

# Subscription Management

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- [Sharing Your Subscription with a Co-Administrator](#)
- [Un-sharing Your Subscription with a Co-Administrator](#)

# Reviewing Your Enseva Azure Subscription

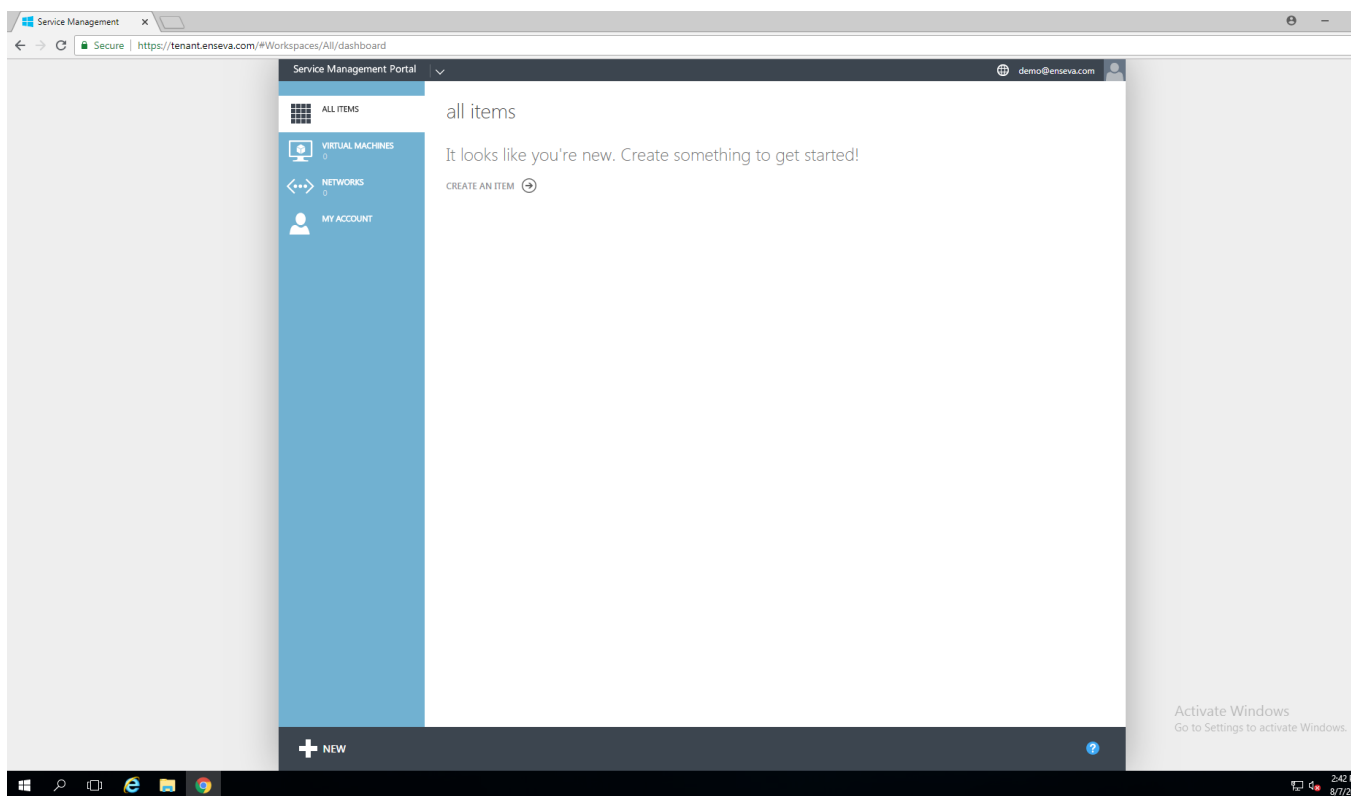
This guide will cover Reviewing your Enseva Azure Subscriptions

## Reviewing Your Enseva Azure Subscription

### 1. Navigate to the Enseva Azure Portal

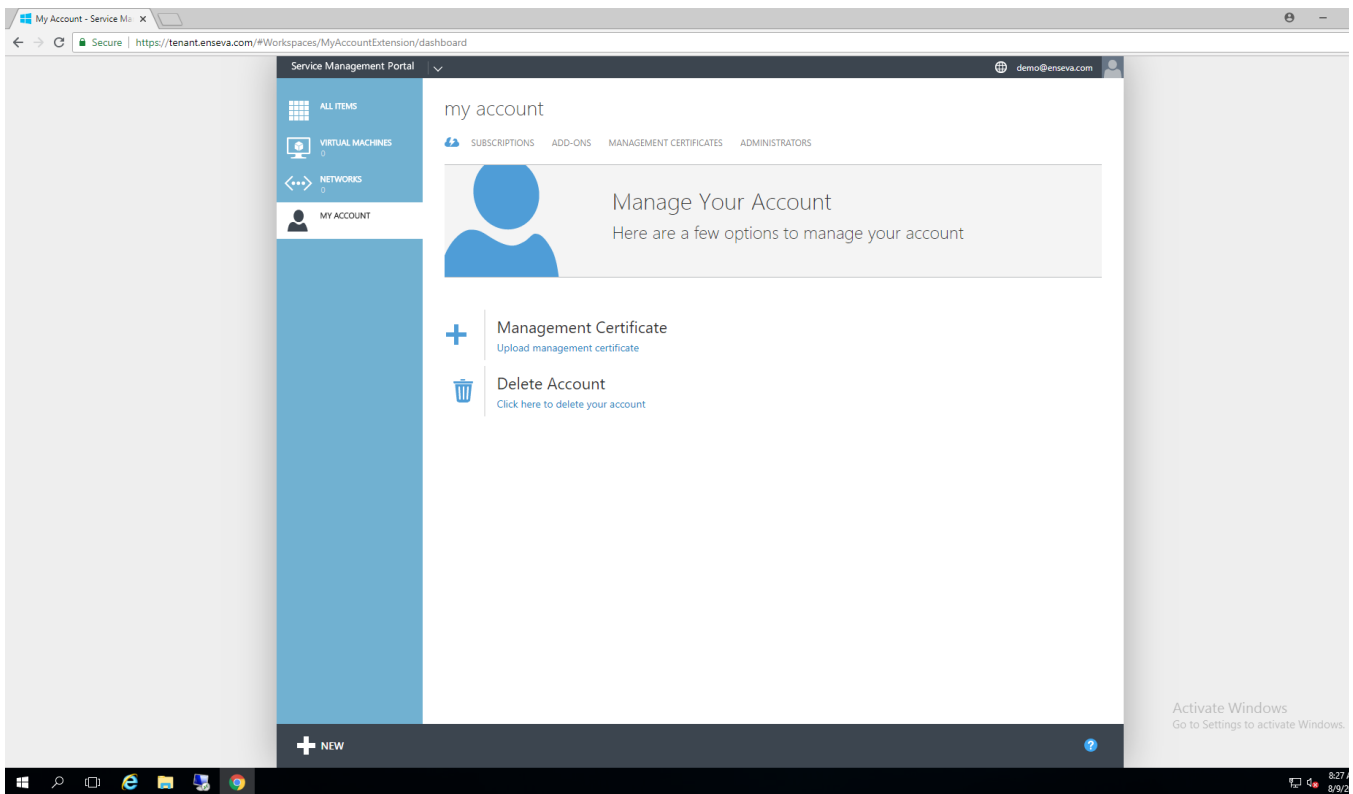
Enseva Azure subscriptions allow users and organizations to self-provision resources in the cloud. These subscriptions are typically associated with your account after purchasing from the Enseva sales team. Any automated email message will be delivered to the purchaser at the time the subscription gets created.

