



# Managed Access Gateway (MAG): Organization and Application Administrator Training

The course will begin shortly. Please mute your lines during the presentation.



# Course Objectives

Part 1: Intro to MAG and Roles

Part 2: MAG Navigation

Part 3: MAG Administration

Part 4: Self-Help Overview

# Introduction MAG Roles

MAG Organization and Application Administrator

# What is Managed Access Gateway?

MAG is a protected workspace that companies in Aerospace & Defense use for secure collaboration.

## What are the benefits of using MAG?



Single sign-on login  
& authentication  
tool



Easy administration of  
users & applications



Cybersecurity  
compliant



Simple and secure  
access to  
applications



Protected by  
security credentials



Desktop & mobile  
access

# MAG Organization Administrator

As an Organization Administrator, I can:



Assign additional  
Administrators



Manage Users



Accept Terms &  
Conditions for  
applications



Reset user  
passwords



Subscribe my company  
to applications

# MAG Application Administrator

As an Application Administrator, I can:



Accept Terms &  
Conditions for  
applications



Approve / Deny /  
Suspend application  
access for users



Approve FIS  
(only for FIS admins)



# Tabs and Navigation

The screenshot displays the EXOSTAR Managed Access Gateway (MAG) interface. At the top, the EXOSTAR logo and 'Managed Access Gateway (MAG)' title are visible. The navigation bar includes links for Dashboard, My Account, Administration, Registration Requests, Reports, Adoption, and Requests. The user profile section shows 'Stephanie Rooney (rooneys\_8289)' from 'Exostar LLC'. A red box highlights the user profile area, and a red arrow points to the expanded dropdown menu. The dropdown menu lists options: MAG Intro Videos, How to Get Started, Security Credentials, Resources for Administrators, and Get Help. Another red box highlights the user profile area, and a red arrow points to the expanded dropdown menu. The dropdown menu lists options: MAG Intro Videos, How to Get Started, Security Credentials, Resources for Administrators, and Get Help.

# Dashboard: My 2FA Credentials

The dashboard is titled "My 2FA Credentials" and features a dark blue header bar. Below the header, there are several sections: a "Credential Strength" section with a "Medium Hardware Cert" status, a "Manage and Renew" button, a "Get 2FA" button, and a "Have a license key? Enter it here" link. Below these, there are three main content areas: an information section about elevating credential strength, a section for linking existing credentials with a "Badge" link, and a "Federated Identity Service (FIS) Medium Hardware Cert" section showing an active status and expiration date. Numbered callouts (1-6) point to specific elements: 1 points to "Credential Strength", 2 to "Manage and Renew", 3 to "Get 2FA", 4 to "License Key", 5 to "Company Credentials (EAG)", and 6 to "Badge".

**1** Credential Strength

**2** Manage & Renew

**3** Get 2FA


**4** License Key


**5** Company Credentials (EAG)

**6** Badge

**My 2FA Credentials** ? Credential Strength: Medium Hardware Cert Manage and Renew Get 2FA Have a license key? Enter it here ^

**i** Elevate your credential strength: Some of your applications are more secure than others. To access them more quickly, elevate your security with your preferred 2FA if you have 2FA.

**i** Link your existing credentials:  **Badge:** Get access to applications using DoD CAC ([CAC Policy](#)), NASA PIV, NGC OneBadge, or Canada DND PKI Smart Card. [Link now](#)

 **Federated Identity Service (FIS)**  
**Medium Hardware Cert**  
✓ Active  
Expires: 7 Sep, 2026 12:34 PM



# Dashboard: Administrator Options



## Manage Requests

Manage user registration and application subscription requests

MANAGE



## Billing & Support

View billing information and track support cases

VIEW



## Instant Pay

Instantly pay your invoices

PAY INVOICES



### Manage Requests:

Displays only for those with an Administrator role. Click **Manage** to go to Registration Request tab and approve users.



### Billing & Support:

Click **View** to route to Exostar's Billing & Support page.



### Instant Pay:

Click **Pay Invoices** to be redirected to the Instant Pay page.

