



# Ad-hoc Training on SafeSeaNet User Management

Department C – Operations

Unit C.2 Information Services – User management

Unit C.3 Information Services – Technical management

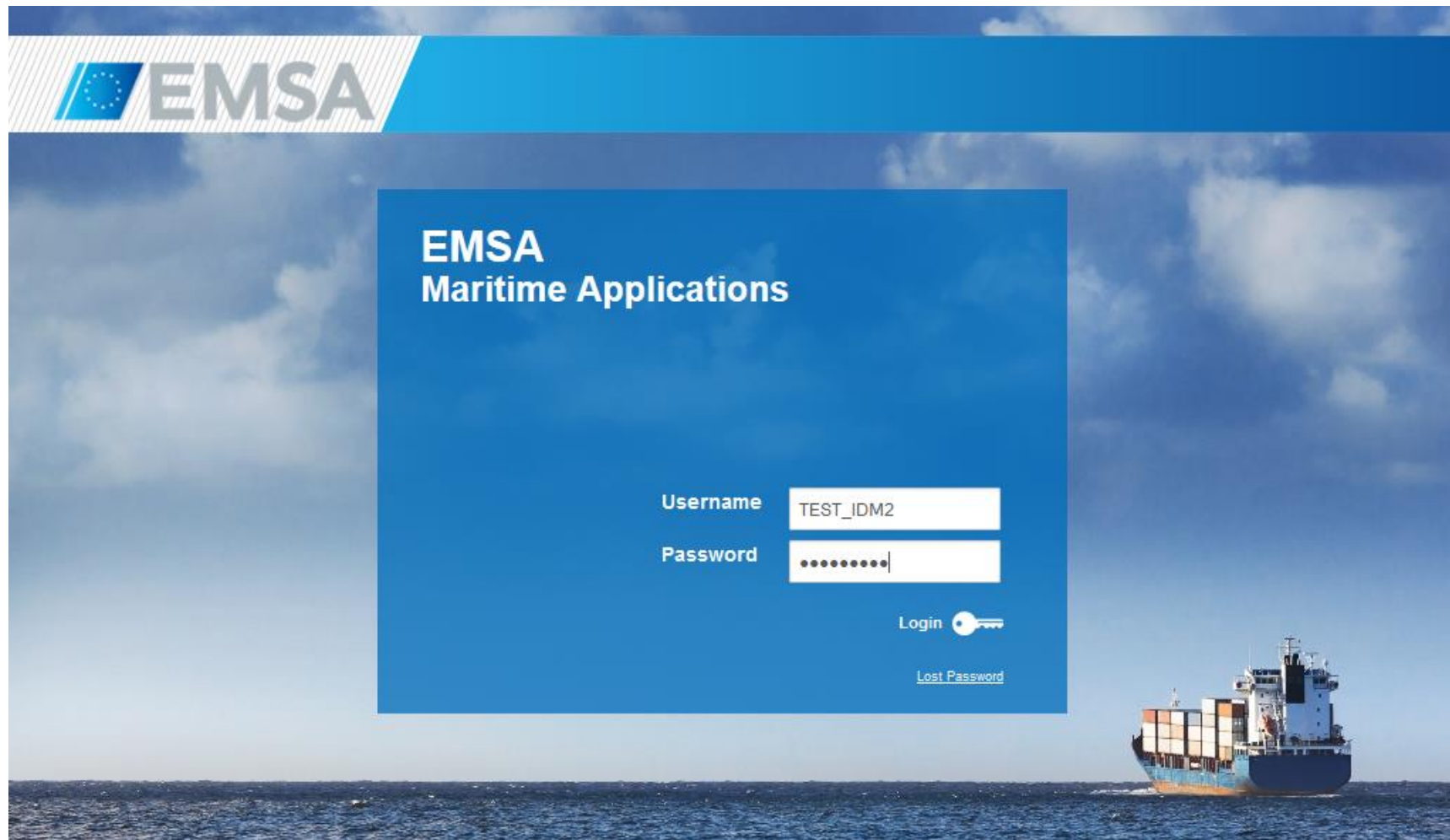
Lisbon / 5 May 2015



- MS NCA's are responsible for identifying its own **SSN authorities & persons** & assigning their roles and access rights
- **SSN Groups for MS** (each group has a predefined set of roles and permissions in line with the SSN legal framework)
  - MS\_NCA
  - MS\_NCA\_ADMIN
  - MS\_CST
  - MS\_POR
  - MS\_PSC
  - MS\_OTH

