

# **PassKey Manager Guide**

**Blackboard Web Community Manager**

**Blackboard®**

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This guide covers all available features and functionality. Features included in your contract may vary.

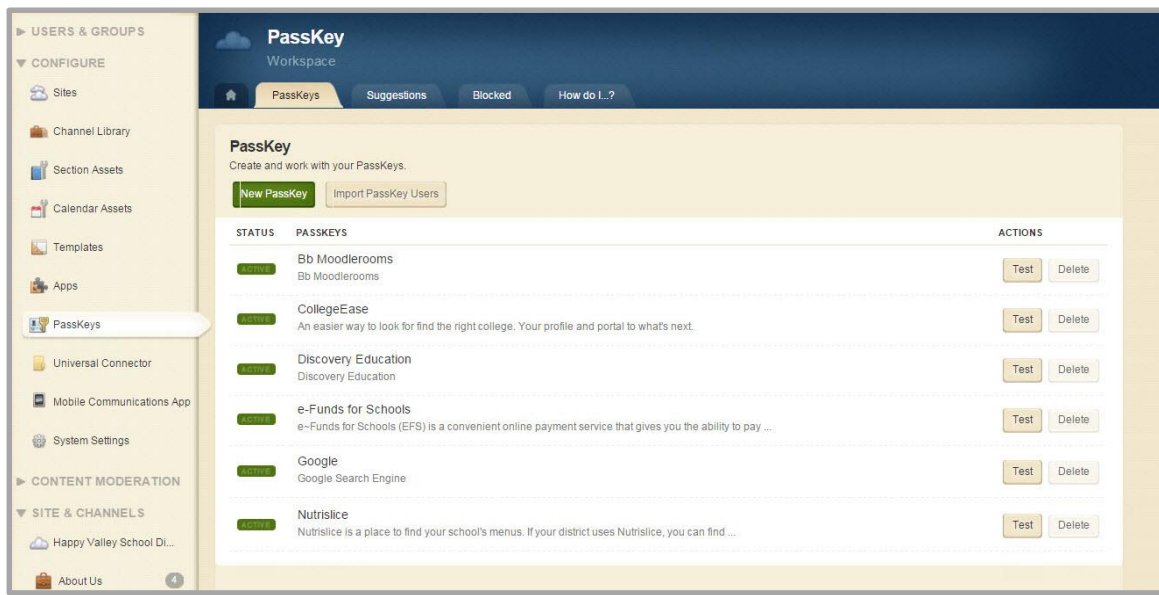
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## Introduction

Blackboard Web Community Manager PassKey Manager is an enterprise single sign-on management solution for K-12 school districts. PassKeys can also be created for third-party websites such as Google that do not require users to sign in. In this instance, the PassKey functions as a bookmark.



Here is what PassKeys and PassKey Manager deliver.

- A library of single sign-on PassKeys that provide secure access to web applications through the Web Community Manager platform
- A tool to create custom single sign-on PassKeys and add them to your library
- The ability to assign access rights to web applications from within Web Community Manager using viewing rights
- The ability to create PassKeys that function as bookmarks
- A report of how many times each PassKey is used

Here is what PassKeys and PassKey Manager do not deliver.

- Single sign-on to offline or desktop applications
- Access to web application internal setup and configuration options—users must establish and maintain their own accounts within each web application

## Definitions for PassKey Manager

PassKey	Provides secure single sign-on access to web applications through the Web Community Manager platform. Individual users are responsible for maintaining their own logins and passwords to the web applications. It can also provide access to web applications that do not require a sign-on.
My PassKeys	A personal library of PassKeys.
Form Authentication	A one-step process that posts the login form to the web application site. It is essentially the same as users entering their login names and passwords on the login page of the web application. The difference is that the users' login names and passwords are on forms that are submitted from Web Community Manager.
Token Authentication	A two-step process in which the authentication request posts to the web application site. The web application site returns a web address with a token. Web Community Manager can then navigate to the site and log the user in.
No Authentication	An authentication type for websites or web applications that do not require a log in
Application Programming Interface (API)	A set of specifications or rules that software programs use to communicate with one another. It acts as an interface and facilitates this communication in the same manner as a user interface facilitates the communication between humans and computers.

## PassKey Manager Library

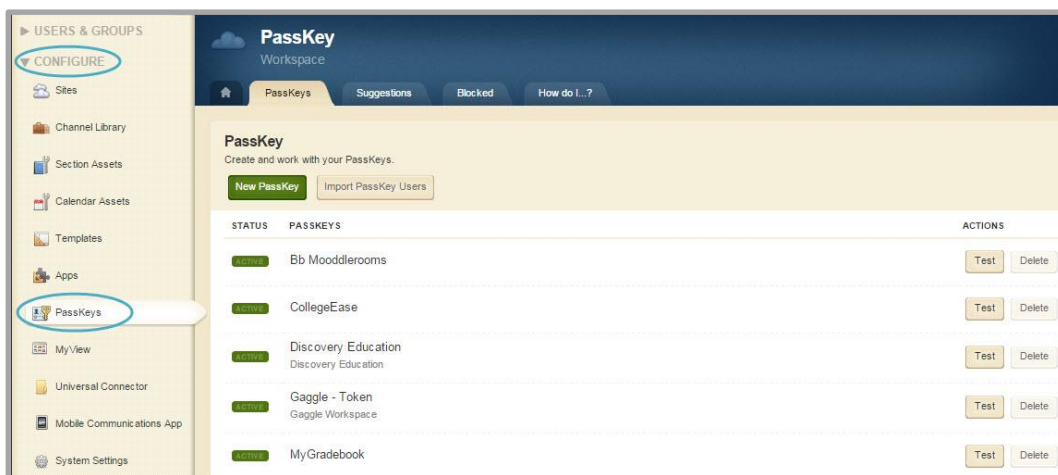
The PassKey Manager Library is a set of preconfigured, default PassKeys. As a Site Director or Administrator, you may create, edit, test and delete PassKeys. You may also approve or decline suggestions for PassKeys, import users to a PassKey or block users from suggesting a PassKey. In addition, you have access to the PassKey Usage Report.

### Access the PassKey Manager Library

In order for you to access PassKey Manager, you must have a passport that includes the extended privilege *Manage Passkey*. If you have this privilege, you will see PassKeys under CONFIGURE on the Content Browser.

Here's how you access PassKey Manager.

1. In *Site Manager*, expand CONFIGURE.



2. Click **PassKeys**. The **PassKeys** tab of the PassKey Workspace displays.

Web Community Manager includes a set of default PassKeys. You will see them listed in your PassKey Workspace.

## Manage PassKeys

You may create PassKeys that you know are required for the district or you may create PassKeys after receiving suggestions from registered users. On the **PassKeys** tab, you can create, edit and delete PassKeys.

If you delete a PassKey, registered users will be unable to add that PassKey to their personal PassKey Library.

You can also add and delete PassKeys on the **Blocked** tab.

## Create PassKeys

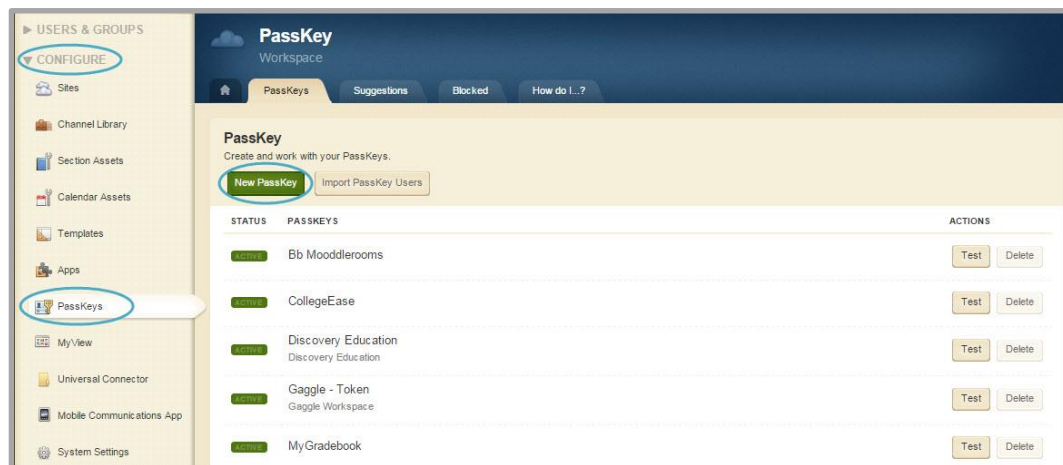
You can create PassKeys using Web Form, Token or No Authentication options.

### Create a PassKey Using Web Form Authentication

You would generally use web form authentication unless you know that it will not work for a specific web application or you know the web application has an API or single sign-on (SSO).

Here's how you create a PassKey using web form authentication.


1. In *Site Manager*, expand **CONFIGURE**.



2. Click **PassKeys**. The **PassKeys** tab of the PassKey Workspace displays.
3. Click **New PassKey**. The New PassKey wizard begins.

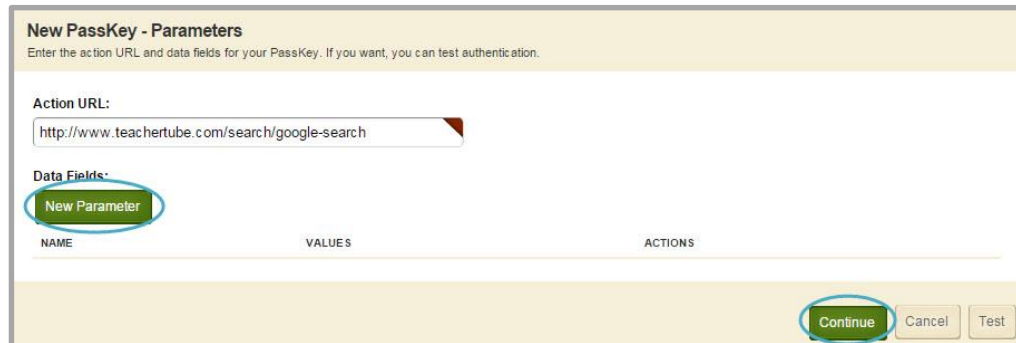


4. Enter the PassKey name.
5. Click the radio button to the left of Web Form Authentication.
6. Enter the entire **Login Form URL** for site of the web application. The Login Form URL is the web address to the web application.