For the purposes of this tutorial, it is assumed that a subscription has already been assigned to your account and that you are logged into the Enseva Tenant Portal.



### 2. Navigate to My Account

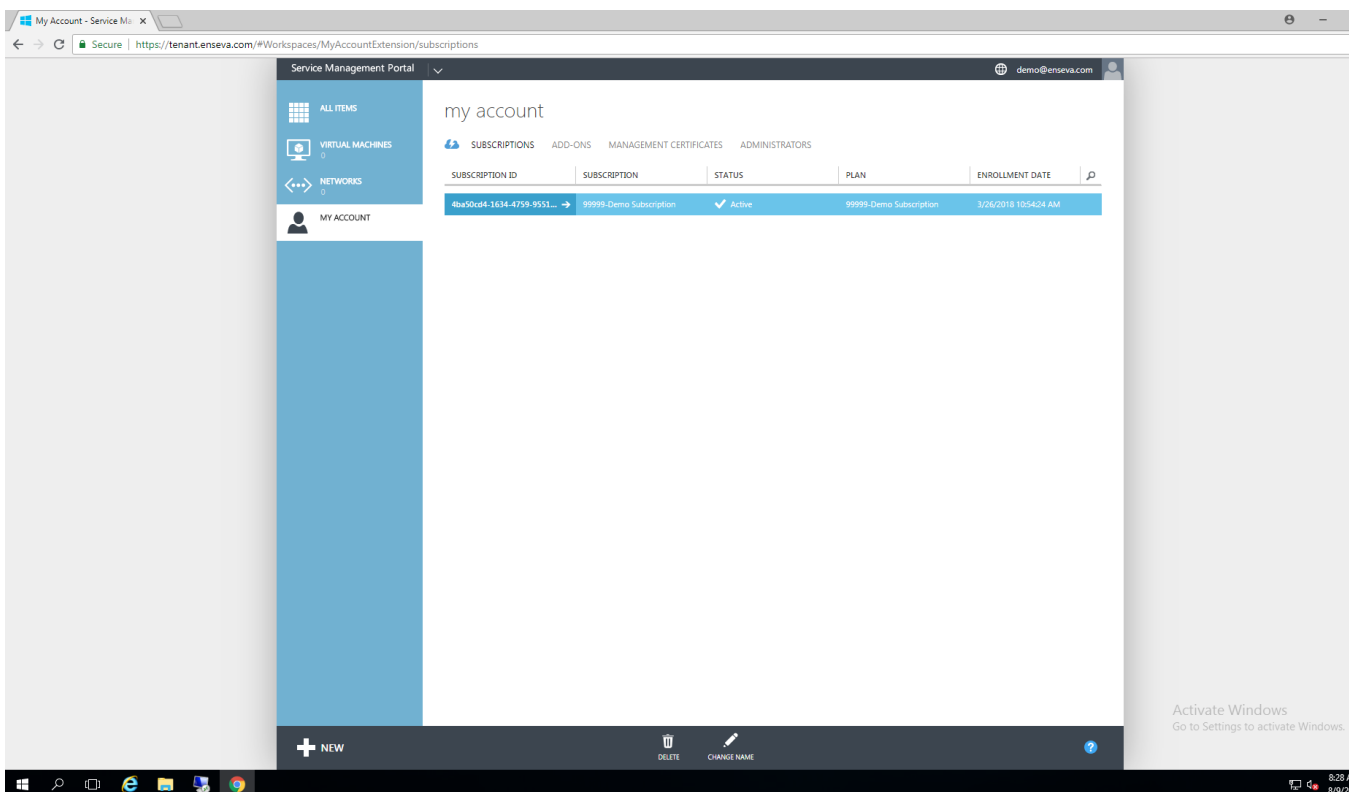
Users can review the subscriptions they have access to by clicking on 'My Account' in the Enseva Azure portal.



