

HELPDESK ADMINISTRATION

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Helpdesk Administration and Usage

Web-Application Activation End-users Management Enrollment

1. Overview

The purpose of this web application is to provide an easy-to-use interface for the most common "tier 1" support task, typically performed by a Help-Desk function in a company IT organization.

This Web application is designed for internal (corporate) use and includes several self-management features like:

- > Activate users for OpenOTP use
- > View and manage account information such as email, mobile phone numbers, etc...
- > Reset LDAP password
- > Send password reset or token registration links
- > Enroll, re-synchronize and test a Software / Hardware Token or Yubikey
- > Manage user certificates
- > Manage SSH keys (SpanKey)

Administration Help Desk web application must be installed on your WebADM server(s) and can be accessed through WAProxy or another reverse proxy configured with WebADM.

Please see the Administration Helpdesk Installation and Configuration for further details.

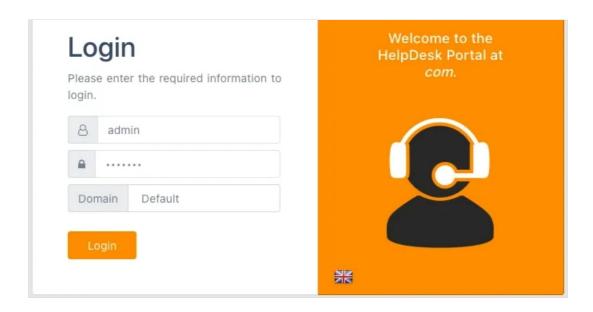
The **HelpDesk** application is accessible via the following address:

https://YOUR_WEBADM/webapps/helpdesk/login_uid.php

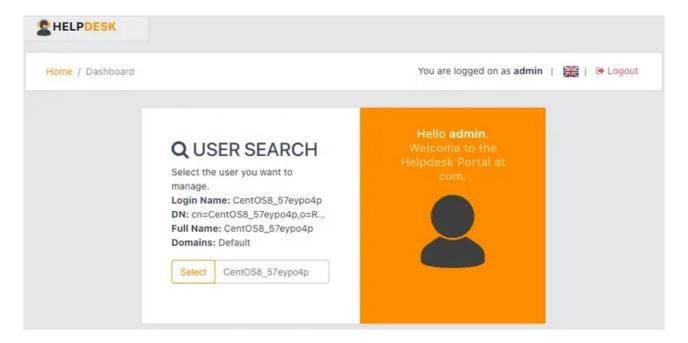
and through the WAProxy it is:

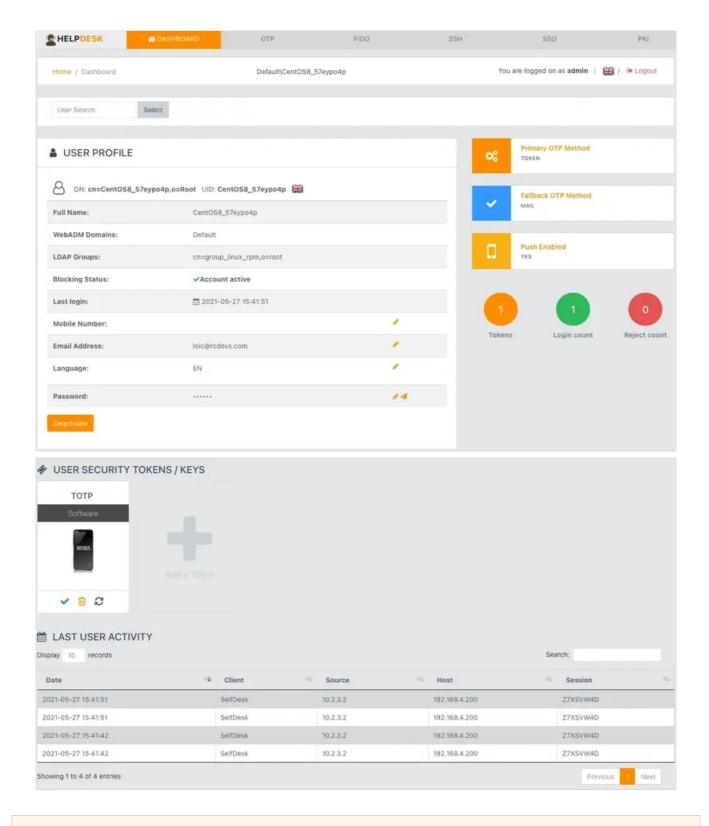
https://YOUR_WAPROXY/helpdesk/login_uid.php

2. Dashboard

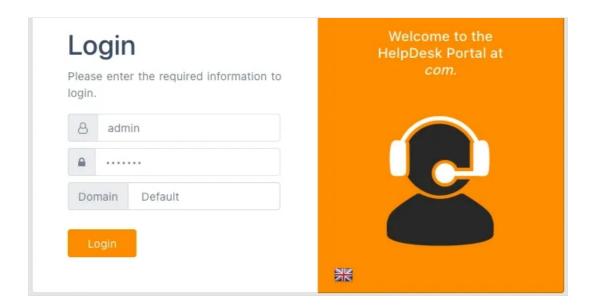


Select the user you want to manage the **User Profile, Security Tokens / Keys, SelfReg Link** and get an overview over the **Last User Activity**.

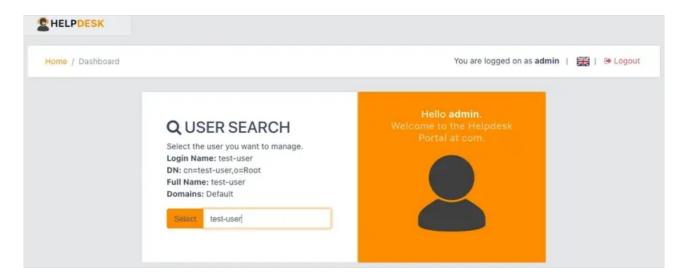




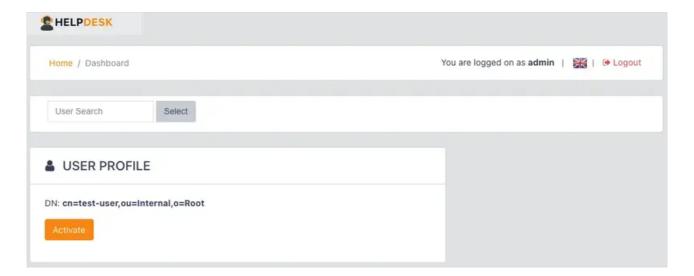
3. User Activation



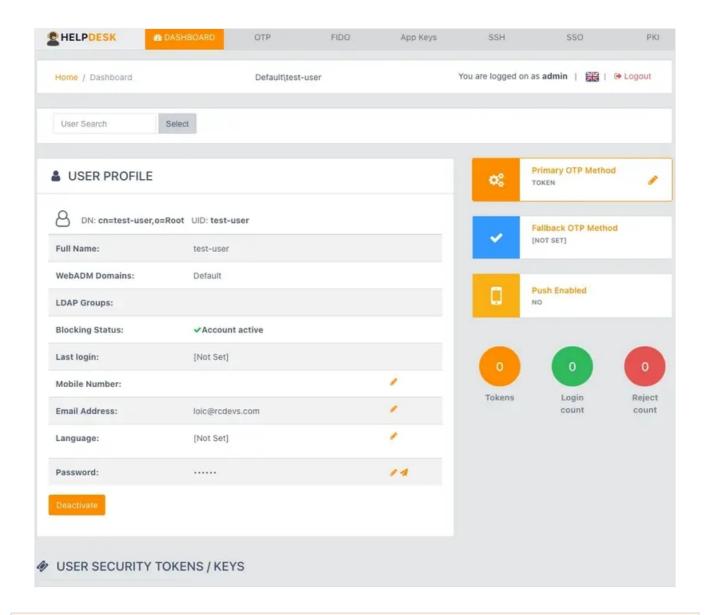
Select the user you want to **Activate**.



Please Activate the selected user if not already done previously.



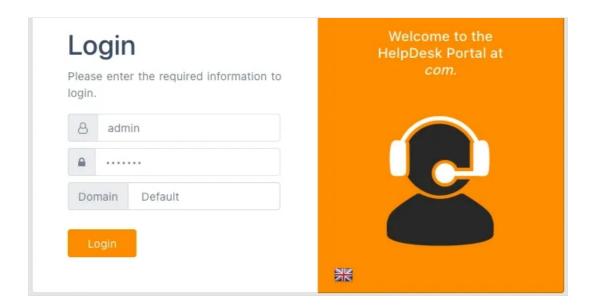
Under **Blocking Status**, the users account is now active.



