

Using VMware Cloud

VMware Cloud services



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Using VMware Cloud Services

1

The VMware Cloud service platform is a web-based application that supports any number of VMware cloud services. When you sign up for VMware Cloud services, you manage all your users, organizations, and payment methods through this one intuitive platform.

WHAT'S NEW

We are consistently improving the VMware Cloud service platform. In this release, we provide the following new features:

Consolidated Billing

VMware Cloud services now support consolidated billing. Use your VMware funds or a credit card as a payment method. You can also use VMware promotional credits that you have accrued. Choose your preferred VMware fund when you sign up for a service, or later on when you manage your payment methods. You can also view your current costs and a monthly billing statement.

See [Chapter 5 How Do I Manage Payment Methods and Billing](#).

Support Center

We are here to help you. Check out the new Support Center where you can let us know of any problems you might run into.

We have also created a Support role. While organization owners can automatically create and track support tickets, they can also assign the role of support person to one or more organization members so that they can create and track support tickets for the organization.

See [Chapter 8 How Do I Get Support](#).

How Do I Sign up for VMware Cloud Services

2

There are two scenarios in which you might sign up for a VMware Cloud service.

- You express interest in a VMware Cloud service at <https://cloud.vmware.com/>, and receive an invitation to join.
- You receive an invitation from someone who has already signed up.

The first time you sign up for a VMware Cloud service, you create a cloud service account with your VMware ID. If you do not have a My VMware account, you create one as you sign up.

Procedure

- 1 Click the link in your invitation mail.
- 2 Follow the steps to create your VMware Cloud services account.
- 3 Sign in to VMware Cloud services with your VMware ID.

How Do I Work With Organizations

3

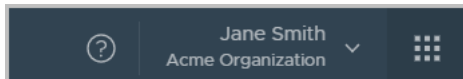
VMware Cloud service accounts are contained within organizations. An organization enables controlled access to one or more services. You must belong to an organization before you can access a cloud service.

If you are an organization owner, you have access to all the resources of the organization. You add cloud services to your organization, and then invite users. If you hold the role of organization member, you have limited access to the organization's resource.

To see what you can do within your organization with your role, see [Chapter 4 How Do I Manage Users and Permissions](#)

Your Active Organization

When you sign in to VMware Cloud services, your active organization is displayed under your user name on the menu bar.



If you belong to more than one organization, you can select which of your organizations you want to be active when you sign in. See [Specify a Default Organization](#).

You can switch from the active organization to another of your organizations at any given time. See [Access One of Your Other Organizations](#).

If you are an organization owner, you can change the display name of the organization by clicking your user name, and selecting **View Organization**. If you have already signed up for a cloud service, and you sign up for another cloud service, you can add the new service to one of your existing organizations.

This chapter includes the following topics:

- [Access One of Your Other Organizations](#)
- [Specify a Default Organization](#)

Access One of Your Other Organizations

When you sign in to VMware Cloud services, your active organization is displayed. You can see the name of your active organization on the menu, under your user name.

If you belong to more than one organization, you can switch from the active organization to another of your organizations at any given time.

Procedure

- 1 On the VMware Cloud Services toolbar, click the arrow next to your user name.
- 2 From the menu, click the arrow next to the organization name.
A drop-down list appears displaying the names of your organizations.
- 3 Click the organization you want to display.

Specify a Default Organization

If you belong to one or more organizations, you can choose which of your organizations is the active organization when you sign in.

Your active organization is by default the organization to which you were invited, or the organization which was displayed when you signed out of VMware Cloud services.

Procedure

- 1 On the VMware Cloud Services toolbar, click the arrow next to your user name.
- 2 Click **Set Default Organization**.
A list of your organizations is displayed.
- 3 Select the organization you want to display when you log in.

How Do I Manage Users and Permissions

4

As an organization owner, you invite users to your organization and give them role-based access to the organization's resources. You can view your list of users, edit their roles, and remove users from your organization.

When you invite users to your organizations, you assign two types of role-based access:

- Access to one or more of the cloud services of the organization. You grant users access to the cloud service according to the roles provided by each cloud service. For more information, refer to the documentation of the relevant VMware cloud service.
- Role-based access to the organization. As an organization owner with full access, or as an organization member with read-only access.

