

AppCloud™
Application Access
Administrator's Guide

Table Of Contents

AppCloud™ Overview.....	1
Defining User Roles and Privileges	5
Common Tasks for All Roles.....	7
Registering as a New User	7
Signing-On to AppCloud™	10
Forgot Your Password?.....	11
Forgot Your User Name?.....	14
Changing My Password.....	15
Editing My Profile Information	17
Application Access Administrator Tasks	19
Working as a Application Access Administrator	19
Viewing Application Access Grants	20
Approve or Reject Application Access Requests of Groups.....	21
Approve or Reject Application Access Requests of Users.....	23
Revoking Application Access from a User	25
Revoking Application Access from a Group	27
Glossary	31

APPCLLOUD™ OVERVIEW

AppCloud™ provides Application Providers with a single point of integration and management, utilizing self-service features, which allows an Application Provider to make their application or applications available to specific targeted communities. AppCloud™ also provides Application Providers with standard integration interfaces that can be utilized to support various types of bi-directional data exchanges between the targeted communities and the Application Provider. AppCloud™ provides Sponsors of Covisint hosted portal communities with a single location to obtain business relevant third-party applications for their users. With the click of a mouse, users may register or subscribe to a variety of software applications in a highly secure environment at their desktop. Once approved, the user may access the applications through Single Sign-On (SSO), avoiding the need to recall multiple user names and passwords. Additionally, users are able to utilize data within their portal that was provided by the Application Provider through AppCloud™. AppCloud™ is an ideal solution for Application Providers that want to offer applications to an established set of targeted business communities within a specific industry and/or across a variety of industries.

DEFINING USER ROLES AND PRIVILEGES

ROLE NAME:	PRIVILEGES:
Application Access Administrator (referred to as App Access Admin)	<ul style="list-style-type: none">• review all the pending application access requests that have originated from one to many sponsors• view details of a request approve or reject a user request for access to the Access Admin's application• view users that have access to the Access Admin's application• revoke access from selected users

COMMON TASKS FOR ALL ROLES

Registering as a New User

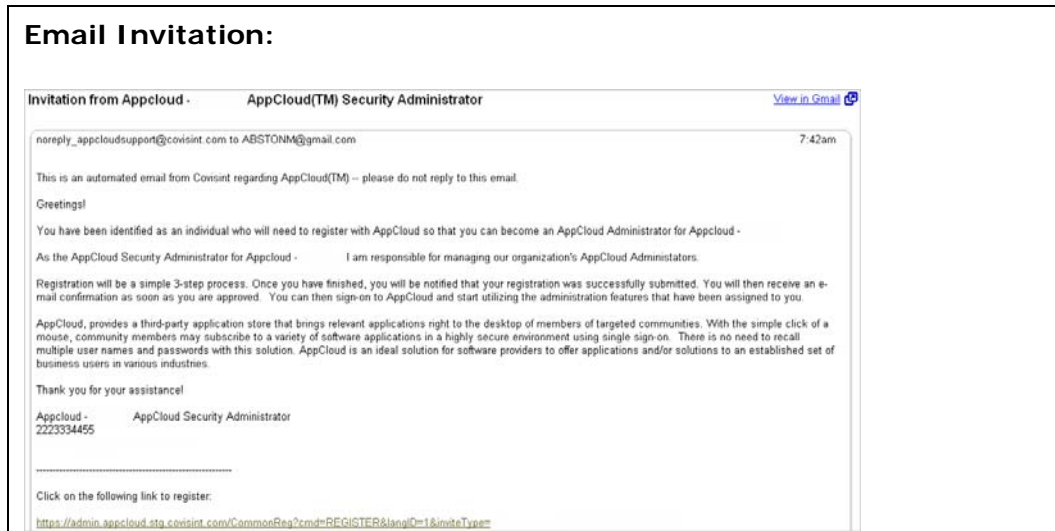
1. Click the URL in the **invitation email** you received. The **Registration screen** is displayed.

Registration Screen:

User Information

* = required fields

Prefix:	<input type="text"/>	(Mr., Mrs., Ms., Miss)
*First Name:	<input type="text" value="Melanie"/>	
Middle Name:	<input type="text"/>	
*Last Name:	<input type="text" value="Abston"/>	
Suffix:	<input type="text"/>	
Organization Name:	Appcloud - Dr. First	
Job Title:	<input type="text"/>	
*Email Address:	<input type="text" value="mabston@covisint.com"/>	
*Re-enter Email Address:	<input type="text" value="mabston@covisint.com"/>	
*Phone Number:	<input type="text" value="313.227.6156"/>	
Mobile Phone Number:	<input type="text"/>	
Fax Number:	<input type="text"/>	
*Address 1:	<input type="text" value="789 Willow Tree"/>	
Address 2:	<input type="text" value="suite 30"/>	
Address 3:	<input type="text" value="222222"/>	
*City/Region:	<input type="text" value="detroit"/>	
*State/Province:	<input type="text" value="mi"/>	
*Postal Code:	<input type="text" value="48226"/>	
*Country:	<input type="text" value="United States"/>	



2. Key in all fields as required. (Required fields are identified with an * and a red bar next to the field name).
3. Click **Continue Registration**. The screen refreshes and the **User Information** screen is displayed.