# Application Statuses

Applications				
My Applications	Open Applications	Request Applications		
<div>Exostar LLC</div> <div>ForumPass 7 - US</div> <div>Status:  Active</div> <div>Launch</div>	<div>Exostar LLC</div> <div>ForumPass 7 Defense - US</div> <div>Status:  Pending</div> <div>Pending Approval</div>	<div>Exostar LLC</div> <div>ForumPass 6 Secure File Transfer – UK</div> <div>Status:  Pending</div> <div>Pending Terms</div>	<div>Exostar LLC</div> <div>Exostar Certification Assistant</div> <div>Status:  Inactive</div> <div>Request Access</div>	<div>Exostar</div> <div>Certification Assistant</div> <div>Status:  Pending</div> <div>Agree to Terms</div>

## Launch:

Click to open application.

## Pending Approval:

Awaiting Application Admin approval.

## Pending Terms:

Admin needs to accept T&Cs.

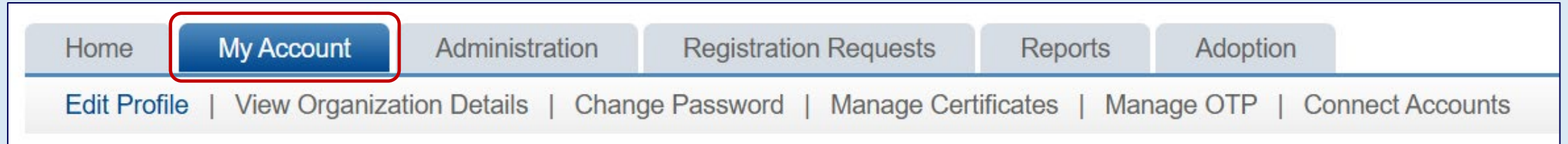
## Request Access:

Request access to this application for your Admin to approve.

## Agree to Terms:

You must accept Terms & Conditions before users can access.

# My Account Tabs



Edit Profile



View Organization  
Details



Change Password



Manage Certificates



Manage OTP



Connect Accounts



# My Account – View Organization Details

**Organization Contact**

No Organization Contact  
[Update Organization Contact](#)

**Organization Administrators**

First Name	Last Name	Email	Phone
ashleigh	Howell	ashleigh.howell@exostar.com	
Stephanie	Rooney	stephanie.rooney@exostar.com	1234567891

**Application Administrators**

First Name	Last Name	Email	Phone	Application
Stephanie	Rooney	stephanie.rooney@exostar.com	1234567891	Raytheon Technologies Supplier Portal
Stephanie	Rooney	stephanie.rooney@exostar.com	1234567891	Supply Chain Platform - Raytheon Technologies UAT
ashleigh	Howell	ashleigh.howell@exostar.com		Partner Information Manager
Stephanie	Rooney	stephanie.rooney@exostar.com	1234567891	Partner Information Manager
ashleigh	Howell	ashleigh.howell@exostar.com		VQM - Vendor Qualification Manager
Stephanie	Rooney	stephanie.rooney@exostar.com	1234567891	VQM - Vendor Qualification Manager
ashleigh	Howell	ashleigh.howell@exostar.com		Raytheon Technologies SecureForms
Stephanie	Rooney	stephanie.rooney@exostar.com	1234567891	Raytheon Technologies SecureForms
ashleigh	Howell	ashleigh.howell@exostar.com		Exostar LLC Main Supplier Portal
Stephanie	Rooney	stephanie.rooney@exostar.com	1234567891	Exostar LLC Main Supplier Portal
ashleigh	Howell	ashleigh.howell@exostar.com		Raytheon Supplier Testing Portal
Stephanie	Rooney	stephanie.rooney@exostar.com	1234567891	Raytheon Supplier Testing Portal

**Application Settings**

Application Access:

Provider	Application	Status
PIM	Partner Information Manager	Active
Exostar LLC	VQM - Vendor Qualification Manager	Active
Exostar LLC	Exostar LLC Main Supplier Portal	Active
Exostar LLC	Raytheon Supplier Testing Portal	Active
Raytheon Technologies	Raytheon Technologies Supplier Portal	Active
Raytheon Technologies	Supply Chain Platform - Raytheon Technologies UAT	Active
Raytheon Technologies	Raytheon Technologies SecureForms	Active

Status: Active

**Organization Contact:** View and update current contact**Organization Administrators:** View all org admins and their contact information**Application Administrators:** View all app admins and their contact information**Application Settings:** Displays a list of all application to which your org has access, as well as status**Status:** Displays your current MAG Organization Account status

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# My Account – Manage Certificates