The 'New PassKey' dialog box has a title bar with a close button. Below the title bar is a subtitle 'Enter the name and authentication information for your PassKey.' The form contains three sections: 'PassKey Name:' with a text input field; 'AuthenticationType:' with three radio buttons ('Web Form Authentication' is selected, followed by 'Token Authentication' and 'No Authentication' with a help icon); and 'Login Form URL:' with a text input field and a help icon. At the bottom right are 'Continue' and 'Cancel' buttons, with 'Continue' circled in blue.


7. Click **Continue**. The New PassKey—Parameters window displays. The input parameters are already populated.
8. Map the action fields for the application.
  - a. Click in the field. Possible values display below it.
  - b. Click on the button for desired value for that field if applicable.



The 'New PassKey - Parameters' dialog box has a title bar with a close button. Below the title bar is a subtitle 'Enter the action URL and data fields for your PassKey. If you want, you can test authentication.' The form contains two sections: 'Action URL:' with a text input field containing 'http://www.teachertube.com/search/google-search'; and 'Data Fields:' with a 'New Parameter' button circled in blue. Below these is a table with three columns: 'NAME', 'VALUES', and 'ACTIONS'. At the bottom right are 'Continue', 'Cancel', and 'Test' buttons, with 'Continue' circled in blue.

9. Click **Continue**. The New PassKey—Display window opens.

10. You may enter a description, upload a logo and determine how the application site will display. You may upload JPEG, JPG, GIF and PNG file types for logos. You may upload files of any size for the logo. However, remember that file size affects load time.




**New PassKey - Display**  
Choose a logo and display type for your PassKey. If you want, you can enter a description.

Description:

Logo:  
 [Browse...](#)

Display Type:

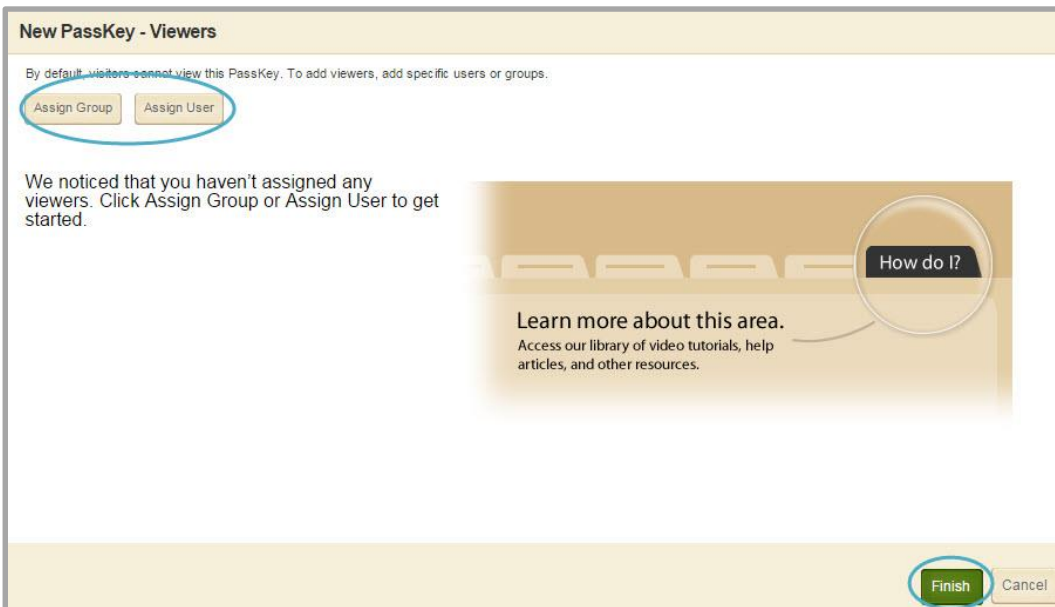
  
New Window ☒

  
Overlay ☐

  
Inline ☐

[Continue](#) [Cancel](#)

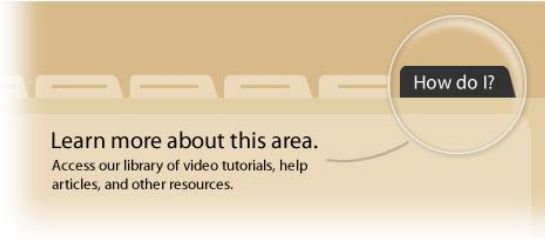
11. Click **Continue**. The New PassKey—Viewers window opens. By default, no registered users will see the PassKey unless you assign them here.



**New PassKey - Viewers**  
By default, visitors cannot view this PassKey. To add viewers, add specific users or groups.

[Assign Group](#) [Assign User](#)

We noticed that you haven't assigned any viewers. Click Assign Group or Assign User to get started.



How do I?

Learn more about this area.  
Access our library of video tutorials, help articles, and other resources.

[Finish](#) [Cancel](#)

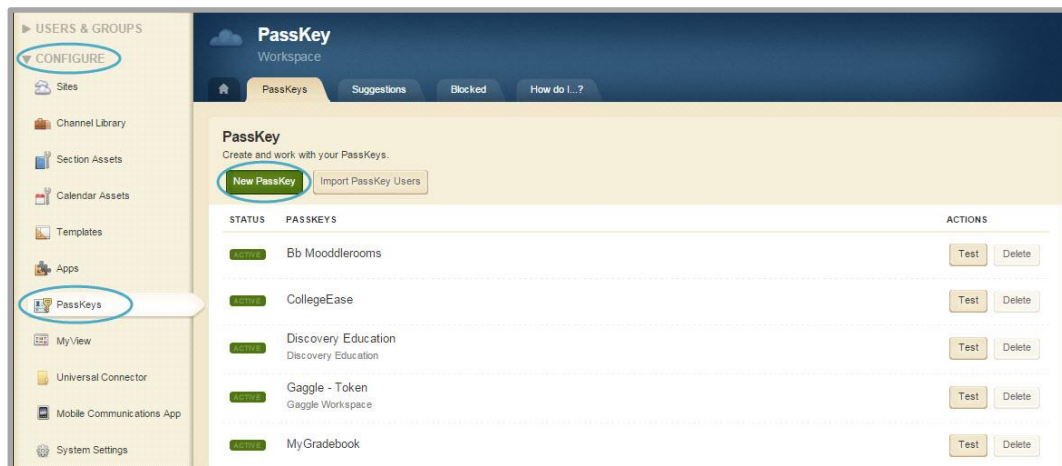
12. Assign users and groups.
13. Click **Finish**. PassKey Manager displays. The PassKey you added is active. The specified users can now add the PassKey to their personal PassKey Library.

### Create a PassKey Using Token Authentication

You use token authentication if you know that web form authentication does not or will not work for a specific web application or the web application has an API or single sign-on (SSO). To use token authentication, you will *need to know and enter the parameters* yourself. Gaggle is a web application that uses token authentication. We'll use Gaggle to complete this task.

Here's how you create a PassKey using token authentication.

1. In *Site Manager*, expand **CONFIGURE**.

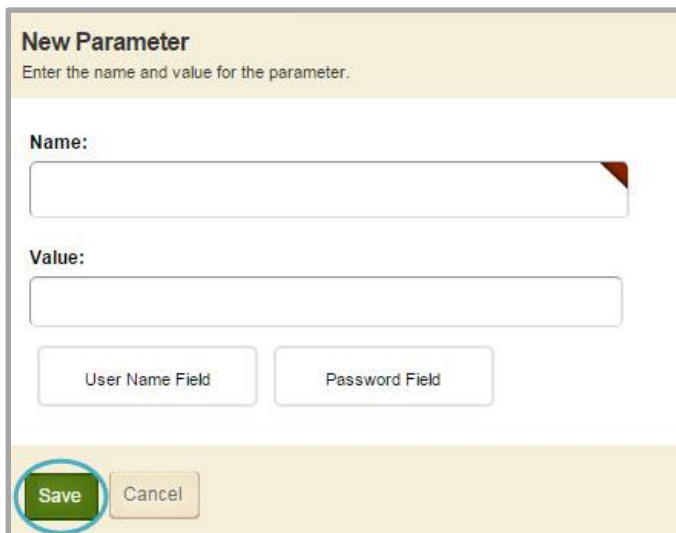


2. Click **PassKeys**. The **PassKeys** tab of the PassKey Workspace displays.
3. Click **New PassKey**. The New PassKey wizard begins.
4. Enter a name for your PassKey.
5. Click the radio button to the left of Token Authentication.

A screenshot of the 'New PassKey' wizard form. The title is 'New PassKey' with a subtitle 'Enter the name and authentication information for your PassKey.' The form has three main sections: 'PassKey Name:' with a text input field; 'AuthenticationType:' with three radio buttons: 'Web Form Authentication', 'Token Authentication' (which is selected), and 'No Authentication'; and 'Login Form URL:' with a text input field and a help icon. At the bottom right, there are 'Continue' and 'Cancel' buttons, with 'Continue' circled in blue.

