



Managing SAS Access

Version: 1.1
Date: 1/25/2017

Before You Begin

The user for whom you are setting up SAS access must first have EDW access configured. For information on verifying a user's EDW access status and setting up that access, refer to the [Managing EDW Access](#) document.

Submitting Service Now Tickets for the SASlinuxp UNIX Group and the SAS Grid Package

Use this procedure when an associate contacts someone in BID User Support about gaining SAS access:

1. In Service Now, enter a service request to add the user to the **SASlinuxp UNIX** centrify group (as shown below):

The screenshot shows a Service Now ticket form for a Catalog Task. The ticket number is SCTASK0011453 and the state is Open. The requested for field is empty, and the request item is RITM0011531. The assignment group is COG.Infra.Unix. The ticket was opened on 2017-07-26 10:04:40. The short description is "add [redacted] to the SASlinuxp UNIX group". The description contains the text: "***Please assign to COG.Infra.Unix***", "Please add the below user to the SASlinuxp UNIX group:", "[redacted]", and "Please email [redacted] when this is complete.".

Number	SCTASK0011453	State	Open
Requested for	[redacted]	*Assignment group	COG.Infra.Unix
Request item	RITM0011531	Assigned to	[redacted]
Opened	2017-07-26 10:04:40		
*Short description	add [redacted] to the SASlinuxp UNIX group		
Description	***Please assign to COG.Infra.Unix*** Please add the below user to the SASlinuxp UNIX group: [redacted] Please email [redacted] when this is complete.		



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- Also in Service Now, enter a service request to have the SAS Grid package (and Microsoft Office 2013, if necessary) installed on the user's PC (as shown below):

NOTE: Refer to the [Steps for WinSQL Access](#) document for the Location/Computer Name mappings.

The screenshot shows a Service Now Catalog Task record for SCTASK0011075. The record is in a 'Closed Complete' state. Key fields include: Number (SCTASK0011075), State (Closed Complete), Requested for (redacted), Request item (RITM0011149), Opened (2017-07-20 09:53:58), *Assignment group (ADCS.EUS.Easton), and Assigned to (redacted). The *Short description is 'SAS Enterprise Guide Install - CAD4LRCLSP2262 -'. The Description field contains the text: '***PLEASE ASSIGN TO ADCS.EUS.Easton***', 'Please install the SAS Grid package (the SAS package that includes all components - SAS Enterprise Guide with Management Console, SAS Personal Login Manager, and the SAS Add-in for excel) on thier PC.', and 'Please contact BID User Support when complete.'

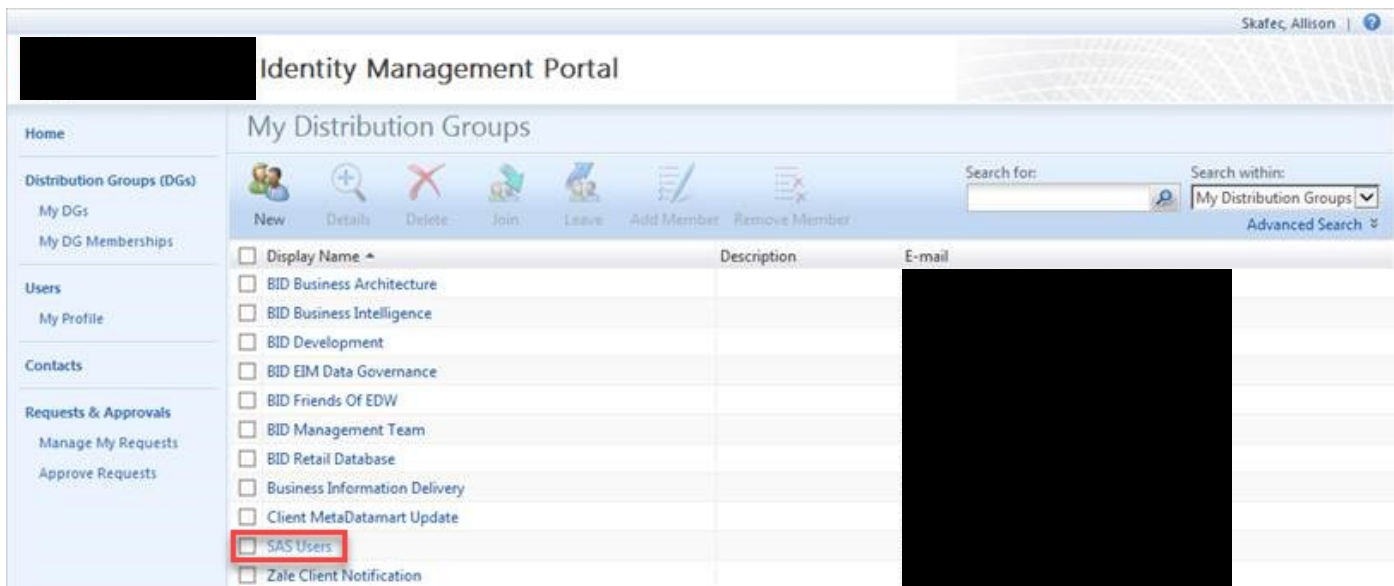
- Open the Identity Management Portal (<https://idweb.alliancedata.com/IdentityManagement/default.aspx>) and click the **Manage my DGs** link.

