

Azure Active Directory (Entra ID) Create a Group, Users & Perform Employee Sync





PART B - (Page 1)

Azure Active Directory (Entra ID) Create a Group...



1 Default Directory | Overview

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Overview	ft Entra has a siz	moles integrated experience for managing all your identity and Aci	ess Management needs. Try the new Microsoft Entra admin center! [7]
Preview features	Monitoring	Proparties Recommendations Satur quides	
X Diagnose and solve problems		Topernes recommendations setup guines	
∨ Manage	Search your tenant		
Lusers	Basic information		
External Identities	Name	Default Directory	Users
 Roles and administrators Administrative units 	Tenant ID		Groups
Delegated admin partners	Primary domain	vpass io	Applications
Enterprise applications	License	Microsoft Entra ID Free	Devices
Devices	Alerts		
Add or remove favorites by pressing Ctrl+Shift+F			

Home > Default Directory Groups > Groups Overview Default Directory o «	2 ** New group 🛓 Download groups 🛙 🖾 Preview features
0 Overview	Overview Tutorials
🚑 All groups	
Deleted groups	Search your tenant
🗙 Diagnose and solve problems	
> Settings	Basic information
> Activity	Total groups Dynamic groups
> Troubleshooting + Support	M365 groups Cloud groups
	Security groups On-premises groups
	Alerts
	Feature highlights

1. In your Microsoft Azure > Default Directory, click on *Groups*.

2. On the Groups page, create a *New Group*.

Home > Groups | All groups >

New Group

R Got feedback?	
Group type * ()	Î
Security	~
Group name * () VPass Employee	
Group description ①	
Enter a description for the group	
Membership type 🕕	
Assigned	\sim
Owners	
No owners selected	
Members	
No members colorted	*
Create	

3. Enter the name of the group in *Group Name* field and click on the *Create* button (**4**).

NEXT, Create a User...

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Azure Active Directory (Entra ID) Create a User...



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Home >							
Default Directory Microsoft Entra ID	Overview						
Overview	× + Add ∨ ⊚ Mani	ige tenants 🕜 What's new 🛛 🔀 Preview features 🖉	Got feedback? ~				
Preview features	Azure Active Direct	ory is now Microsoft Entra ID. Learn more 🕄					
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Manage	Search your tenant						
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 Roles and administrators 	Tenant ID	7e5241df-6f5c-468d-905d-3069d626b395	Groups	2			
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Enterprise applications	License	Microsoft Entra ID Free	Devices	0			
Devices	Alerts						



5. Back in your Microsoft Azure > Default Directory, click on *Users*.

6. Add New User.





7. Select Create new user.

8. Enter the User Principal Name and Display Name (9).

Azure Active Directory (Entra ID) Create a User...



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Microsoft Azure	P Search resources, services, and docs (G+/)	ę.	٥	۲	Ø	R
Home > Default Directory Users	s > Users >					
Create new internal user in your organ Basics Properties Assignment	, instrion Renkow + create					
Identity						
First name	Robert					
Last name	Kumar					
User type	Member V					
Authorization info	+ Edit Certificate user IDs					
Job Information						
Job title						
Company name						
Department						
Employee ID						
Employee type						
Employee hire date						
Office location						
Review + create	Previous Next Assignments >					

Create new user	
Create a new internal user in your organ	ization
City	
State or province	
ZIP or postal code	
Country or region	
Business phone	
Mobile phone	
Email	Deepak@mailinator.com
Other emails	+ Add or edit other emails
Fax number	
Parental controls	
Review + create	< Previous Next: Assignments > 12

10. Enter the *First Name* and *Last Name*.

11. Enter the *Email* address and click on the *Next: Assignments* button (**12**).

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Microsoft Azure	β Search resources, services, and docs (G+/)				DEFAU
Home > Default Directory Users > Us	< 21				
Create new user Create a new internal user in your organization					
Basics Properties Assignments	Review + create				
Make up to 20 group or role assignments. Y	ou can only add a user to a maximum of 1 administrative unit.				
+ Add administrative unit + Add gr	up + Add role				
No assignments to display.	N B				



13. Click on the *Add Group* option.

Select the *VPass Employee* check box (**14**) and click on *Select* button (**15**).

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Azure Active Directory (Entra ID) Create a User...



(CONTINUED)

Home > Default Directory U	Jsers > Users >
Create new user Create a new internal user in your	r
Basics Properties Assi	gnments Review + create
Make up to 20 group or role as	ignments. You can only add a user to a maximum of 1 administrative unit.
+ Add administrative unit	+ Add group + Add role
Туре	Name
Group	VPass Employee
Review + create	< Previous Next: Review + create >

16. On the next screen, click on the *Next: Review* + *create* button.

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Image: Section 1 Image: Section 1 Section 1 Properties Assignments Section 2 Assignments Image: Section 2 Section	Home > Default Directory Users	Users >
Assignments Review + create ttt Italianami Italianami uppry nama Robert@vpass.lo Italianami uppry nama Rubert@vpass.lo Italianami	Create new user ···· Create a new internal user in your organi	ation
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assend	Mail nickname	Robert
scout rushid va sportis tal fabori fa fabori fabori fab	Password	
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er type Member signments ministrative units 	Last name	Kumar
initiatrative units	Jser type	Member
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Constants Next 2	Administrative units	
Courte Next 2	Conune	
Create	Create	Next Next

17. Click on the *Creat*e button. The User is now created.

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Azure Active Directory (Entra ID) In VPass, Perform an Employee Sync...



Search		Q	Active, Inactive, F	Re V	Enable Host SI	MS Notifi	cation	a 🤇	Add En	nploye
elect All	Delete Selecte				Export List		6	0		
	First Name	Last Name	Visitor Type	Pin Code	Download Ten Bulk Upload	nplate		ire Warden?	Active	
	-				Sync Employee				-	
	-				Download QR	Code Ima	ges	6	-	
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In your VPass admin, go to the *cog icon > Employees* page (**18**). **19**. Click on *Actions* drop down menu **20**. Select Sync Employee.



21. Assign the required fields. Options are: Sites Visitor Type Sign In Method Is Host Host Delivery Method Is Admin Admin Role Fire Warden

Send Welcome Email

22. Click the *Sync Employees* button.

Entra ID is now synced with VPass.