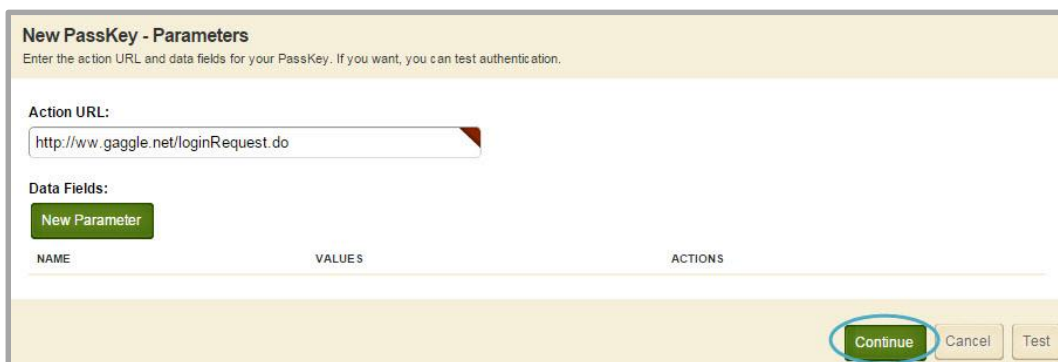
6. Click **Continue**. The New PassKey-Parameters window opens.

7. Enter the Action URL—the web address where users sign in.
8. Click **New Parameter**. The New Parameter window opens.
9. Enter the name and value for the first parameter. If the parameter is for the User Name or Sign-in fields, click in the field—possible values display below it. Select the desired value for that field if applicable.



The 'New Parameter' dialog box has a yellow header with the title 'New Parameter' and the instruction 'Enter the name and value for the parameter.' Below the header are two text input fields labeled 'Name:' and 'Value:'. Under the 'Value:' field are two buttons: 'User Name Field' and 'Password Field'. At the bottom left, the 'Save' button is circled in blue, and next to it is a 'Cancel' button.

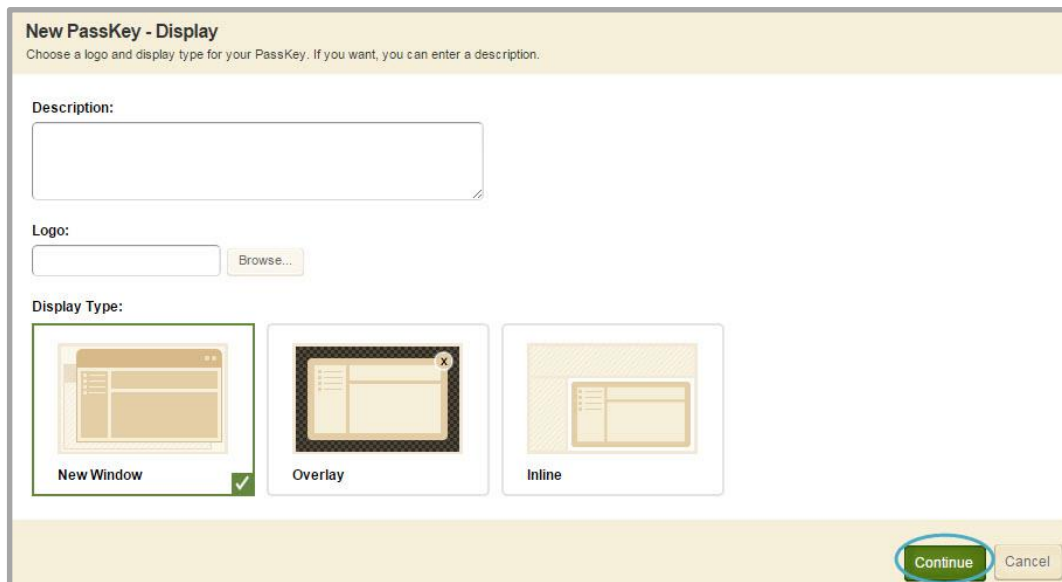
10. Click **Save**. Your parameter displays on the New PassKey-Parameters window.



The 'New PassKey - Parameters' window has a yellow header with the title 'New PassKey - Parameters' and the instruction 'Enter the action URL and data fields for your PassKey. If you want, you can test authentication.' Below the header is an 'Action URL:' label and a text input field containing 'http://www.gaggle.net/loginRequest.do'. Underneath is a 'Data Fields:' label and a green 'New Parameter' button. Below that is a table with three columns: 'NAME', 'VALUES', and 'ACTIONS'. At the bottom right, the 'Continue' button is circled in blue, and next to it are 'Cancel' and 'Test' buttons.

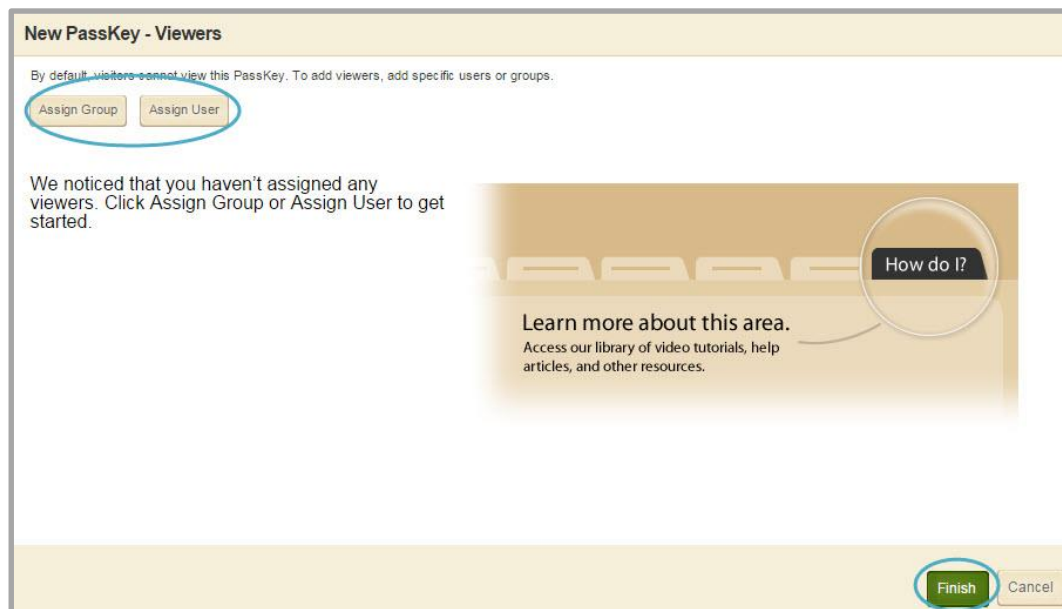
11. Once you have entered all your parameters, click **Continue**. The New PassKey—Display window opens.

12. You may enter a description, upload a logo and determine how the application site will display. You may upload JPEG, JPG, GIF and PNG file types for logos. You may upload files of any size for the logo. However, remember that file size affects load time.



The 'New PassKey - Display' form is used to configure the visual appearance of a PassKey. It includes a 'Description' text area, a 'Logo' field with a 'Browse...' button, and a 'Display Type' section with three options: 'New Window' (selected with a green checkmark), 'Overlay', and 'Inline'. At the bottom right, there are 'Continue' and 'Cancel' buttons, with 'Continue' highlighted by a blue circle.

13. Click **Continue**. The New PassKey—Viewers window opens. By default, no registered users will see the PassKey unless you assign them here.
14. Assign users and groups.



The 'New PassKey - Viewers' form is used to assign users and groups to the PassKey. It features two buttons, 'Assign Group' and 'Assign User', both of which are circled in blue. Below these buttons, a message states: 'We noticed that you haven't assigned any viewers. Click Assign Group or Assign User to get started.' To the right, there is a 'How do I?' help icon and a section titled 'Learn more about this area.' with a link to a library of video tutorials, help articles, and other resources. At the bottom right, there are 'Finish' and 'Cancel' buttons, with 'Finish' highlighted by a blue circle.

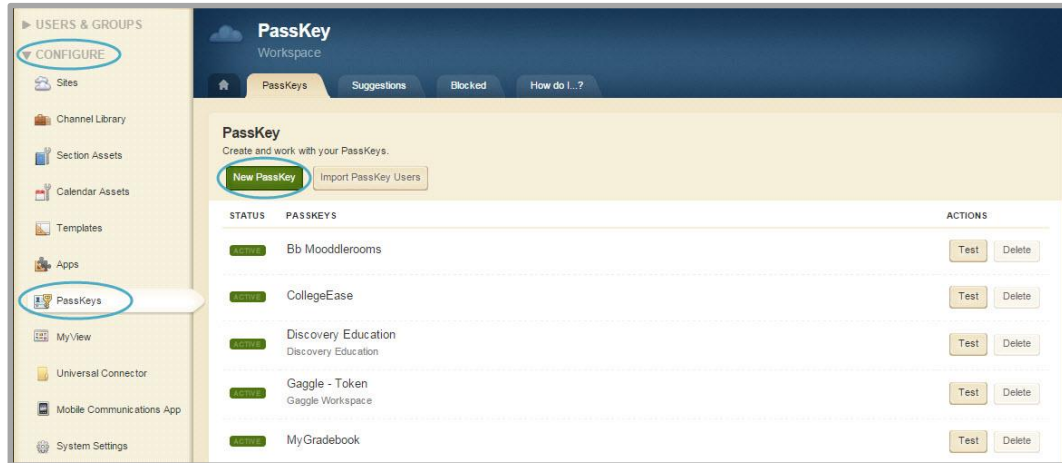
15. Click **Finish**. PassKey Manager displays. The PassKey you added is active. The specified users can now add the PassKey to their personal PassKey Library.

## Create a PassKey Using No Authentication

You use no authentication to set a PassKey as a bookmark to a web application.

Here's how you create a PassKey using no authentication.

1. In *Site Manager*, expand **CONFIGURE**.



2. Click **PassKeys**. The **PassKeys** tab of the PassKey Workspace displays.
3. Click **New PassKey**. The New PassKey wizard begins.
4. Enter a name for your PassKey.
5. Click the radio button to the left of No Authentication.