The screenshot shows the Identity Management Portal home page. It features a 'Welcome, [redacted]' message and a search bar. The main content area is divided into two sections: 'Distribution Groups (DGs)' and 'Requests'. The 'Distribution Groups (DGs)' section includes links for 'Create a new DG', 'Manage my DGs' (highlighted with a red box), 'See my DG memberships', and 'Join a DG'. The 'Requests' section includes links for 'Approve requests' and 'See requests I've made'. A 'Help' section on the right provides links for 'Contact Helpdesk' and 'Best Experienced with Internet Explorer'.

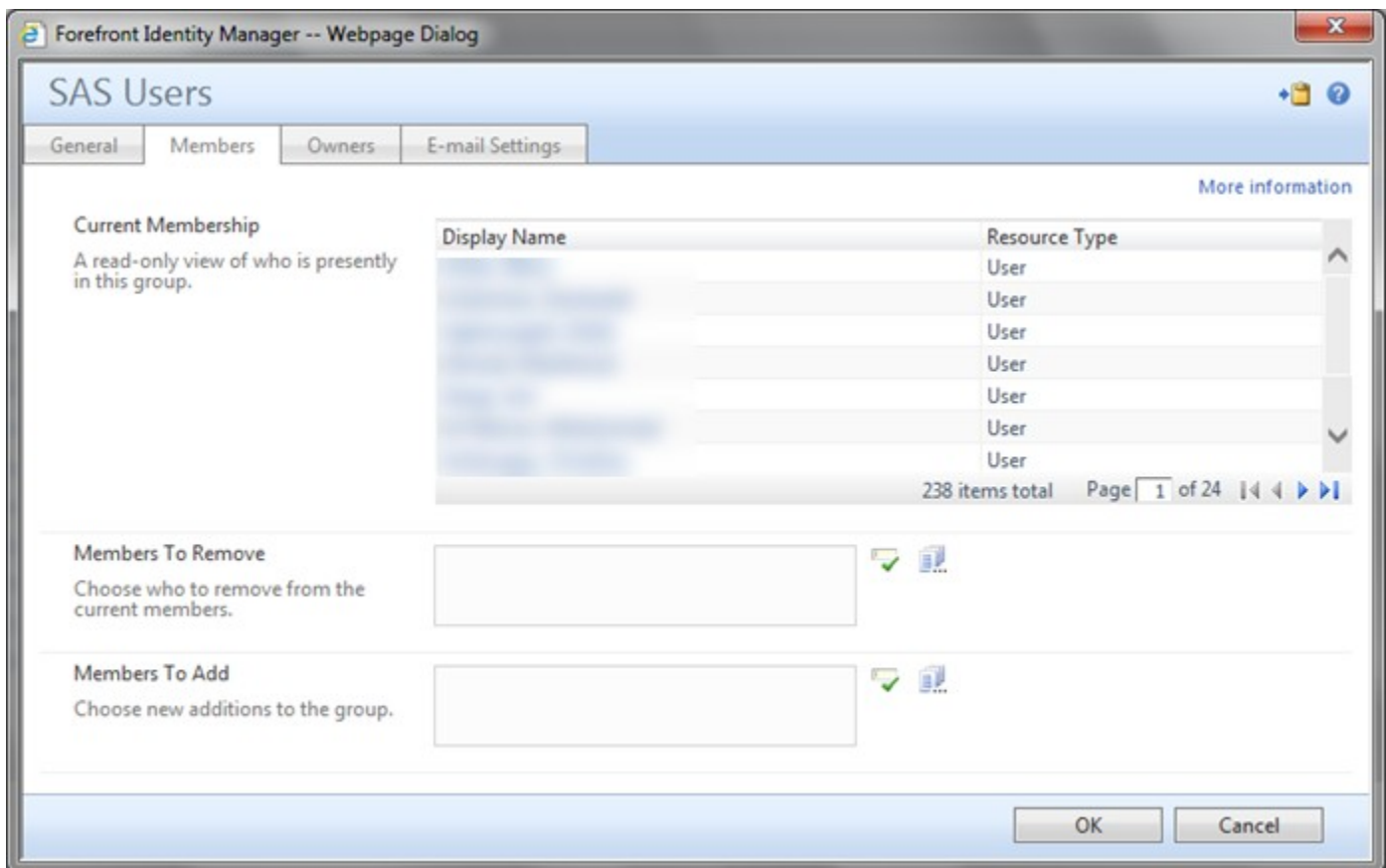


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- Click **SAS Users** link in the My Distribution Groups list.