User Information Screen:

Enter User Sign-On Information Steps: 1 ✓ 2 **3**

Please enter your sign-on information below

User Sign-On Information

* = required fields

*User Name:

Note: User Name must be at least 4 characters, and no more than 20 characters, and may only contain characters in the Latin alphabet (a-z, A-Z) or numeric characters (0 through 9).

*Password: [Show Password Rules](#)

*Re-enter Password:

*Challenge Question:

Note: In case you should forget your password, you will be asked to answer a challenge question based on what you input in the text box above. Example 1: What is my mother's maiden name? Example 2: What is the name of the high school I attended? There is a 255-character limit on your question and answer.

*Challenge Answer:

Note: To retrieve a new password, your answer MUST exactly match what you input into the text box above. The answer will be punctuation sensitive. Both the question and the answer will be accessible to your Security Administrator.

[Continue Registration](#) [Undo Changes](#)

4. In the User Name field, create the user name you will use each time you sign-on to the system.
5. Create a password in the Password field. Ensure the password conforms to the **password rules**.
6. Key in the password again in the Re-enter Password field.
7. Select a **challenge question** from the drop down menu.
8. Key in the answer to the question in the Challenge Answer field. There is a 255-character limit in the answer field.
9. Click **Continue Registration**. The Review and Submit screen is displayed.
10. After reviewing the information and verifying accuracy, click **Submit Registration**. The screen refreshes, and your request is submitted to the Security Administrator.

RESULT:

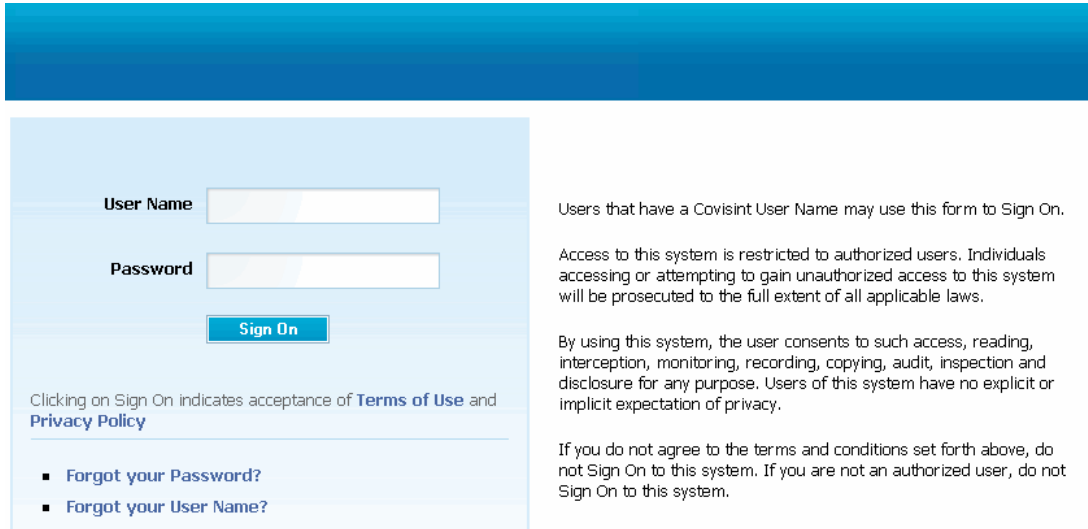
You have successfully submitted a registration request.

What happens next?

Your registration request has been successfully submitted. Shortly, via an automated email, you will receive confirmation that the registration request has been approved. You will then be able to sign-on to AppCloud™.

Signing-On to AppCloud™

1. Navigate to the AppCloud™ URL.



The screenshot shows the AppCloud Sign On interface. It features a blue header bar at the top. Below it, there is a light blue box containing the sign-on form. The form has two input fields: 'User Name' and 'Password', each with a small blue bar on the right side. Below these fields is a blue 'Sign On' button. To the right of the form, there is a block of text explaining the sign-on process and the system's security policies. At the bottom of the form, there are links for 'Terms of Use' and 'Privacy Policy', and two links: 'Forgot your Password?' and 'Forgot your User Name?'. The text to the right of the form states: 'Users that have a Covisint User Name may use this form to Sign On. Access to this system is restricted to authorized users. Individuals accessing or attempting to gain unauthorized access to this system will be prosecuted to the full extent of all applicable laws. By using this system, the user consents to such access, reading, interception, monitoring, recording, copying, audit, inspection and disclosure for any purpose. Users of this system have no explicit or implicit expectation of privacy. If you do not agree to the terms and conditions set forth above, do not Sign On to this system. If you are not an authorized user, do not Sign On to this system.'