A screenshot of the 'New PassKey' wizard form. The form has a title bar with a close button. Below the title, it says 'Enter the name and authentication information for your PassKey.' The form contains three main sections: 'PassKey Name:' with a text input field containing 'NASA'; 'AuthenticationType:' with three radio buttons: 'Web Form Authentication', 'Token Authentication', and 'No Authentication' (which is selected); and 'Website URL:' with a text input field containing 'http://www.nasa.gov'. At the bottom right, there are 'Save' and 'Cancel' buttons, with the 'Save' button highlighted by a red circle.

6. Click **Save**. The PassKey Manager displays. To continue, edit the PassKey.
7. Click on the name of the PassKey you just created. The PassKey opens on the **General** tab.
8. Click the **Display** tab.

- You may enter a description, upload a logo and determine how the application site will display. You may upload JPEG, JPG, GIF and PNG file types for logos. You may upload files of any size for the logo. However, remember that file size affects load time.

The screenshot shows the 'Display' tab of the PassKey Manager interface. At the top, the 'PassKey Name' is 'NASA'. Below the tabs (General, Parameters, Display, Viewers), a message states: 'Choose a logo and display type for your PassKey. If you want, you can enter a description.' The 'Description' field is empty. The 'Logo' field has a 'Browse...' button. Under 'Display Type', three options are shown: 'New Window' (selected with a green checkmark), 'Overlay', and 'Inline'. At the bottom, the 'Activate my PassKey' checkbox is checked, and there are 'Save' and 'Cancel' buttons.

- Click the **Viewers** tab. By default, no registered users will see the PassKey unless you assign them here.

The screenshot shows the 'Viewers' tab of the PassKey Manager interface. The 'PassKey Name' is 'NASA'. Below the tabs (General, Parameters, Display, Viewers), a message states: 'By default, visitors cannot view this PassKey. To add viewers, add specific users or groups.' Two buttons, 'Assign Group' and 'Assign User', are circled in blue. Below this, a message says: 'We noticed that you haven't assigned any viewers. Click Assign Group or Assign User to get started.' On the right, there is a 'How do I?' button and a link to 'Learn more about this area.' At the bottom, the 'Activate my PassKey' checkbox is checked, and the 'Save' button is circled in blue.

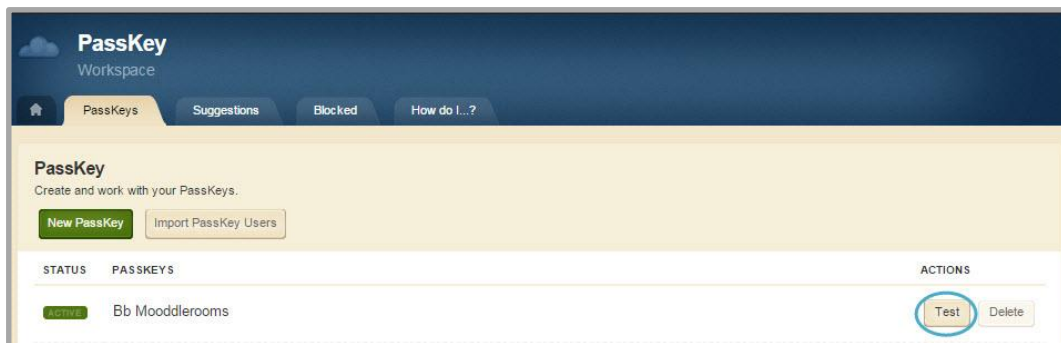
11. Assign users and groups.
12. Click **Save**. PassKey Manager displays. The PassKey you added is active. The specified users can now add the PassKey to their personal PassKey Library.

## Test a PassKey

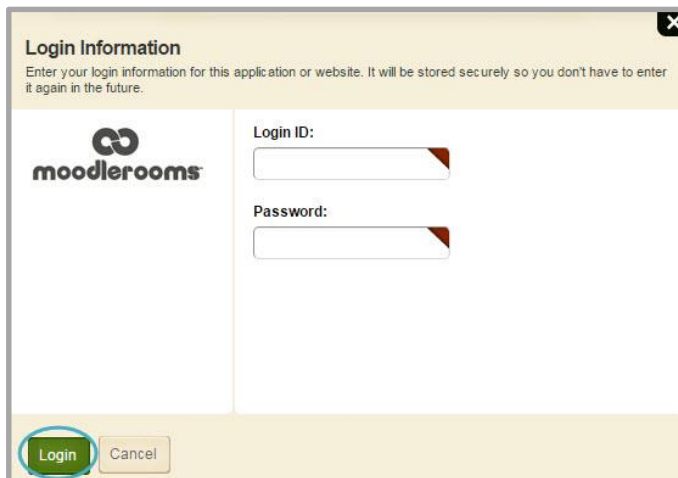
You may test a PassKey once you have mapped the parameters or after you have created the PassKey. Before you test a PassKey, however, be certain to sign out from that web application in order to clear cookies.

Here's how you test a PassKey.

1. In *Site Manager*, expand **CONFIGURE**.
2. Click **PassKeys**. The **PassKeys** tab of the PassKey Workspace displays.
3. Click **Test** to the right of the PassKey you wish to test. The Login Information window opens.



4. Enter your Login ID and Password.



5. Click **Login**. The web application displays if you have created the PassKey correctly and entered the correct Login ID and Password.

Note that if you are testing a No Authentication PassKey, the web application displays provided you have entered the correct website URL.



## Import Users to a PassKey

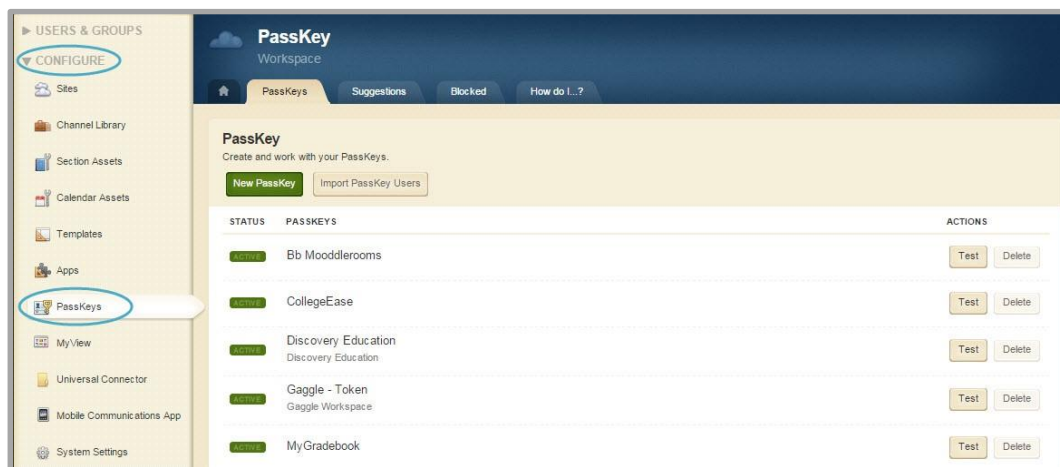
You may wish to import users for a PassKey. This allows them to use the PassKey, provided you have assigned them to that PassKey. The first step is to create a comma separated file (CSV) that contains the following fields. These fields must be in this order within the CSV file.

- Web Community Manager user name
- PassKey user name
- PassKey password

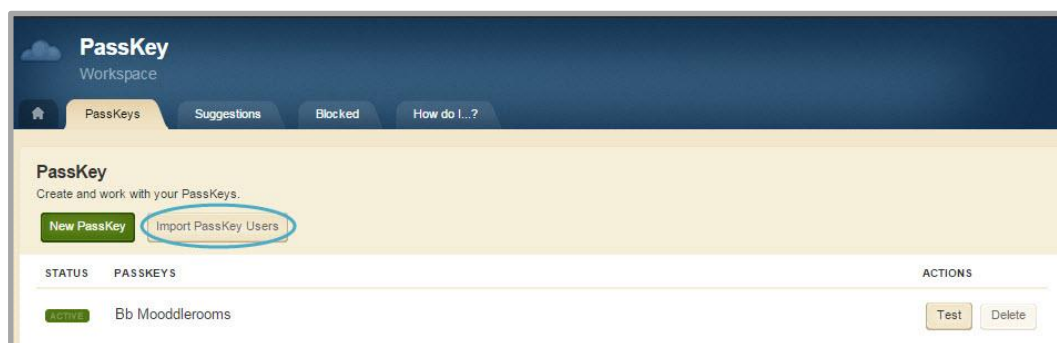
In completing this import, remember that you are not importing the users into Web Community Manager—you are simply assigning them to the PassKey. Once you assign them to the PassKey, it will be available for them in the PassKey window in their personal PassKey Library.

Here's how you import users to a PassKey.

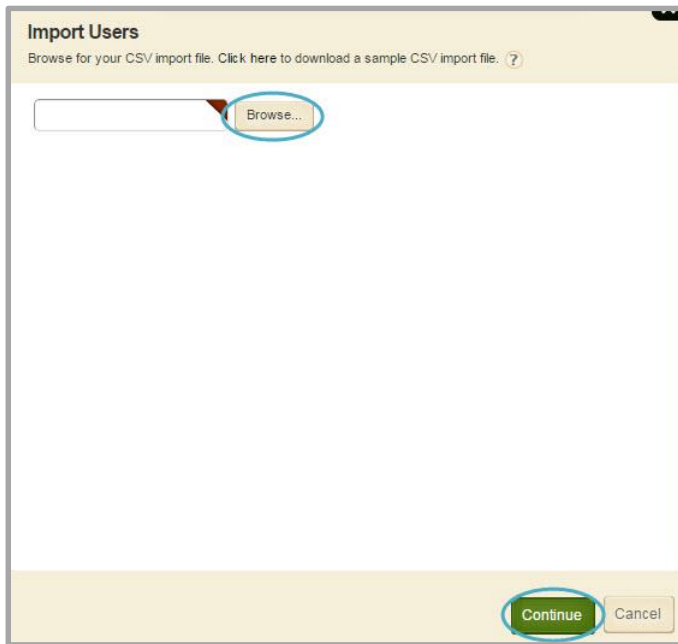
1. In *Site Manager*, expand **CONFIGURE**.