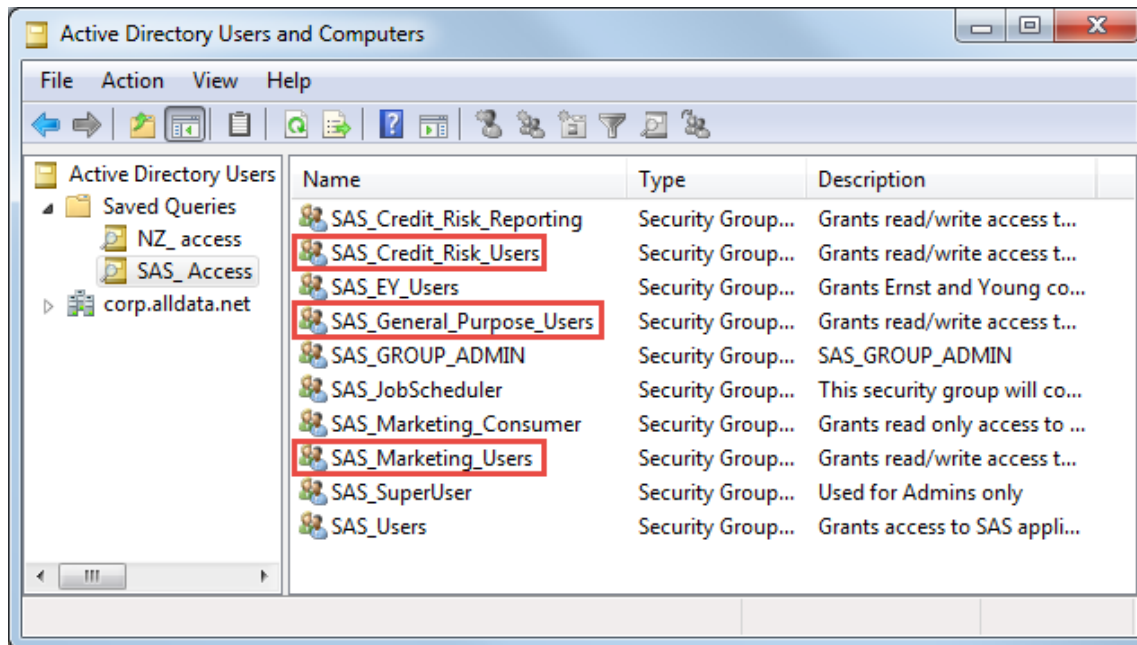
- Click on the **Members** tab on the **SAS Users** outlook distribution list and add the new user.





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6. Use the *Remote Server Administration Tool for Windows* to add the user to the **SAS_Users** Active Directory group and to the appropriate marketing, credit risk, or general purpose active directory group.



NOTE: Use the following guidelines to determine the group to which the user should be added:

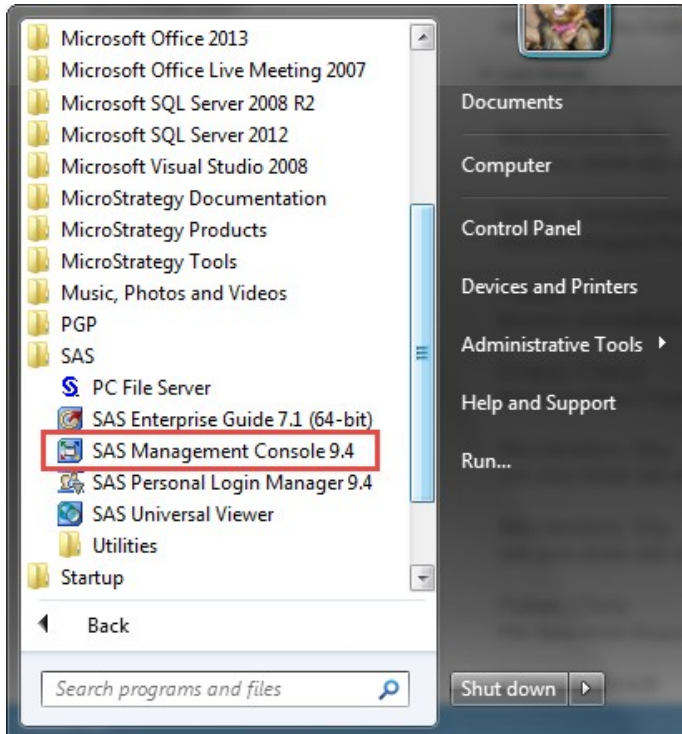
- Add the user to **SAS_Credit_Risk_Users** if he/she is under the Credit Risk VP.
- Add the user to **SAS_Marketing_Users** if he/she is under the Marketing VP.
- Add the user to **SAS_General_Purpose_Users** if he/she is not in Marketing or Credit Risk.