# SSN User Management

Login to Training environment url: <https://portal-training.emsa.europa.eu/ssn-user-console/>




**EMSA**

**EMSA Maritime Applications**

Username

Password

Login 

[Lost Password](#)

# SSN User Management

**EMSA** Welcome test idm

My Pages Portals Reset Logout

**SSN (Training)**

- Find Information
- Information Download
- Location Management
- SSN Management Console
- Send Notification
- SSN User Management**
- SSN GI
- Reports and Statistics
- Ship Management

EMSA MAP OPTIONS

**My Account**

EMSA MY ACCOUNT

Name: test idm  
Email: rute.fernandes@emsa.europa.eu  
Roles:  
SSN (Training): SSNGI  
SSN (Training): SSNMC  
Last login: 05/05/2015 - 12:14

EMSA DOCUMENTS

Documents

EMSA NEWS

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# SSN User Management

## How to create Authorities and Persons



### Background

- Single sign-on functionality
  - EMSA's Identification Management system (IdM)
- } IAM – Identity and Access Management

### Management of users (based on 2 levels)

- **Authorities** (in IAM called organizations) - are created by EMSA
- **Persons** (in IAM called users) belonging to authorities – created by NCA Administrators and EMSA



# SSN User Management

## How to create **Authorities** and Persons

- **Authorities are created by EMSA**

NCA administrator contacts MSS, which will create manually the authority.  
Information needed:

- Supervisor Authority in SSN
- Authority name (< 50 characters)
- Organization ID\*
- Organization and Contact Information
- Protocol Type (Provider and Requestor url)\*
- Select Group, Roles and Permissions

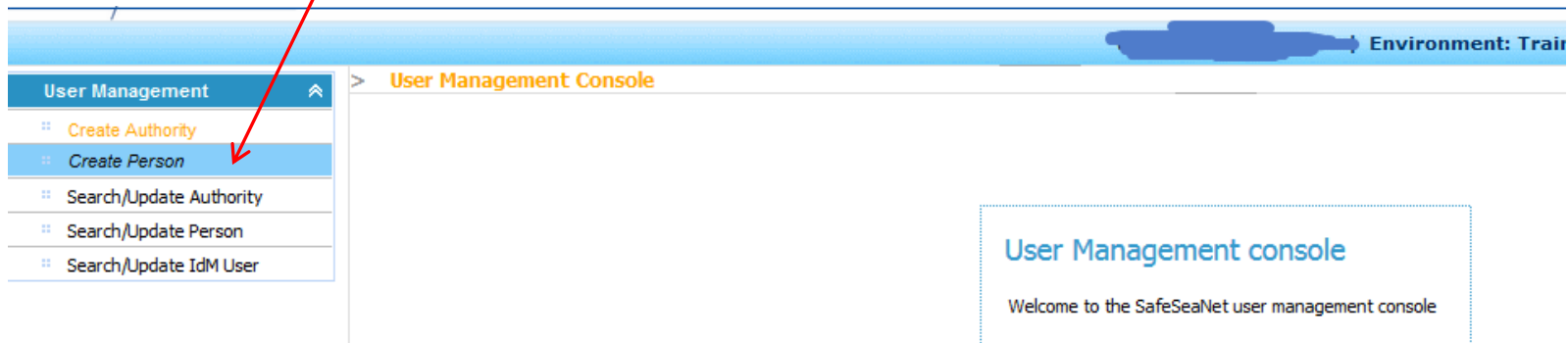
(\*) – To be filled only when the authority will exchange data with SSN via a machine. For the purpose of declaring the authority these fields should be left blank.