2. Click **PassKeys**. The **PassKeys** tab of the PassKey Workspace displays.
3. Click **Import PassKey Users**. The PassKey User Import wizard begins.

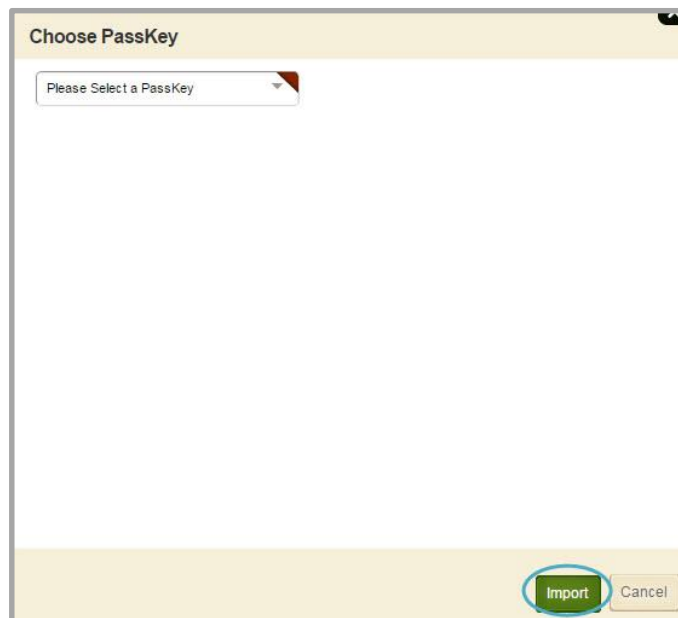


- Click **Browse** and locate your import file.



The 'Import Users' dialog box has a title bar with the text 'Import Users'. Below the title bar, there is a subtitle: 'Browse for your CSV import file. Click here to download a sample CSV import file. (?)'. The main area of the dialog is a large empty space. At the top left of this area is a text input field. To the right of the input field is a button labeled 'Browse...'. At the bottom right of the dialog are two buttons: 'Continue' and 'Cancel'. The 'Continue' button is highlighted with a blue circle.

- Click **Continue**. The Choose PassKey window opens.
- Choose the PassKey from the drop-down list.



The 'Choose PassKey' dialog box has a title bar with the text 'Choose PassKey'. Below the title bar, there is a subtitle: 'Please Select a PassKey'. The main area of the dialog is a large empty space. At the top left of this area is a drop-down menu. At the bottom right of the dialog are two buttons: 'Import' and 'Cancel'. The 'Import' button is highlighted with a blue circle.

- Click **Import**. If the import is successful, PassKey Manager displays. If it is unsuccessful, you will receive an error message and have the opportunity to download the error log.

Note that there is no need to Import PassKey Users for PassKeys of Authentication Type No Authentication.

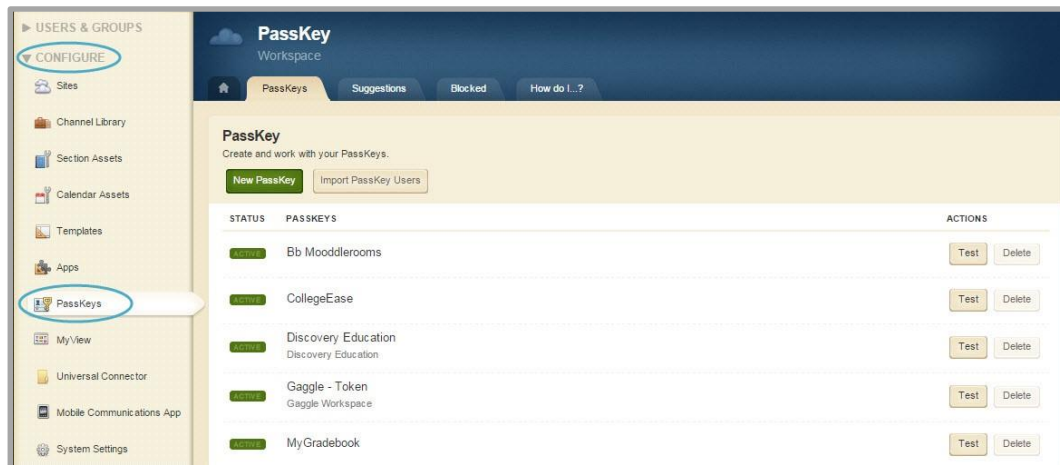
## Manage Suggested PassKeys

When registered users to your website suggest PassKeys, you will see the suggested PassKeys on the **Suggestions** tab in PassKey Manager. Note that you can filter the PassKeys to see only open PassKey suggestions, approved PassKey suggestions or declined PassKey suggestions. The open PassKey suggestions display by default.

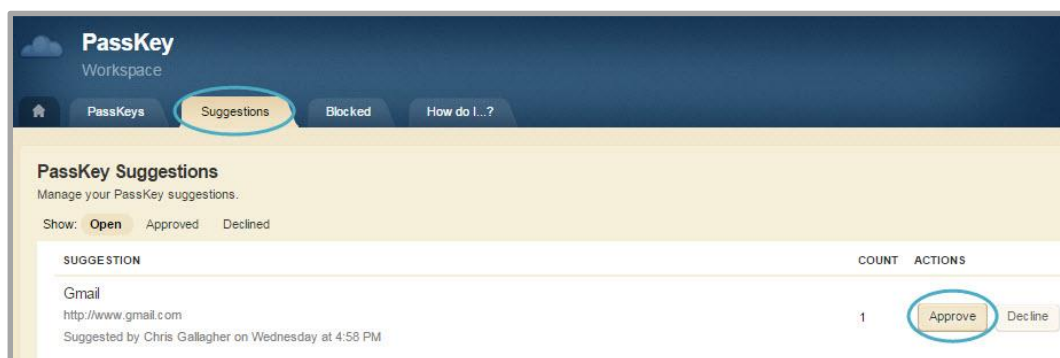
### Approve Suggested PassKeys

Here's how you approve a suggested PassKey.

1. In *Site Manager*, expand **CONFIGURE**.



2. Click **PassKeys**. The **PassKeys** tab of the PassKey Workspace displays.



3. Click the **Suggestions** tab.
4. Click **Approve** to the right of the suggested PassKey. An email window opens.

5. Edit the email as desired.

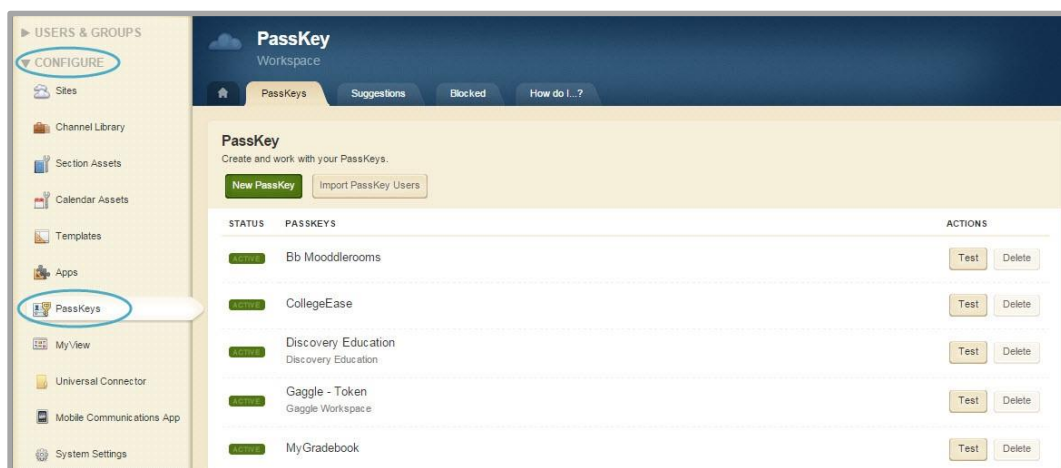


6. Click **Send**. The email is sent to the registered user who suggested the PassKey.
- After approving a Passkey you will need to create it.

### Decline Suggested PassKeys

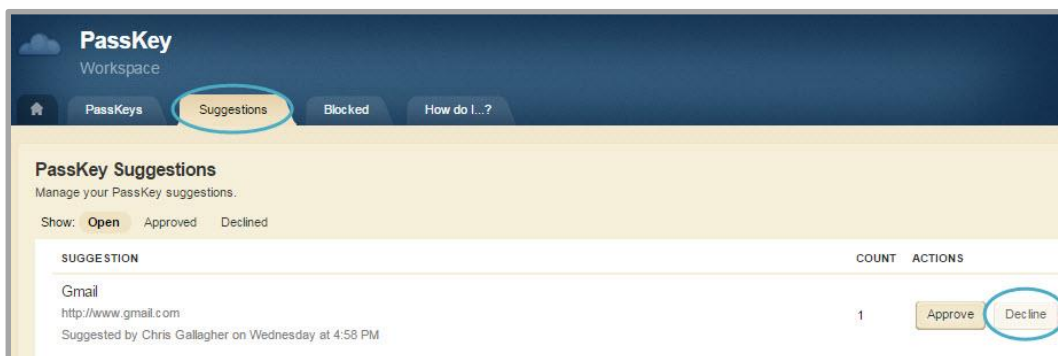
Here's how you decline a suggested PassKey.

