

[Click here to download a template import file.](#)

Select Submit

## Confirm Bulk creation of RSP Users

Enter a reason for this request. Please do not use this field to provide more information of the service(s) you are ordering.



Submit Details

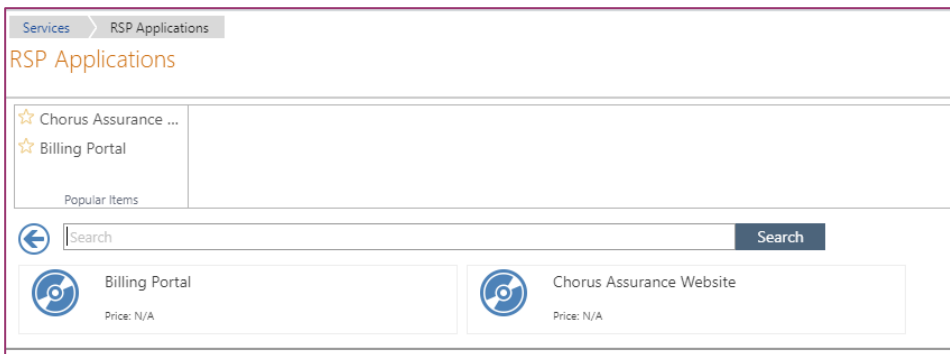
Confirm creation of 1 RSP users from file

## Add Services/Applications

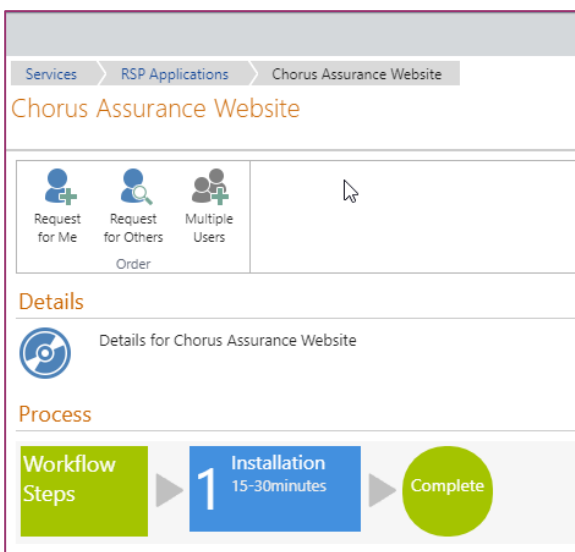
Select Request Access:



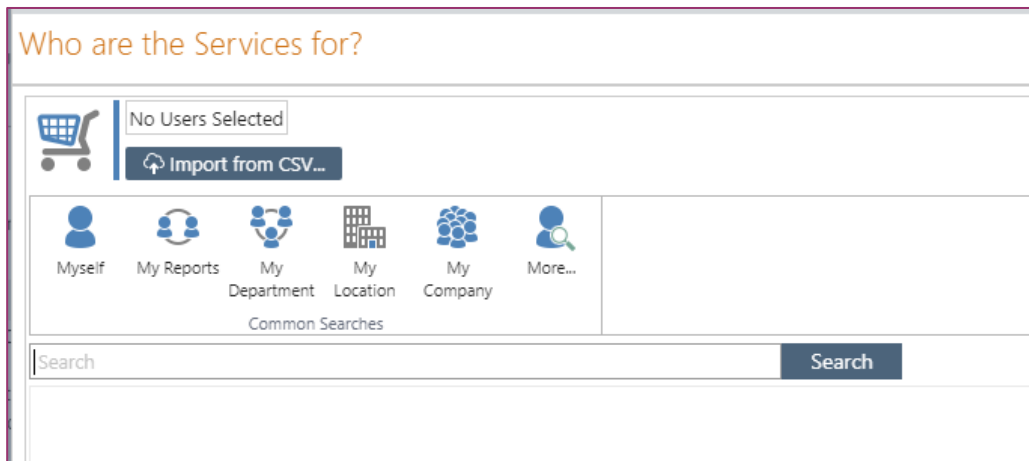
Select the application – Billing Portal / Chorus Assurance Website



Select "Request for Me", "Request for Others", or "Multiple Users"

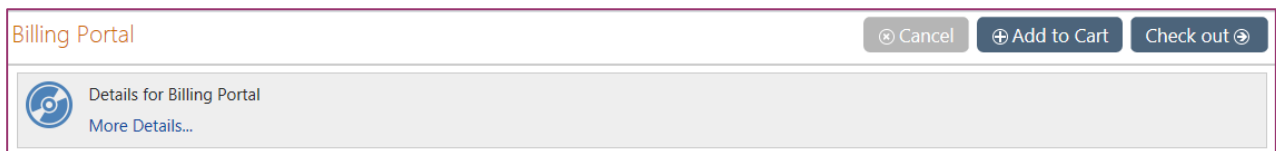


Enter the name you are adding the service to into the search field. You can request for a single other user or multiple users.

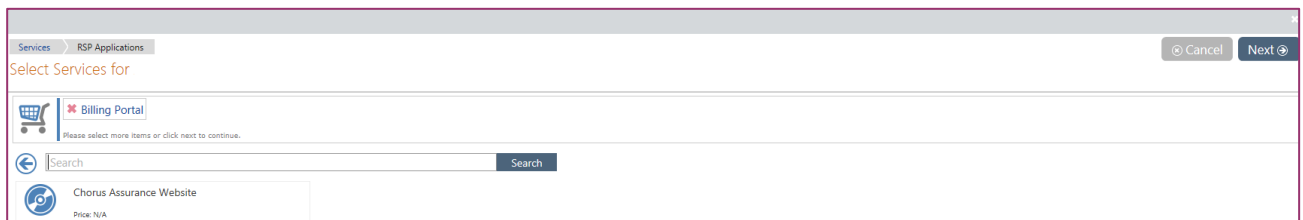


Search and add one at a time or load a CSV file with the login names.

Select Add to Cart



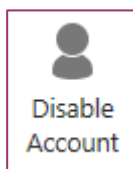
Select Next



Then Submit

## Disable a user

Select Disable Account:



Locate your user by entering their name into the search field

Select Submit to disable the user

**Confirm Disable User**  
Please confirm disabling the following user.

Enter a reason for this request. Please do not use this field to provide more information of the service(s) you are ordering.

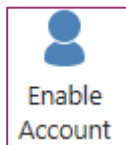
Submit Cancel

Submit Details

Disabling user Alan Tran

## Enable a disabled user

Select Enable Account:



Enter the users name in the Search field. Ensure you select the *disabled* user

**Select User to Enable**

Myself My Reports My Department My Location My Company More... Alan Tran Jess Test Murray Anywheread Mike Apple

Select Common Searches Recently Selected

alan Search

+1 Disabled Users Show Users...

Confirm enable by selecting submit

**Confirm Enable User Account**

Enter a reason for this request. Please do not use this field to provide more information of the service(s) you are ordering.

Submit Cancel

Submit Details

Enabling user Alan Tran

## Frequently asked questions

1. Question: How long does a user have to activate  
Answer: 90 days
2. Question: How does a user reset password  
Answer: You can do this yourself via the login screen. The SMS or email sent for this is valid for 15 minutes.
3. Question: How does an admin reset a password  
Answer: They don't. It is self-service.
4. Question: How long does a user stay active  
Answer: 90 days. Please note that the format for user names is:  
[firstname.lastname@chorus.co.nz](mailto:firstname.lastname@chorus.co.nz)