



Increase Your Skills

INSTRUCTION MANUAL

FEATURE: AD TEAM IMPORT

AD TEAM IMPORT

Description:

The AD Team Import is a lightweight additional feature for the PAS. This extension allows company and partnership admins to import teams including employees from the company’s Active Directory as phishing targets. The AD Team Import is an alternative to the CSV import option.

Instructions:

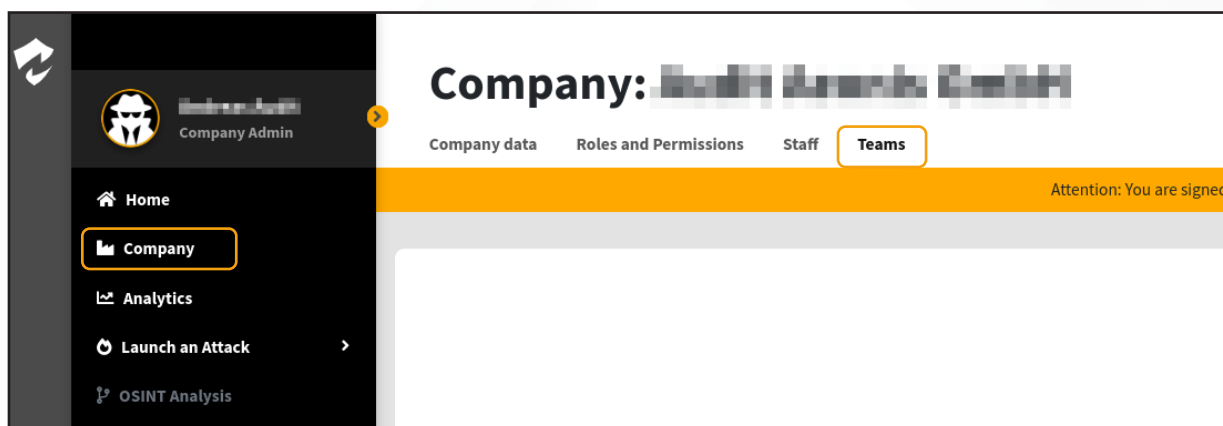
Sign up to the PAS platform using your login credentials. This feature can only be used with an admin login.

For Company Admins

From the sidebar menu, select the **Company** tab to open the Company view. Go to the header and select the **Teams** tab.

For Partnership Admins

From the sidebar menu, select **Companies** below the menu item **Members-List**. This will open a subpage with a list containing your partner companies. Click the **eye icon** next to the company name to open the company view. Navigate to the header and select the **Teams** tab.



A list with all your company’s teams will be displayed here, provided they already exist. Navigate to the upper right corner and click the button **LDAP-Import**. This will open a form where you can enter the necessary data to connect to your company’s Active Directory. The following must be entered:

- LDAP-Server:* *The URI to your company AD*
- LDAP-Server-Port:* *Base-dn: your domain in the format → “dc=example,dc=com”*
- Username:* *Your distinguished name (DN) in the format → “cn=read-only-admin,dc=example,dc=com”*
- Password:* *Your AD account password*

The screenshot shows a modal window titled 'Import team data via AD/LDAP'. It contains the following fields:

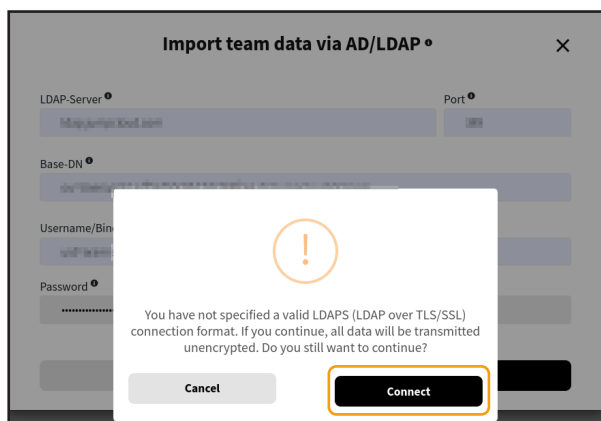
- LDAP-Server**: A text input field.
- Port**: A text input field with the value '636'.
- Base-DN**: A text input field.
- Username/Bind-DN**: A text input field.
- Password**: A text input field.

 At the bottom, there are two buttons: 'Cancel' and 'Connect'.