### 3. Navigate to Subscriptions

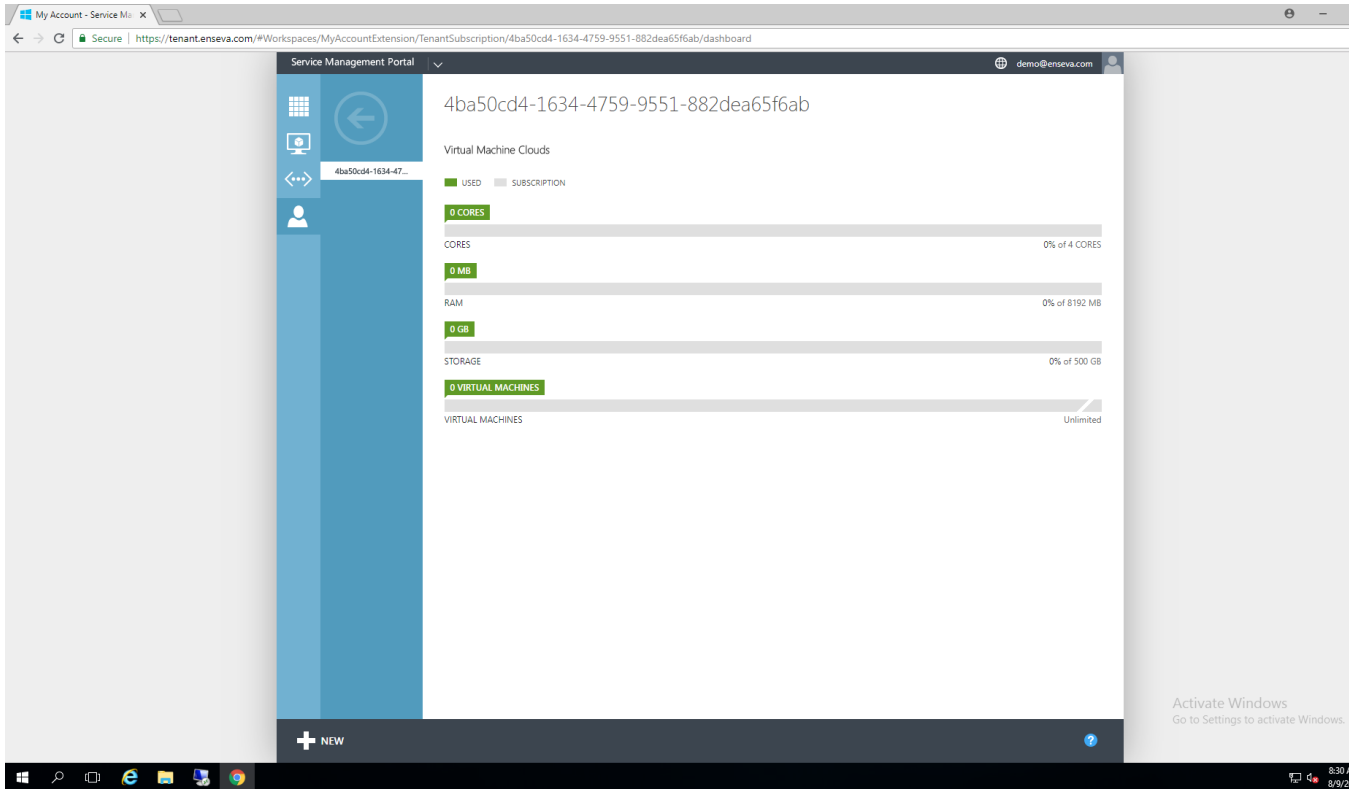
At the top of the page, click on the 'Subscriptions' button to display a list of subscriptions your account currently has access to.

The demo account we're working with has a single subscription. For each subscription you'll be presented a Subscription ID, a friendly Subscription name, the Status of the subscription, the Plan the subscription was generated from and the Enrollment Date.



#### 4. Subscription Details

Clicking on one of the subscriptions will display additional details about the subscription. In the below example, we have not created any virtual machine instances yet, however you can see that the subscription has 4 vCPU Cores, 8GB of Memory, 500GB of Block Storage and we can create an unlimited number of virtual machine instances, of which we currently have zero.



#### 5. Return to Subscriptions

Clicking the back arrow will return you to the subscription list.