User Name

Password

Sign On

Clicking on Sign On indicates acceptance of [Terms of Use](#) and [Privacy Policy](#)

- [Forgot your Password?](#)
- [Forgot your User Name?](#)

Users that have a Covisint User Name may use this form to Sign On.

Access to this system is restricted to authorized users. Individuals accessing or attempting to gain unauthorized access to this system will be prosecuted to the full extent of all applicable laws.

By using this system, the user consents to such access, reading, interception, monitoring, recording, copying, audit, inspection and disclosure for any purpose. Users of this system have no explicit or implicit expectation of privacy.

If you do not agree to the terms and conditions set forth above, do not Sign On to this system. If you are not an authorized user, do not Sign On to this system.

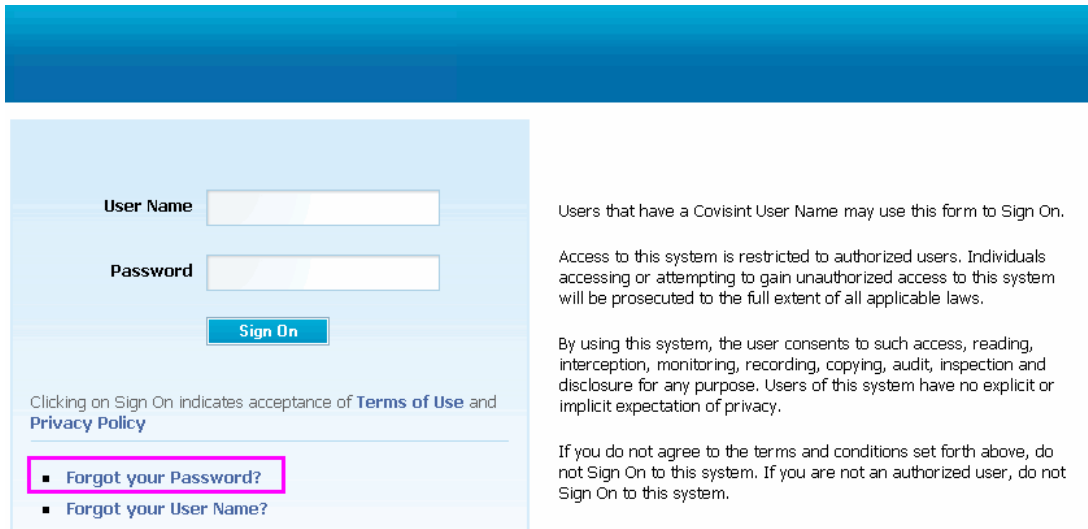
2. Key in your user name in the open text field (this is the name you created during registration).
3. Key in your password in the open text field (this is the password you created during registration).
4. Click **Sign On**. The screen refreshes and you are signed-on to AppCloud™

RESULT:

You have successfully signed-on to AppCloud™

Forgot Your Password?

1. Navigate to the AppCloud™ URL.



The screenshot shows a login interface with a blue header. Below the header, there are two input fields: 'User Name' and 'Password'. A 'Sign On' button is positioned below the 'Password' field. To the right of the input fields, there is a block of text stating: 'Users that have a Covisint User Name may use this form to Sign On. Access to this system is restricted to authorized users. Individuals accessing or attempting to gain unauthorized access to this system will be prosecuted to the full extent of all applicable laws. By using this system, the user consents to such access, reading, interception, monitoring, recording, copying, audit, inspection and disclosure for any purpose. Users of this system have no explicit or implicit expectation of privacy. If you do not agree to the terms and conditions set forth above, do not Sign On to this system. If you are not an authorized user, do not Sign On to this system.' Below the 'Sign On' button, there is a link to 'Terms of Use' and a link to 'Privacy Policy'. At the bottom of the form, there are two links: 'Forgot your Password?' and 'Forgot your User Name?'. The 'Forgot your Password?' link is highlighted with a red rectangle.

2. Click **Forgot your Password?** The User Name screen is displayed.
3. Key in your user name in the open text field, then click **Submit**. The challenge question you selected during registration is displayed.
4. Key in the answer to the challenge question. The answer must match exactly the answer you provided during registration, including punctuation and case-sensitivity.
5. Click **Submit**. The screen refreshes, and the **first four digits of your temporary eight digit password is displayed**.

Registered Users Sign On

Once you have **both** parts of your temporary password, Sign On below.

User Name

Password

Sign On

Clicking Sign On indicates acceptance of [Terms of Use](#) and [Privacy Policy](#)

Forgot Your Password?

Step 3 of 5: Sign On using your temporary password

Your password has been successfully reset; the first half appears below with further instructions:

- The first half of your temporary password is: **3552**
- The second half of your temporary password was emailed to your registered address.
- Your temporary password is valid for one login only.

Remember your full temporary password

You may want to write this number down as it will not appear on the following screens. Upon successful Sign On, you will again be asked for this temporary password and to create a new password of your choosing.

Why do I have to change my temporary password and Sign On again?