1. In *Site Manager*, expand **CONFIGURE**.



STATUS	PASSKEYS	ACTIONS
Active	Bb Moodlerooms	Test Delete
Active	CollegeEase	Test Delete
Active	Discovery Education Discovery Education	Test Delete
Active	Gaggle - Token Gaggle Workspace	Test Delete
Active	MyGradebook	Test Delete

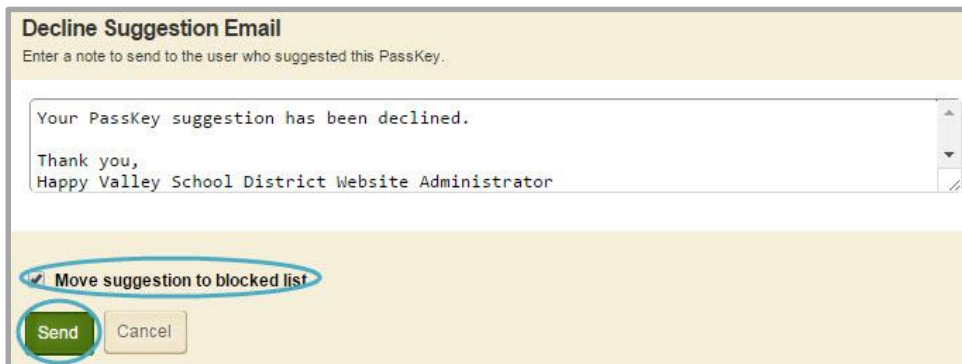
2. Click **PassKeys**. The **PassKeys** tab of the PassKey Workspace displays.
3. Navigate to the **Suggestions** tab.



SUGGESTION	COUNT	ACTIONS
Gmail http://www.gmail.com Suggested by Chris Gallagher on Wednesday at 4:58 PM	1	Approve Decline

4. Click **Decline** to right of the suggested PassKey. An email window opens.

5. The option to move that PassKey to the blocked list is selected. If you move a suggested PassKey to the blocked list, you will not receive any further suggestions for that PassKey. Deselect **Move suggestion to the blocked list** if desired.
6. Edit the email as required. We recommend you provide registered users with the reason for declining or declining and blocking a suggested PassKey.



**Decline Suggestion Email**  
Enter a note to send to the user who suggested this PassKey.

Your PassKey suggestion has been declined.  
Thank you,  
Happy Valley School District Website Administrator

☒ Move suggestion to blocked list

**Send** Cancel

7. Click **Send**. The email is sent to the registered user who suggested the PassKey. If you selected to block the PassKey, it displays on the **Blocked List** tab.



**PassKey**  
Workspace

PassKeys Suggestions **Blocked** How do I...?

**Blocked Sites**  
Create and work with your Blocked Sites.

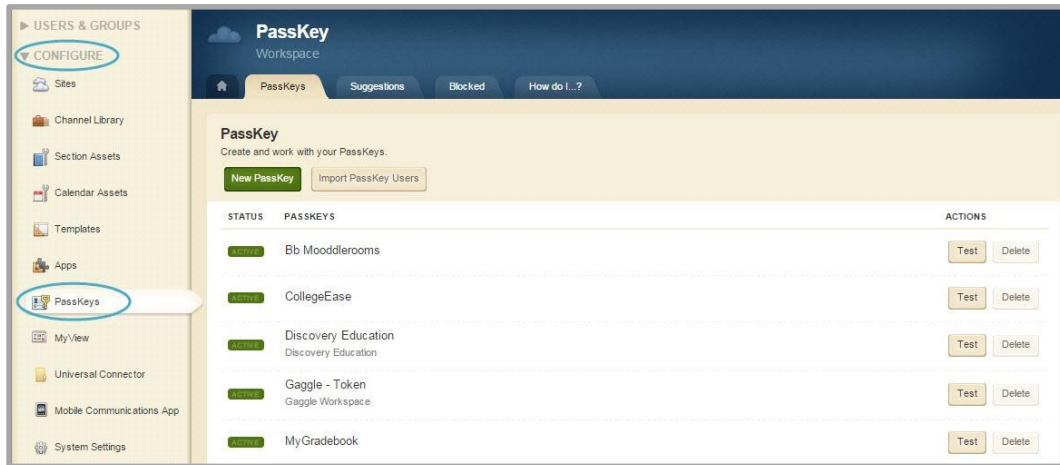
New Blocked Site

DATE	SUGGESTION	COUNT	ACTIONS
9/30/2015 5:00:44 PM	Facebook https://www.facebook.com	1	Delete

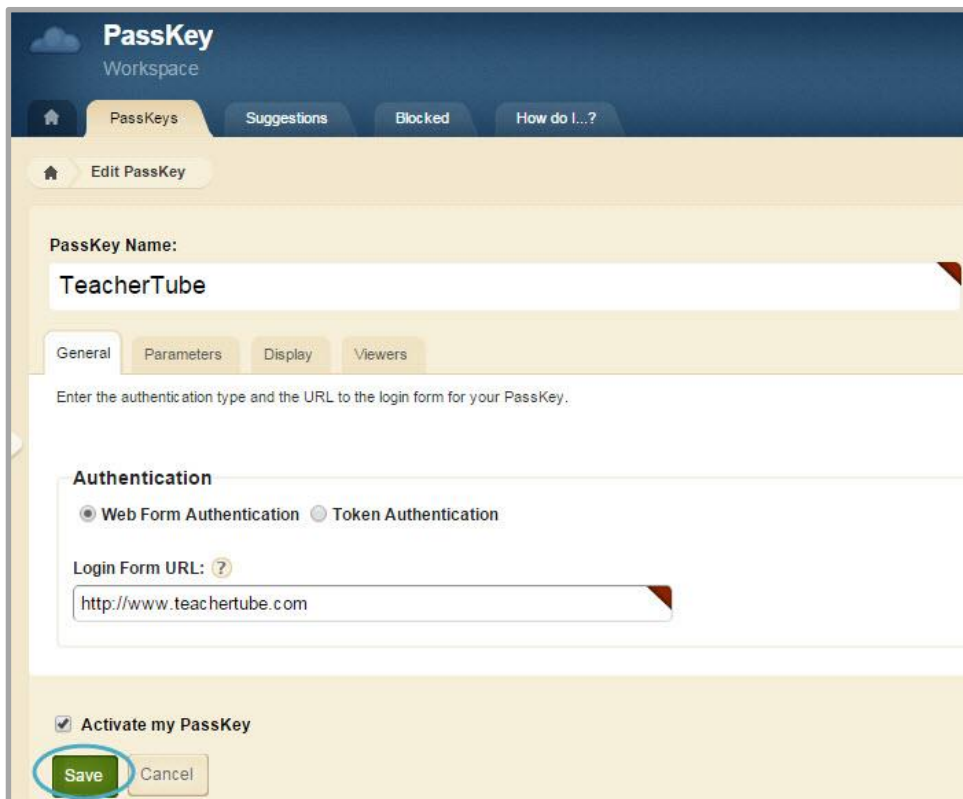
## Edit a PassKey

Here's how you edit a Passkey.

1. In *Site Manager*, expand **CONFIGURE**.



2. Click **PassKeys**. The **PassKeys** tab of the PassKey Workspace displays.
3. Click on the PassKey you wish to edit. The Edit PassKey window displays.
4. Make the desired changes to your PassKey.

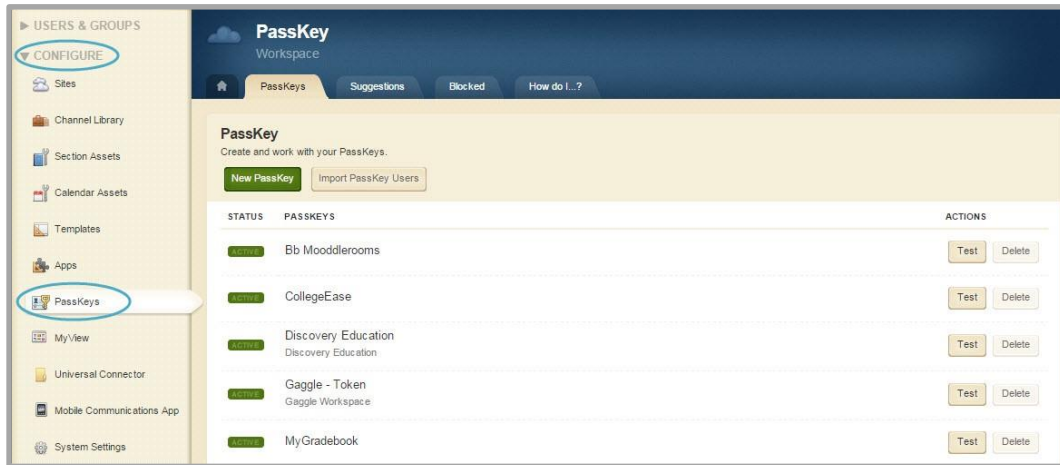


5. Click **Save**. You are returned to the **PassKey** tab.

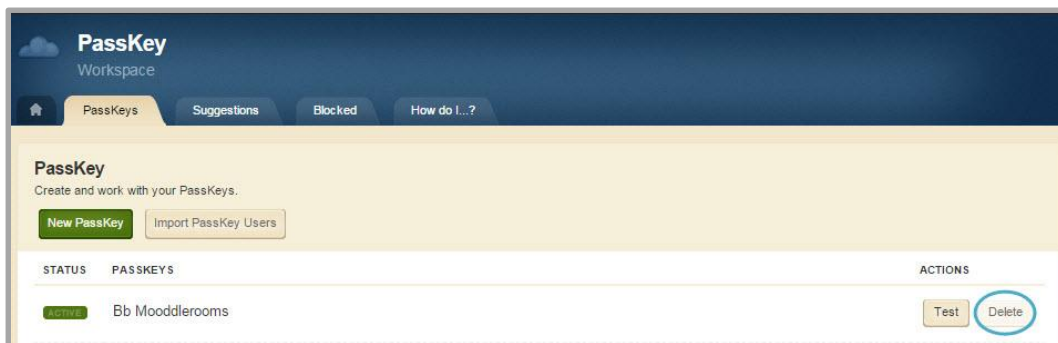
## Delete a PassKey

Here's how you delete a PassKey.