# Managing Multiple Subscriptions

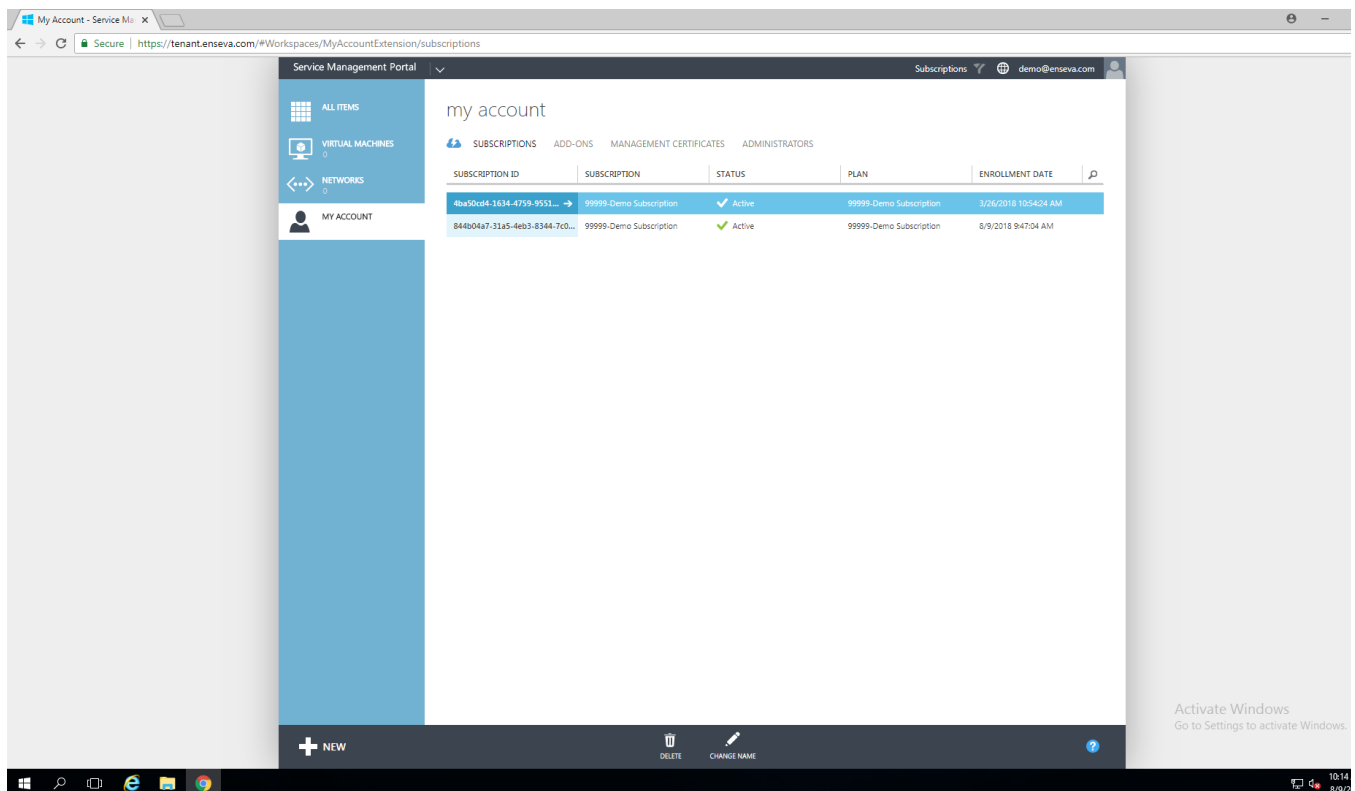
This guide will cover Managing Multiple Subscriptions within the Enseva Azure Portal

## Managing Multiple Subscriptions

### 1. Navigate to the Enseva Azure Portal

It's possible for a user to own or have access to multiple subscriptions. This comes in handy in cases where separation is required between virtual machine instances and in cases of managed service providers having access to multiple client environments using a single pane of glass.

For the purposes of this tutorial, it is assumed that you have already logged into the Enseva Azure portal and multiple subscriptions have already been assigned to your account.



### 2. Select Plan To Review

Within the 'Subscriptions' page you will see the plans that are currently associated with your account, click on the 'Subscription ID' of the plan in which you would like to review.

My Account - Service Management Portal

Subscriptions demo@enseva.com

### my account

SUBSCRIPTIONS ADD-ONS MANAGEMENT CERTIFICATES ADMINISTRATORS

SUBSCRIPTION ID	SUBSCRIPTION	STATUS	PLAN	ENROLLMENT DATE
4ba50cd4-1634-4759-9551-...	99999-Demo Subscription	Active	99999-Demo Subscription	3/26/2018 10:54:24 AM
844b04a7-31a5-4eb3-8344-7cd...	99999-Demo Subscription	Active	99999-Demo Subscription	6/9/2018 9:47:04 AM

Activate Windows  
Go to Settings to activate Windows.

My Account - Service Management Portal

Subscriptions demo@enseva.com

### 4ba50cd4-1634-4759-9551-882dea65f6ab

Virtual Machine Clouds

USED SUBSCRIPTION

0 CORES 0% of 4 CORES

0 MB 0% of 8192 MB

0 GB 0% of 500 GB

0 VIRTUAL MACHINES Unlimited

Activate Windows  
Go to Settings to activate Windows.

### 3. View an Alternate Subscription

If you would like to review a different subscription, click on the back button in the top left corner.

The screenshot shows the 'Virtual Machine Clouds' page for a subscription with ID 4ba50cd4-1634-4759-9551-882dea65f6ab. The page features a left sidebar with navigation options: 'ALL ITEMS', 'VIRTUAL MACHINES', 'NETWORKS', and 'MY ACCOUNT'. The main content area shows usage metrics for Cores, RAM, Storage, and Virtual Machines, all currently at 0% usage. A 'Back' button is visible in the top left corner of the sidebar.

Metric	Used	Subscription
0 CORES	0	0% of 4 CORES
0 MB	0	0% of 8192 MB
0 GB	0	0% of 500 GB
0 VIRTUAL MACHINES	0	Unlimited