After Signing On with your temporary password, you are required to change the password to something of your choosing. For security reasons, you are then required to Sign On again using the password you chose.

6. Write down the **four digits that are displayed on your screen**.
7. Retrieve the remaining four digits of the temporary password from the email inbox of the account that you provided during registration.
8. Navigate back to the sign-on URL.
9. Key in your user name in the open text field.
10. Key in the temporary eight-digit password in the password field.
11. Click **Sign On**. The screen refreshes, and the Create New Password screen is displayed.
12. Key in the eight-digit password in the Old Password field.
13. Key in a new password in the New Password field. Ensure the password conforms to the ***password rules***.
14. Key in the new password again in the Confirm New Password field.
15. Click **Update**. A message confirming the successful update of the password is displayed.

Successful Password Change

Successfully changed the Password

User Name

Password

Sign On

Clicking on Sign On indicates acceptance of [Terms of Use](#) and [Privacy Policy](#)

- [Forgot your Password?](#)
- [Forgot your User Name?](#)

Forgot Your Password?

Step 5 of 5: Sign On again using your new password

You have successfully reset your temporary password. For security reasons, please Sign On again.

Registered users may use the form to Sign On. If you are not already a member with a User Name and Password, you will need to register to get a User Name and Password.

Access to this system is restricted to authorized users. Individuals accessing or attempting to gain unauthorized access to this system will be prosecuted to the full extent of all applicable laws.

By using this system, the user consents to such access, reading, interception, monitoring, recording, copying, audit, inspection and disclosure for any purpose. Users of this system have no explicit or implicit expectation of privacy.

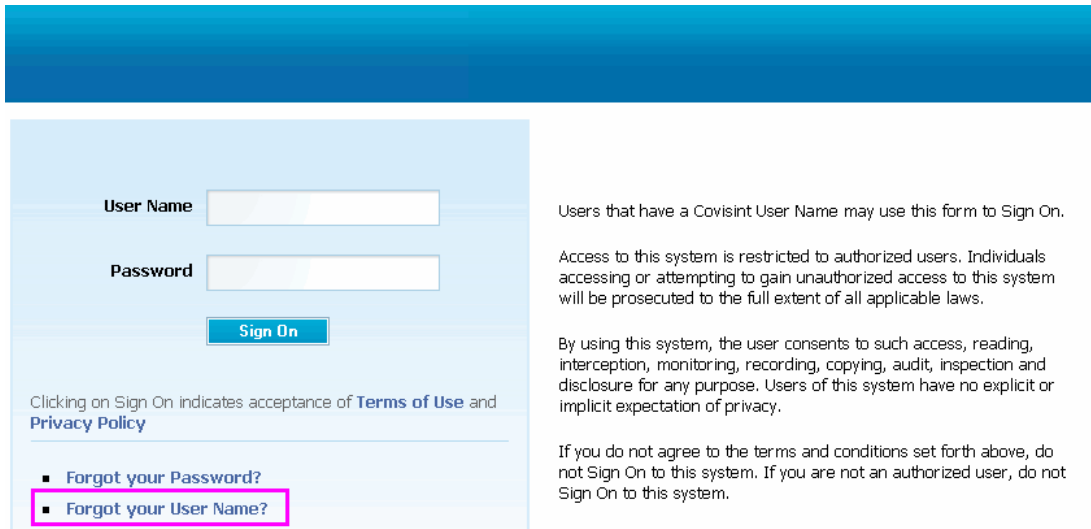
16. Optionally, [sign-on to AppCloud™](#) using your new password.

RESULT:

You have successfully reset your forgotten password.

Forgot Your User Name?

1. Navigate to the AppCloud™ URL.



The screenshot shows a login interface with a blue header. Below the header, there are two input fields: 'User Name' and 'Password', each followed by a 'Sign On' button. Below the buttons, there is a link to 'Terms of Use and Privacy Policy'. At the bottom, there are two links: 'Forgot your Password?' and 'Forgot your User Name?'. The 'Forgot your User Name?' link is highlighted with a red box. To the right of the form, there is a disclaimer: 'Users that have a Covisint User Name may use this form to Sign On. Access to this system is restricted to authorized users. Individuals accessing or attempting to gain unauthorized access to this system will be prosecuted to the full extent of all applicable laws. By using this system, the user consents to such access, reading, interception, monitoring, recording, copying, audit, inspection and disclosure for any purpose. Users of this system have no explicit or implicit expectation of privacy. If you do not agree to the terms and conditions set forth above, do not Sign On to this system. If you are not an authorized user, do not Sign On to this system.'

