



CHAPTER 7

Managing NCS User Accounts

The Cisco NCS Administration enables you to schedule tasks, administer accounts, and configure local and external authentication and authorization. Also, set logging options, configure mail servers, and data management related to configuring the data retain periods. Information is available about the types of NCS licenses and how to install a license.

Organizations need an easy and cost-effective method to manage and control wireless network segments using a single management platform. They need a solution that supports limiting an individual administrator to manage or control the wireless LAN.

This chapter describes the administrative tasks to perform with NCS. It contains the following sections:

- [Managing NCS User Accounts, page 7-1](#)
- [Viewing the Audit Trail, page 7-9](#)
- [Managing NCS Guest User Accounts, page 7-11](#)
- [Adding a New User, page 7-14](#)
- [Managing Lobby Ambassador Accounts, page 7-17](#)

Managing NCS User Accounts

This section describes how to configure global e-mail parameters and manage NCS user accounts. It contains the following topics:

- [Adding NCS User Accounts, page 7-2](#)
- [Deleting NCS User Accounts, page 7-3](#)
- [Changing Passwords, page 7-4](#)
- [Monitoring Active Sessions, page 7-4](#)
- [Viewing or Editing User Account Information, page 7-5](#)
- [Viewing or Editing Group Information, page 7-8](#)
- [Viewing the Audit Trail, page 7-9](#)
- [Creating Guest User Accounts, page 7-10](#)
- [Logging in to the NCS User Interface as a Lobby Ambassador, page 7-19](#)

Adding NCS User Accounts

This section describes how to configure a NCS user. The accounting portion of the AAA framework is not implemented at this time. Besides complete access, you can give administrative access with differentiated privileges to certain user groups. NCS supports external user authentication using these access restrictions and authenticates the users against the TACACS+ and RADIUS servers.

The username and password supplied by you at install time are always authenticated, but the steps you take here create additional superusers. If the password is lost or forgotten, you must run a utility to reset the password to another user-defined password.

To add a new user account to NCS, follow these steps:

Step 1 Start the NCS server by following the instructions in the “Starting the NCS Server” section on page 2-10.

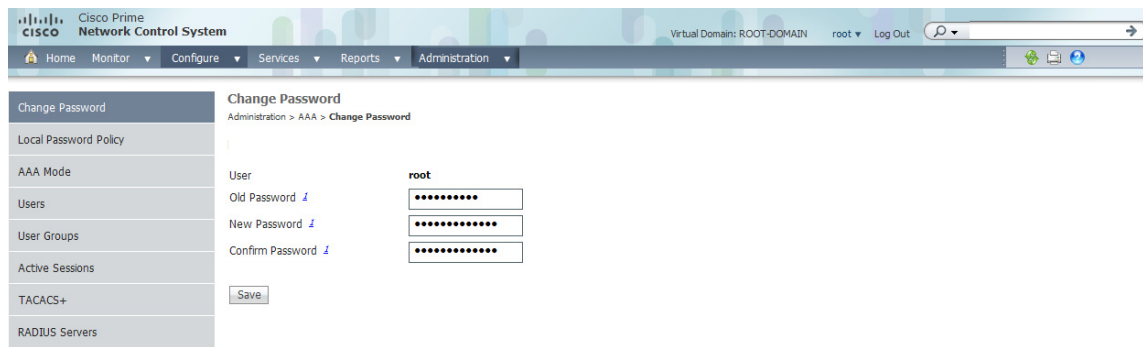
Step 2 Log into the NCS user interface as *root*.



Note We recommend that you create a new superuser assigned to the SuperUsers group.

Step 3 Choose **Administration > AAA**. The Change Password page appears (see Figure 7-1).

Figure 7-1 Change Password Page



Step 4 In the Old Password text box, enter the current password that you want to change.

Step 5 Enter the username and password for the new NCS user account. You must enter the password twice.



Note These entries are case sensitive.

Step 6 Choose **User Groups** from the left sidebar menu. The All Groups page displays the following group names (see Figure 7-4).



Note Some usergroups cannot be combined with other usergroups. For instance, you cannot choose both lobby ambassador and monitor lite.

- System Monitoring—Allows users to monitor NCS operations.
- ConfigManagers—Allows users to monitor and configure NCS operations.

- Admin—Allows users to monitor and configure NCS operations and perform all system administration tasks.



Note If you choose admin account and log in as such on the controller, you can also see the guest users under Local Net Admin.