### 4. Select a Different Plan to Review

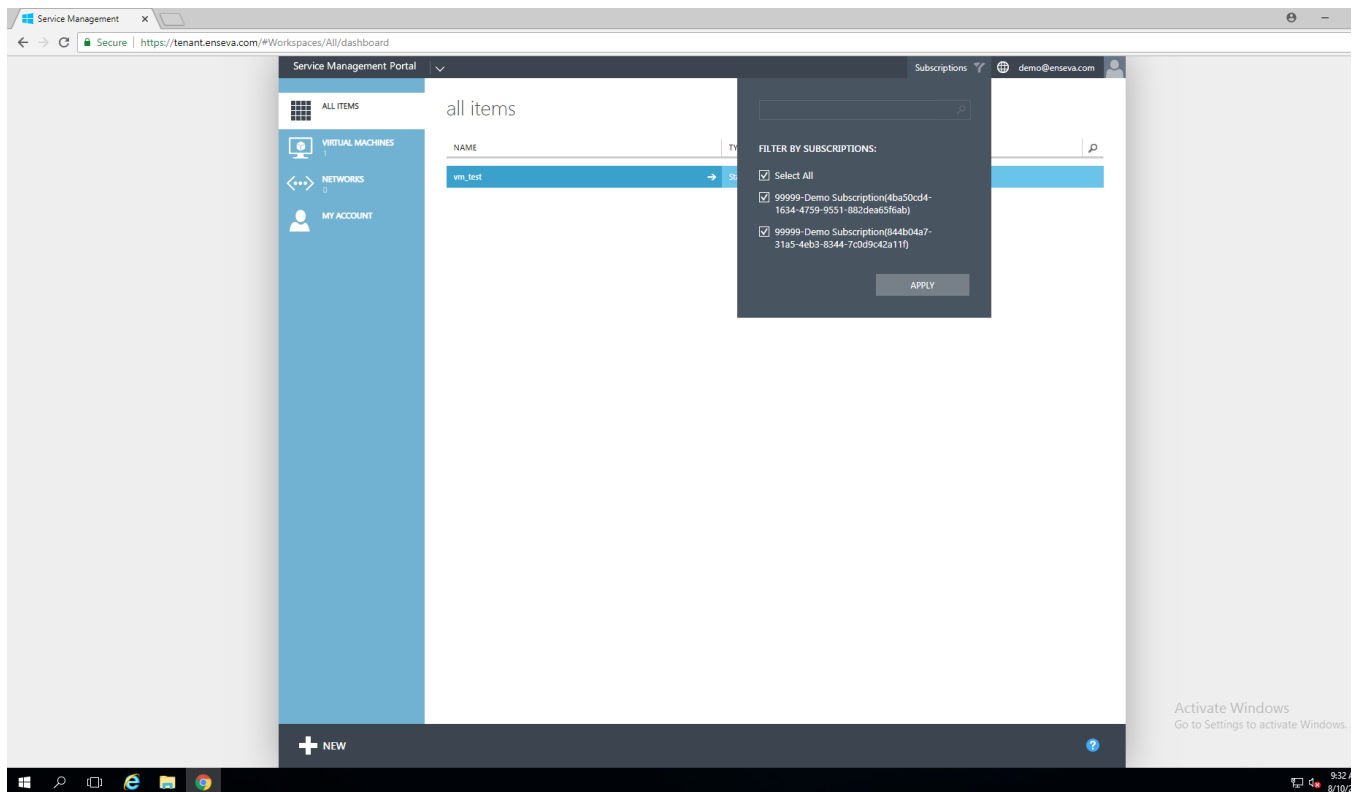
From the 'Subscriptions' page choose the next plan in which you would like to review.

The screenshot shows the 'my account' page with a table of subscriptions. The table has columns for Subscription ID, Subscription, Status, Plan, and Enrollment Date. Two subscriptions are listed, both with a status of 'Active' and a plan of '99999-Demo Subscription'.

SUBSCRIPTION ID	SUBSCRIPTION	STATUS	PLAN	ENROLLMENT DATE
4ba50cd4-1634-4759-9551...	99999-Demo Subscription	Active	99999-Demo Subscription	3/26/2018 10:54:24 AM
844b04a7-31a5-4eb3-8344...	99999-Demo Subscription	Active	99999-Demo Subscription	8/9/2018 9:47:04 AM

## 5. Filter Subscriptions

It is also possible to filter which subscription you are currently interacting with. This can be done by clicking the 'Subscriptions' button towards the top of the page. Click the checkbox to the left of the subscription you would like to manage, then click 'Apply.'





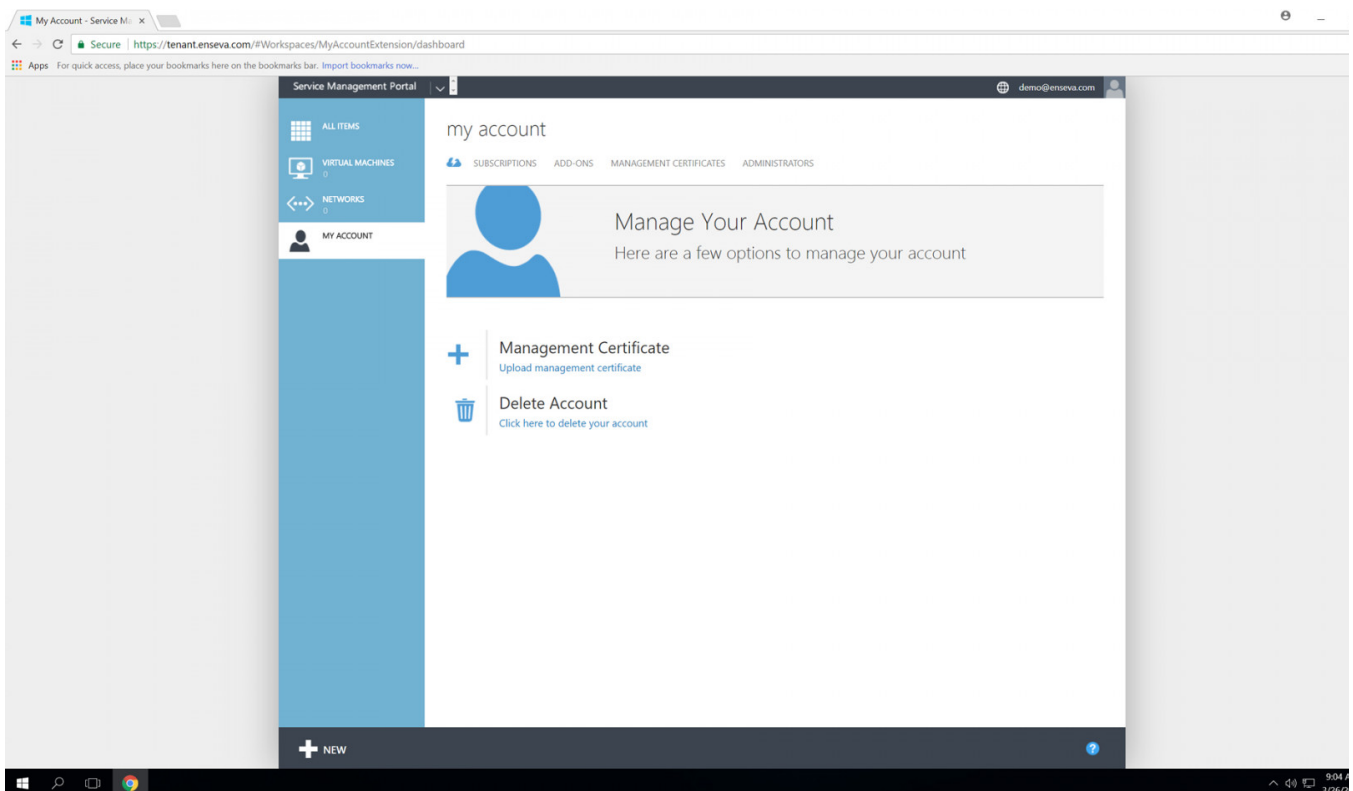
# Sharing Your Subscription with a Co-Administrator