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Accessing the SAS Management Console

To access the SAS Management Console from the **All Programs** list in your Start menu, go to the **SAS** folder and select **SAS Management Console**.

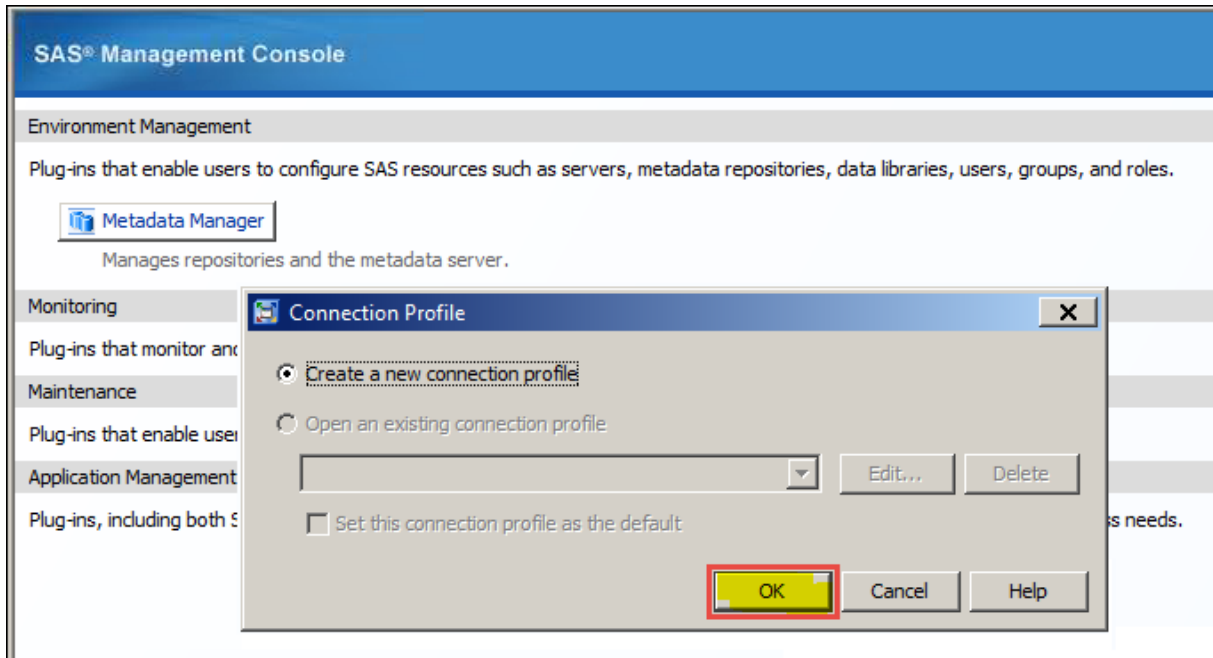




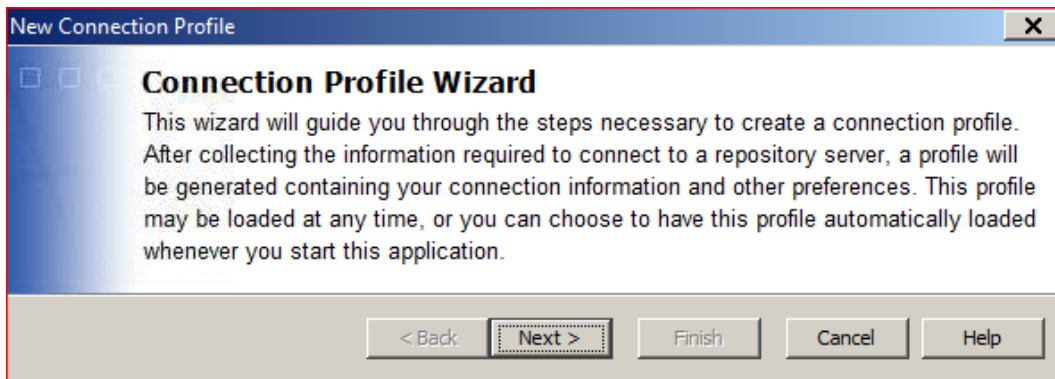
Creating Your Profile on the SAS Management Console