To see the permissions each role enables, see the following table.

Permission	Organization Owner	Organization Member
Belong to one or more organizations	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>
Access one of your other organizations	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>
Specify the organization that is displayed when you sign in.	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>
Change the organization display name	<input checked="" type="checkbox"/>	
Add/remove users in your organization	<input checked="" type="checkbox"/>	
Manage the service access and roles of users in your organization	<input checked="" type="checkbox"/>	
Manage payment methods and billing	<input checked="" type="checkbox"/>	
Submit and manage support tickets	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/> When the Support check box is selected.

This chapter includes the following topics:

- [Add Users to Your Organization](#)
- [Manage Users](#)

Add Users to Your Organization

As an organization owner, you invite users to your organization and give them access to the services associated with it. You can also track the invitations you send. Invitations are valid for up to seven days. If you have sent an invitation in error, you can revoke it.

The users you invite can hold several roles:

- A role within the organization - organization owner or organization member. To see the privileges assigned to each of these roles, see [Chapter 4 How Do I Manage Users and Permissions](#).
- A role within the cloud service to which you are inviting the user. Each cloud service has its own specific roles. For more information, refer to the documentation of the relevant VMware Cloud service.
- In addition to an organization member role, a user can also hold a support role.

Procedure

- 1 On the VMware Cloud Service toolbar, click the **VMware Cloud Services** icon and select **Identity & Access Management**.
- 2 Click **Add Users**.
- 3 On the **Active Users** tab, enter the email address of the user you want to add to your organization.

Add New Users

Add/invite new users to your organization IX group's org and allow access to the organization and services. Invitation emails will be sent to the following email addresses.

Email Addresses

jane@gmail.com

Role Assignment

Role in organization Organization Member

Support User

+ Add service access

CANCEL ADD

If you want to invite more than one user, separate each email address by a comma.

- 4 In the **Role in organization** text box, assign the role that the user will use in the organization.
- 5 If you have given the user the role of organization member and you want the user to manage support tickets, select the **Support User** check box.

- To give the user access to a service in the organization, click **Add service access**.

- The first service that appears in your list of services is selected. To change the service to another service, click the downward arrow next to the service name, and scroll the list of services in your organization.
- Click **Add service access** again, to give the user access to another service.
- Click **Add** to send an invitation to the user.

The invitations you send are valid for seven days. You can view the status of the invitation on the

	Email Address	Organization Roles	Status	VMware Cloud on AWS
<input type="checkbox"/>	miss@gmail.com	Organization Member, Support User	Invitation Sent	No Access

Invitations tab.

- If you sent an invitation in error, you can revoke it. Select the check box next to the invitation, and click **Revoke Invitations**.

The activation link in the email is revoked and the person to whom you sent the mail cannot sign into the service.

Manage Users

If you are an organization owner, you can change the role users hold in your organization and the services they can access. You can also remove users from your organization.

Procedure

- 1 On the VMware Cloud Service toolbar, click the **VMware Cloud Services** icon and select **Identity & Access Management**.
- 2 To modify a role:
 - a Select a user and click **Edit Roles**.
 - b Make your required changes and click **Save**.
- 3 To remove a user from the organization:
 - a Select one or more users and click **Remove Users**.
 - b Click **Remove** to permanently remove the user from your organization.

How Do I Manage Payment Methods and Billing

5

With consolidated billing, VMware Cloud services provide one bill a month for all costs incurred by the organization's services. You can use one of your VMware funds or a credit card as your preferred payment method.

You select the type of payment method that you want to associate with your account when you onboard a VMware Cloud service with a new organization.

To view your current accrued costs and charges for the past month for all the services in your organization, see [Get Billing Details](#).

To add credit cards, link your VMware funds, select a default payment, and more, see [Manage Payment Methods](#).

To use promotional credits to cover your organization's cost, see [Pay with Promotional Credits](#).

This chapter includes the following topics:

- [Get Billing Details](#)
- [Manage Payment Methods](#)
- [Pay with Promotional Credits](#)

Get Billing Details

Organization owners can view current accrued costs and charges for the past month for all the services in their organization.