Enseva Azure subscription owners are able to share their subscriptions with co-administrators. Co-administrators are able to perform some of the same functions as the subscription owner such as creating virtual machine instances, powering instances on and off, changing hardware profiles on an instance and deleting an instance. Co-administrators are not able to re-share access to a subscription they are not owners of however.

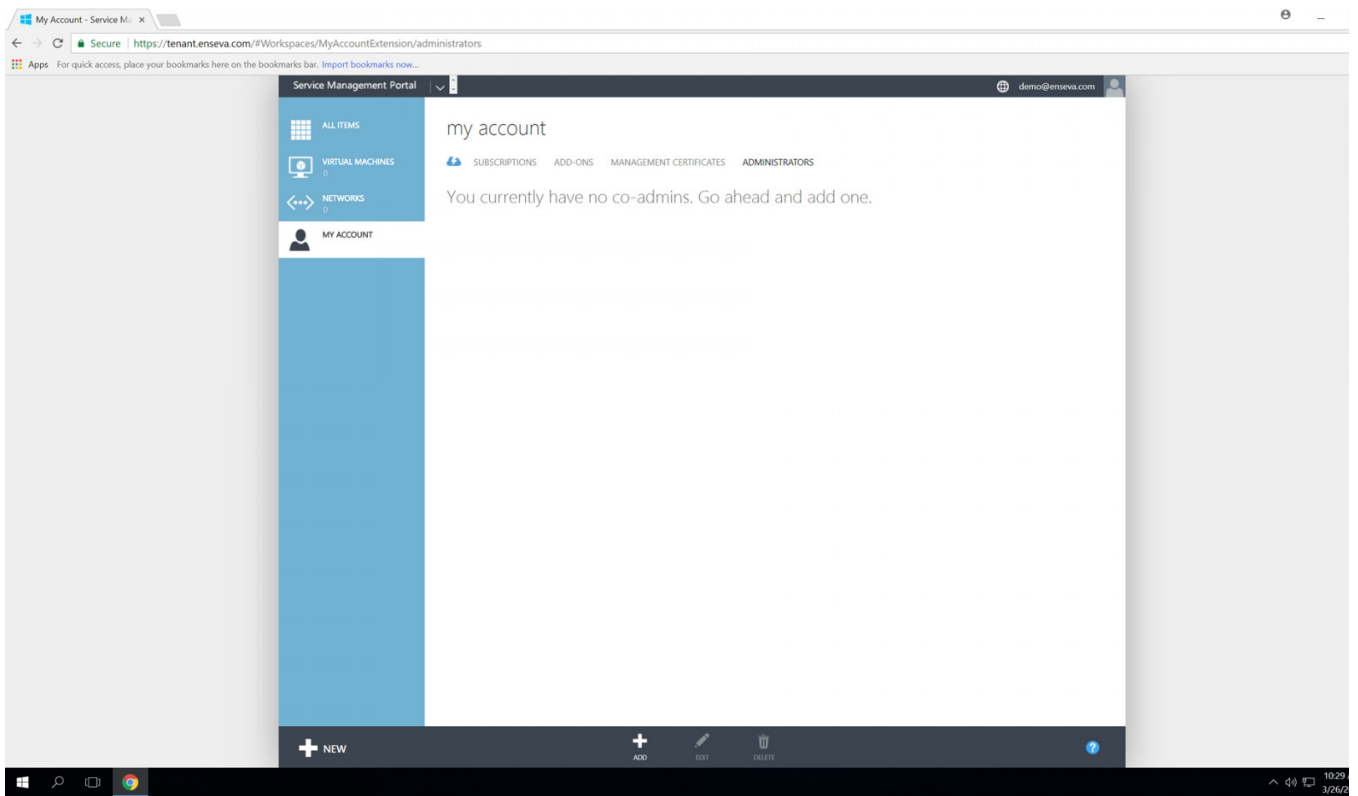
For the purposes of this tutorial, it is assumed that you have already logged into the Enseva Azure portal and are the owner of one or more subscriptions.

