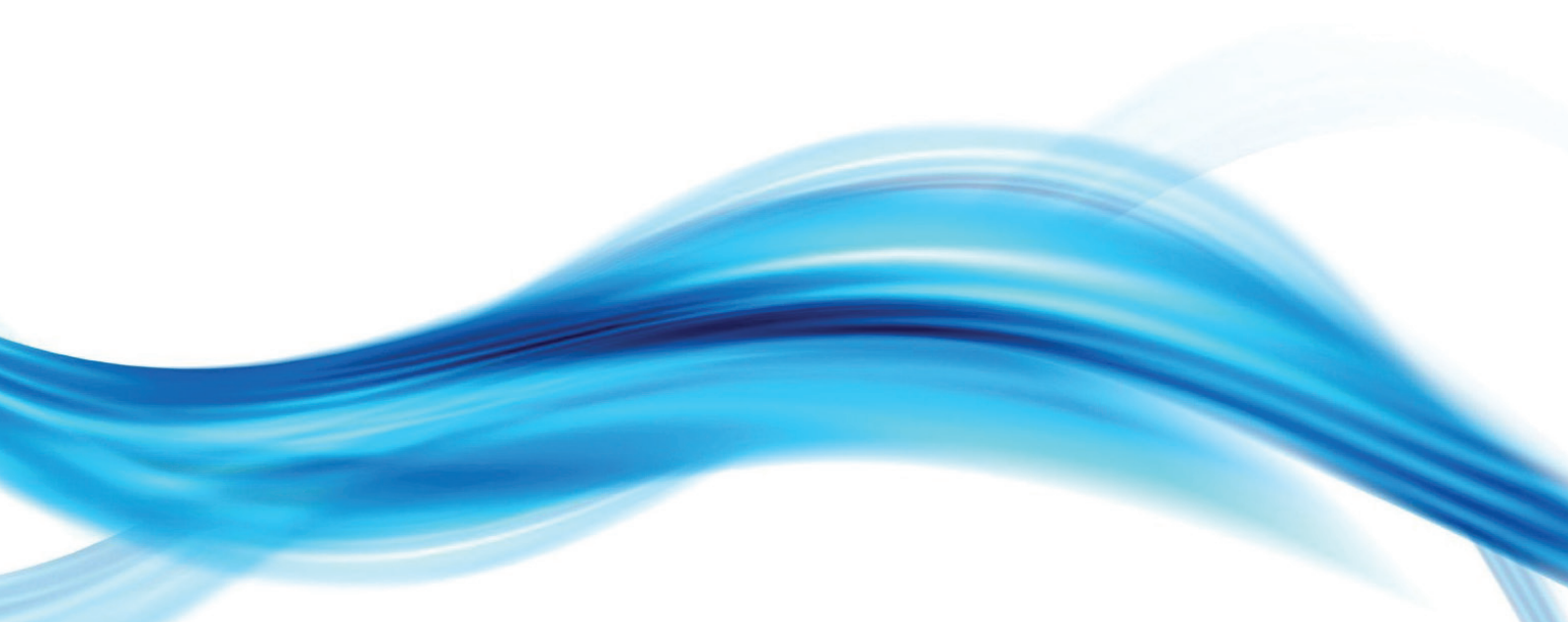


# TIS Admin Guide



**A self help guide to creating new users in TIS**



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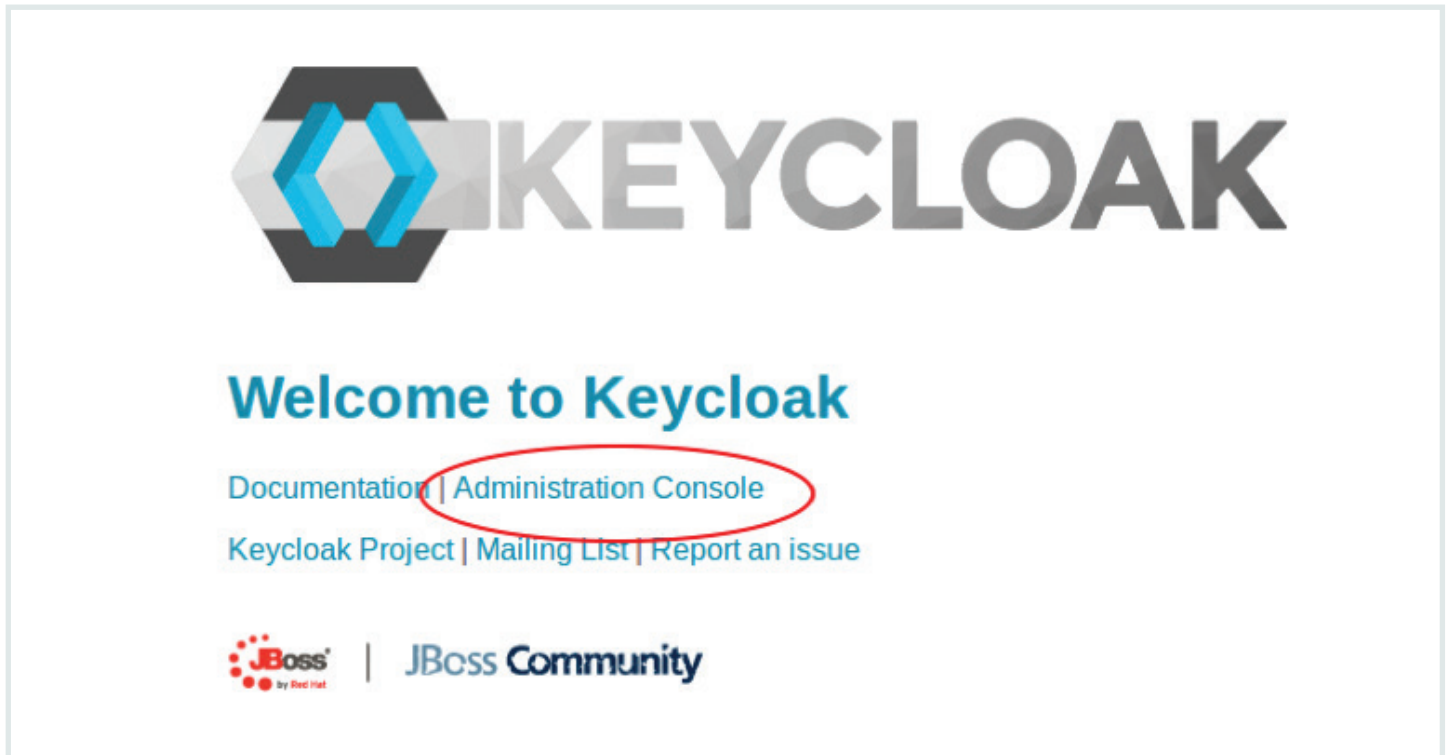
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# Accessing keycloak