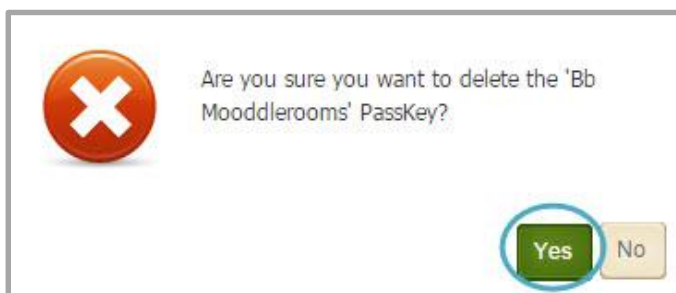
1. In *Site Manager*, expand **CONFIGURE**.



2. Click **PassKeys**. The **PassKeys** tab of the PassKey Workspace displays.



3. Click **Delete** to the right of the PassKey you wish to delete. A confirmation dialog displays.



4. Click **Yes**. The PassKey is deleted and you are returned to the **PassKeys** tab.

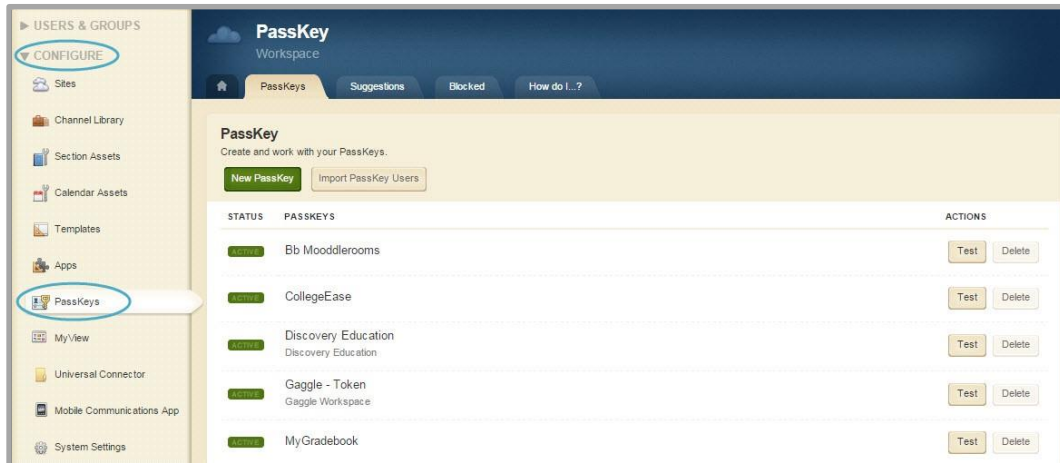


## Block a PassKey

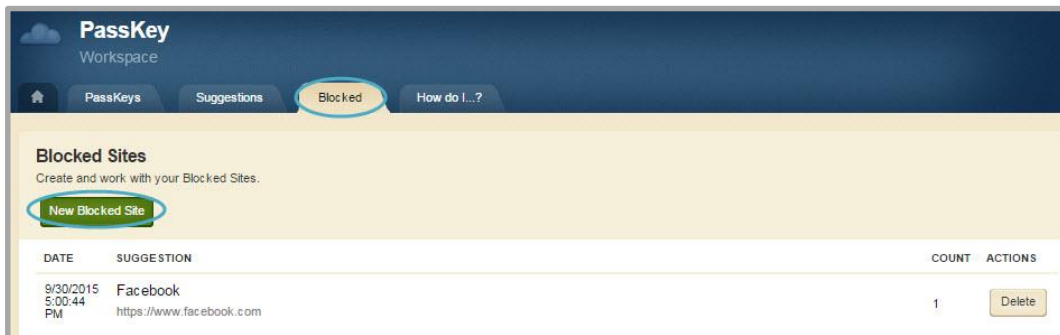
You may add a PassKey to the blocked list without a user suggesting it.

Here's how you block a PassKey.

1. In *Site Manager*, expand **CONFIGURE**.



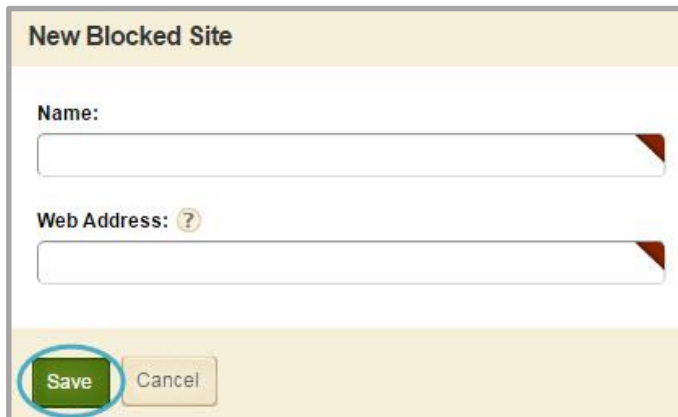
2. Click **PassKeys**. The **PassKeys** tab of the PassKey Workspace displays.
3. Click the **Blocked** tab.



4. Click **New Blocked Site**. The New Blocked Site window displays.



5. Enter the name of the web application.
6. Enter the web address (URL) users need to sign in to the site.



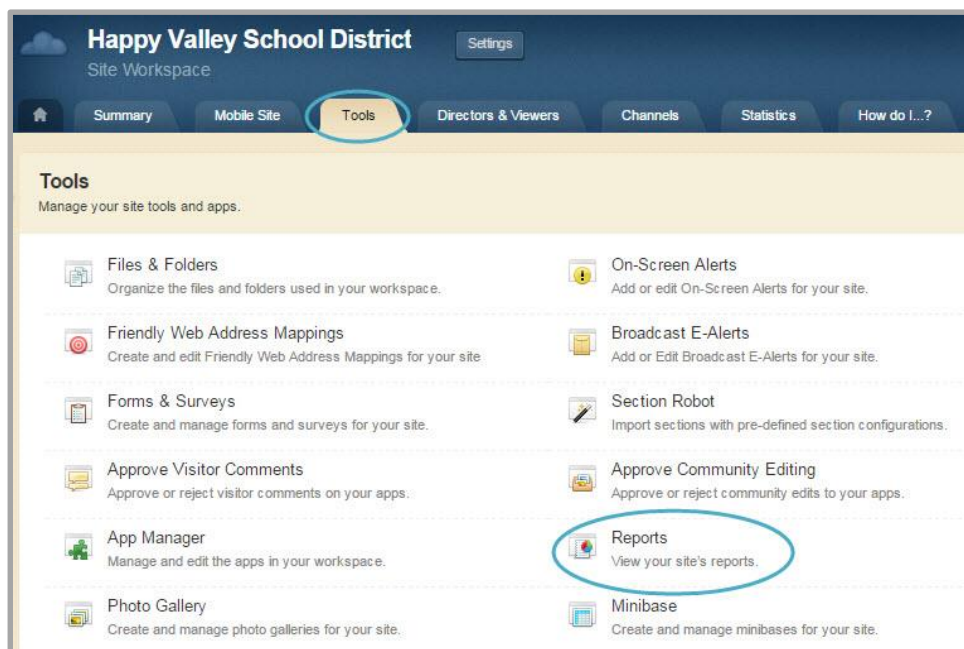
The image shows a 'New Blocked Site' dialog box. It has a title bar 'New Blocked Site'. Below the title bar, there are two input fields: 'Name:' and 'Web Address:'. The 'Web Address:' field has a question mark icon next to it. At the bottom of the dialog box, there are two buttons: 'Save' and 'Cancel'. The 'Save' button is highlighted with a blue circle.

7. Click **Save**. The site you blocked displays on the **Blocked List** tab. Registered users who suggest a Passkey for this site will now receive a message stating that it is a blocked site.

## Review the PassKey Usage Report

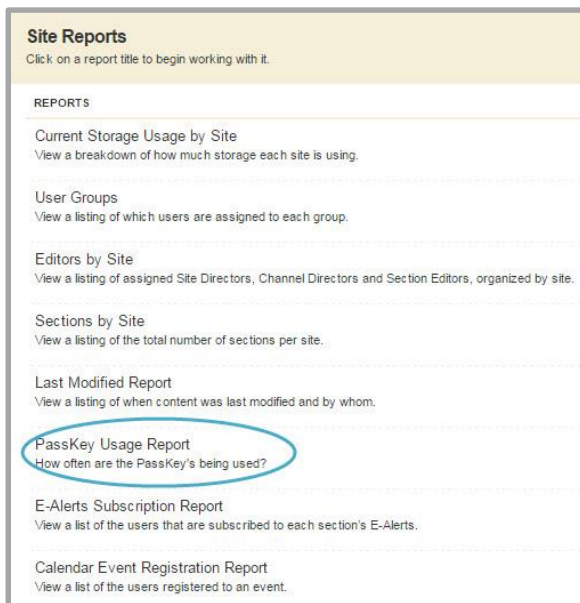
Here's how you review the PassKey Usage Report.

1. Access the District Site Workspace.
2. Click the **Tools** tab.

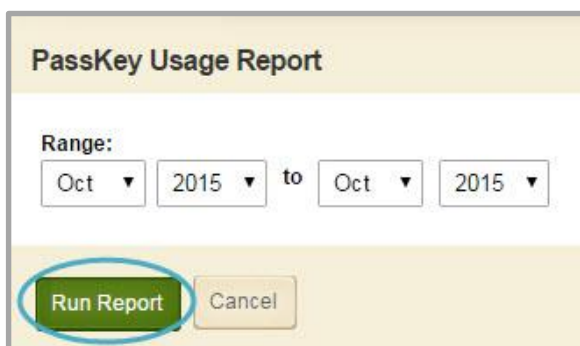


3. Click **Reports**. Site Reports display.

4. Click **PassKey Usage Report**. The PassKey Usage Report window displays.



5. Choose the dates for the report from the drop-down lists.
6. Click **Run Report**. The report displays. PassKey usage increments by one each time a PassKey is used.