## Adding Co-administrators to Your Subscription

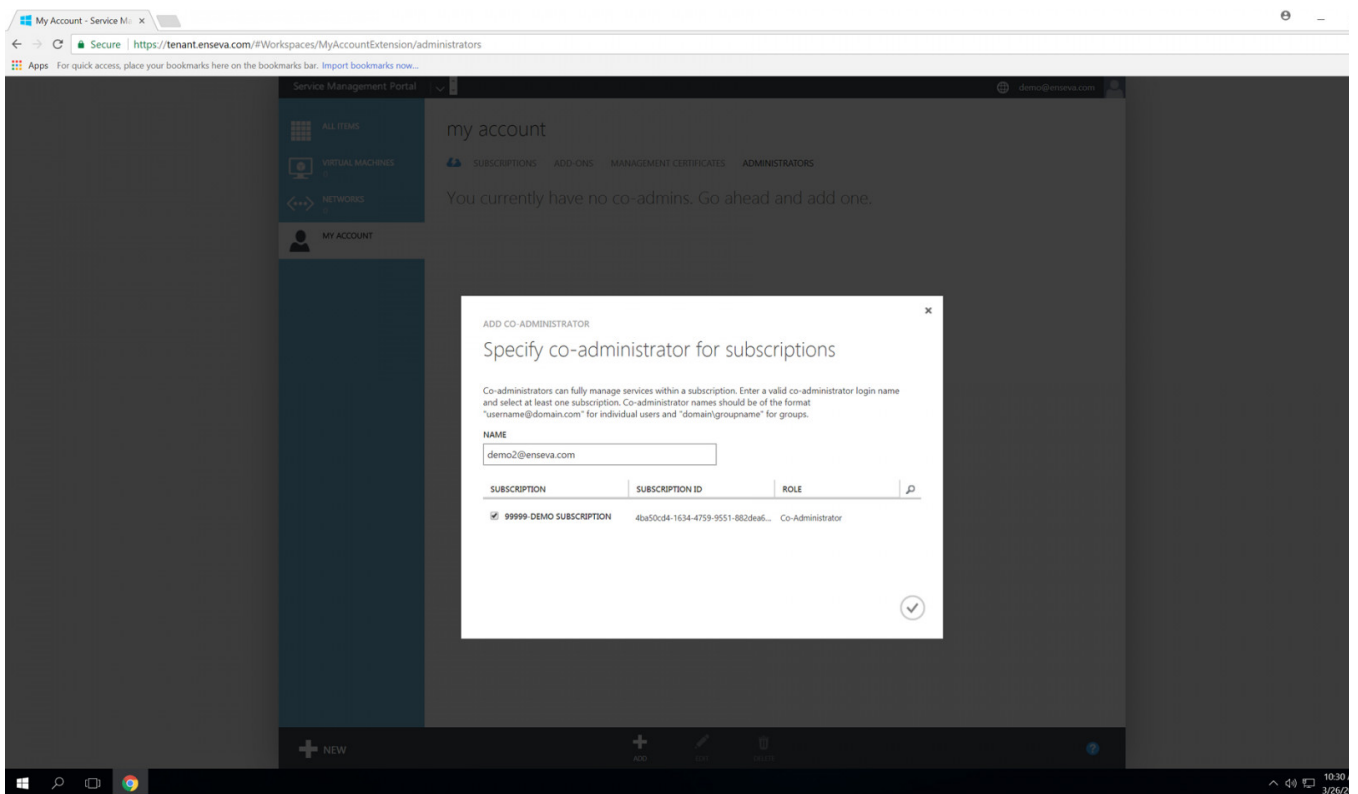
1. To grant a co-administrator permission to one of your subscriptions, start by visiting My Account in the Enseva Azure portal.



2. Click Administrators at the top of the page



3. Click Add at the bottom of the page to bring up the Add Co-administrator wizard. Type the email address of the co-administrator you would like to permit access to in the Name field then select the subscription(s) you would like to grant. When completed, click the Grey Check Mark.



4. When completed, the wizard will close and you should now see the newly added co-administration within your account.

My Account - Service M...x

Secure | https://tenant.enseva.com/#Workspaces/MyAccountExtension/administrators

Apps For quick access, place your bookmarks here on the bookmarks bar. [Import bookmarks now...](#)

Service Management Portal

demo@enseva.com

ALL ITEMS

VIRTUAL MACHINES

NETWORKS

MY ACCOUNT

my account

SUBSCRIPTIONS

ADD-ONS

MANAGEMENT CERTIFICATES

ADMINISTRATORS

NAME	SUBSCRIPTION	SUBSCRIPTION ID	ROLE
demo2@enseva.com	79999 Demo Subscription	4ba50c0d-1634-4739-9551-682bae03ffab	Co-Administrator

+

 NEW

+

 ADD

EDIT

DELETE

1

✓ The subscriptions for the following co-administrator were successfully added: demo2@enseva.com

OK

10:31

3/26/2020

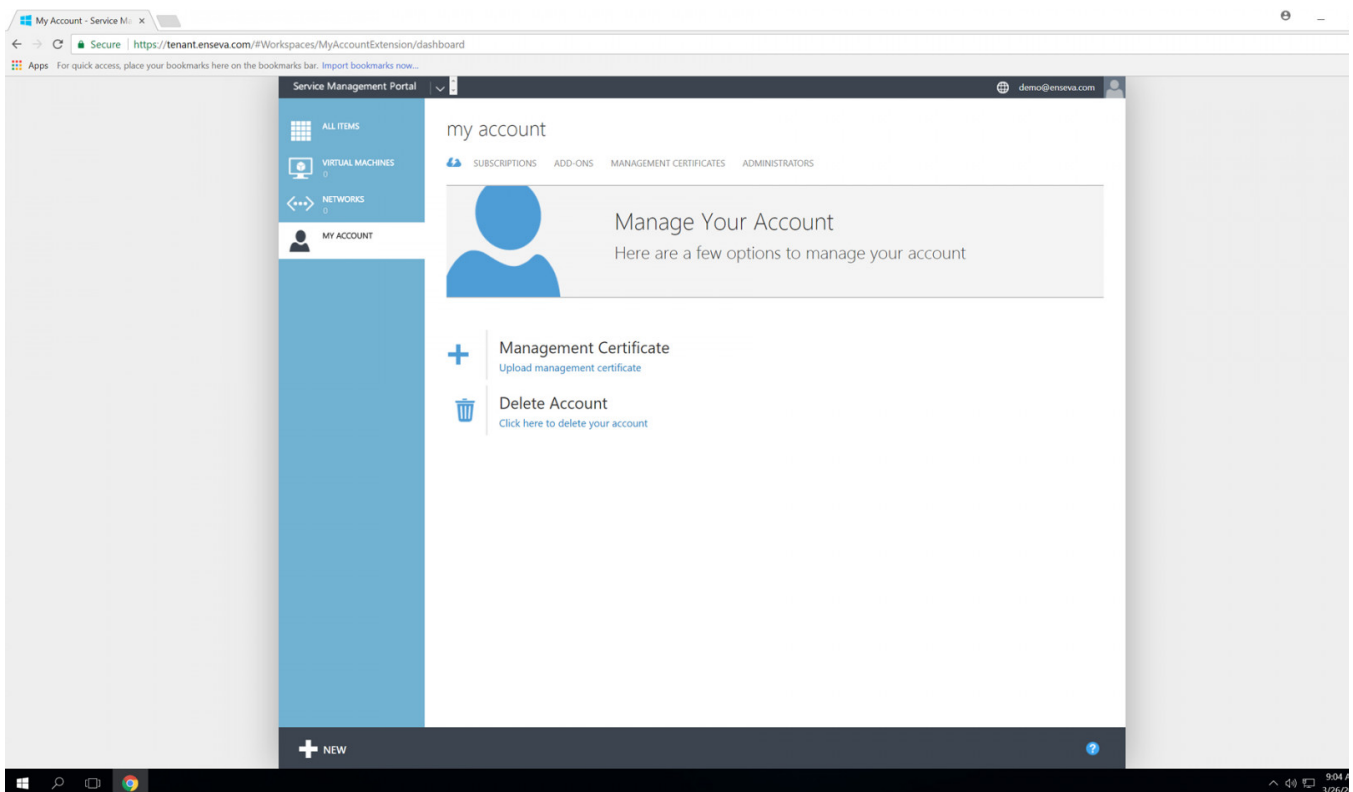
# Un-sharing Your Subscription with a Co-Administrator