## What steps to follow



### 1. Sign in

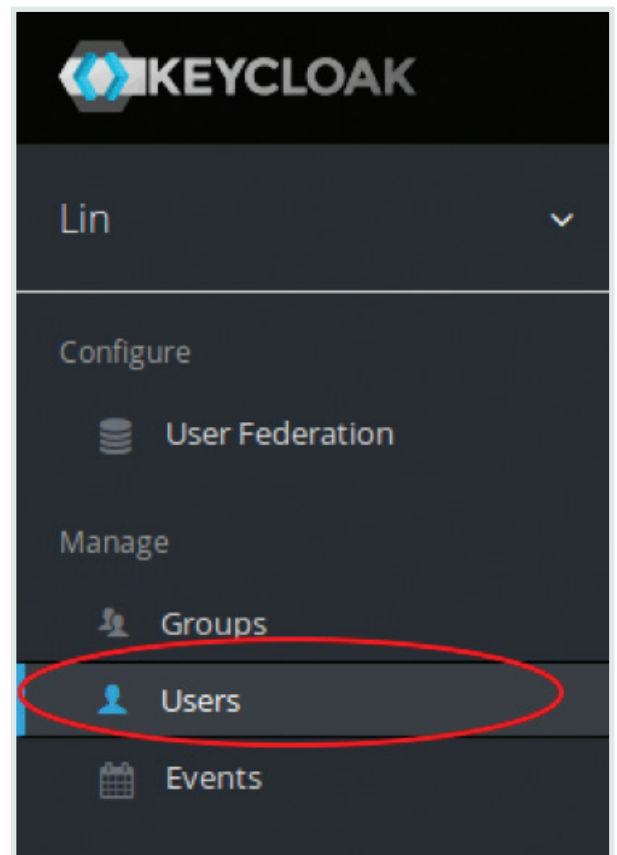
Sign into Keycloak using the link below:

<https://apps.tis.nhs.uk/auth/admin/>

Click on **Administration Console** as shown in the image above.

