

Using VMware Cloud

VMware Cloud services services

vmware[®]

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Using VMware Cloud Services

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When you sign up for VMware Cloud services, you manage all your users and organizations through one intuitive platform.

Sign up for VMware Cloud Services

When you sign up for a VMware Cloud service, you receive an email invitation containing a link. You can use this link once.

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

When you sign up for a cloud service, an organization is created with you as the organization owner. Think of an organization as a container for users and the cloud services they have permission to access. As organization owner, you register your VMware fund as your method of payment.

After signing up, you invite users to join your organization, and give them access to the cloud services associated with it.

Procedure

- 1 Click the link in your invitation mail.
- 2 Sign up for VMware Cloud:
 - a If you have a VMware ID, follow the steps to sign up to VMware Cloud with your VMware ID credentials.
 - b If you do not have a VMware ID, follow the steps to create your My VMware account, and sign up to VMware Cloud.
- 3 Log in to VMware Cloud with your VMware ID.

Identity Access Management

As an organization owner you manage the users in your organization and give them role-based access to the organization's resources.

When you invite users to your organizations, you specify 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 based upon the roles provided by each cloud service. Refer to the documentation of your cloud service to see the roles and their permissions.
- Role-based access to the organization. As an organization owner with full access, or as an organization member with read-only access. See the table below to see the permissions of each role.

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"/>	

This chapter includes the following topics:

- [“Add Users to Your Organization,”](#) on page 9
- [“Manage Users,”](#) on page 11

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.

The users you invite will have a number of roles:

- A role within the organization - organization owner or organization member. To see the privileges assigned to each of these roles, refer to [Chapter 4, “Managing Organizations,”](#) on page 13.
- A role within the cloud service to which you are inviting the user. Each cloud service has its own specific roles.

Procedure

- 1 Click the **VMware Cloud Services** icon at the top right corner, and click **Identity Access Management**.
- 2 Click **Add Users**.
- 3 Enter the email address of the user you want to add to your organization.

The screenshot shows the 'Add New Users' interface. At the top, it says 'Add/invite new users to your organization **Acme Organization** and allow access to the organization and services. Invitation emails will be sent to the following email addresses.' Below this is a text input field for 'Email Addresses' containing 'jane@gmail.com'. Underneath is the 'Role Assignment' section, where 'Role in organization' is set to 'Organization Member'. There is a '+ Add service access' link below the role assignment. At the bottom right, there are 'CANCEL' and 'ADD' buttons.

If you want to invite more than one user, you add multiple email addresses separated by commas.

- 4 In the **Role in organization** text box, assign the role that the user will use in the organization.
- 5 Click **Add service access**.

This screenshot shows the 'Add New Users' form after step 5. The 'Roles in service' section is now populated with 'Discovery' and 'with roles: Discovery User'. The '+ Add service access' link is still present. The 'CANCEL' and 'ADD' buttons remain at the bottom right.

- 6 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. Add one or more services by clicking **Add service access**.
- 7 Click **Add** to send an invitation to the user.

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 Click the **VMware Cloud Services** icon in the top right corner, and select **Identity Access Management**.
A list of the users in the organization is displayed.
- 2 To modify a user's access settings:
 - 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.

Managing Organizations

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.

When you sign up for cloud services, VMware Cloud creates a new organization with you as the organization owner. As organization owner, you have access to all the resources of the organization. You add cloud services to your organization, and then invite users.

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 organizations, you can select which of your organizations you want to be active by default when you sign in. If you need to manage more than one organization, you can switch from the active organization to another of your organizations at any given time.

If you are an organization owner, you can change the display name of an organization by clicking your user name, and selecting **View Organization**.

This chapter includes the following topics:

- [“Access One of Your Other Organizations,”](#) on page 13
- [“Specify a Default Organization,”](#) on page 14

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 menu, 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, the organization displayed when you sign in, is by default the organization to which you were invited, or the organization which was displayed when you signed out of VMware Cloud services. If you belong to one or more organizations, you can specify which of your organizations is the active organization when you sign in.

Procedure

- 1 On the menu, 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.

User Settings

This chapter includes the following topics:

- [“Generate an Access Key,”](#) on page 15
- [“Generate an OAuth Refresh Token,”](#) on page 15
- [“Manage Your User Profile,”](#) on page 16

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 menu, click your user name and click **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

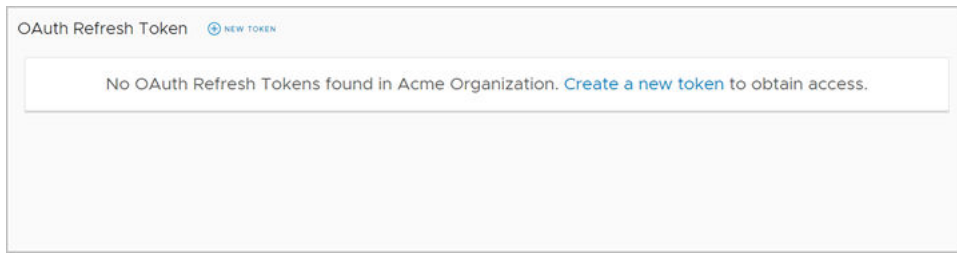
You use OAuth refresh tokens to authorize actions per organization. The OAuth refresh token handles authorization more securely than an access key because it authorizes access per organization, and not across all your organizations. Use an OAuth refresh token to access the APIs of the cloud services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