Home

My Account

Administration

Registration Requests

Reports

Adoption

Edit Profile

View Organization Details

Change Password

Manage Certificates

Manage OTP

Connect Accounts

View Certificates

Recover Encryption Keys

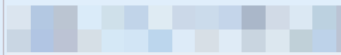
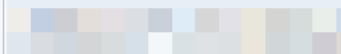
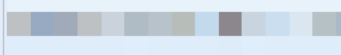
Revoke Certificates

Renew Certificates

Reapply

Certificates

You have the following valid FIS certificates. Instructions on: [How to Backup Your Software Certificates.](#)

Certificate Template	Subject DN	Validity Period	Valid From	Valid To	Serial Number
ExostarFISMediumHardwareIdentityCertificateV4	CN=Stephanie Rooney_8289(Identity), O=Exostar LLC, DC=fis, DC=evincible, DC=com	3 Years	08 Sep, 2023 12:34 PM EDT	07 Sep, 2026 12:34 PM EDT	
ExostarFISMediumHardwareEncryptionCertificateV4	CN=Stephanie Rooney_8289(Encryption), O=Exostar LLC, DC=fis, DC=evincible, DC=com	3 Years	08 Sep, 2023 12:34 PM EDT	07 Sep, 2026 12:34 PM EDT	
ExostarFISMediumHardwareSignatureCertificateV4	CN=Stephanie Rooney_8289(Signature), O=Exostar LLC, DC=fis, DC=evincible, DC=com	3 Years	08 Sep, 2023 12:34 PM EDT	07 Sep, 2026 12:34 PM EDT	

# My Account – Manage OTP

The screenshot shows the 'My Account' section of a web application. The navigation bar includes links for Home, My Account (active), Administration, Registration Requests, Reports, and Adoption. Below the navigation bar, there are links for Edit Profile, View Profile, Register, Manage Certificates, Manage OTP, and Connect Accounts. A red arrow points from the 'Register' link to a box labeled 'Register: Click to enter License Key'. Another red arrow points from the 'Manage OTP' link to a box labeled 'Purchase: Navigate to Exostar Webstore'. Below the navigation bar, there is a section titled 'Introduction' with the text: 'To Register credentials [click here](#) and New purchase, [click here](#)'.

The screenshot shows the 'Enter license key' form. The form has a title 'Enter license key' and a description: 'You should have received an email with the license key to activate your credential. Enter it below to continue. You'll need your license key to proceed. If you don't have it right now, press 'CANCEL''. There is a text input field labeled 'License key' with a help icon. At the bottom, there are two buttons: 'CANCEL' and 'NEXT'.

The screenshot shows the 'Purchase your Exostar Subscription' form. The form has a title 'Purchase your Exostar Subscription' and a description: 'This portal supports purchasing two-factor authentication (2FA) subscriptions (which may be required by your application owner or Electronic Prescription of Controlled Substances (EPCS) regulations), one-time proofing products, and Cybersecurity Maturity Model Certification (CMMC) compliance solutions. Please select your partner or product from the drop down to find applicable products.' There is a text input field labeled 'Select Partner or Product' with a dropdown arrow. At the bottom, there is a 'Next' button.



# Registration Requests (Org Admin)

[Home](#) [My Account](#) [Administration](#) [Registration Requests](#) [Reports](#)

[Authorize User](#) [Authorize Application](#) [Authorize FIS](#)

Filter Requests By: All Results/page: 25

Search For:  Using Select Field to Filter Search Clear

Need additional help? - Refer [Request Management Guide for Administrators](#).  
Request still pending? The system may still be processing. Click the sub-tab to refresh the screen and update the status.

Request Id	Last Name	First Name	Org Name	Business Unit	Date Submitted	Last Viewed Date	Status
userRegistration1599583686596	Pendyala	Pavan	Exostar QA		09/08/2020	09/08/2020	Pending
<a href="#">userRegistration1599583525617</a>	Pendyala	Pavan	Exostar QA		09/08/2020	09/08/2020	New
<a href="#">userRegistration1599583405484</a>	Pendyala	Pavan	Exostar QA		09/08/2020	09/08/2020	New
<a href="#">userRegistration1599583200878</a>	Pendyala	Pavan	Exostar QA		09/08/2020	09/08/2020	New
userRegistration1597434403322	Puthanveetil	Savitha	Exostar QA		08/14/2020	08/14/2020	Pending

# Registration Requests (App Admin)

[Approve](#) | [View Users](#) | [View Organizations](#) | [Approval Settings](#)

This workflow has been updated with an improved user experience.  
[Click here to move to that workflow in a new browser tab/window.](#)  
This will not close the current window.