# SSN User Management

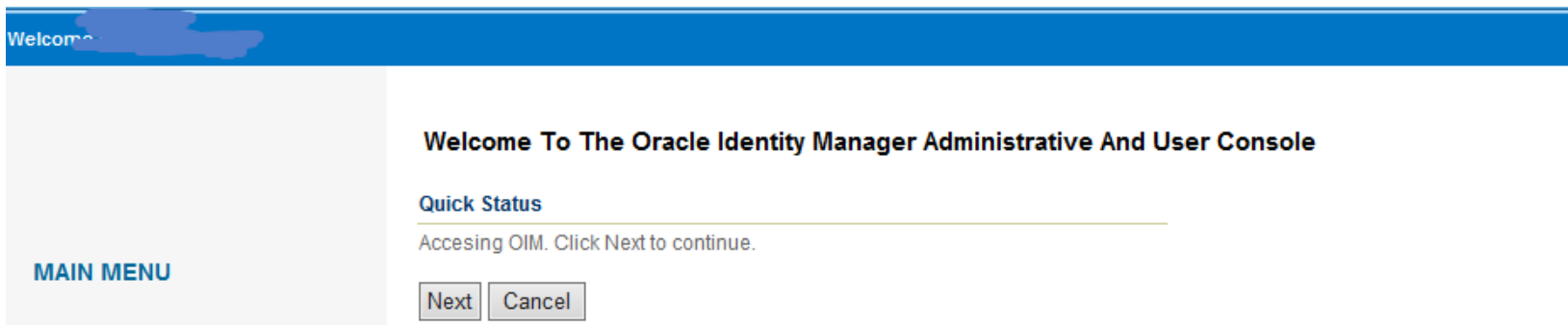
## How to create Authorities and Persons

- **Creation of users/persons**

1. **Select Create Person**



Once selected, the NCA Administrator will be prompt with an intermediate screen.



# SSN User Management

## How to create Authorities and Persons

### Create User

You may create a new user from this page.

\* Mandatory fields

User ID > =7 characters  
PT\_XXXXXXX

User ID	<input type="text" value="trn_test01"/>	Password
First Name	<input type="text" value="Test"/>	Confirm Password
Middle Name	<input type="text"/>	Authority Type
Last Name	<input type="text" value="Test"/>	Country
Email	<input type="text" value="test@gmail.com"/>	Organisation
Phone	<input type="text" value="+21333333333"/>	Change Password at next login
Fax	<input type="text" value="+21333333333"/>	Sec. Model Level

Select SSN TRNG applications to assign user as member of

Results 1-3 of 3

First | Previous | Next | Last

Application Name	Assign
SSN TRNG Graphical Interface	<input checked="" type="checkbox"/>
SSN TRNG Management Console	<input checked="" type="checkbox"/>
SSN TRNG Textual Interface	<input checked="" type="checkbox"/>

First | Previous | Next | Last

Create User Cancel

1. Select Create User when all fields have been filled

When selecting an organisation, the list of Local Authorities existing in SafeSeaNet will appear.

Phone & Fax must be filled as they are mandatory fields in SSN.

Select Authority Type

Select the value to use in the field.

Filter By: Description

Description

☐ Company

☐ Institution

☒ EU Country

☐ Non EU Country

Select Close

\*

\*

\* EU Country

\*

\*

☒

\*

Show Password Policy

Clear

Clear

Clear

Select Local Authority

Select the value to use in the field.

Filter By: Description

Description

Direccao Geral da Autoridade Maritima

Directorate-General for Fisheries

Instituto Portuario e dos Transportes Maritimos

Instituto Portuario e dos Transportes Maritimos v2

MRCC Lisboa

PSC Lisboa

Port of Angra do Heroismo

Port of Aveiro

Port of Cais do Pico

Port of Canical

Select Close

An NCA\_ADMIN can only create an End User. Country Admin are created by EMSA

Select the SSN applications / modules that the user will have access to



# SSN User Management

## How to create Authorities and Persons

**Search Results**  
The user you are creating may already exist or have access to other EMSA Applications. If this is the case, select an existing user from the list below to view his details and assign him to a new application/role, or User\* to create a new one.

Results 1-2 of 2

User ID	First Name	Last Name	Status	Email
TEST_1234	test	test	Active	@emsa.europa.eu
TEST_123	TEST	TEST	Active	@emsa.europa.eu

First | Previous | Next | Last

Create User Cancel

EMSA © 2010

### 1. Create a new User

If a possible user already exists in IdM the NCA Admin will be prompt with a screen similar to the above one.

NCA admin must select if he wants to create a new user (1) or if re-use (2) an existing one.

After the successful creation of the user a confirmation screen appears.

**User Detail**  
This is information about the user.

User ID	TEST_1234	Fax	+35199999999
First Name	test	Authority Type	EU Country
Middle Name	test	Country	Portugal
Last Name	test	Organisation	MRCC Lisboa
Email	Lukas.BIBIK@emsa.europa.eu	Sec. Model Level	Country Admin
Phone	+35199999999		
SSNuser Disabled	<input type="checkbox"/>		

Results 1-7 of 7

Application Name	Assign
SSN Accident - Incident features	<input checked="" type="checkbox"/>
SSN BlueBet features	<input type="checkbox"/>
SSN Data Warehouse	<input type="checkbox"/>
SSN Graphical Interface	<input checked="" type="checkbox"/>
SSN Management Console	<input checked="" type="checkbox"/>
SSN Textual Interface	<input checked="" type="checkbox"/>
SSN VMS features	<input type="checkbox"/>

First | Previous | Next | Last

Edit Enable Delete

# SSN User Management

## How to create Authorities and Persons

- Activation/Set-up of the user in SSN and configuration of his permissions

### 1. Select Search / Update IdM User

Management Console > User Management > Update IdM User

**User Management**

- Create Authority
- Create Person
- Create Group
- Create Role
- Search/Update Authority
- Search/Update Person
- Search/Update IdM User**
- Search/Update Group
- Search/Update Role
- Administer/Manage Tasks

**Proxies Management**

**Search IdM User**

User Id:

Authority Name :

First Name :

Last Name :

IdM Security Level :

Country :

Activated :

### 2. Click on the User Id to be activated

**Search Results**


User Id	Created By	Created on	Last Updated By	Last Updated On	Activated	IdM Security Level	Edit personal data
<b>TRN_TEST01</b>	TRN_FERNART	2015-05-05 12:59:17	TRN_FERNART		true	END_USER	

# SSN User Management

## How to create Authorities and Persons

Management Console > User Management > [Update IdM User](#)

**User Details**

Authority : [Instituto Portuario e dos Transportes Marítimos](#)  
User Id : TRN\_TEST01  
IdM Security Level : END\_USER  
Validity Period : Indefinitely  
User Type : 

**1. Select under User Type - Person**

**Contact Information**

First Name : Test Last Name : Test  
Location Code : PTNCA E-mail : test@gmail.com  
Phone Number : +213333333333 Fax Number : +213333333333

**Location Restrictions**

SSN Applications Group/Roles Permissions

**Search Results**

Application Name	Application Description	
SSN_BB	SSN BlueBelt	<input type="checkbox"/>
SSN_DW	SSN Data Warehouse	<input type="checkbox"/>
SSN_GI	SSN Graphical Interface	<input checked="" type="checkbox"/>
SSN_MC	SSN Management Console	<input checked="" type="checkbox"/>
SSN_SAM	SSN SAM	<input type="checkbox"/>
SSN_SI	SSN Proxy	<input type="checkbox"/>
SSN_TI	SSN Textual Interface	<input checked="" type="checkbox"/>

SSN_VMS	SSN VMS	<input type="checkbox"/>
SSN_XML	SSN XML	<input type="checkbox"/>
SSN_XML EMSA	SSN XML EMSA	<input type="checkbox"/>

**2. Select Update**

**Update** **Reset** **Delete** **Export** **Cancel**

# SSN User Management

## How to create Authorities and Persons

After the update, SSN will open automatically the Search/Update person menu. Now its time to configure the user in SSN.

The screenshot displays the SSN User Management interface with three main sections:

- User Details:** Authority: Instituto Portuario e dos Transportes Maritimos, User Id: TRN\_TEST01, IdM Security Level: END\_USER, Validity Period: Indefinitely.
- Contact Information:** First Name: Test, Last Name: Test, Location Code: PTNCA, E-mail: test@gmail.com, Phone Number: +213333333333, Fax Number: +213333333333.
- Interface:** A table with columns: Protocol Type, Provider Uri, Requestor Uri, Certificate Name, and Delete. The table contains one row with Protocol Type: WEB, Provider Uri: [empty], Requestor Uri: [empty], Certificate Name: [empty], and Delete: [checkbox].