To create your profile on the SAS Management Console:

1. In the Connection Profile dialog box, select the **Create a new connection profile** radio button and click **OK**.



2. In the “New Connection Profile: Connection Profile Wizard” dialog box that appears, click **Next**.





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3. In the next “New Connection Profile” dialog box screen that appears, enter a connection profile name in the **Name** field and mark the **Set this connection profile as the default** checkbox, then click **Next**.

New Connection Profile

Connection Profile
Please specify a name for your connection profile.

Name:

☒ Set this connection profile as the default

< Back Next > Finish Cancel Help

4. In the next “New Connection Profile” dialog box screen that appears, verify that your set up parameters are correct and click **Finish**.

New Connection Profile

☒ ☐ ☐ **This wizard will create a connection profile with the following options:**

Name of connection profile:
SAS Grid

This profile has been set as the default profile and will be used at start-up.

Name of server:
[REDACTED]

Server port:
8561

User ID:
a686934

Password:

< Back Next > Finish Cancel Help

Result: Your SAS connection profile is set up.

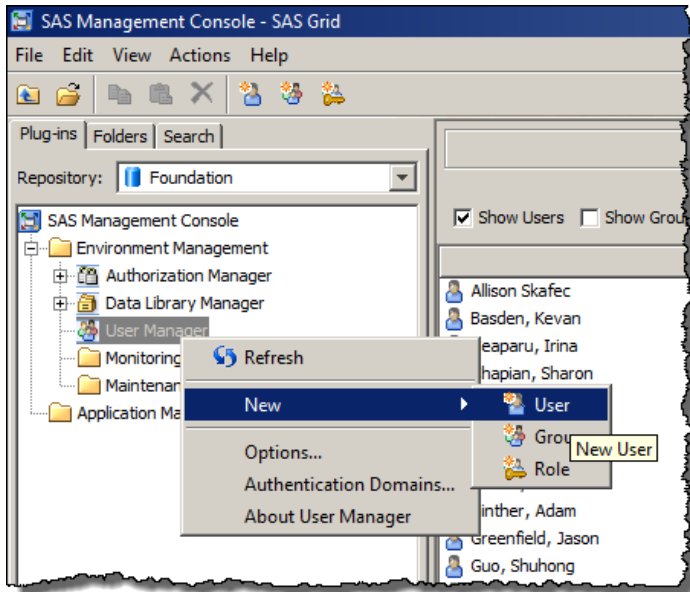


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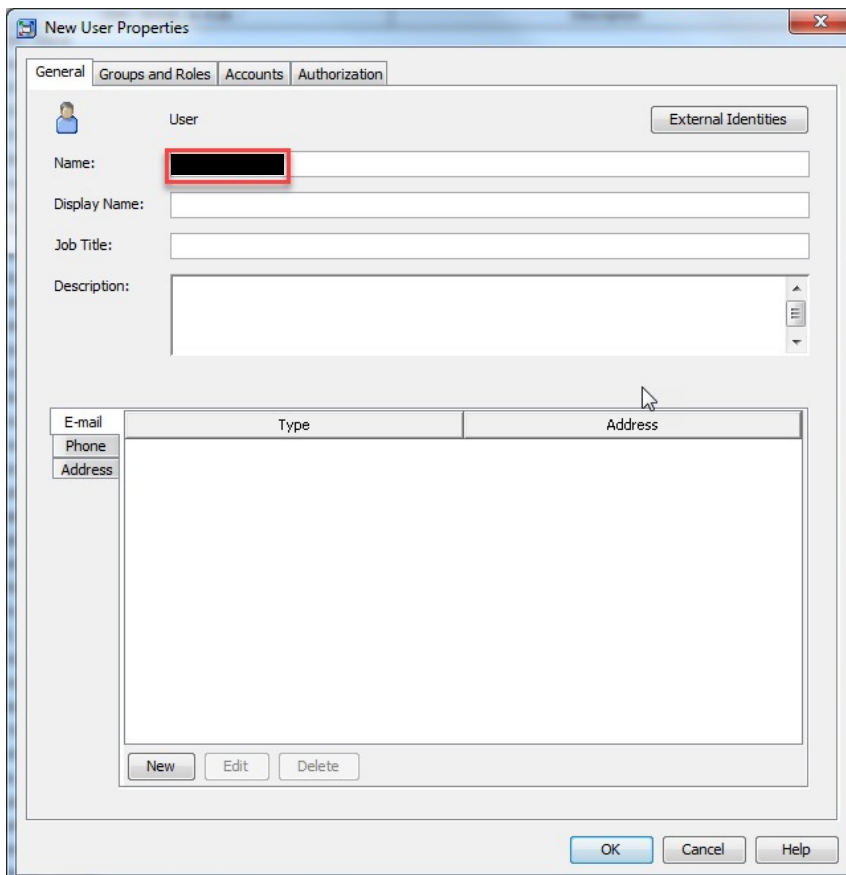
Setting Up New SAS Users