The billing cycle starts on the date that the organization owner set up the payment method for the first service in the organization. For example, if the organization owner onboarded the first service of the organization and set up the payment method on the 15th of the month, the billing cycle for the organization runs from the 15th of one month to the 15th of the next.

Your billing details include itemized charges per service for the organization for the current month. This information is refreshed daily. You can also view your last billing statement, and print a report.

Procedure

- 1 On the VMware Cloud Services toolbar, click the **VMware Cloud Services** icon and select **Billing**.
- 2 To see an itemized list of purchases for a particular service, click the arrow to the left of the service name.

Manage Payment Methods

When you sign up for VMware Cloud services, you add the payment method that you want to use to cover your organization's costs. This payment method becomes the default payment method for your organization. You can use a VMware fund or a credit card.

You can manage your payment methods by adding additional credit cards, and linking the VMware funds associated with your account to your organization. Note that currently only US-based credit cards are accepted.

Your VMware funds are displayed in the Manage Payment Methods page. If you want to use these funds to cover your organization's costs, you can link them to your organization, and set one of them as your default payment method. In this way, you can use the same fund across all your organizations. You can use any fund if it is within the VMware Entitlement account associated with VMware Cloud services, and in the same currency that is used by the organization.

Procedure

- ◆ On the **VMware Cloud Services** toolbar, click the **VMware Cloud Services** icon and select **Billing**.

To	Do this
Change the default payment method to another of your existing payment methods.	Click Change payment method , select the VMware fund that you want to use, and click Confirm .
Use one of your VMware funds as a payment method.	Click Link funds , and select the fund. If you want to link the fund to use as a payment method later on, click Link fund . If you want to link the fund and set it as your default payment method, click Link and make default .
Add a credit card.	Click Add card , and enter your credit card details. To add the card to your payment methods to use later on, click Continue . To use the card as your default payment method, click Make default .
Update a credit card, remove a credit card, or make a credit card the default payment method.	Click the ellipsis by the credit card details, and select the required option.

Pay with Promotional Credits

If you have promotional credits for any of your VMware Cloud services, you can apply them to one of your organizations, and redeem them against the organization's monthly costs.

Promotional credits can be service-specific - meaning that you can use them against the monthly costs of a specific service - specific to a group of services, or apply to all services. Make sure that you note the expiration date of the credit, and redeem it before it expires.

Promotional credits have a start date, an amount, and an expiration date.

Procedure

- 1 On the VMware Cloud Services toolbar, click the **VMware Cloud Services** icon and select **Promotional Credits**.
- 2 Select the credit that you want to use, and click **Activate**.
The credit is redeemed during the next billing period.
- 3 You can view the balance of the promotional credit at any time on the Promotional Credits page.

How Do I Edit My User Profile

Your user profile consists of the details you provided when you created your My VMware account.

You can change your user profile in the VMware Cloud services platform or by logging in to your My VMware account at <https://my.vmware.com>. When you modify your details in the VMware Cloud services platform, the changes you make are saved to your My VMware account, and vice versa.

Procedure

- 1 On the VMware Cloud Services toolbar, click your user name and select **View My Profile**.
- 2 Click **Edit**, make your changes, and click **Save**.

Reset Your Password

Your VMware Cloud services password is the same password as your VMware ID.

You can reset your VMware ID in the VMware Cloud services platform, or by logging in to your My VMware account at <https://my.vmware.com>.

Procedure

- 1 On the VMware Cloud Services menu, click your user name and select **Change Password**.
- 2 Enter the information to change your password and click **Save**.

Your VMware ID is reset.

How Do I Generate Access Keys and OAuth Refresh Tokens

7

You may need to generate an access key or an OAuth refresh token to use in your APIs to call a VMware Cloud service.

This chapter includes the following topics:

- [Generate an Access Key](#)
- [Generate an OAuth Refresh Token](#)

Generate an Access Key

Generate an access key if you want to make an authorized call to the APIs of any of the VMware Cloud services on behalf of all your organizations. Access keys work best with the API of the cloud service platform. An access key is not time-limited, but can be revoked and regenerated.

