

Provisioning users to Minitab products through Microsoft® Entra ID

Prerequisites: You must have Microsoft® Entra ID (formerly Azure Active Directory) installed, and your organization must authenticate users through Single Sign-On (SSO).

The following instructions explain how to create an enterprise application in Microsoft® Entra ID using SCIM (System for Cross-domain Identity Management) protocol to automatically create, update, and remove users in Minitab products.

Create the SCIM application

1. Sign in to the Azure portal at <https://portal.azure.com>.
2. Under **Azure Services**, select **Microsoft Entra ID** or use the search bar.
3. At the top of the page, select **New Application**, then select **Create your own application**.
4. Enter a name for your enterprise application, for example, SCIM provisioning app, accept the default settings, then select **Create**.

Note Make sure this app is separate from your SSO app so you can make different assignments for provisioning and SAML authentications.

5. Under **Getting Started**, under **Provision User Accounts**, select **Get started**.
6. On the **Provisioning** page, select **Get started**.
7. From **Provisioning Mode**, select **Automatic**.
8. Under **Admin Credentials**, in **Tenant URL**, enter <https://licensing.minitab.com/scim>.
9. Keep this browser window open while you access the SCIM token in the Minitab License Portal.

Access the SCIM token and test the connection

Next, access the SCIM token from the Minitab License Portal and test the connection.

Important The token expires after 180 days. When a token expires, you must sign into the Minitab License Portal and create a new one to continue to provision users. The token cannot be stored or saved. If the token is lost, deleted, or expired, you must create a new token.

1. In a separate browser or browser window, use a License Administrator account to sign in to the Minitab License Portal at <https://licensing.minitab.com/>.

Note To keep the SCIM token valid, the License Administrator who creates the token must remain on the subscription as a License Administrator.

2. On your account page, under **My Products**, select the product to provision.
3. On the **My Products** page, next to the product to provision, select **Manage**.
4. On the **Manage Subscription** page, in the **Manage Users** section, select **Bulk Options**.
5. Select **Provision Users**.
6. Select **Create Token**.
7. Select **Copy Token**.
8. Return to the browser window that you left open, insert your cursor in **Secret Token** and select **Paste**.
9. Select **Test Connection**, then select **Save**.

Update settings

Next, update settings to define how the data flows between Microsoft® Entra ID and your SCIM application.

1. In Microsoft® Entra ID, on the **Provisioning** page, expand **Mappings**.
2. Under **Mappings**, select **Provision Microsoft Entra ID Groups**, and complete the following steps.
 - a. Under **Enabled**, select **No**.
 - b. Select **Save**, then select **Yes**.
 - c. Select **Provisioning** in the breadcrumb trail to return to the previous page.
3. Under **Mappings**, select **Provision Microsoft Entra ID Users**, and complete the following steps.
 - a. Under **Attribute Mappings**, show only the following 5 attributes. It works best to delete items starting from the bottom of the list.
 - userPrincipalName/userName
 - Switch([IsSoftDeleted], , "False", "True", "True", "False")/active
 - mail/emails[type eq "work"].value
 - givenName/name.givenName
 - surname/name.familyName
 - b. Select **Save**, then select **Yes**.
 - c. Select **Provisioning** in the breadcrumb trail to return to the previous page.
4. Expand **Settings**, select **Send an email notification when a failure occurs**, then enter the email address to receive notifications when an error occurs (for example, if the SCIM connection fails or the token expires).
5. Select **Save**.

After you update the settings, provision a single user account to validate your settings.

Provision a single user account

Provision a single user account to validate your settings and ensure that the user is created in the subscription before you provision all user accounts. Provisioning thousands of user accounts can be time-consuming and inefficient if you make a mistake.

1. At the top of the **Provisioning** page, select the name of the SCIM application in the bread crumb trail.
2. In the left navigation pane, select **Users and groups**.
3. At the top of the page, select **Add user/group**.
4. Under **Users and groups**, select **None Selected**.
5. Select a user account to test.
 - a. Search for a user account, select it, then add it to the list of **Selected items**.
 - b. Select **Select**.
 - c. Select **Assign**.
6. From the left navigation pane, select **Provisioning**.
7. At the top of the page, select **Provision on demand**.

8. Search for the user account that you just assigned, select it, then select **Provision**.
9. Review the result in Microsoft® Entra ID to ensure the user account was successfully provisioned.
10. Return to the Minitab License Portal. On the **Manage Subscription** page, under **Manage Users**, search for the user account you just provisioned. Confirm that the user account exists in the subscription.

Provision a group of user accounts

After you successfully provision a single user account, you can deploy the SCIM application to provision the group of user accounts that you want to create in the subscription. When you create this group in Microsoft® Entra ID, adhere to the following guidelines.

- Only include user accounts that belong to the subscription.
- Do not exceed the subscription user quota.

For a list of users, user roles, and the user quota, sign in to the Minitab License Portal and refer to the **Manage Subscription** page for the product that you want to provision.

1. In Microsoft® Entra ID, select the SCIM application that you created.
2. In the left navigation pane, select **Provisioning**.
3. At the top of the page, select **Edit provisioning**.
4. Under **Provisioning Status**, select **On**, then select **Save**.
5. At the top of the page, select the SCIM application in the breadcrumb trail.
6. Select **Start provisioning**.