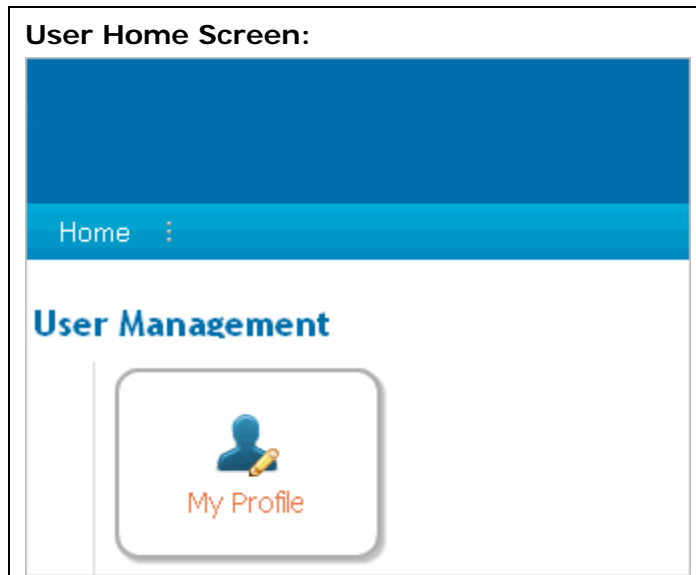
2. Click **Forgot your User Name?**
3. Key in the email address that you provided during registration in the open text field.
4. Click **Submit**. The screen refreshes, and your User Name is delivered to the inbox of the email address you provided during registration.

RESULT:

You have successfully retrieved your user name.

Changing My Password

1. Sign-on to AppCloud™.



2. Click **My Profile**. The View User Profile screen is displayed.
3. Click **Change User Password**. The Change Your Password screen is displayed.

Change Your Password

Please enter a new password.

Change Password

*	= required fields
*Current Password:	<input type="password"/>
*New Password:	<input type="password"/>
*Re-enter New Password:	<input type="password"/>

Show Password Rules

Submit Password Change

4. Key in your existing password in the Current Password field.
5. Create a new password and key it into the New Password field. Ensure the password conforms to the **rules**.
6. Key in the password again in the Re-enter New Password field.
7. Click **Submit Password Change**.

RESULT:

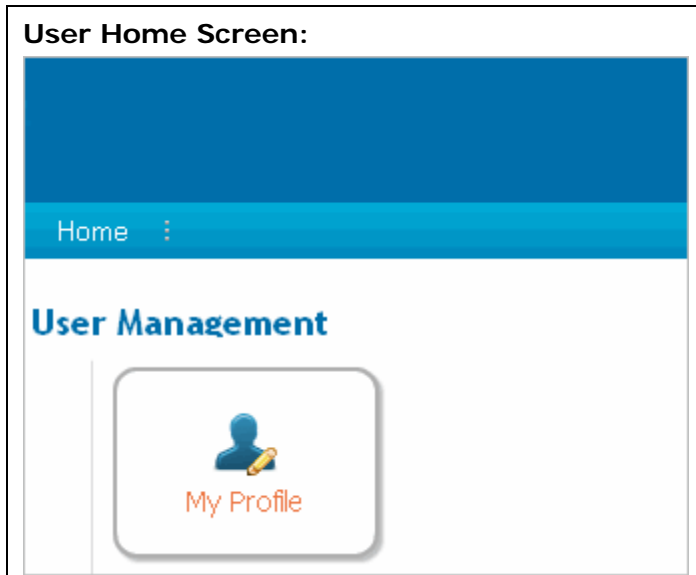
You have successfully changed your password.

What happens next?

The new password will apply the next time you sign onto the system.

Editing My Profile Information

1. Sign-on to AppCloud™.



2. Click **My Profile**. The View User Profile screen is displayed.

Edit User Information Link

[Edit User Information](#)
[Change User Password](#)

Detailed user profile information is shown below.

User Status

Status ☒ Active

User Information

Covisint Unique Id	RHQ2RQ96	Phone Number	513.227.6156
User Name	MABSTON	Mobile Phone Number	
Prefix		Fax Number	
First Name	Melanie	Address 1	789 Willow Tree Land
Middle Name		Address 2	suite 30
Last Name		Address 3	2222222
Suffix		City/Region	ceroit
Organization Name	Appcloud - .	State/Province	mi
Job Title		Postal Code	48226
Email Address	mabston@covisint.com	Country	United States

User Assigned Roles

Role Name	Description	Date Granted
no role is found		

3. Click **Edit User Information**. The Edit Screen is displayed.
4. Modify user information as desired.
5. Click **Submit Changes**. The screen refreshes and the changes are saved. The changes are applied to your user profile and will display as such upon next sign-on.

RESULT:

You have successfully edited your user profile information.

APPLICATION ACCESS ADMINISTRATOR TASKS

Working as a Application Access Administrator

Assumptions:

- The role of Application Access Administrator is assigned to your user profile
- You are signed-on to AppCloud™ when performing all Application Access Administrator tasks
- You have reviewed privileges assigned to the Application Access Administrator role

Viewing Application Access Grants

Application Access Administrators are able to select any of the applications for which they are responsible and view all the users and groups who have requested access to a selected application.