Procedure

- 1 On the VMware Cloud Services toolbar, click your user name and select **View My Profile**.
- 2 If you are generating an access key for the first time, click **Generate Key**.
- 3 Copy the key and paste it into your API script.
- 4 To refresh the access key, click the circular refresh icon next to the access key.
- 5 Copy the key and paste it into your API script.

Generate an OAuth Refresh Token

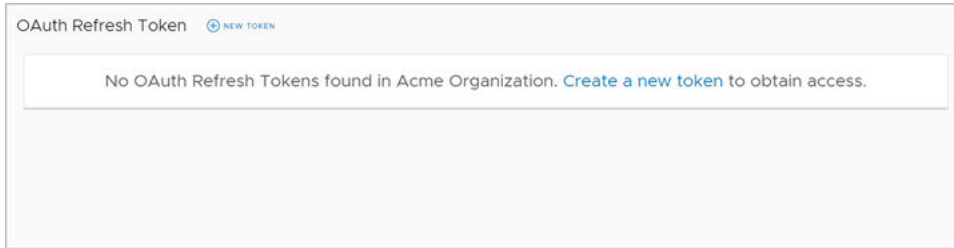
You use OAuth refresh tokens to authorize actions per organization. The OAuth refresh token handles authorization more securely than an access key because it authorizes access per organization, and not across all your organizations. Use an OAuth refresh token to access the APIs of the cloud services platform and the VMware Cloud services.

An OAuth refresh token is valid for six months, after which time you regenerate it. If you feel the token has been compromised, you can revoke the token to prevent unauthorized access to the API. You generate a new token to renew authorization.

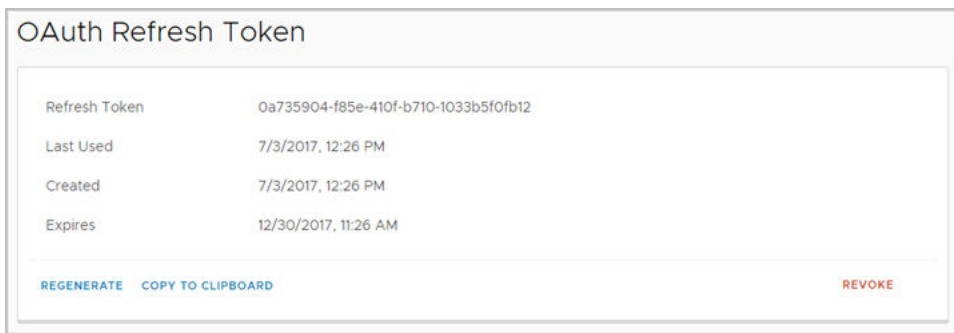
Procedure

- 1 On the VMware Cloud Services toolbar, click your user name and select **OAuth Refresh Token**.

The first time you generate a token, the following screen appears.



- 2 Click **New Token**.



- 3 Click **Copy to Clipboard** and paste the token in your script.

The token is valid for six months after which time you regenerate the token.

- 4 To revoke the token:

- a Click **Revoke**

The token is rendered invalid.

- b Remove the token from your script.

- 5 To regenerate a refresh token:

- a Click **Regenerate**.

The token is revoked, and a new token is generated.

- b Click **Copy to Clipboard** and paste the token in your script.

How Do I Get Support

We work hard to make VMware Cloud services work for you. We are here for you if you cannot find a solution to your problem in our cloud service documentation, or if you require technical support.

When you search for help or file a support ticket, you do so within the context of the organization to which you are currently logged in. If you belong to several organizations, make sure that you are logged in to the organization for which you want to file the ticket.

Before you file a support ticket, you might be able to find an answer to your problem in the VMware Cloud service documentation. You can access the documentation from the VMware Cloud services toolbar by clicking **?**, and selecting **VMware Docs**.

Prerequisites

To open and manage support tickets in the Support Center, you must have a support role within your organization. The organization owner is responsible for assigning roles and permissions within your organization.

If you cannot access the Support Center, and you need technical support, contact your organization owner and request access.

Procedure

- 1 On the VMware Cloud Services toolbar, click **?** and select **Support Center**.
The VMware Support Center is displayed in which you can search for help.
- 2 If you cannot find a solution to your problem, click **Create Support Request** to open a support ticket.