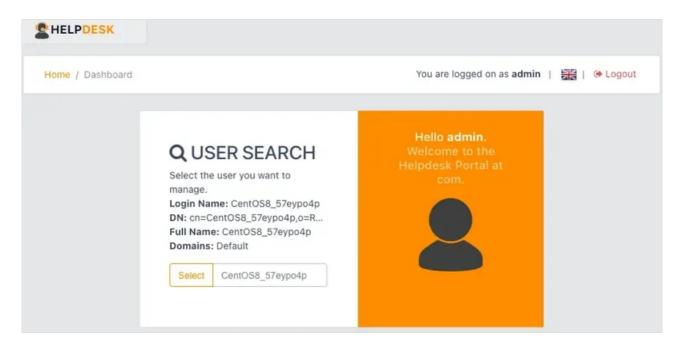
4. Token Enrollment

4.1 Software Token Registration

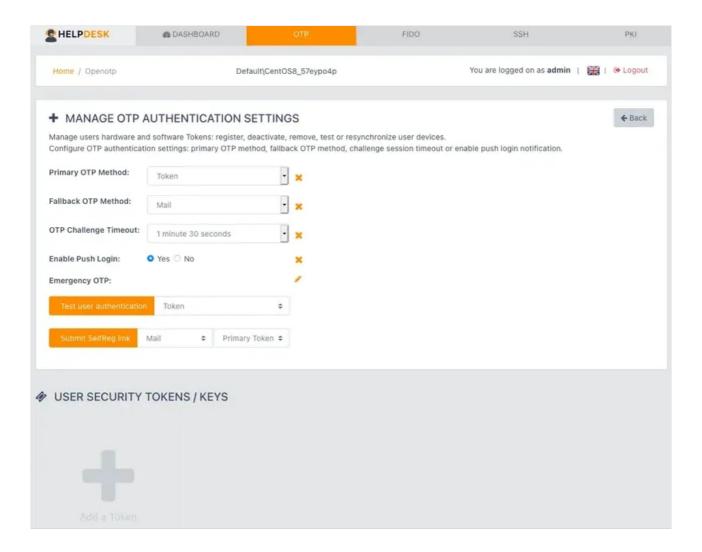
4.1.1 Registration from Helpdesk page



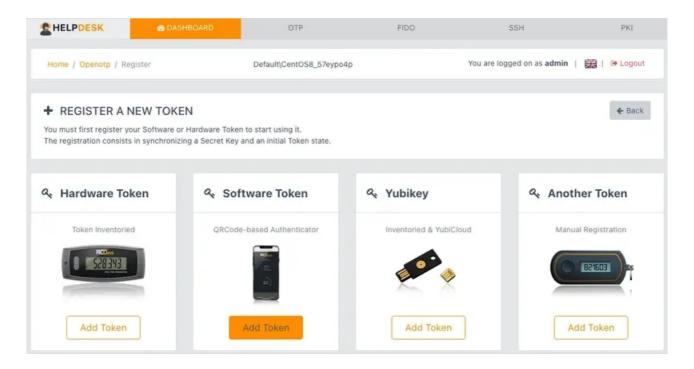
Select the user you want to register a **Software Token**.



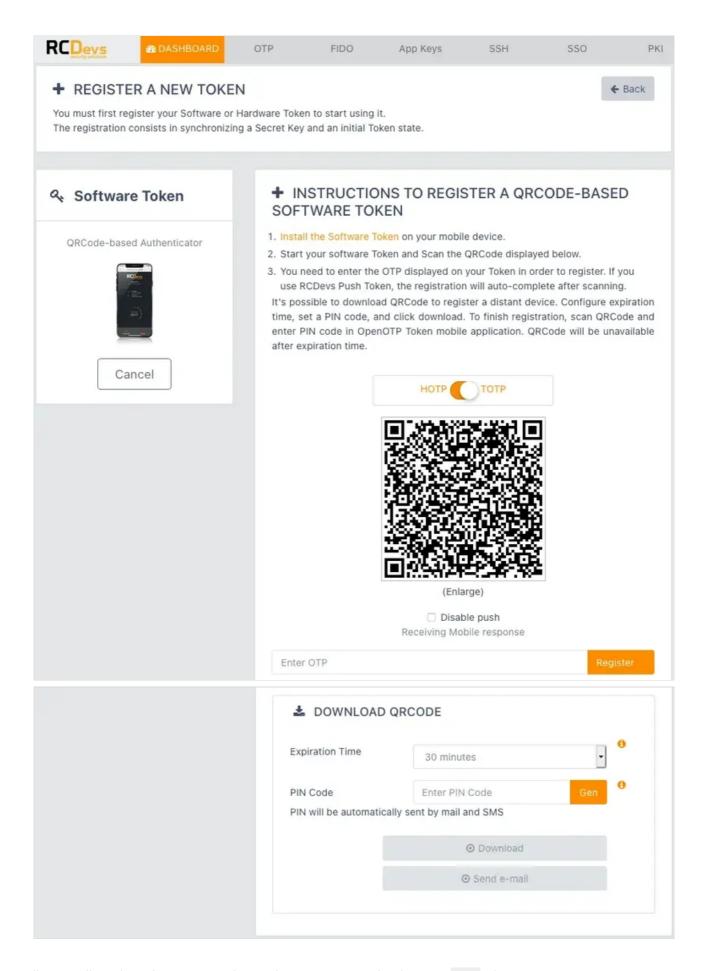
Go to the OTP tab. Choose your **Fallback OTP Methode**, **Enable Push Login** and **Emergency OTP**. At the bottom of the page, click Add a Token.

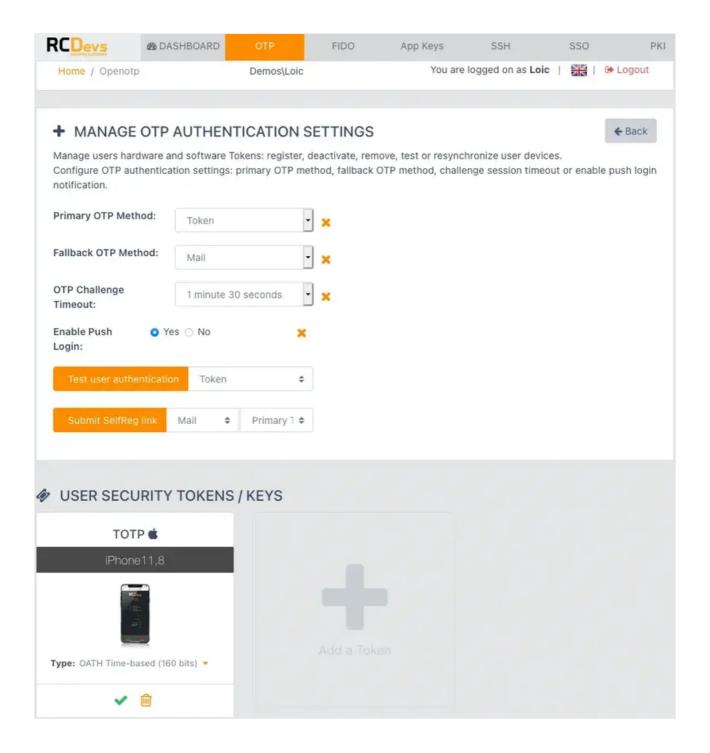


On the next page, click under **Software Token** Add Token.

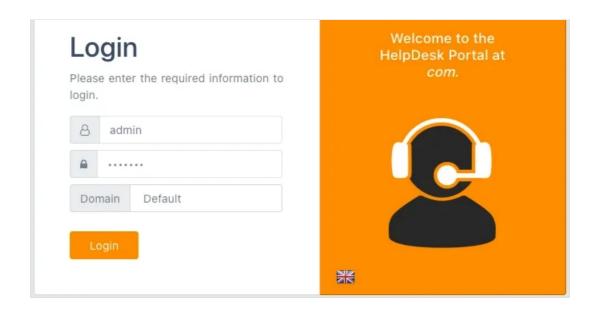


Then scan the QRCODE to register your **Software Token**.