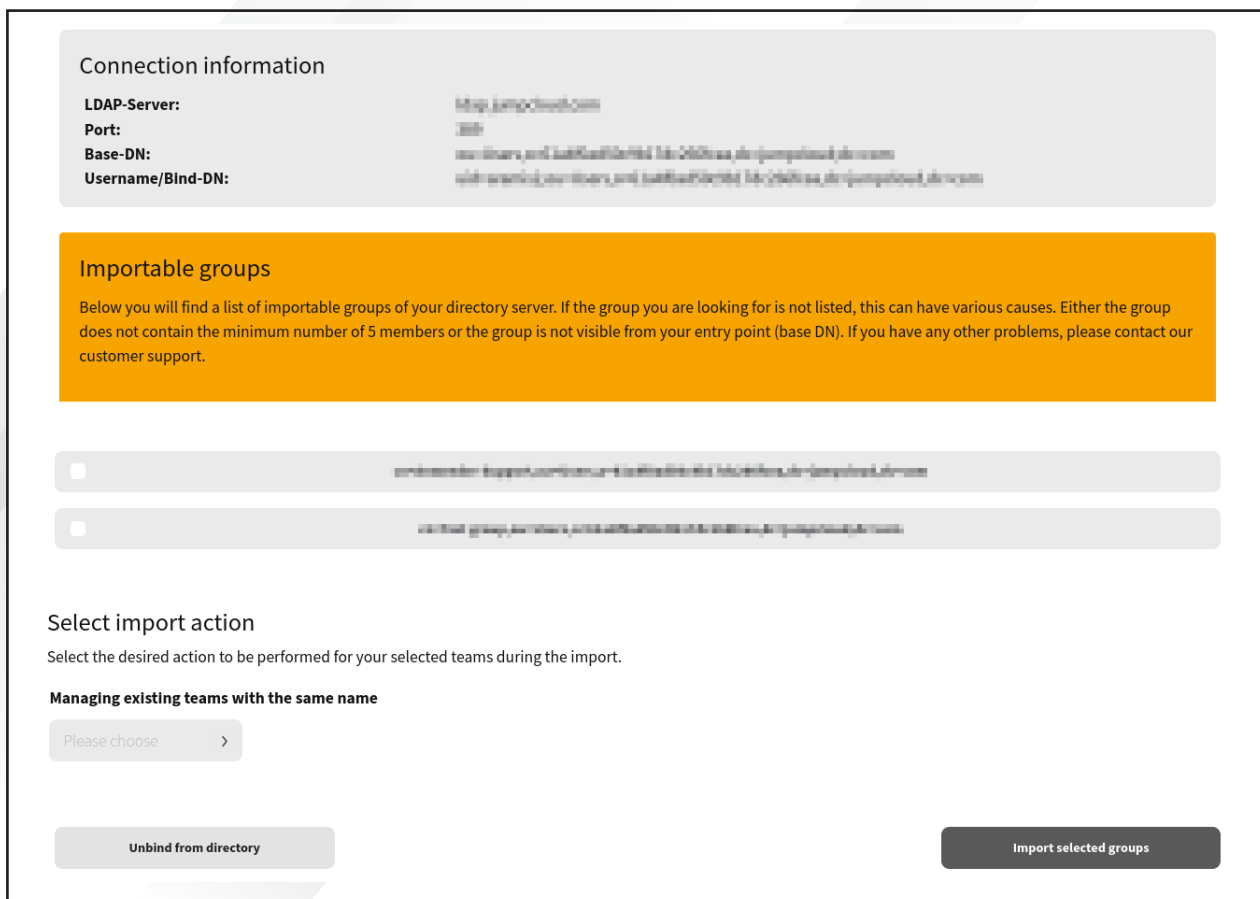
Please take note of the tooltips for the various input fields as they can help you to correctly connect to your Active Directory server. It is also possible to bind a group to the AD; in this case, enter the DN of the desired group as the username.

Please note: Ensure that you only use LDAPS, i.e., LDAP via TLS/SSL connections. Otherwise, your company data will be transmitted via the network in plain text. Those connections can be achieved using URIs that generally start with 'ldaps:' or via port 636.*

If your connection data should not be recognised as a valid LDAPS connection, an alert message will be displayed to notify you. Please contact support in this case.



When you have entered the necessary data, click the **Connect** button. The application will now try to establish a connection to the AD server and perform a bind to the AD directory. If the attempt is successful, you will be directed to a new subpage. At the top, it will display information on your existing connection. Below, you will find a list with all the groups/organisational units of your Active Directory.



* Increase Your Skills GmbH will not assume liability in such a case.

By clicking the group, you will open the element and be able to see all the employees assigned to this group. Please also refer to the explanatory texts that are displayed on the page.

Connection information

LDAP-Server: ldap.jumpcloud.com
Port: 389
Base-DN: ou=Users,ou=LDAP,dc=jumpcloud,dc=com
Username/Bind-DN: administrator,ou=Users,ou=LDAP,dc=jumpcloud,dc=com

Importable groups

Below you will find a list of importable groups of your directory server. If the group you are looking for is not listed, this can have various causes. Either the group does not contain the minimum number of 5 members or the group is not visible from your entry point (base DN). If you have any other problems, please contact our customer support.

<input type="checkbox"/>	ou=Sales,ou=LDAP,dc=jumpcloud,dc=com	
Vorname Nachname	Postfach	+49 171 123456
Hintername	Luisa Schmidt	
<input type="checkbox"/>	ou=HR,ou=LDAP,dc=jumpcloud,dc=com	
Vorname Nachname	+49 171 123456	Bettina Müller
Hintername	Luisa Schmidt	

You can now check which groups you would like to import into the PAS as teams including phishing targets. Select the teams to be imported by **ticking the box** for the group. When you have chosen all desired teams, you will need to select an **import action**. You can choose whether you would like to **overwrite** existing teams, expand existing teams or **import new versions** of the teams.

Importable groups

Below you will find a list of importable groups of your directory server. If the group you are looking for is not listed, this can have various causes. Either the group does not contain the minimum number of 5 members or the group is not visible from your entry point (base DN). If you have any other problems, please contact our customer support.

<input checked="" type="checkbox"/>	ou=Sales,ou=LDAP,dc=jumpcloud,dc=com	
Vorname Nachname	Postfach	+49 171 123456
Hintername	Luisa Schmidt	
<input checked="" type="checkbox"/>	ou=HR,ou=LDAP,dc=jumpcloud,dc=com	

Select import action

Select the desired action to be performed for your selected teams during the import.

Managing existing teams with the same name

Please choose >

Select import action

Select the desired action to be performed for your selected teams during the import.

Managing existing teams with the same name

Please choose

Please choose

Overwrite existing teams

Expand existing teams

Always create new teams

Click the **Import selected groups** button. Your teams will now be imported into the database of the PAS in the background. If you should wish to abort the process and not import any teams, click the **Unbind from directory** button at the bottom left.

After the import has been completed, you will be directed back to your team view.

If you have any questions or problems, feel free to contact the IYS team:
[**support@increaseyourskills.com**](mailto:support@increaseyourskills.com)