To set up new SAS users:

1. In the **SAS Management Console** navigation pane, right-click **User Manager** and select **New > User**.



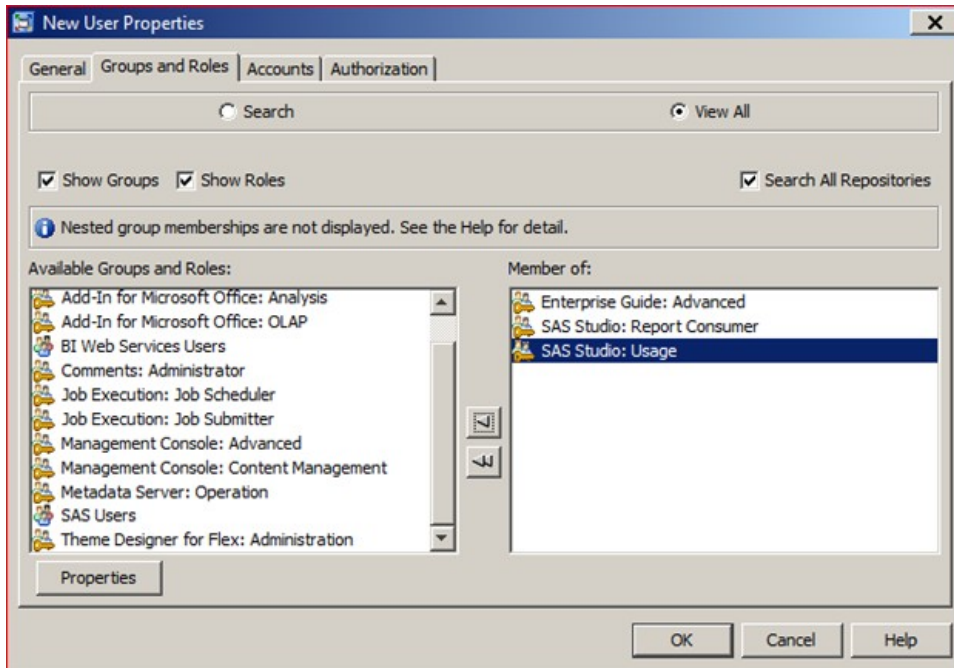
2. In the “New User Properties” dialog box that appears, verify that the **General** tab is selected and enter the new user’s name in the **Name** field.





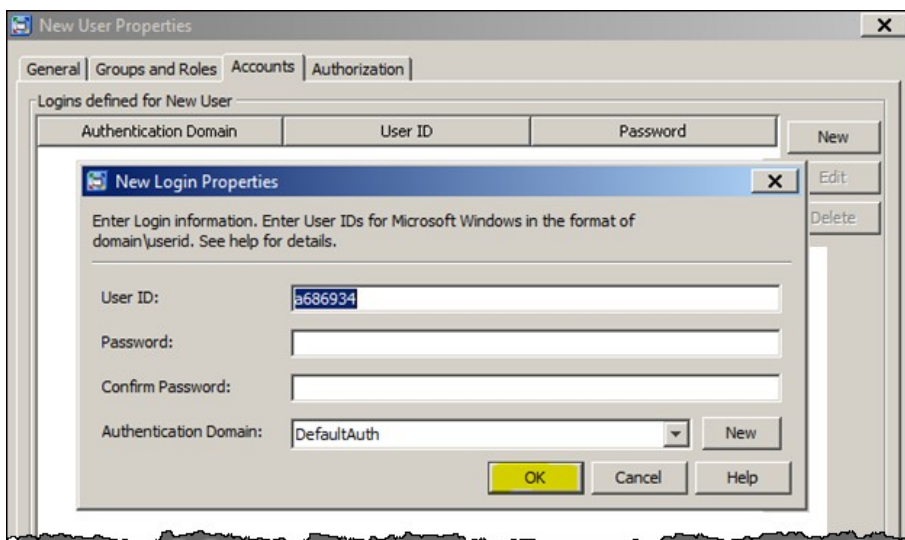
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3. Select the **Groups and Roles** tab and move the following groups and roles from the **Available Groups and Roles** section to the **Member of** section:
 - **Enterprise Guide: Advanced**
 - **SAS Studio: Report Consumer**
 - **SAS Studio: Usage**



4. Select the **Accounts** tab and click the **New** button.
5. In the “New Login Properties” dialog box that appears, enter the user’s associate ID in the **User ID** field and click **OK**.

