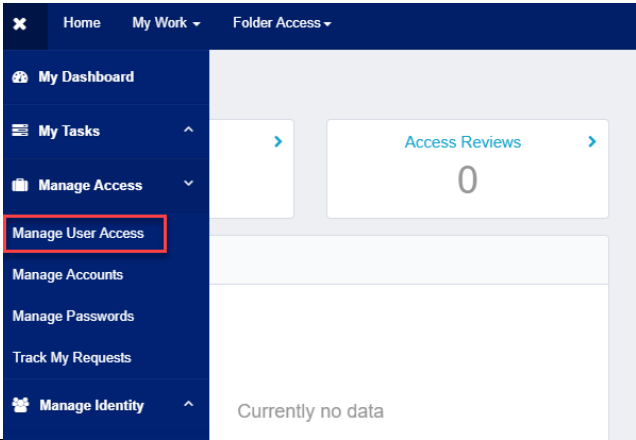
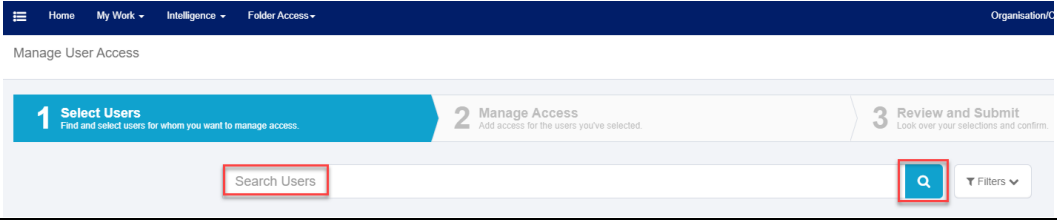
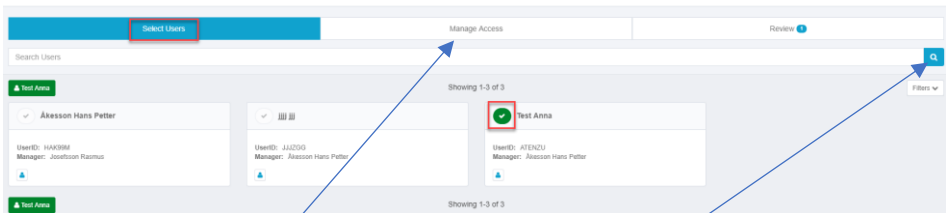


IGA is the management tool for SSP accounts. This guide cover IGA user administration for local Supplier Administrators:

- How to update Accesses (Roles/applications)
Be aware that it takes an overnight synchronization before the user can login after accesses have been added to the account.

How do I update ACCESSES?

1	<p>Go to <i>“Manage Access”</i> and <i>“Manage User Access”</i>.</p> 
	<p>Search for the user to be updated:</p> 
2	<p><i>“Select Users”</i> and mark the user (green round icon).</p> 
3	<p>Go to <i>“Manage Access”</i>. Click on the magnifying glass, to see all accesses. Tick the round icons (to go to the next step) for all concerned applications/roles the user need:</p> <p>Gsp_Role_ExternalIAP (NAP) must always be added, so the user will be able to access the portal and other applications in SSP (incl. standards).</p> <p>Keep in mind that when the Gsp_Role_ExternalIAP access is added to the account, it takes 12 hours before the account can be logged in to.</p>

1 Select Users

Find and select users for whom you want to manage access.

2 Manage Access

Add access for the users you've selected.

[Add Access](#)

Search By Keywords Search Access

Identities Selected: **Select the applications the user need access to (from the portal) !** Showing 1-7 of 7

- GSP_App_OCSWebProd**
Resp_customs@scania.com
Type: Entitlement Owner: Appl-Adm-Gsp Application: XDS Attribute: memberOf
- Embassy_Role_Supplier**
Type: Entitlement Owner: Appl-Adm-Embassy Application: XDS Attribute: memberOf
- Gsp_Role_ExternalAP** ← **Must always be added to the account!**
Type: Entitlement Owner: Appl-Adm-Gsp Application: XDS Attribute: memberOf
- Gsp_App_Webstars**
Type: Entitlement Owner: Appl-Adm-Gsp Application: XDS Attribute: memberOf
- Gsp_App_eQuality**
Type: Entitlement Owner: Appl-Adm-Gsp Application: XDS Attribute: memberOf
- Gsp_App_Web-EDI**
Type: Entitlement Owner: Appl-Adm-Gsp Application: XDS Attribute: memberOf
- Gsp_App_ePerformance**
Type: Entitlement Owner: Appl-Adm-Gsp Application: XDS Attribute: memberOf

4 Go to *“Review”* and click *“Submit”*.

Manage User Access

[Select Users](#) [Manage Access](#) [Review](#) [Remove Access](#)

[Add Access](#)

Search Access

Showing 1-1 of 1

- Gsp_Role_ExternalAP** [Details](#)
- TeamRoomSuppliers** [Details](#)
- Embassy_Role_Supplier** [Details](#)
- etc.....

Type: Role Owner: Administrator The

Showing 1-1 of 1

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You have now updated accesses for the user!

Be aware that it takes an overnight synchronization before the user can login after accesses have been added to the account.