

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 <u>overnight synchronization</u> before the user can login after accesses have been added to the account.

How do I update ACCESSES?							
1	Go to <i>"Manage Access"</i> and <i>"Manage User Access".</i>						
	X Home My Work - Folder Access -						
	AB My Dashboard						
	≅ My Tasks ^ > Access Reviews >						
	till Manage Access × ()						
	Manage User Access Manage Accounts						
	Manage Passwords						
	Track My Requests						
	Currently no data						
	Search for the user to be updated:						
	Home My Work + Intelligence + Folder Access + Organisation/C Manage User Access Organisation/C						
	1 Select Users 2 Manage Access 2 Review and Submit						
	Find and select users for whom you want to manage access.						
2	"Select Users" and mark the user (green round icon).						
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	Abesson Hars Petter Image: Image						
	Manager:						
3	Go to <i>"Manage Access".</i> Click on the magnifying glass, to see all accesses.						
	Tick the round icons (to green) for all concerned applications/roles the user need:						
	Gsp_Role_ExternalAP (NAP) must always be added, so the user will be able to						
access the portal and other applications in SSP (incl. standards).							
	Keep in mind that when the Gsp_Role_ExternalAP access is added to the account, it takes 12 hours before the account can be logged in to.						

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