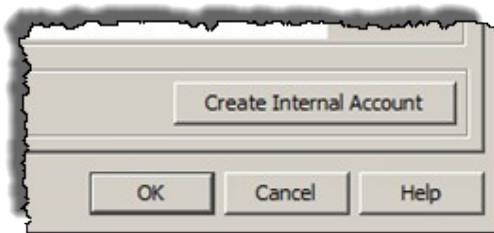
IMPORTANT! You need to create new login properties for both **DefaultAuth** and **NZAuth** Authentication domains.





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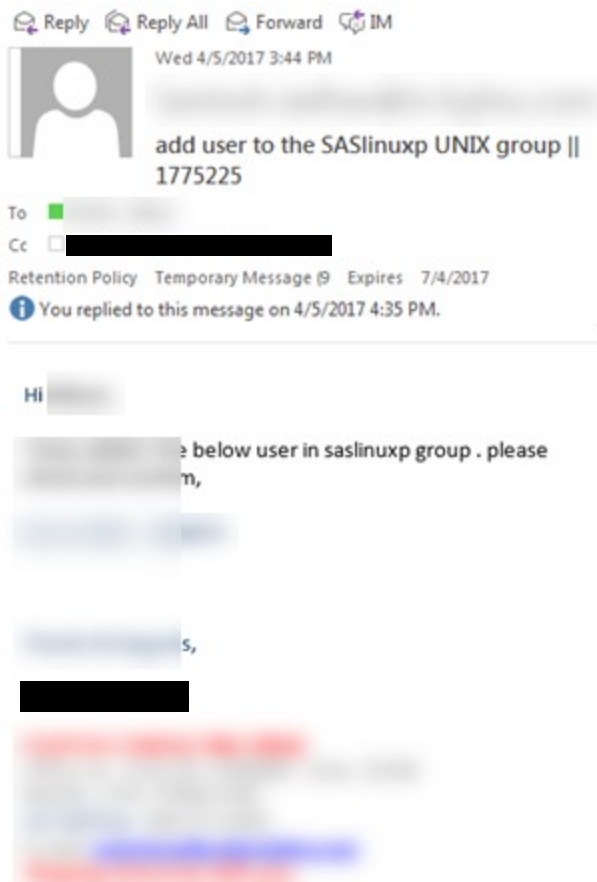
6. Click **OK** to save the user profile.



Result: the new user's SAS account is created.

IMPORTANT: Do not send communication to the user until you get a closed ticket triole notification for the Enterprise Guide install, and a confirmation email from the UNIX team. There is a draft of the SAS Grid Enterprise Guide email in our BID mailbox draft folder.

Example of email from UNIX team:



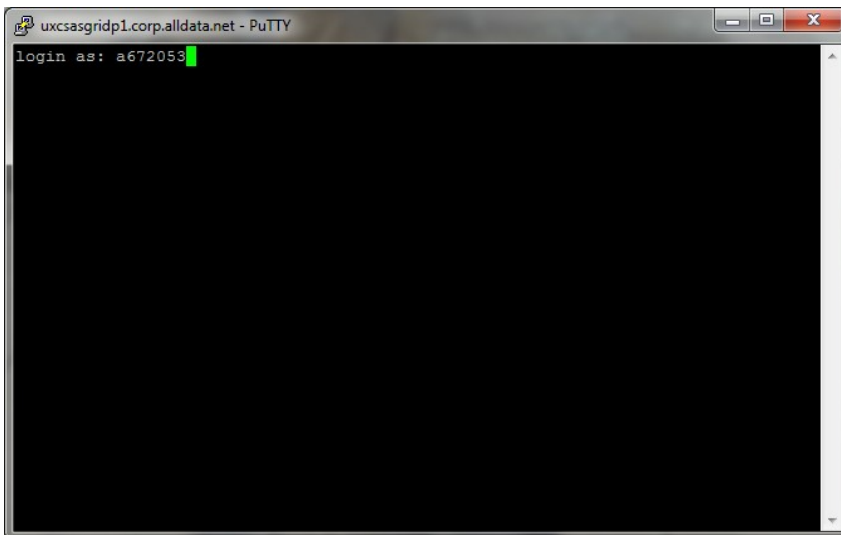
To confirm this for the UNIX team, go into PuTTY and open uxcsasgridp1 and enter your user name.