Navigation buttons (Add, Edit, Delete) are visible at the bottom of the Interface section.

Locations Restrictions:

Permitted Areas – Provider and Visualization

Permitted Locations

The screenshot displays the SSN User Management interface with the Location Restrictions section:

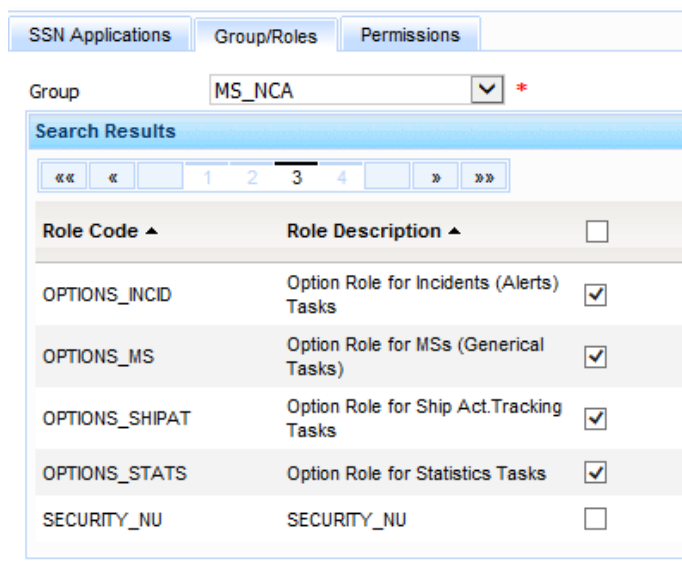
- Permitted Areas:** Provider Areas: EMSA\_MS, Visualization Areas: EMSA\_MS. An Edit button is visible.
- Permitted Locations:** PTNCA. An Edit button is visible.

# SSN User Management

## How to create Authorities and Persons

- Group/Roles Selection (e.g. MS\_NCA)

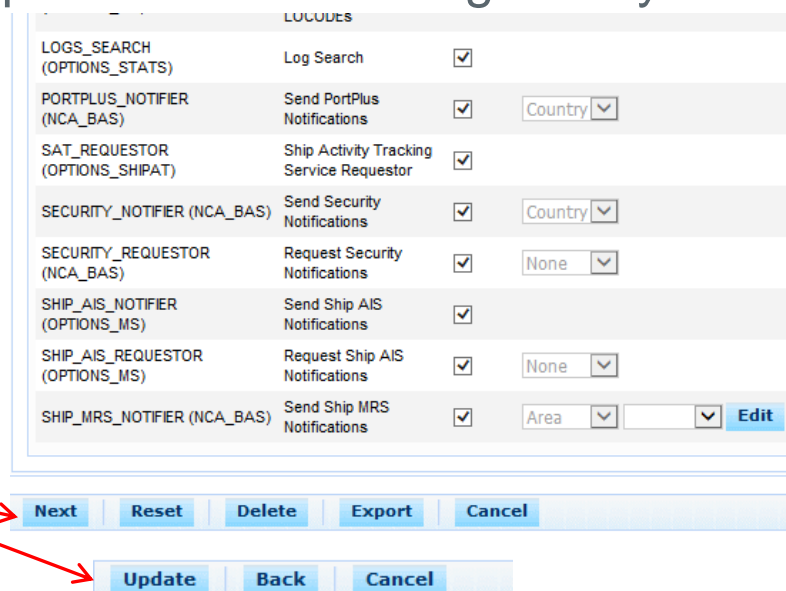
Once the Group is selected a box with the Roles attributed to that group is provided.



Role Code ▲	Role Description ▲	<input type="checkbox"/>
OPTIONS_INCID	Option Role for Incidents (Alerts) Tasks	<input checked="" type="checkbox"/>
OPTIONS_MS	Option Role for MSs (Generical Tasks)	<input checked="" type="checkbox"/>
OPTIONS_SHIPAT	Option Role for Ship Act.Tracking Tasks	<input checked="" type="checkbox"/>
OPTIONS_STATS	Option Role for Statistics Tasks	<input checked="" type="checkbox"/>
SECURITY_NU	SECURITY_NU	<input type="checkbox"/>

- Permissions Selection (e.g. MS\_NCA)

Once a specific role is chosen, the permissions will be given by default.