## Request Inbox

Select

Select

☒ AND ☐ OR

+ ADD RULE

Search

Clear

Items per page: 10

1 - 1 of 1

<< < > >>

<input checked="" type="checkbox"/>	Last Name	First Name	User ID	Email	Org Name	Business Unit	Application Requested	Date Submitted	Open
<input checked="" type="checkbox"/>	Test2	User	test2u_0607	test-user@ex...	Training Tea...		ForumPass 7 ...	11/14/2024	

49 APP SUBSCRIPTION REQUESTS

1 USER REQUESTS ▾

APPROVE

DENY

### USER SUBSCRIPTION REQUESTS

You can take the following actions on the 1 selected User Subscription Requests.

APPROVE

DENY

# Administration Tab: View Users

Home

My Account

Administration

Registration Requests

Reports

Adoption

View Users

Add New User | Subscribe to Application | User Upload | Bulk Actions

Click the Search button to view results.

Search For:

Using:

Last Name

Search

Export Search Results

Clear

User ID	Last Name	First Name	Last MAG Access Date	Employee Reference	Email
<a href="#">howella_9925</a>	Howell	ashleigh	Jan/18/2022		ashleigh.howell@exostar.com



# View Users – Manage Roles

Manage Roles:

Role

Application

☒ User

☒ App Admin

☒ Org Admin

Exostar LLC Main Supplier Portal, Raytheon Supplier Testing Portal, VQM - Vendor Qualification Manager, Partner Information Manager, Raytheon Technologies SecureForms

Update

## Applications to Administer

Provider	Application	Select
<input type="text"/>	<input type="text"/>	
Exostar	Exostar LLC Main Supplier Portal	<input checked="" type="checkbox"/>
Exostar	Raytheon Supplier Testing Portal	<input checked="" type="checkbox"/>
Exostar	VQM - Vendor Qualification Manager	<input checked="" type="checkbox"/>
PIM	Partner Information Manager	<input checked="" type="checkbox"/>
Raytheon	Raytheon Technologies SecureForms	<input checked="" type="checkbox"/>
Raytheon	Raytheon Technologies Supplier Portal	<input checked="" type="checkbox"/>
Raytheon	Supply Chain Platform - Raytheon Technologies UAT	<input checked="" type="checkbox"/>

Done

# View Users – Manage Application Access

Application Access:

Provider	Application	Last Access Date	Status	Sponsor Code(s)	Action
Raytheon	Raytheon Technologies Supplier Portal		Pending account creation by the Application		
Raytheon	Supply Chain Platform - Raytheon Technologies UAT		Pending Application Administrator Approval		
PIM	Partner Information Manager	17 Feb, 2021 02:20 AM EST	Active	<input type="text"/>	<div>SuspendDelete</div>
Exostar	VQM - Vendor Qualification Manager		Active	<input type="text"/>	<div>SuspendDelete</div>
Raytheon	Raytheon Technologies SecureForms		Active	<input type="text"/>	<div>SuspendDelete</div>
Exostar	Exostar LLC Main Supplier Portal		Suspended		<div>ActivateDelete</div>
Exostar	Raytheon Supplier Testing Portal		Inactive	<input type="text"/>	<div>Request Access</div>



Suspend



Delete



Activate



Request Access

# View Users – Manage Status/Password Reset

Status: Active **Suspend** **Reset Permanent Password**

**Delete User**

**Edit User**

User removal (deactivation) is a permanent operation and it cannot be undone. You are deactivating a user with the organization administrator role. Exostar recommends that an organization have a minimum of two organization administrators. Are you sure you want to deactivate the user rooneys\_4507? Press the 'Submit' button to permanently disable the user account.

\*Reason:

\*Reason Note (Maximum 300 characters):

**Submit** **Cancel**

# Administration Tab – Add New User

Home

My Account

Administration

Registration Requests

Reports

View Users

Add New User

Subscribe to Application

User Upload

Bulk Actions

All fields marked with a \* are required.