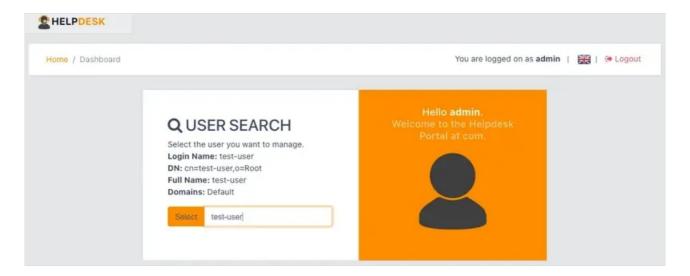




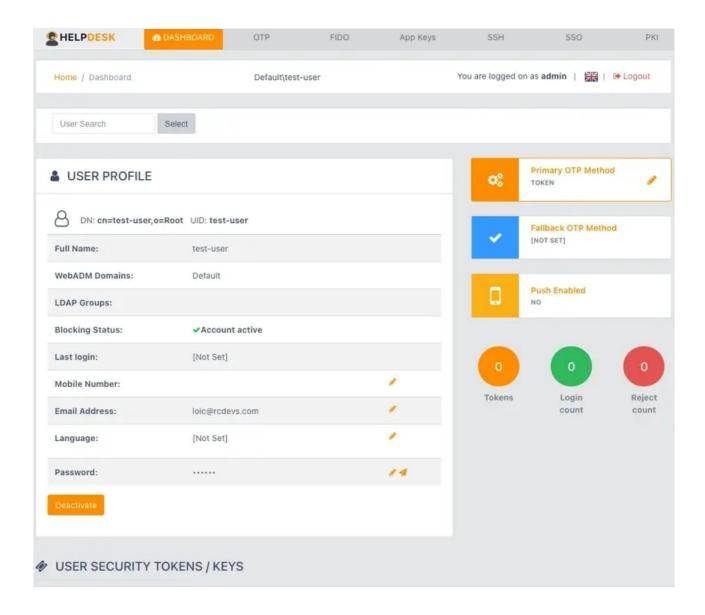
4.1.2 Submit a SelfReg link to the end user



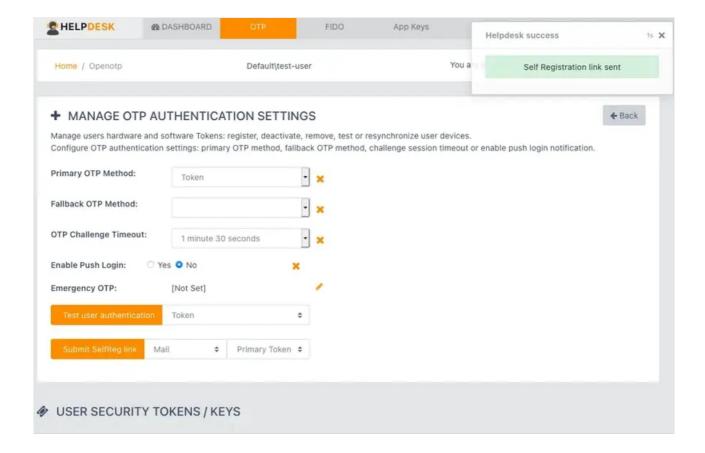
Select the user you want to submit a **SelfReg Link** via Mail / SMS.



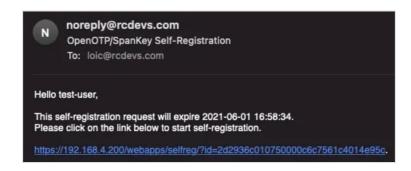
The user must have set an email or mobile number. Go to the Primary OTP Method tab.

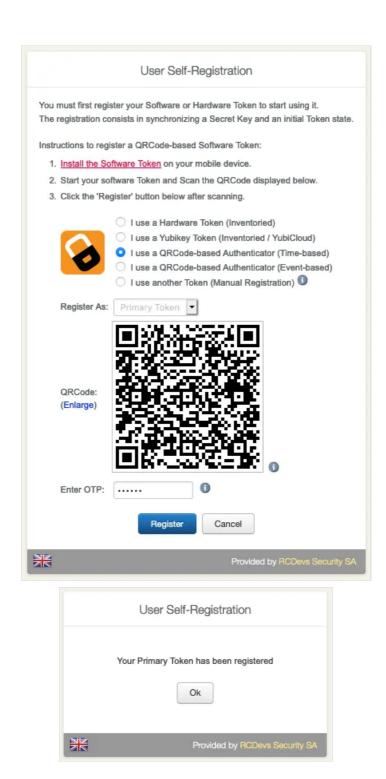


Choose your **Fallback OTP Methode**, **Enable Push Login** and **Emergency OTP**. At the bottom of the page, click **Submit SelfReg Link** via Mail / SMS.

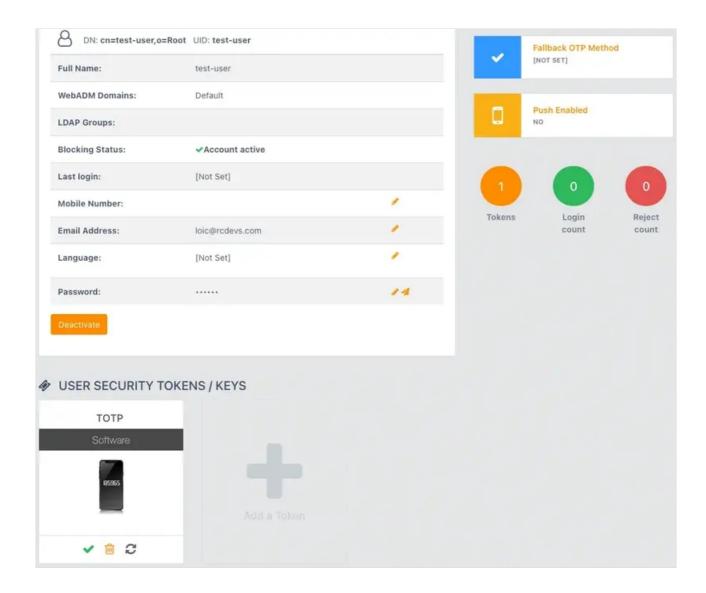


The SelfReg email has been sent. The user must click on the SelfReg link and enroll the token.





Finally, you will see that the user has enrolled the token.

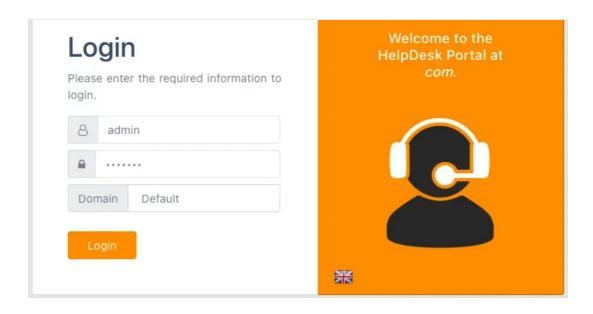


4.1.3 Submit QRCode/PIN by Mail/SMS to the end user

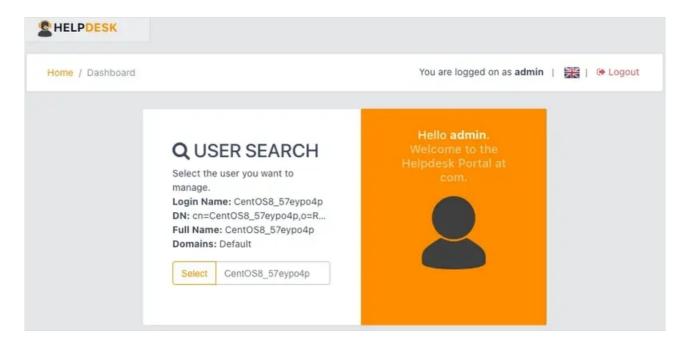
It's possible to download the **QRCode** to register a distant device.



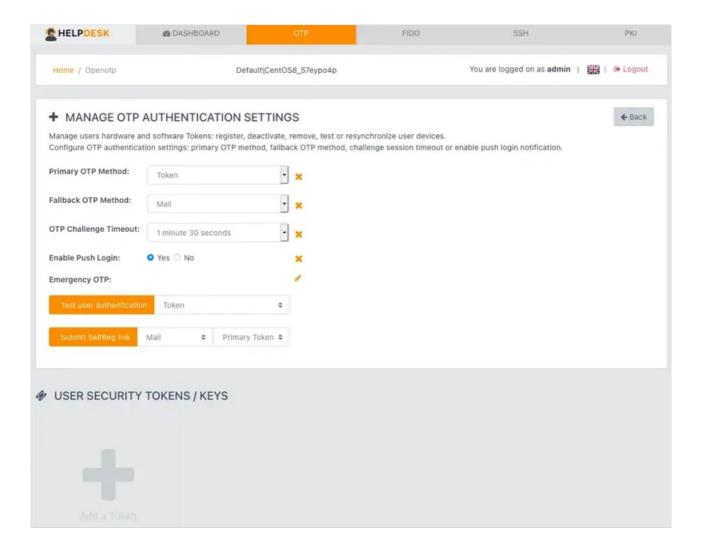
This is only available with enabled **Push** feature. Please see the Configure Push Login with OpenOTP for further details.