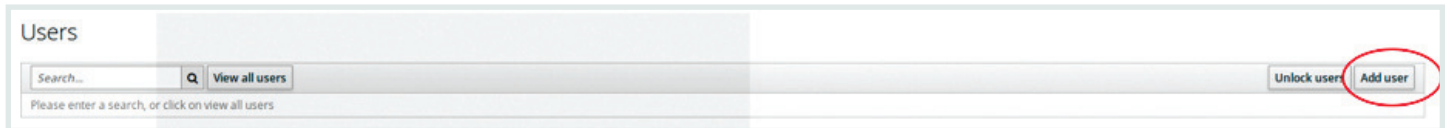
### 2. Go to users

Click on **Users** from left hand nav bar as shown opposite



# Adding a User

## What steps to follow



Users

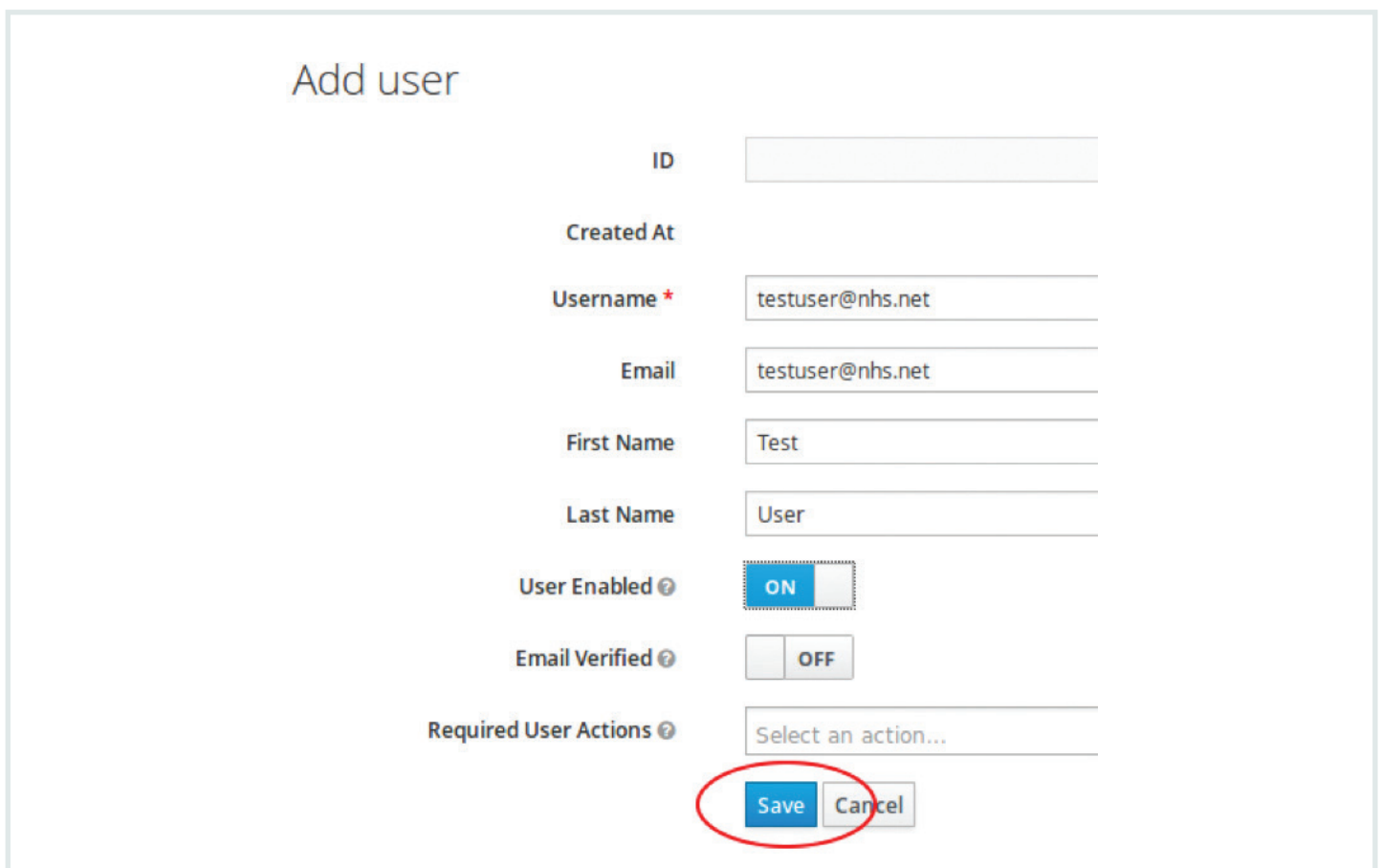
Search...