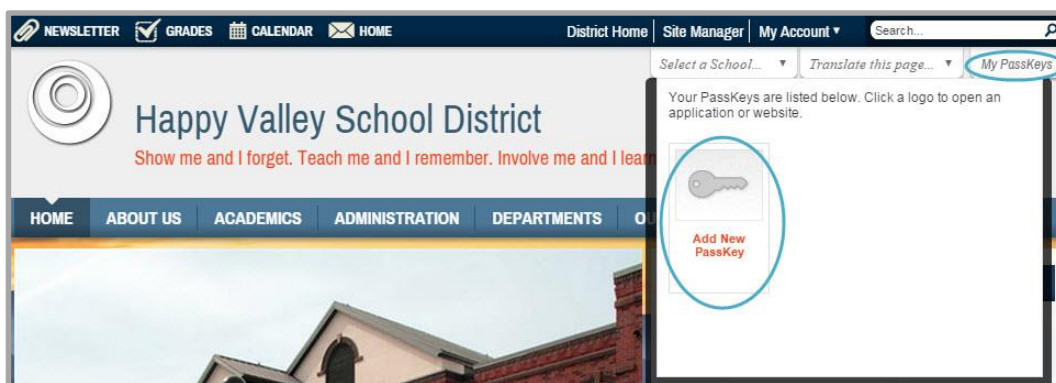
## PassKeys on the End-User Website

After they have signed in, registered users of the website can suggest PassKeys, add approved PassKeys to their accounts and manage their PassKeys. To access the PassKey window on the end-user website, click **My PassKeys**.

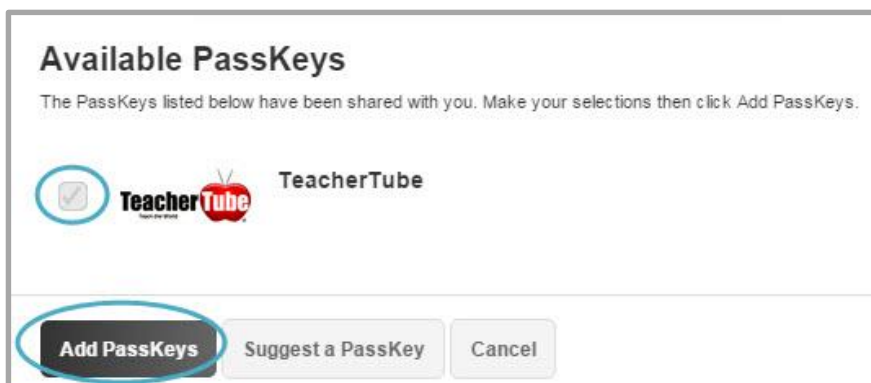
### Add a PassKey

Here's how you add a PassKey to your personal library.

1. Access the PassKey window on the end-user website. Web applications to which you already have PassKeys display in this window. You can add or suggest other PassKeys.



2. Click **Add New PassKey**. The Available PassKeys window opens. PassKeys that you can add to your account display in the window.
3. Click the check box to the left of each of the PassKeys you wish to add.

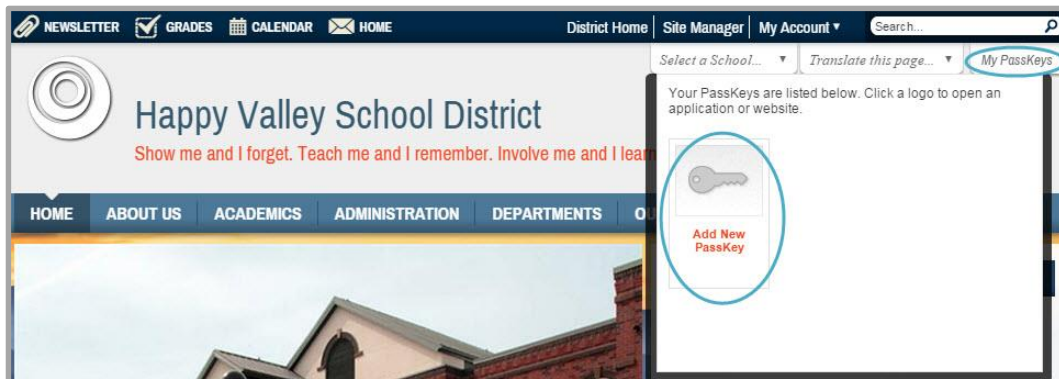


4. Click **Add PassKeys**. The homepage of your school or district website displays. The PassKey will display in the PassKey window the next time you click **My PassKeys** on the end-user website.

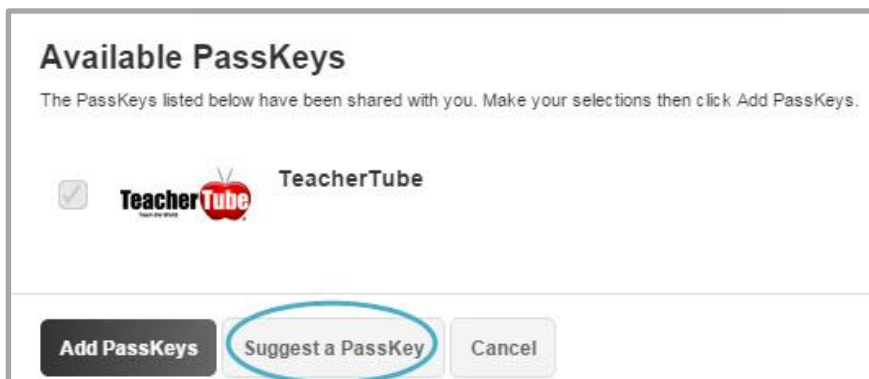
## Suggest a PassKey

Here's how you suggest a PassKey.

1. Access the PassKey window on the end-user website. Web applications to which you already have PassKeys display in this window.



2. Click **Add New PassKey**. The Available PassKeys window opens. PassKeys that you can add to your account display in the window.



3. Click **Suggest a PassKey**. The Suggest a PassKey window opens.
4. Enter a name for the PassKey.
5. Enter the web address (URL) that users will need to *log in* to that application.

A screenshot of the 'Suggest a PassKey' form. It has a title 'Suggest a PassKey' and a subtitle 'Enter a PassKey suggestion.' Below this are two input fields: 'PassKey Name:' and 'Web Address:'. At the bottom, there are two buttons: 'Save' (circled in blue) and 'Cancel'.

6. Click **Save**. The homepage of your school or district website displays.

You will receive an email letting you know if the Site Director or Administrator approved or declined your PassKey. If approved, the Site Director will have to create the PassKey, which may not occur right away.

## Use a PassKey

Here's how you use a PassKey.

1. Sign in to your school or district website.



2. Click **My PassKeys** and click the PassKey you wish to use.

A screenshot of the 'Login Information' form. The form is titled 'Login Information' and includes a sub-header: 'Enter your login information for this application or website. It will be stored securely so you don't have to enter it again in the future.' The form contains two input fields: 'Login ID:' and 'Password:'. To the left of the input fields is the TeacherTube logo. At the bottom of the form are two buttons: 'Login' and 'Cancel'.

3. The first time you click on a PassKey in the PassKey window on the end-user website, you will sign in using your credentials. Subsequently, when you click on the PassKey, your application opens.

If the Site Director or Administrator imported Passkey users for a PassKey, you will be logged in automatically to the application. Note that no authorization PassKeys function as a bookmark and sign in credentials are required.

## Manage Your PassKeys

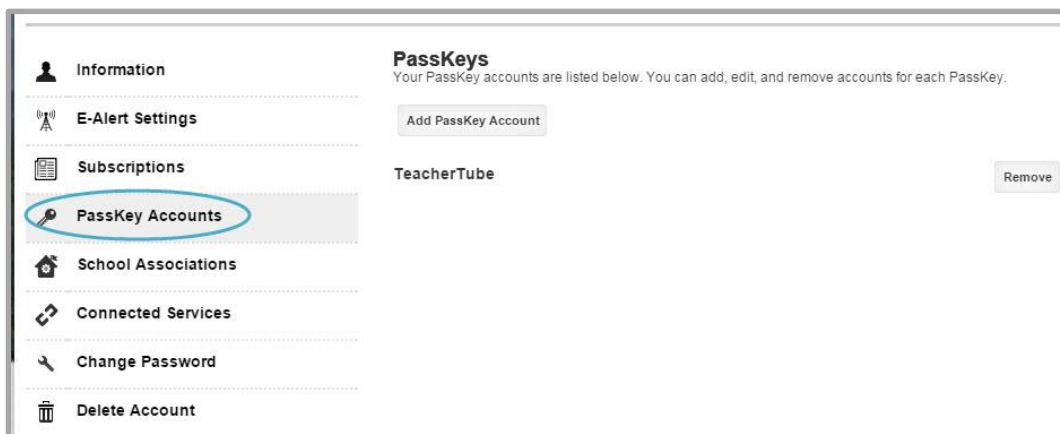
You manage your PassKey accounts on the end-user website. If you have editing or extended privileges, you can also manage your accounts within *Site Manager*.

Here's how you manage your PassKey accounts on the end-user website.

1. Sign in to your school or district website.
2. Click My Account.



3. Click *Edit Account Settings* from the list. The Account Settings window opens.



4. Click the *PassKey Accounts*.
5. You can add a PassKey that a Site Director has created or remove one from your PassKeys list.

In addition, you can edit or delete your sign-in information. Your current password to that application will never display here. Remember, before you change your password here, you should change it in the web application.

You cannot suggest a PassKey here. You do that in the PassKey window on the end-user website.