1. After signing on to AppCloud™ click **Manage Access**. The Access Management screen is displayed.

The screenshot shows the 'Access Management' interface with two tabs: 'Application Requests' and 'Application Grants'. The 'Application Grants' tab is active. Below the tabs, there are three dropdown menus: 'Select Application:' (set to 'AppOne'), 'Select Sponsor:' (set to 'AMA National'), and 'Select Grant Type:' (set to 'All'). A blue 'Continue' button is next to the 'Select Grant Type:' dropdown. Below these menus, there is a link 'View Details' and a note: 'Select View Details for additional details associated with the grant and option to revoke the application'. Underneath, there is a section titled 'Grants' with a table of grants.

View Details	Grant Type	User Name	Group Name
	User	Richard Pell	Quayle and Quinn
	User	Emily Johnson	Quenten
	User	Paul Rathbun	AMA Physician Practice
	User	Tony Kramer	Quayle and Quinn
	Group		AMA Physician Practice
	Group		Quayle and Quinn
	Group		Quenten

2. Click **Application Grants**.
3. Select the application, sponsor, and grant type for which you wish to view current application grants from the drop down menus.
4. Click **Continue**. The screen refreshes, and a list of all users with access meeting the criteria selected in the drop down menus is displayed.



Grant type is used to distinguish if an application was granted for potential use to a specific 'group' of users, or was granted to a specific 'user'.

RESULT:

You have successfully viewed application access grants.

Approve or Reject Application Access Requests of Groups



Before beginning this task:

You cannot approve a group request until a group account has been created in the Application Provider's system for the group.

If the group does not have an account in the Application Provider's system, use the group information provided on the Request Details screen to create the account using your standard process.

Access Management

Application Requests

Select requests criteria and then select **Continue** to review the list of associated requests

Select Application: DrAppCloud

Select Sponsor: AMA National

Select Request Type: Select One

Continue

1. From the Access Management screen, click **Application Requests**.
2. Select the application for which you wish to view access requests from the Select Application drop down menu.
3. Select the sponsor for which you wish to view access requests from the Select Sponsor drop down menu.
4. Select the request type for which you wish to view access requests from the Select Request Type drop down menu.
5. Click **Continue**. The screen refreshes, and all requests associated with the criteria selected are displayed.

Access Management

Application Requests

Select requests criteria and then select **Continue** to review the list of associated requests

Select Application: AppOne

Select Sponsor: AMA National


Select Request Type: All

Continue

Select **View Details** for additional details associated with the request and then approve or reject the request

Requests

View Details	Request Type	User Name	Group Name	Date Submitted
	User	Richard Pell	Quayle and Quinn	2009-07-20 15:31:07.0
	User	Emily Johnson	Quenten	2009-07-20 15:31:29.0
	User	Paul Rathbun	AMA Physician Practice	2009-07-20 20:35:37.0
	User	Tony Kramer	Quayle and Quinn	2009-07-28 13:49:33.0
	Group		Munhall Pediatrics Inc.	2009-08-05 18:46:57.0

6. Click  in the View Request column of the **group** for whom you wish to manage pending access request. The Group Request Details screen is displayed.

Details of pending group application request for Quayle and Quinn

**Denotes Sponsor specific or custom attributes

Sponsor Information

Covisint Sponsor ID	CSID1	Sponsor Name	AMA National
---------------------	-------	--------------	--------------

Group Information

Covisint Group ID	CGID1234	State or Province	MI
Group Type	Practice	Postal Code	48226
Name	Quayle and Quinn	Country Code	
Address 1	5555 Path Way Dr.	Email Address	qatester@covisint.com
Address 2		Phone Number	313.227.1234
Address 3		Fax Number	313.227.4321
City or Region	Detroit	**AMA Practice ID	03170191

Application Information

Covisint Application ID	CAID1	Application Name	AppOne
-------------------------	-------	------------------	--------

Request

Approve	Reject	Request Reason	*Rejection Reason
<input type="radio"/>	<input type="radio"/>	Need to ePrescribe	<input type="text"/>



Sponsor-specific attributes and custom attributes are distinguished from the standard attributes by a double asterisk.

5. Scroll to the bottom of the screen, and perform one of the following:

IF YOU WISH TO...

THEN:

approve the request

- Click **Approve**.
- Click **OK** to confirm.

reject the request

- Key in the reason for rejecting the request in the *Rejection Reason* open text field. This field becomes a required field when rejecting a request.
- Click **Reject**.
- Click **OK** to confirm.

RESULT:

You have successfully managed application access requests. The group administrator will receive email notification of your approval decision. Next, the users belonging to this group may also request access. If approval is required, manage user access request.

Approve or Reject Application Access Requests of Users



Before beginning this task:

You cannot approve a request until a user account has been created in the Application Provider's system for the requestor.

If the requestor does not have an account in the Application Provider's system, use the user information provided on the Request Details screen to create the account using your standard process. (See step 4).