Please enter a search, or click on view all users

### 3. Users

Click on **Add User** on the right-hand side of the bar as shown above.

Enter the details for the new user. Use their NHS email address for their username and email and then click save.



Add user

ID

Created At

Username \*

Email

First Name

Last Name

User Enabled  ON

Email Verified  OFF

Required User Actions

### 4. Setting up

1. User name and email address are the same
2. Enter forename and surname
3. Click Save

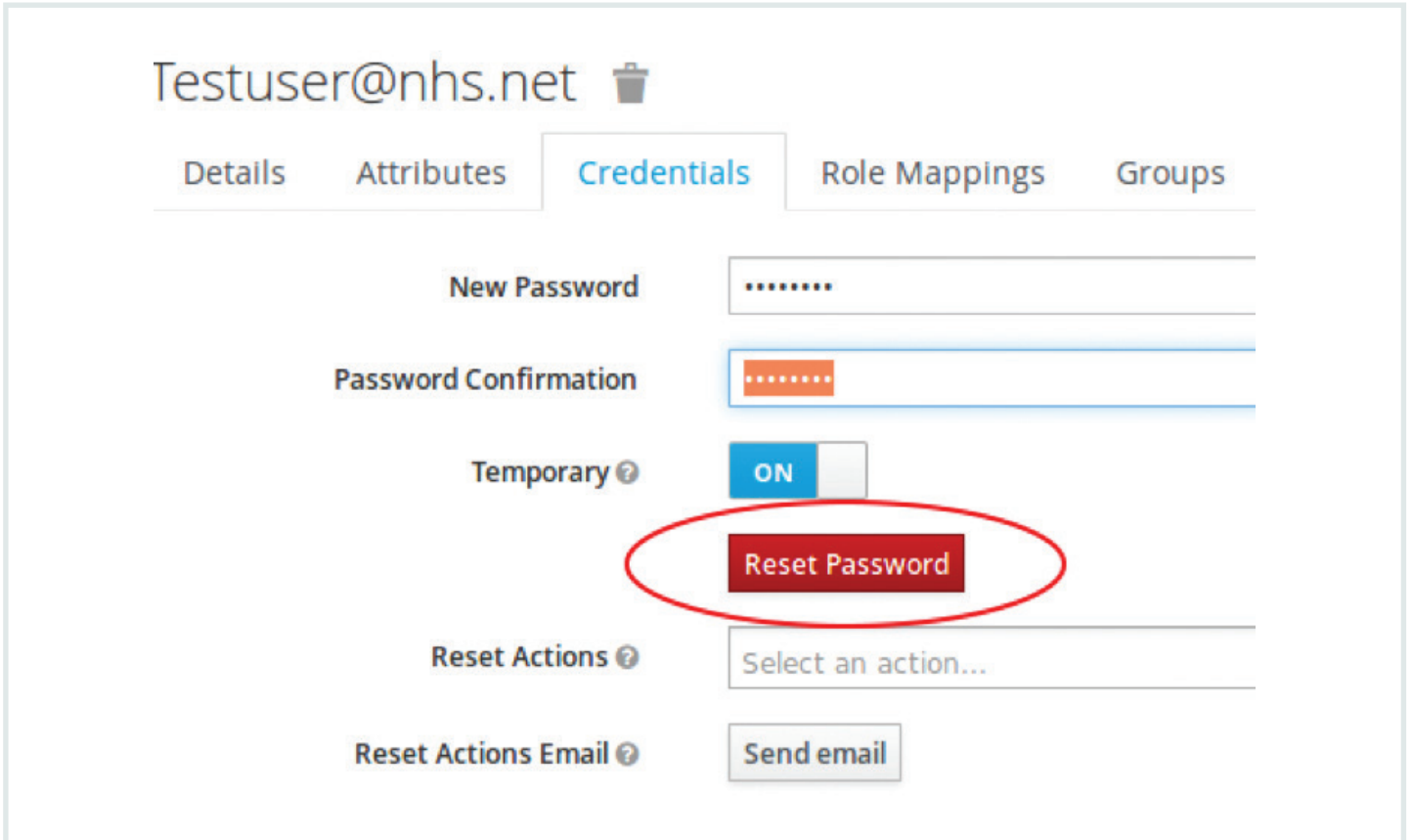
### 5. Attributes

This can be ignored



# Credentials

## What steps to follow



The screenshot shows the 'Credentials' tab for the user 'Testuser@nhs.net'. The interface includes tabs for 'Details', 'Attributes', 'Credentials', 'Role Mappings', and 'Groups'. The 'Credentials' tab is active. Below the tabs, there are several fields and controls:

- New Password:** A text input field with a masked password (dots).
- Password Confirmation:** A text input field with a masked password (dots).
- Temporary:** A toggle switch currently set to 'ON'.
- Reset Password:** A red button, which is circled in red in the image.
- Reset Actions:** A dropdown menu with the text 'Select an action...'.
- Reset Actions Email:** A button labeled 'Send email'.

### 6. Resetting password

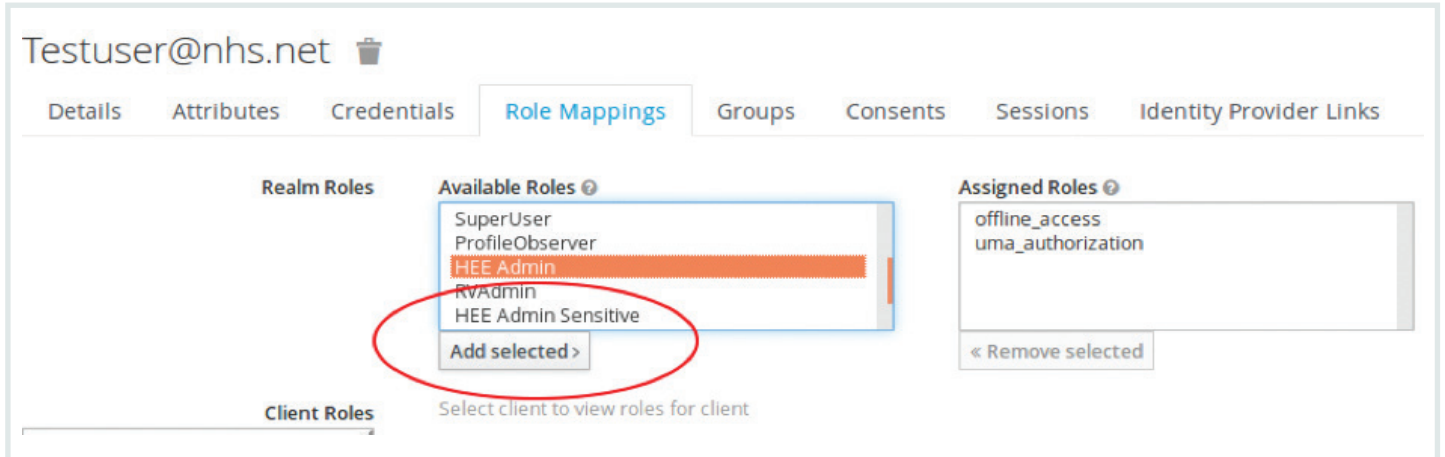
On the **Credentials** tab, enter the new password and click **Reset Password**. You will need to enter the password in both boxes. This is the password that you also need to send out to the user.


Ensure that **Temporary** is on – this will force the user to reset their password on their first login.