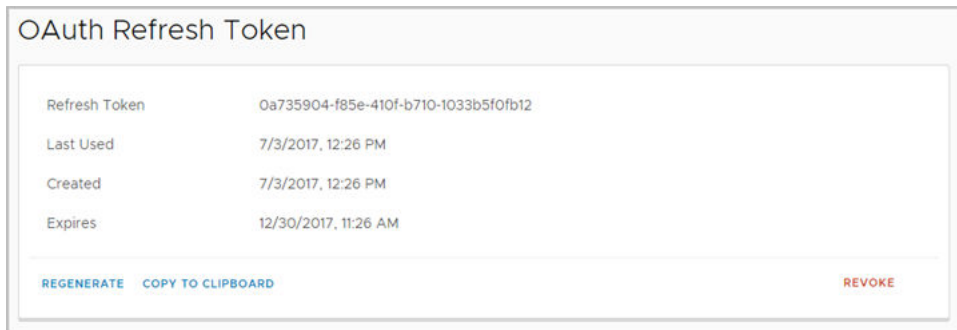
Procedure

- 1 On the menu, click your user name and click **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.

Manage Your User Profile

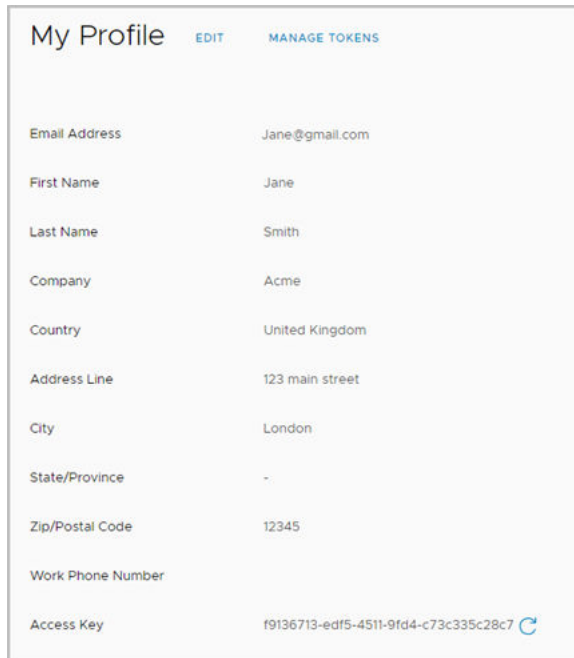
Your user profile consists of the details you provided when you created your My VMware account.

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


You generate access keys and manage tokens to use in your APIs in your profile page. For more information, see [GUID-732FDBB0-57DF-40FA-83C0-020332AAE540#GUID-732FDBB0-57DF-40FA-83C0-020332AAE540](https://my.vmware.com/guid-732fddb0-57df-40fa-83c0-020332AAE540).

Procedure

- 1 On the menu bar, click your user name and select **View My Profile**.



The screenshot shows a 'My Profile' page with a header containing 'My Profile', 'EDIT', and 'MANAGE TOKENS'. Below the header is a list of user information fields:

Email Address	Jane@gmail.com
First Name	Jane
Last Name	Smith
Company	Acme
Country	United Kingdom
Address Line	123 main street
City	London
State/Province	-
Zip/Postal Code	12345
Work Phone Number	
Access Key	f9136713-edf5-4511-9fd4-c73c335c28c7 

- 2 Click **Edit**, make your changes, and click **Save**.

Reset Your Password

Your VMware Cloud password is your VMware ID. You can reset your VMware ID in VMware Cloud, or by logging in to your My VMware account.

Procedure

- 1 On the 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.

Payment Methods and Billing

You use your VMware fund as the active payment method with your VMware Cloud services. In future releases, VMware Cloud services will support consolidated billing.

As an organization owner, you select the VMware fund that you want to link to your account when you onboard a VMware Cloud service.

You can access your billing information on My VMware, by clicking **Billing** on the VMware Cloud Services Console.

Get Support

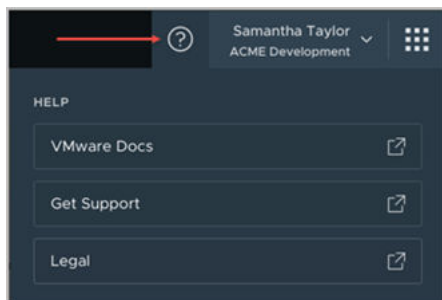
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We work hard to make VMware Cloud services work for you. We are here for you if you cannot find a solution to your problem in our cloud service user guides, or if you require technical support.

To file a support ticket, you will need the full ID of the organization. Organization IDs are displayed under the name of the Organization in the drop-down panel. Display the full ID by clicking the 8-digit ID. Copy this ID and paste it into your support ticket.

Procedure

- ◆ On the menu bar, click the ? and click **Get Support**.



The VMware Support Services page is displayed in which you can open a support ticket.