Access Management

Application Requests

Select requests criteria and then select **Continue** to review the list of associated requests

Select Application: DrAppCloud

Select Sponsor: AMA National

Select Request Type: Select One **Continue**

Select One

All

Group

User

1. From the Access Management screen, click **Application Requests**.
2. Select the application for which you wish to view access requests from the Select Application drop down menu.
3. Select the sponsor for which you wish to view access requests from the Select Sponsor drop down menu.
4. Select the request type for which you wish to view access requests from the Select Request Type drop down menu.
5. Click **Continue**. The screen refreshes, and all requests associated with the criteria selected are displayed.

Access Management

Application Requests

Select requests criteria and then select **Continue** to review the list of associated requests

Select Application: AppOne


Select Sponsor: AMA National

Select Request Type: All **Continue**

Select **View Details** for additional details associated with the request and then approve or reject the request

Requests

View Details	Request Type	User Name	Group Name	Date Submitted
	User	Richard Pell	Quayle and Quinn	2009-07-20 15:31:07.0
	User	Emily Johnson	Quenten	2009-07-20 15:31:29.0
	User	Paul Rathbun	AMA Physician Practice	2009-07-20 20:35:37.0
	User	Tony Kramer	Quayle and Quinn	2009-07-28 13:49:33.0
	Group		Munhall Pediatricians Inc.	2009-08-05 18:48:57.0

6. Click  in the View Request column of the **user** for whom you wish to manage pending access request. The Request Details screen of the user is displayed.

**Denotes Sponsor specific or custom attributes

Sponsor Information

Covisint Sponsor ID	CSD1	Sponsor Name	AMA
---------------------	------	--------------	-----

User Information

Covisint Unique ID	CUD1255	State or Province	MI
SSO User Name	jhendrix	Postal Code	48226
Prefix	Mr.	Country Code	
First Name	Jim	Email Address	jhendrix@qandq.org
Middle Name	Bruce	Phone Number	313.227.1234
Last Name	Hendrix	Fax Number	313.227.4321
Suffix	Jr.	**AMA User Type	Physician
Address 1	5555 Pathway Dr.	**Medical Degree	MD
Address 2		**DEA Number	*****3905AZ
Address 3		**ePrescribe Indicator	313.227.4321
City or Region	Detroit	**Covisint User Practice ID	GTC4858753468353

Group Information

Covisint Group ID	CGID1234	Postal Code	48226
Group Type	Practice	Country Code	
Name	Quayle and Quinn	Email Address	qatester@covisint.com
Address 1	5555 Path Way Dr.	Phone Number	313.227.1234
Address 2		Fax Number	313.227.4321
Address 3		**AMA Group ID	03170191
City or Region	Detroit	**Covisint Trading Partner ID	13170191
State or Province	MI		

Application Information

Covisint Application ID	CAID1	Application Name	AppOne
**Access Level	Full		

Request

Approve	Reject	Request Reason	*Rejection Reason
<input type="button" value="Approve"/>	<input type="button" value="Reject"/>	Need to ePrescribe	<input type="text"/>



Sponsor-specific attributes and custom attributes are distinguished from the standard attributes by a double asterisk.

5. Scroll to the bottom of the screen, and perform one of the following:

IF YOU WISH TO...

THEN:

approve the request

- Click **Approve**.
- Click **OK** to confirm.

reject the request

- Key in the reason for rejecting the request in the *Rejection Reason* open text field. **This field becomes a required field when rejecting a request.**
- Click **Reject**.
- Click **OK** to confirm.

RESULT:

You have successfully managed application access requests for users. A user will receive email notification of your approval decision.

Revoking Application Access from a User

1. Navigate to the Application Access Grants screen.
2. From the drop down menus, select the Application, Sponsor, and Grant type of the user from whom you wish to revoke the application.

Access Management

Application Requests | Application Grants

Select grants criteria and then select **Continue** to review the list of associated grants








Select Application: AppOne


Select Sponsor: AMA National

Select Grant Type: All **Continue**

Select **View Details** for additional details associated with the grant and option to revoke the application

Grants

View Details	Grant Type	User Name	Group Name
	User	Richard Pell	Quayle and Quinn
	User	Emily Johnson	Quenten
	User	Paul Rathbun	AMA Physician Practice
	User	Tony Kramer	Quayle and Quinn
	Group		AMA Physician Practice
	Group		Quayle and Quinn
	Group		Quenten

2. Click  in the details column of the user from whom you wish to revoke access to this application. The Details screen is displayed.