# Role Mappings

## What steps to follow




Testuser@nhs.net 

Details Attributes Credentials **Role Mappings** Groups Consents Sessions Identity Provider Links

Realm Roles Available Roles 

- SuperUser
- ProfileObserver
- HEE Admin**
- RvAdmin
- HEE Admin Sensitive

Add selected >

Assigned Roles 

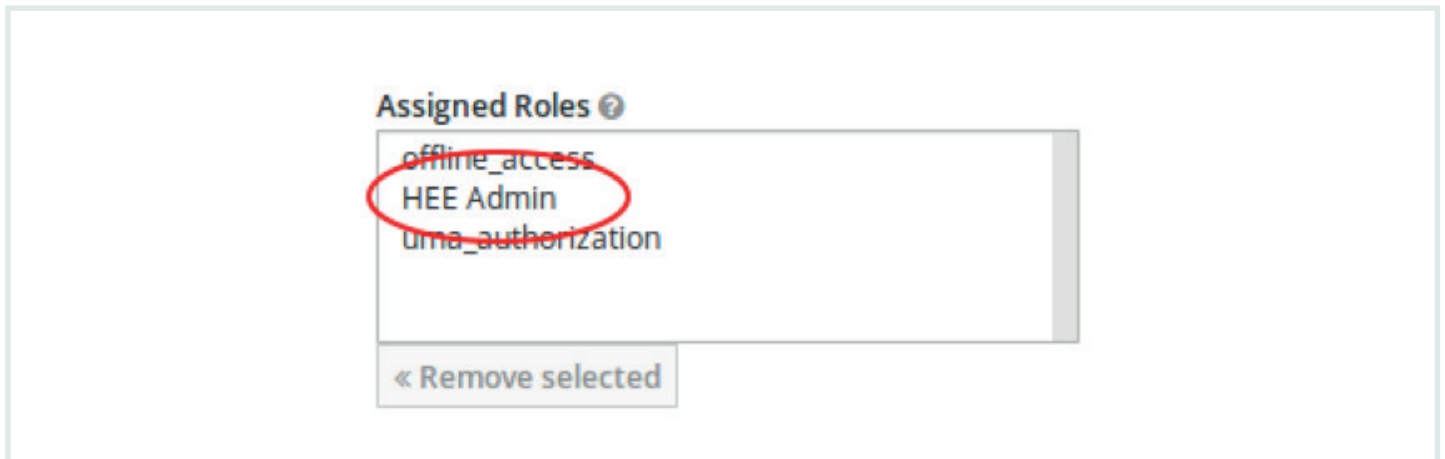
- offline\_access
- uma\_authorization


<< Remove selected

Client Roles Select client to view roles for client

### 7. Setting roles

On the **Role Mappings** tab, select the relevant role(s) from the **Available Roles** list and click **Add Selected**.



Assigned Roles 

- offline\_access
- HEE Admin**
- uma\_authorization

<< Remove selected

### 8. Assigning roles

You will see the role is added to the **Assigned Roles** list on the right. Leave the default **offline\_access** and **uma\_authorization** roles in the list.