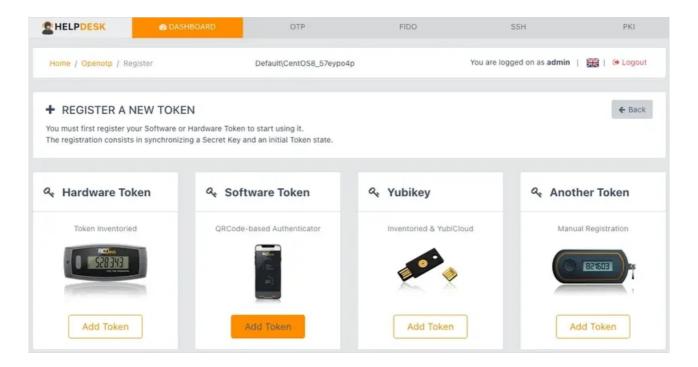
Select the user you want to register a **Software Token** with the **Push** feature.

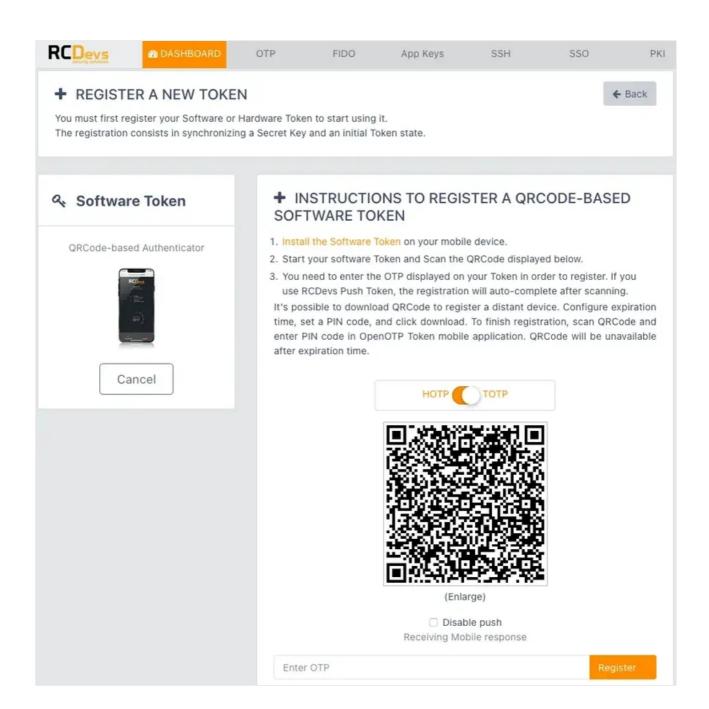


Go to the OTP tab. At the bottom of the page, click Add a Token.

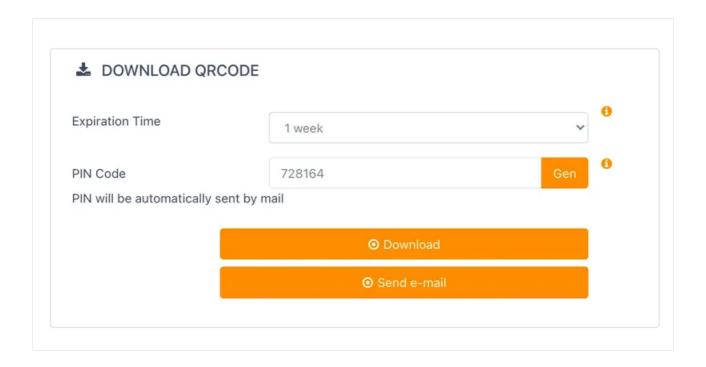


On the next page, click under **Software Token** Add Token.





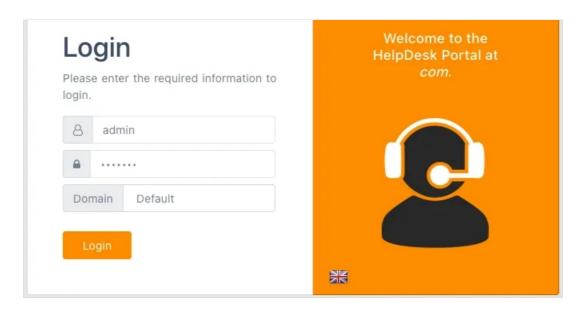
Set the Expiration Time and must generate a PIN Code. Finally, click Download / Send E-mail.



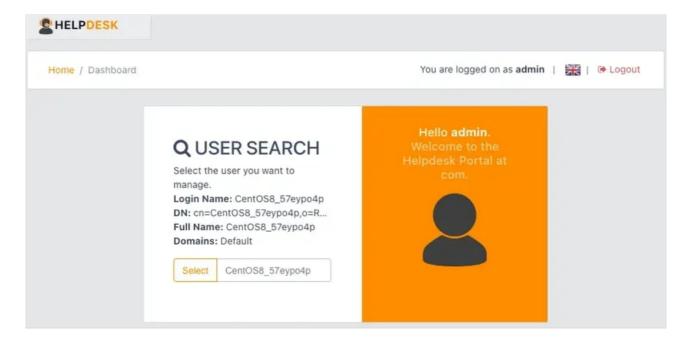
4.2 Hardware Token Registration

4.2.1 Token Registration based on Serial Number (inventoried devices)

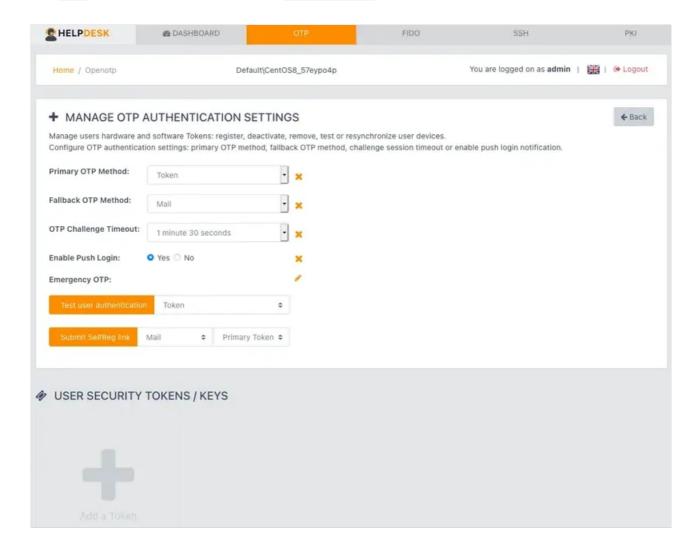
Log in to the HelpDesk application.



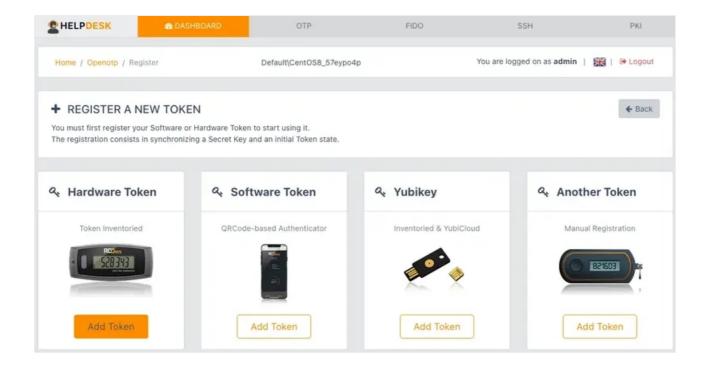
Select the user you want to register a **Hardware Token**.



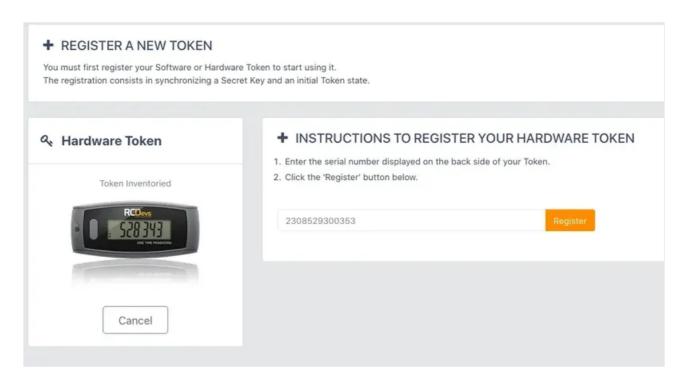
Go to the OTP tab. At the bottom of the page, click Add a Token.