Add New User

Title: 

Select Title

\*First Name:

Middle Name:

\*Last Name:

Job Title:

\*Street Address 1:

Street Address 2:

\*City:

\*State:

\*Zip/Postal Code:

\*Country: 

United States

Time Zone: 

America/New\_York

\*Phone:

Fax:

\*Email:

Restricted Access: 

On

Off

Application Settings

Role: 

User

Sponsor code is an optional field. If available, enter comma-separated sponsor code(s). For help on Sponsor Codes, [view more information](#).

Application Access:

Provider	Application	Select	Sponsor Code(s)
Test Service Provider	Test Service Provider	<input type="checkbox"/>	<input type="text"/>
Exostar	Exostar Governance, Risk, and Compliance	<input type="checkbox"/>	<input type="text"/>

Requestor Comments:

Continue



# Administration Tab – Subscribe to Application

HomeMy AccountAdministrationRegistration RequestsReports

View Users | Add New User | Subscribe to Application | User Upload | Bulk Actions

Subscribe to Application

Company	Application	Action
Raytheon Technologies	Raytheon Technologies Sourcing	Subscribe to Application
Lockheed Martin	LM Supplier Portal (SAP Ariba)	Subscribe to Application
Exostar LLC	Supply Chain Platform - PSR	Subscribe to Application

# Administration Tab – User Upload

Home

My Account

Administration

Registration Requests

Reports

View Users | Add New User | Subscribe to Application | User Upload | Bulk Actions

User Upload

Organization Name: Exostar QA  
Organization ID/Exostar ID: EXO113295868 / 113295868


\*Required

To batch subscribe users in this organization to applications, select the CSV file to be loaded and click the **Validate** button below.

Need Help? Refer [Online Help for Load Users.](#)

\*Select File:

+ Browse for CSV File



File Selected: No file selected

Application Access:

Provider	Application	Select	Sponsor Code(s)
Exostar	Federated Identity Service (FIS)	<input type="checkbox"/>	<input type="text"/>
Boeing	Boeing Supply Chain Platform	<input type="checkbox"/>	<input type="text"/>

Validate

Clear Uploaded File

# Administration Tab – Bulk Actions

Home

My Account

Administration

Registration Requests

Reports

View Users | Add New User | Subscribe to Application | User Upload | Bulk Actions

User Bulk Actions

Organization Name: Exostar QA

Organization ID/Exostar ID: EXO113295868 / 113295868

\* Required

Need Help? Refer [Online Help for Bulk Uploads.](#)

\* Select an action:

☐ Suspend MAG Account

☐ Reactivate MAG Account

☐ Delete MAG Account

☐ Subscribe Application

☐ Suspend Application


☐ Reactivate Application

☐ Delete Application

To batch subscribe users in this organization to applications, select the CSV file to be loaded and click the **Validate** button below.

\*Select File:

+ Browse for CSV File



File Selected: No file selected


Validate

Clear Uploaded File

# MyExostar Self-help site

- Managed Access Gateway information:  
[https://myexostar.com/?ht\\_kb=mag](https://myexostar.com/?ht_kb=mag)
- MAG Administrator Resources:  
[https://www.myexostar.com/?ht\\_kb=mag-administrator-resources](https://www.myexostar.com/?ht_kb=mag-administrator-resources)
- For further assistance, open an **online customer support ticket** (MyExostar)
- Need a job aid? Download the **MAG Administration Infographic**.
- Questions or comments? Contact us at [training@exostar.com](mailto:training@exostar.com)

## Managed Access Gateway (MAG)

[Click here for MAG Announcements and Release Notes](#)

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### What is Managed Access Gateway?

**Exostar's Managed Access Gateway (MAG)** is a secure Identity and Access Management (IAM) cloud service for the Aerospace & Defense industries. Many of your business partners are likely already part of our large user community of Aerospace & Defense partners/suppliers with Exostar MAG (A&D) credentials, so you will be able to do business faster. Exostar's MAG Platform will ensure that you have all necessary tools for secure and intelligent collaboration.

### MAG Resources

[+ Get Started](#)[+ MAG Credentials](#)

[+ MAG Navigation](#)[+ Administrator Resources](#)

[+ Training Resources](#)[+ Webinars](#)

[+ System Requirements](#)

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MAG Resources

### Need Help?

Can't find the answer you're looking for? Don't worry we're here to help!

[CONTACT SUPPORT](#)