Enseva Azure subscription owner are able to share their subscriptions with co-administrators. Co-administrators are able to perform some of the same functions as the subscription owner such as creating virtual machine instances, powering instances on and off, changing hardware profiles on an instance and deleting an instance. Co-administrators are not able to re-share access to a subscription they are not owners of however.

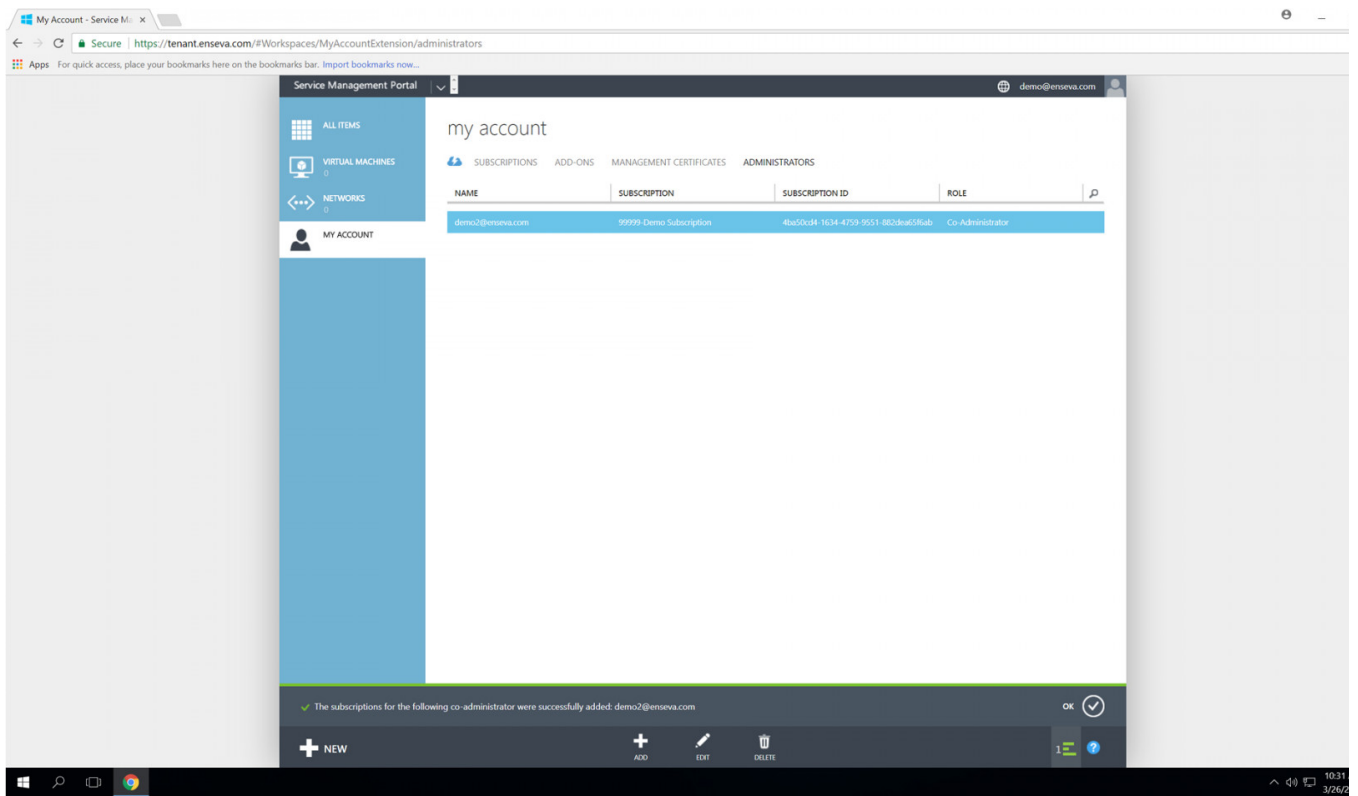
For the purposes of this tutorial, it is assumed that you have already logged into the Enseva Azure portal and are the owner of one or more subscriptions.

## Removing Co-administrators from Your Subscription

1. To remove a co-administrator from one of your subscriptions, start by visiting My Account in the Enseva Azure portal.



2. Click Administrators at the top of the page. A list of co-administrators and the subscriptions they have access to will be listed. Select the co-administrator you wish to remove access for then click the Delete button at the bottom of the page.



3. After the action has completed, you should no longer see the previous co-administrator entry visible.