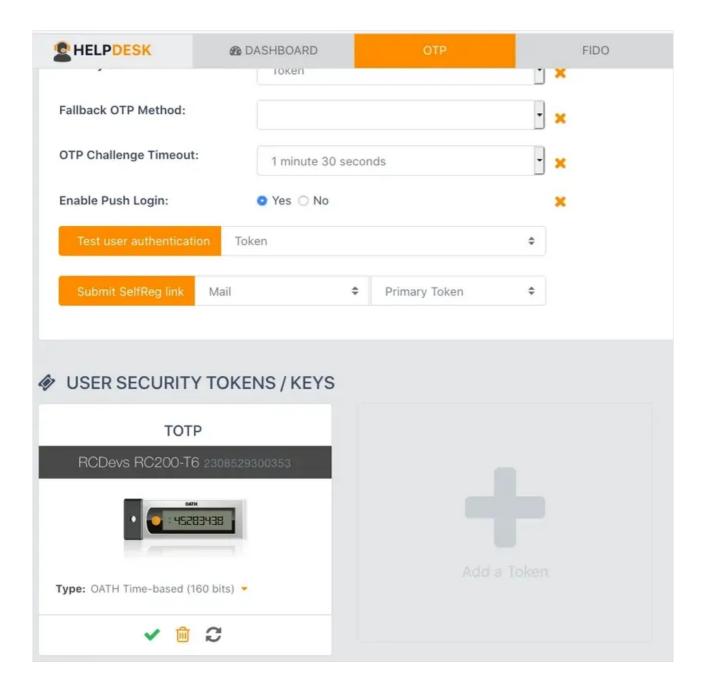
On the next page, click under Hardware Token Add Token.



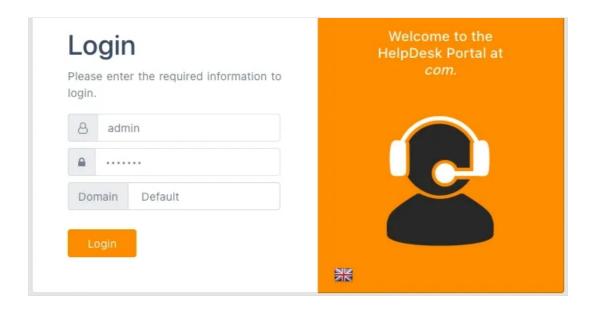
Then enter the serial of your inventoried **Token** and click on **Register**.



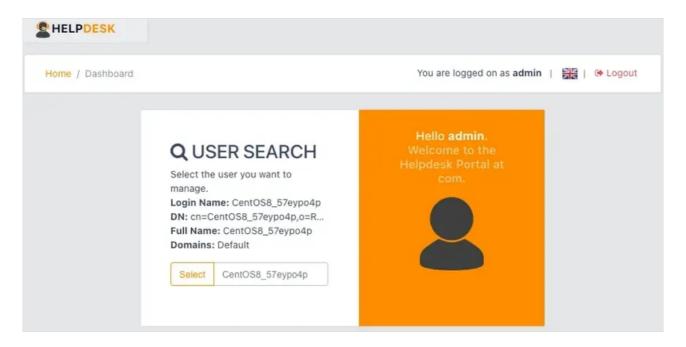
Finally, you will see the **Hardware Token** that you have just registered in the user's **OTP** tab.



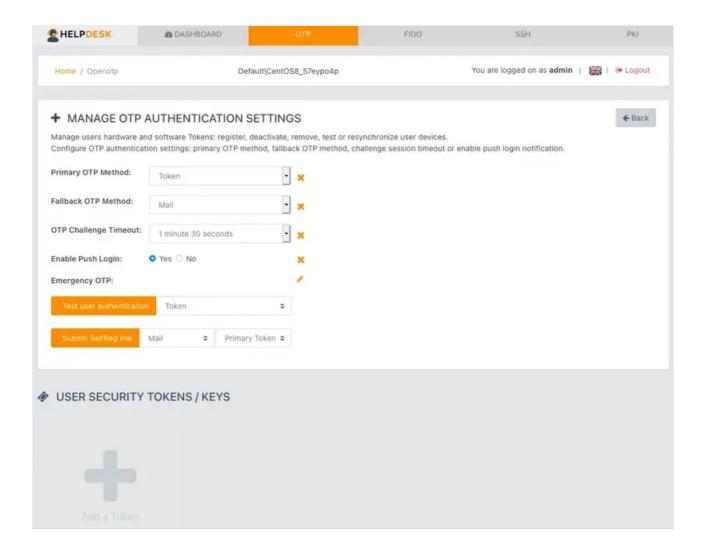
4.2.2 YubiKey Registration



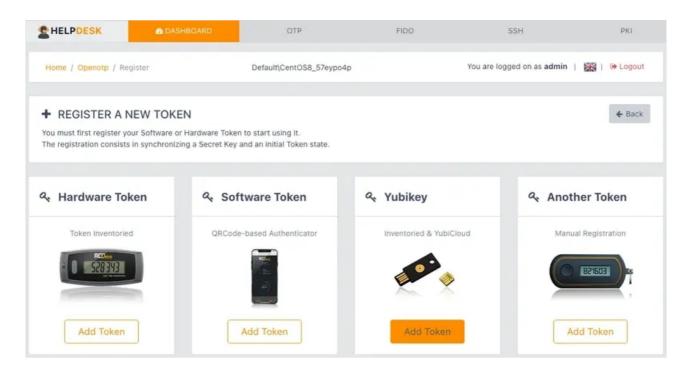
Select the user you want to register a **YubiKey**.



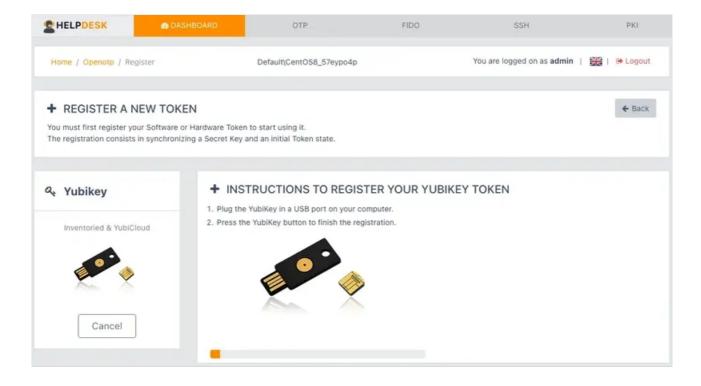
Go to the OTP tab. At the bottom of the page, click Add a Token.



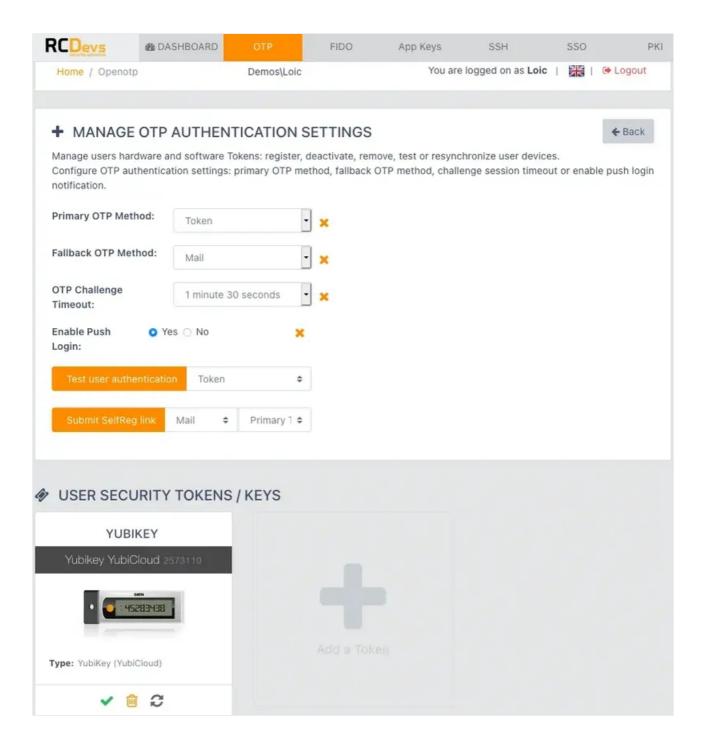
On the next page, click under YubiKey Add Token.



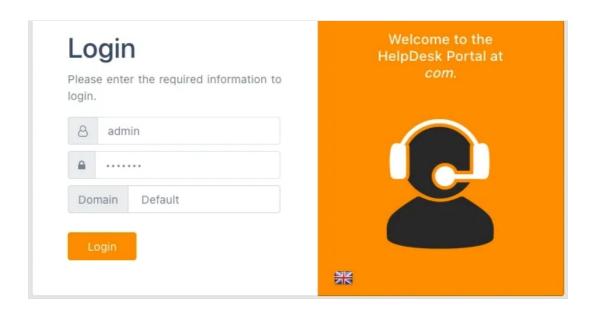
Plug the YubiKey in a USB port on your computer. Then press the button of the inventoried **YubiKey** to finish the registration.



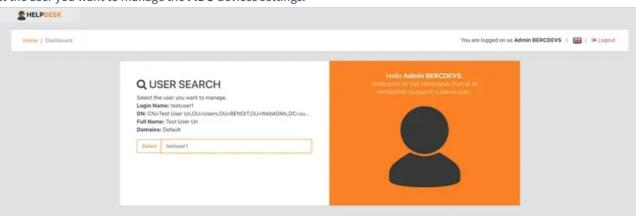
Finally, you will see the **YubiKey** that you have just registered in the user's **OTP** tab.