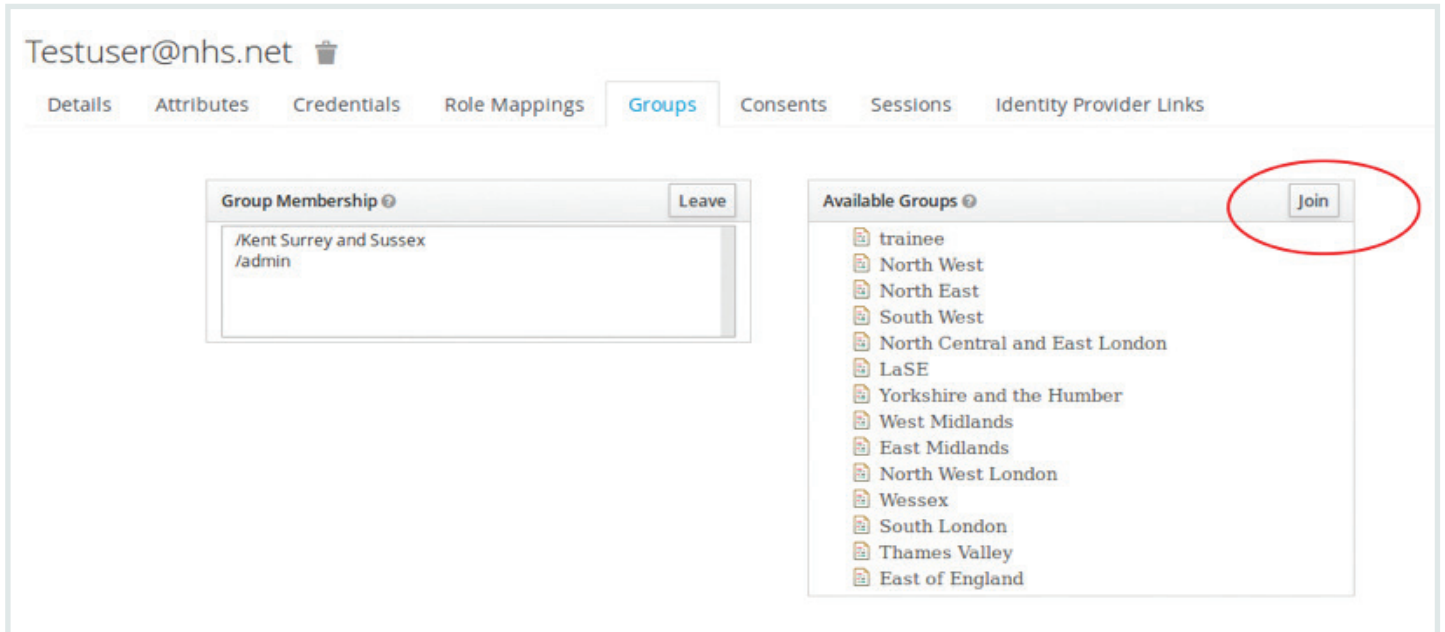
The roles are saved once you have clicked the **Add Selected** button



# Groups

## What steps to follow

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The screenshot shows the user profile page for 'Testuser@nhs.net' with the 'Groups' tab selected. The 'Group Membership' section shows the user is a member of the '/Kent Surrey and Sussex /admin' group. The 'Available Groups' section lists various regional and role-based groups, with the 'Join' button highlighted by a red circle.

### 9. Setting groups

On the **Groups** tab, add the admin role and the role(s) that matches their Local Office

The groups are automatically saved when you click the **Join** button.

Once you have added the groups, the user has been set up and you can send out the details to them.



# Editing Users & Trouble-Shooting

## What steps to follow

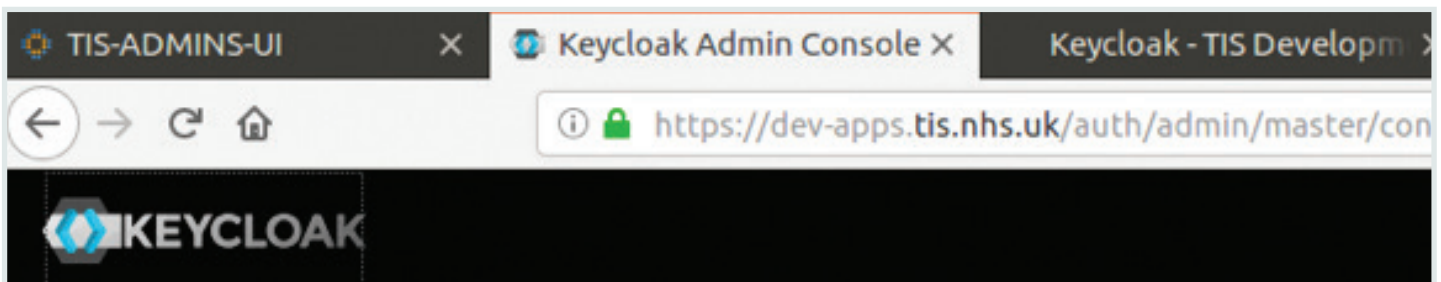
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### 10. Editing users

You can edit users' roles and groups in a similar way by adding them and removing them from the **Assigned Roles** and **Group Membership** lists. The user will need to log out and log back in again in order to pick up the new roles and/or groups.

### 11. Trouble-Shooting

There is a bug in Key Cloak where if you navigate to the home page by clicking on the Key Cloak icon at the top left of the screen, you will see a blank page:



If this happens, add a trailing forward-slash to the URL and the homepage will load. Example below

<https://apps.tis.nhs.uk/auth/admin/master/console/#/>

*instead of*

<https://apps.tis.nhs.uk/auth/admin/master/console/#>

