

## Overview ● ● ●

This guide outlines the process of subscribing to applications hosted behind Exostar's Managed Access Gateway (MAG), adding users with rights to access that application, and assigning additional MAG roles to one or more of those users. This guide walks through the Certification Assistant subscription process, which does not require an invitation from your partner.

**IMPORTANT:** In order to subscribe your organization to Certification Assistant, you **MUST** have the **Organization Administrator** role.

Please see the [Managed Access Gateway \(MAG\)](#) section of Exostar's self-help portal for more information.

### 1

Determine Organization Administrator

1. Login to your Exostar **Managed Access Gateway (MAG)** user account.  
**NOTE:** Determine your MAG roles via the user dropdown menu in the upper, right corner.
2. Select **My Organization** from the user dropdown menu, located in the upper, right corner.
3. Locate the Organization Administrators section, review all admins and their contact information.

Please see the [Admin Resources](#) page for additional information.

### 2

Subscribe to Application

Ensure you are logged into MAG.

1. From the MAG Dashboard, navigate to the **Request Applications** tab.
2. Locate **Exostar Certification Assistant** and click the **Request Access** button.
3. Click **Next** and review registration submission confirmation.

### 3

Accept Terms and Conditions

In order to access the application, you must first accept Terms and Conditions. This requires either the specific Application Administrator or the Organization Administrator role.

1. Once your application access is approved, click the **Agree to Terms** button on the Certification Assistant tile in MAG. Click **Continue**.
2. Review the Terms and Conditions, and check the box for **I have read and agree to the terms and conditions**.
3. Click **Next** to complete.

### 4

Grant User Access to Application

1. Navigate to the **Administration** tab, then the **View Users** sub-tab.
2. Complete a user search. Select the desired hyperlinked user ID to open the profile.
3. Under **Application Settings**, select **Activate** under the **Actions** menu for the desired application.

**NOTE:** As an Org or App Admin, you can have users self-register via the **Request Applications** tab on their individual MAG Dashboard.

### 5

Grant Additional Roles

To grant roles, you must have the Organization Administrator role.

1. Navigate to the **Administration** tab, then the **View Users** sub-tab.
2. Complete a user search. Select the desired hyperlinked user ID to open the profile.
3. Under **Application Settings**, place a checkmark next to the desired roles and click Update at the bottom of the screen.