4.2.3 FIDO Registration



Select the user you want to manage the **FIDO** devices settings.

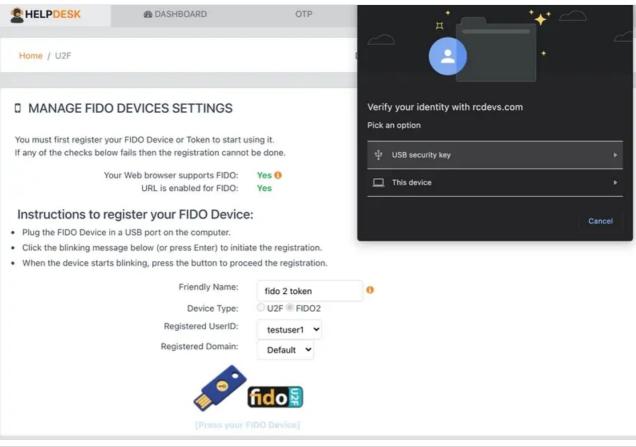


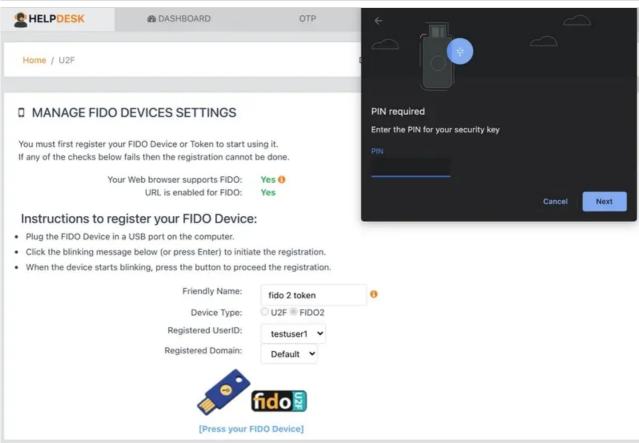
Go to the FIDO tab.

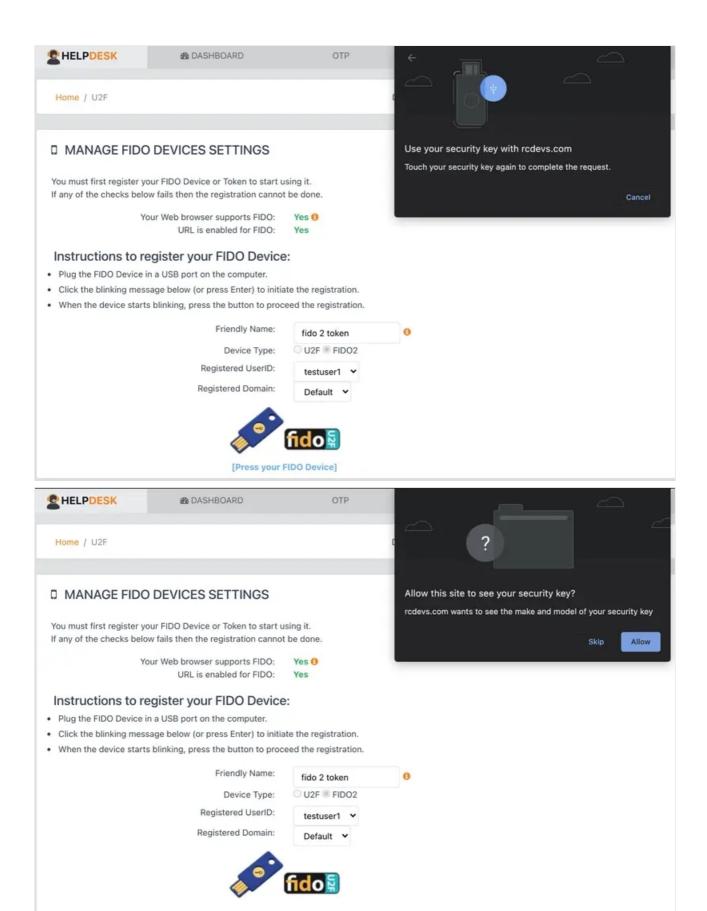


Plug the **FIDO** device in a USB port on your computer. Choose a **Friendly Name** and **Device Type: FIDO2**.

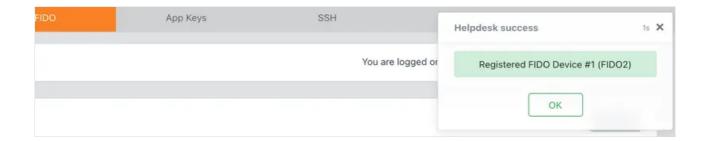
[Click Here or Press Enter] to finish the registration.



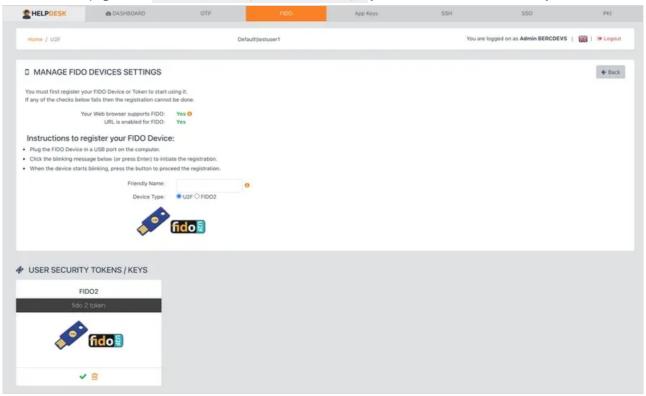




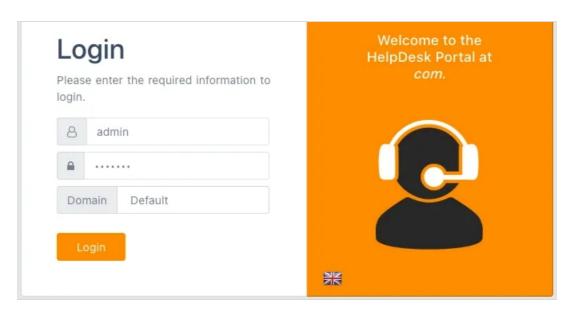
The **FIDO** Device has been successfully registered.



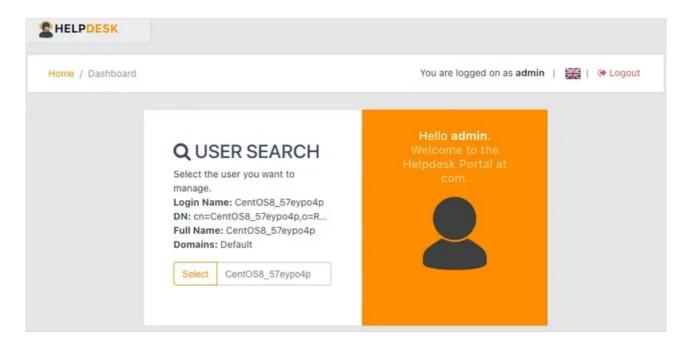
At the bottom of the page under User Security Tokens / Keys you will see the enrolled FIDO key.



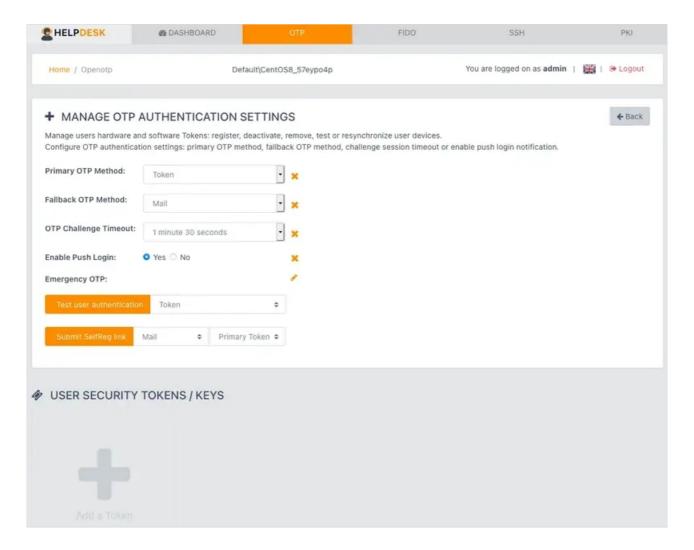
5. Build OTP List

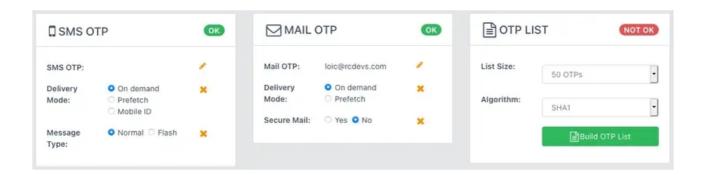


Select the user you want to build an **OTP List**.

