PassKey Manager Guide

Blackboard Web Community Manager
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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

<table>
<thead>
<tr>
<th>Term</th>
<th>Definition</th>
</tr>
</thead>
<tbody>
<tr>
<td><strong>PassKey</strong></td>
<td>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.</td>
</tr>
<tr>
<td><strong>My PassKeys</strong></td>
<td>A personal library of PassKeys.</td>
</tr>
<tr>
<td><strong>Form Authentication</strong></td>
<td>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.</td>
</tr>
<tr>
<td><strong>Token Authentication</strong></td>
<td>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.</td>
</tr>
<tr>
<td><strong>No Authentication</strong></td>
<td>An authentication type for websites or web applications that do not require a log in</td>
</tr>
<tr>
<td><strong>Application Programming Interface (API)</strong></td>
<td>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.</td>
</tr>
</tbody>
</table>
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.

![PassKey Manager Interface]

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

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.

![New PassKey window](image)

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.

![New PassKey - Parameters window](image)

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.

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

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.


4. Enter a name for your PassKey.

5. Click the radio button to the left of Token Authentication.

6. Click Continue. The New PassKey-Parameters window opens.
7. Enter the Action URL—the web address where users sign in.
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.

![New Parameter Window]

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

![New PassKey - Parameters Window]

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.

![New PassKey - Display](image)

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.

![New PassKey - Viewers](image)

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.


4. Enter a name for your PassKey.

5. Click the radio button to the left of No Authentication.

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.
9. 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.

10. Click the **Viewers** tab. By default, no registered users will see the PassKey unless you assign them here.
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.
4. Click **Browse** and locate your import file.

5. Click **Continue**. The Choose PassKey window opens.

6. Choose the PassKey from the drop-down list.

7. 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.

![Approve Suggestion Email](image)

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.

![PassKey Workspace](image)

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

3. Navigate to the Suggestions tab.

![PassKey Suggestions](image)

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.

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.
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 changed 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.

![New Blocked Site form](image)

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.

![Tools tab](image)

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

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.

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.

![Image of school district website]

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

![Image of login information]

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.