Details of user application grant for Jim Hendrix

**Denotes Sponsor specific or custom attributes

Sponsor Information

Covisint Sponsor ID	CSD1	Sponsor Name	AMA
---------------------	------	--------------	-----

User Information

Covisint Unique ID	CUID1255	State or Province	MI
SSO User Name	jhendrix	Postal Code	48226
Prefix	Mr.	Country Code	US
First Name	Jim	Email Address	jhendrix@qandq.org
Middle Name	Bruce	Phone Number	313.227.1234
Last Name	Hendrix	Fax Number	313.227.4321
Suffix	Jr.	**AMA User Type	Physician
Address 1	5555 Pathway Dr.	**Medical Degree	MD
Address 2		**DEA Number	*****3905AZ
Address 3		**ePrescribe Indicator	313.227.4321
City or Region	Detroit	**Covisint Practice User ID	GTC4056753468353

Group Information

Covisint Group ID	CGID1234	Postal Code	48226
Group Type	Practice	Country Code	
Name	Quayle and Quinn	Email Address	qatester@covisint.com
Address 1	5555 Path Way Dr.	Phone Number	313.227.1234
Address 2		Fax Number	313.227.4321
Address 3		**AMA Group ID	03170191
City or Region	Detroit	**Covisint Trading Partner ID	13170191
State or Province	MI		

Application Information

Covisint Application ID	CAID1	Application Name	AppOne
**Access Level	Full		

Revoke

*Revoke Reason

A revoke reason must be entered, and will be logged. When revoked, a new request will need to be made and re-approved to re-grant the application.

- In the open text field, key in the reason for revoking the application access. The information you provide in this field is logged in the status history and is viewable by other Security Administrators in your organization.
- Click **Revoke**. A message is displayed, confirming the application access has been revoked.

RESULT:

You have successfully revoked application access from a user.

Revoking Application Access from a Group



When revoking application access from a **group**, the application is revoked from the group and simultaneously auto-revoked from all users within the group.

1. Navigate to the Application Access Grants screen.
2. From the drop down menus, select the Application, Sponsor, and Grant type of the group from whom you wish to revoke the application.

Access Management

Application Requests

Application Grants

Select grants criteria and then select **Continue** to review the list of associated grants

Select Application: AppOne

Select Sponsor: AMA National

Select Grant Type: All **Continue**

Select **View Details** for additional details associated with the grant and option to revoke the application

Grants

View Details	Grant Type	User Name	Group Name
	User	Richard Pell	Quayle and Quinn
	User	Emily Johnson	Quenten
	User	Paul Rathbun	AMA Physician Practice
	User	Tony Kramer	Quayle and Quinn
	Group		AMA Physician Practice
	Group		Quayle and Quinn
	Group		Quenten

2. Click in the details column of the group from whom you wish to revoke access to this application. The Details screen is displayed.

Details of group application grant for Quayle and Quinn

**Denotes Sponsor specific or custom attributes

Sponsor Information

Covisint Sponsor ID	CSID1	Sponsor Name	AMA National
---------------------	-------	--------------	--------------

Group Information

Covisint Group ID	CGID1234	State or Province	MI
Group Type	Practice	Postal Code	48226
Name	Quayle and Quinn	Country Code	
Address 1	5555 Path Way Dr.	Email Address	qatester@covisint.com
Address 2		Phone Number	313.227.1234
Address 3		Fax Number	313.227.4321
City or Region	Detroit	**AMA Practice ID	03170191

Application Information

Covisint Application ID	CAID1	Application Name	AppOne
-------------------------	-------	------------------	--------

Revoke

*Revoke Reason

A revoke reason must be entered and will be logged. When revoked, a new request will need to be made and re-approved to re-grant the application.

3. In the open text field, key in the reason for revoking the application access. The information you provide in this field is logged in the status history and is viewable by other Security Administrators in your organization.
4. Click **Revoke**. A message is displayed, confirming the application access has been revoked.

RESULT:

You have successfully revoked application access from a group and all of its users.

GLOSSARY

A

Application Access Administrator: reviews all the pending application access requests that have originated from one to many sponsor communities; views details of a request; approves or rejects a user request for access to an application; views users that have access to the Access Admin's application; revokes access from selected users.

C

Challenge Answer: The answer to the challenge question, used for security purposes by the system and/or Administrators to validate user identity. This answer is punctuation and case-sensitive.

Challenge Question: The challenge question is a security question, used to validate your identity by the system and/or administration. This question is used in the case where you forget your password, you will be asked to provide the answer to this challenge question. Note, you must provide the answer exactly as you keyed it into this field during registration, including punctuation and case-sensitivity.

Covisint Unique ID: Uniquely identifies a user in Covisint systems.

G

Group: Group is the generic name used to reference a group of users. There is an attribute associated with a group called GroupType that is used to distinguish if the group is an Organization, Practice, Plant, HQ, etc.

P

Password Rules: - 8 characters minimum, 20 character maximum - Must contain characters in the Latin alphabet (a-z, A-Z) and at least one non-alpha character (number or special character*) - Cannot be the same as the User Name - Cannot be repeated for a cycle of 8 password changes - Should be difficult to guess. Allowable special characters: (numbers 0-9) , ? < > ! @ # \$ % ^ & * - () _ / \ [] + = : ; ' "

S

Security Administrator: invites a user to register; grants or revokes the Security Administrator, Federation Configuration Administrator, Application Configuration Administrator, or Application Access Administrator role to a user; modifies a user profile; resets a user password; suspends a user account; unsuspends a user account; terminates a user account