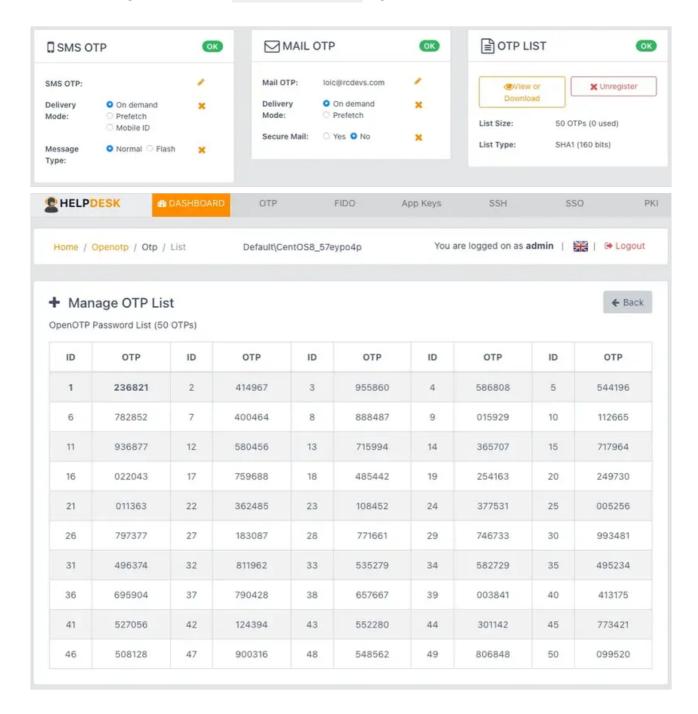


Go to the OTP tab. At the bottom of the page, click Build OTP List.

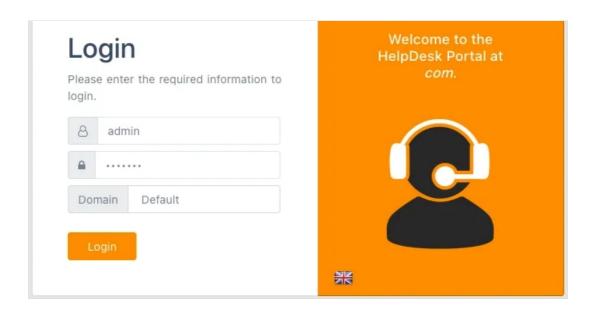




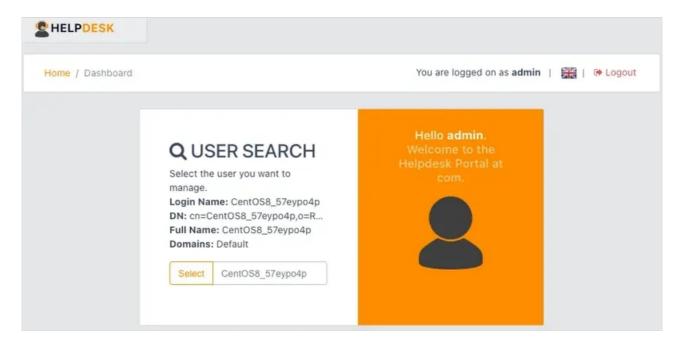
The OTP List has been generated. Click on View or Download to get the list.



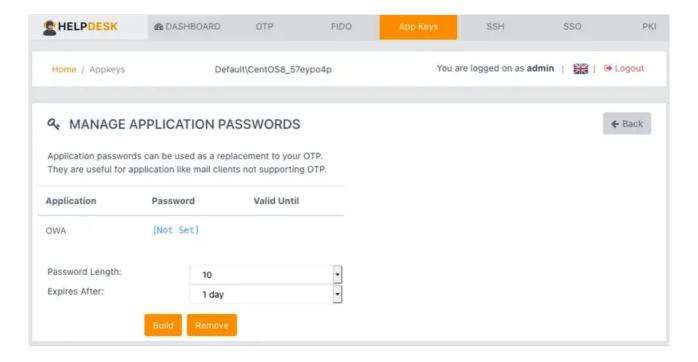
6. App Keys Registration



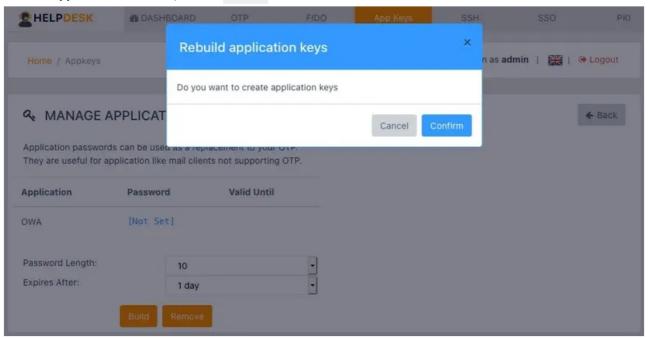
Select the user you want to manage the **Application Passwords**.

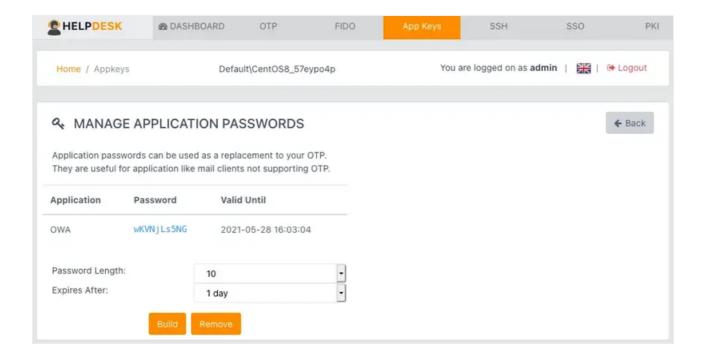


Go to the App Keys tab.



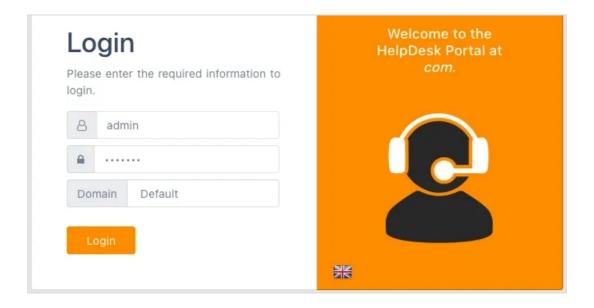
Create a new **Application Password**, click on **Build**.



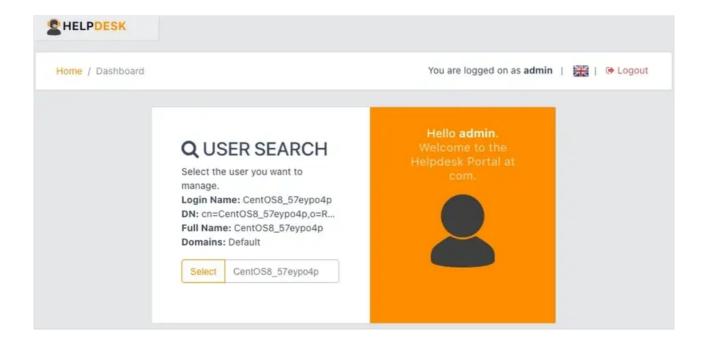


7. SSH Key Registration

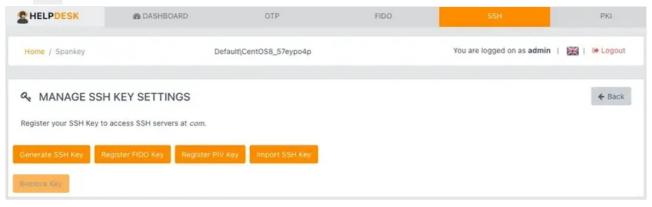
Log in to the HelpDesk application.



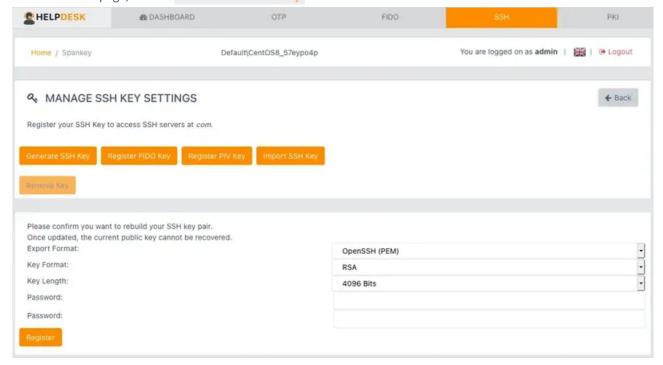
Select the user you want to register an **SSH Key**.

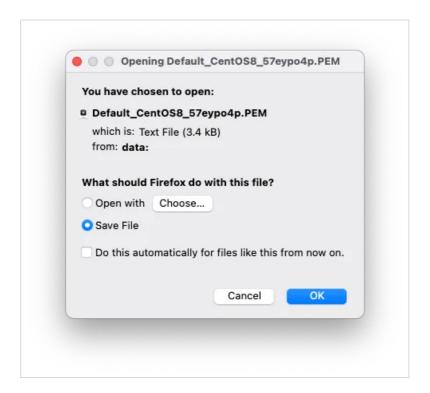


Go to the SSH tab.

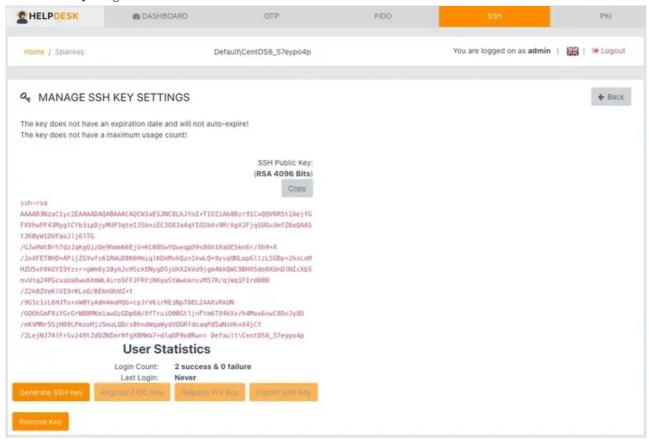


At the bottom of the page, click on Generate SSH Key.

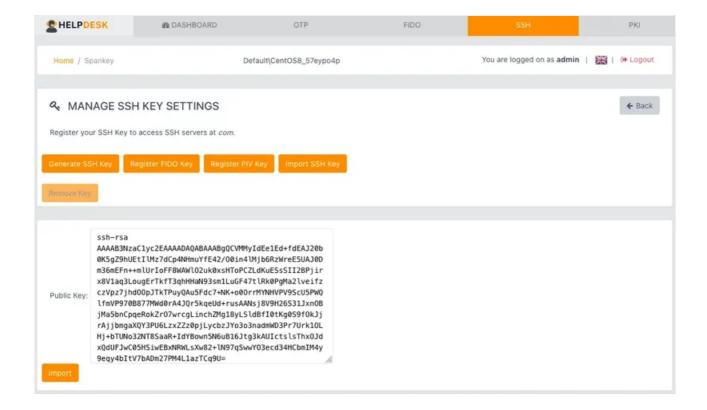




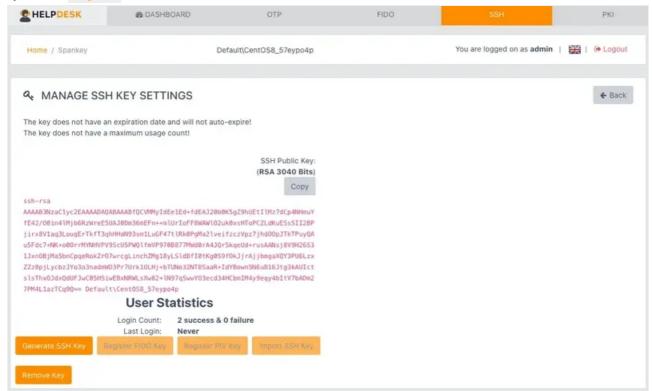
Now the **Public Key** is registered for that user.



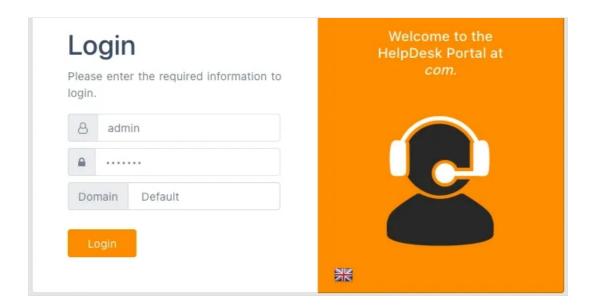
To import an SSH Key, click on Import SSH Key . Copy and paste your **Public Key** into the Field.



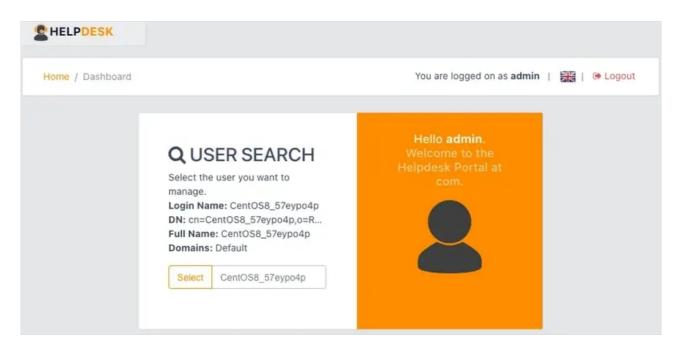
Finally, click on Import.



8. SSO Customizations



Select the user you want to manage the **SSO** Portal.

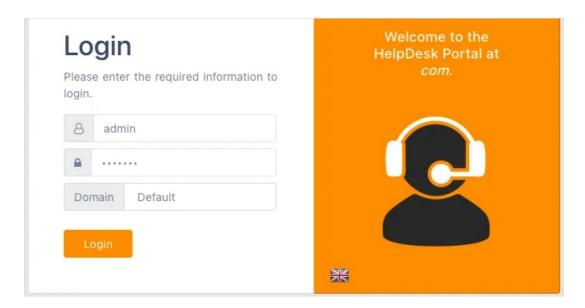


Go to the SSO tab.

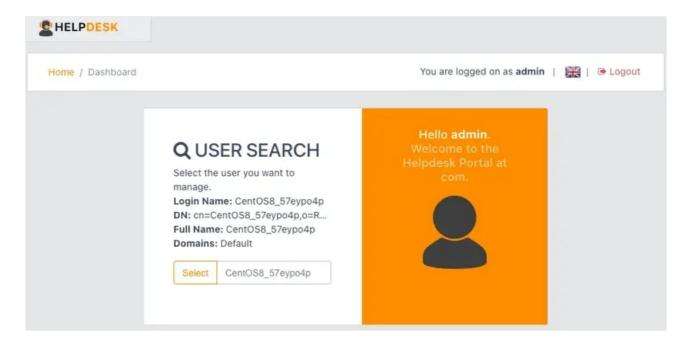


9. User certificate enrollment

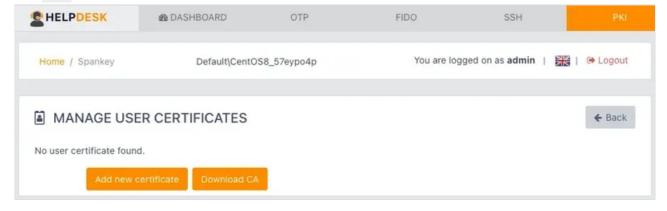
Log in to the HelpDesk application.

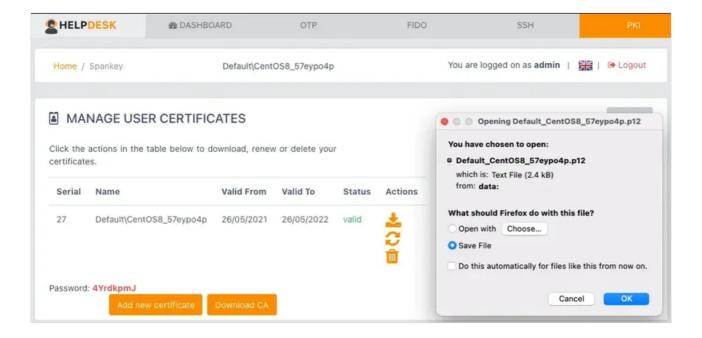


Select the user you want to add a new **Certificate**.



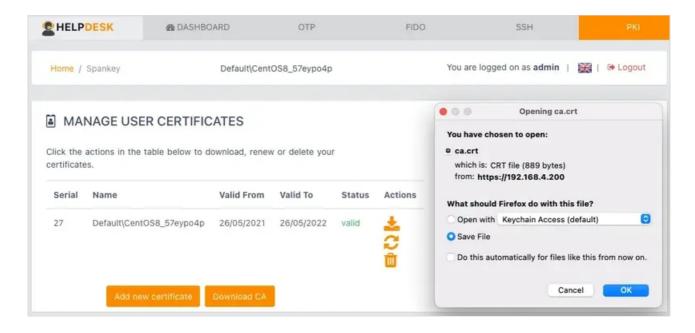
Go to the PKI tab.





The user certificate can be used to log in on WebADM web applications requiring PKI login.

You can click on **Download CA** to download the CA certificate of WebADM if you need it for specific purposes.



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