LOCODES			
LOGS_SEARCH (OPTIONS_STATS)	Log Search	<input checked="" type="checkbox"/>	
PORTPLUS_NOTIFIER (NCA_BAS)	Send PortPlus Notifications	<input checked="" type="checkbox"/>	Country ▼
SAT_REQUESTOR (OPTIONS_SHIPAT)	Ship Activity Tracking Service Requestor	<input checked="" type="checkbox"/>	
SECURITY_NOTIFIER (NCA_BAS)	Send Security Notifications	<input checked="" type="checkbox"/>	Country ▼
SECURITY_REQUESTOR (NCA_BAS)	Request Security Notifications	<input checked="" type="checkbox"/>	None ▼
SHIP_AIS_NOTIFIER (OPTIONS_MS)	Send Ship AIS Notifications	<input checked="" type="checkbox"/>	
SHIP_AIS_REQUESTOR (OPTIONS_MS)	Request Ship AIS Notifications	<input checked="" type="checkbox"/>	None ▼
SHIP_MRS_NOTIFIER (NCA_BAS)	Send Ship MRS Notifications	<input checked="" type="checkbox"/>	Area ▼ <input type="text"/> <input type="button" value="Edit"/>

Next Reset Delete Export Cancel

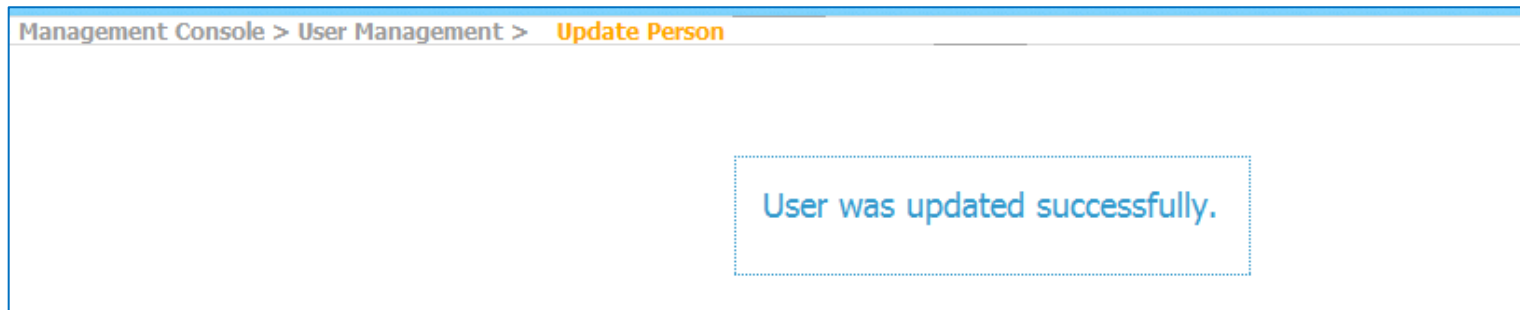
Update Back Cancel

1. Select Next and the screen after Update

# SSN User Management

## How to create Authorities and Persons

A final screen is presented stating that the User was updated successfully. In case an error message is presented please contact the MSS.



Select the Search /Update Person menu for:

- updating information related to personal data select (1)

Search Results

User Id ▲	Location Code ▾	Created By ▾	Created on ▾	Last Updated By ▾	Last Updated On ▾	Activated ▾	IdM Security Level ▾	Edit personal data
<u>TRN_TEST01</u>	PTNCA	TRN_FERNART	2015-05-05 12:59:17	TRN_FERNART	2015-05-05 13:27:44	true	END_USER	

Annotations: A red arrow points from the text '2. Select User Id' to the 'TRN\_TEST01' link. Another red arrow points from the text '1. Edit personal data' to the pencil icon in the 'Edit personal data' column.

**2. Select User Id**

**1. Edit personal data**

- updating access rights, LOCODES, etc.. select (2)





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