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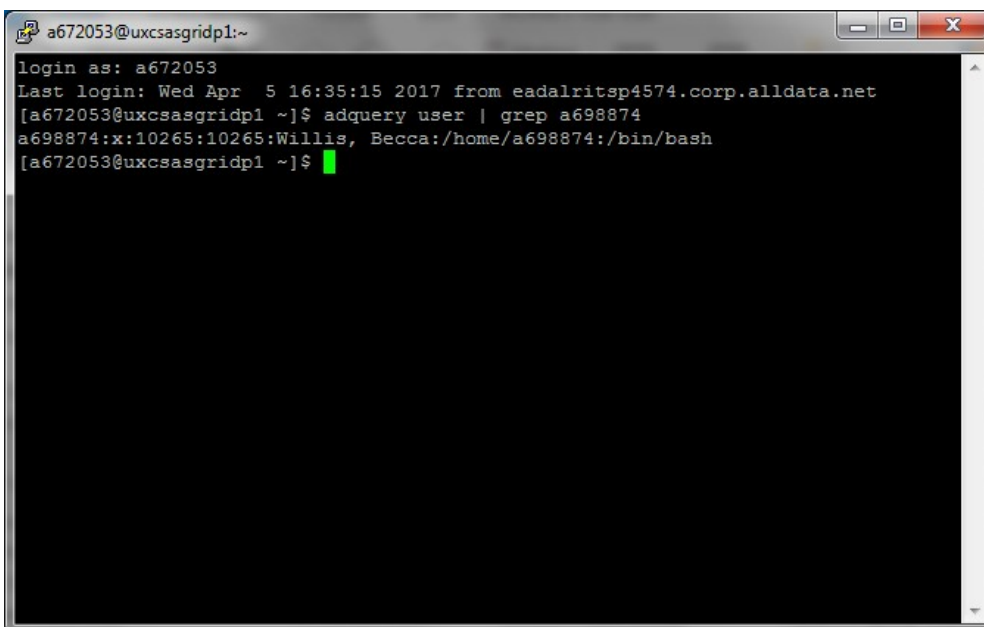
If you cannot access PuTTY, then you can just confirm it without doing anything else. To confirm, please see below steps.



Then run this line with the new user's ID in it.

```
adquery user | grep a698874
```

If it comes back with the users name in the next line, as shown below, it is confirmed. Send them an email back to the UNIX team saying it is confirmed.





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Setting Up VDI Access for SAS Users

Use the following procedure for SAS users who need VDI access. This access allows them to establish connections to Angoss, Python, and R sessions. To set up VDI Access:

1. Add the SAS user/s to the **SAS_Analytical_Tools** active directory group.

Name	Type	Description
SAS Users	Distribution Gr...	
SAS_Analytical_Tools	Security Group...	SR# 1658849
SAS_BI_RPT_AUTO	Security Group...	SAS Scheduled Jobs
SAS_Credit_Risk_Reporting	Security Group...	Grants read/write access...
SAS_Credit_Risk_Users	Security Group...	Grants read/write access...
SAS_EY_Users	Security Group...	Grants Ernst and Young ...
SAS_General_Purpose_Users	Security Group...	Grants read/write access...
SAS_GROUP_ADMIN	Security Group...	SAS_GROUP_ADMIN
SAS_JobScheduler	Security Group...	This security group will ...
SAS_Marketing_Consumer	Security Group...	Grants read only access ...
SAS_Marketing_Users	Security Group...	Grants read/write access...
SAS_SuperUser	Security Group...	Used for Admins only
SAS_Users	Security Group...	Grants access to SAS ap...

NOTE: Once the user/s are granted access to the **SAS_Analytical_Tools** active directory group, they will automatically receive VDI access to Angoss, Python, and R sessions.

2. Enter a ticket to the respective DSS to have the horizon view client installed on their PC.

NOTE: Refer to the [Steps for WinSQL Access](#) for a DSS list.

< ☰

Catalog Task

SCTASK0109571

✓ ⚙ ⋮

Follow ▾

↑ ↓

Number	SCTASK0109571	State	Closed Complete
Requested for	ⓘ	* Assignment group	ⓘ
Request item	RITM0099066 ⓘ	Assigned to	ⓘ
Opened	2019-04-15 11:56:37		
* Short description	Horizon VDI Client Install Request		
Description	***Please assign this ticket to *** Please install the Horizon VDI client for		



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Result: The VDI session will look like this:

