Lab Instructions – Privileged Identity Management

1. Double click on the internet explorer icon on the task bar
2. Click in the address box and type portal.office.com. Press Enter.
3. Sign in as **admin@m365x082560.onmicrosoft.com**, password **Xtr3m3L@bs**. Click on **Yes** to stay signed in.
4. Ansswer **Yes** to the message at the bottom of the screen and close the Microsoft message box
5. On the office 365 apps message click on **Got It**
6. Double click on the **Admin** icon and click on **Show**
7. Click the scroll down arrow 3 times then select **Azure Active Directory**
8. Select **Azure Active Directory** again then select **Identity Governance**
9. Click the scroll down arrow once and select **Azure AD Roles**
10. Click the scroll down arrow twice and select **Manage** under **Manage Access**
11. Select the **Billing Administrator** Role
12. Click on **Add members**, then click on **Select a member.**
13. Click the scroll arrow once and select **Mod Administrator,** then click on **Select**
14. Click the down arrow by **Eligible** and select **Eligible,** then close the window
15. Click on Membership settings, leave the Default settings, and close the membership settings box
16. Close the **Billing Administrator** box
17. Click on **Add Member** then click on **Select a member**
18. Select **Allan,** then click on **Save** at the bottom of the page
19. Deselect **Permanently Eligible**
20. Change the **Assignment ends date** so that it read 23 instead of the 22. (click in the box and type 3). Press Enter.
21. Deselect **Permanently Eligible**
22. **Click on Save**
23. Click on Add
24. Select **Active Roles**
25. Select **Expired Roles**
26. Click on **Role settings**
27. Click on **Edit**
28. Select **Aquire Approval to Activate**
29. Click on **Select Approval**
30. Under select a member, Scroll down once and select **MOD Administrator**
31. At the bottom of the page click on **Select**
32. Click on **Update**