- SuperUsers—Allows users to monitor and configure NCS operations and perform all system administration tasks including administering NCS user accounts and passwords. Superusers tasks can be changed.
- Users Assistant—Allows only local net user administration. User assistants cannot configure or monitor controllers. They must access the Configure > Controller page to configure these local net features.



Note If you create a user assistant user, log in as that user, and choose **Monitor > Controller**, you receive a “permission denied” message, which is an expected behavior.

- Lobby Ambassador—Allows access for configuration and management of only Guest User user accounts.
- Monitor lite—Allows monitoring of assets location.
- Root—Allows users to monitor and configure NCS operations and perform all system administration tasks including changing any passwords. Only one user can be assigned to this group and is determined upon installation. It cannot be removed from the system, and no task changes can be made for this user.

Step 7 Click the name of the user group to which you assigned the new user account. The Group Detail > *User Group* page shows a list of this permitted operations of the group.

From this page you can also show an audit trail of login and logout patterns or export a task list.

Step 8 Make any desired changes by selecting or unselecting the appropriate check boxes for task permissions and members.



Note Any changes you make affect all members of this user group.



Note To view complete details in the Monitor > Client details page and to perform operations such as Radio Measurement, users in User Defined groups need permission for Monitor Clients, View Alerts & Events, Configure Controllers, and Client Location.

Step 9 Click **Submit** to save your changes or **Cancel** to leave the settings unchanged.

Deleting NCS User Accounts

To delete a NCS user account, follow these steps:

Step 1 Start NCS server by following the instructions in the [“Starting the NCS Server”](#) section on page 2-10.

- Step 2** Log into the NCS user interface as a user assigned to the SuperUsers group.
 - Step 3** Choose **Administration > AAA**.
 - Step 4** Choose **Users** from the left sidebar menu to display the Users page.
 - Step 5** Select the check box to the left of the user account(s) to be deleted.
 - Step 6** From the Select a command drop-down list, choose **Delete User(s)**, and click **Go**.
When prompted, click **OK** to confirm your decision. The user account is deleted and can no longer be used.
-

Changing Passwords

To change the password for a NCS user account, follow these steps:

- Step 1** Start NCS server by following the instructions in the [“Starting the NCS Server”](#) section on page 2-10.
 - Step 2** Log into the NCS user interface as a user assigned to the SuperUsers group.
 - Step 3** Choose **Administration > AAA** to display the Change Password page.
 - Step 4** Enter your old password.
 - Step 5** Enter the new password in both the New Password and Confirm New Password text boxes.
 - Step 6** Click **Save** to save your changes. The password for this user account has been changed and can be used immediately.
-

Changing the Root User Password using CLI

To change the password for a root user using the command-line interface, follow these steps:

- Step 1** Log into the system as administrator.
- Step 2** Using the command-line interface (CLI), enter the following commands:

```
VMNCS/admin# ncs password ?
  ftpuser  Modifies ftp username and password
  root     Modifies root user login password

VMNCS/admin# ncs password root ?
  password Modifies root user login password

VMNCS/admin# ncs password root password ? <password>
  <WORD>   Type in root user login password (Max Size - 80)
```

Monitoring Active Sessions

To view a list of active users, follow the steps:

Step 1 Choose **Administration > AAA**.

Step 2 From the left sidebar menu, choose **Active Sessions**. The Active Sessions page appears.

The user highlighted in red represents your current login. If a column heading is a hyperlink, click the heading to sort the list of active sessions in descending or ascending order along that column. The sort direction is toggled each time the hyperlink is clicked.

The Active Sessions page has the following columns:

- Username—The logged in username.
- IP/Host Name—The IP address or the hostname of the machine on which the browser is running. If the hostname of the user machine is not in DNS, the IP address is displayed.
- Login Time—The time at which the user logged in to NCS. All times are based on the NCS server machine time.
- Last Access Time—The time at which the user last accessed NCS. All times are based on the NCS server machine time.



Note The time displayed in this column is usually a few seconds behind the current system time because Last Access Time is updated frequently by the updates to the alarm status dashlet.

- Login Method:
 - Regular: Sessions created for users who log into NCS directly through a browser.
 - User Groups: The list of groups to which the user belongs.
 - Audit trail icon: Link to page that displays the audit trail (previous login times) for that user.
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Viewing or Editing User Account Information

To see the group the user is assigned to or to adjust a password or group assignment for that user, follow these steps:

Step 1 Choose **Administration > AAA**.

Step 2 From the left sidebar menu, choose **Users**.

Step 3 Click a user in the User Name column. The User Detail : *User Group* page appears (see [Figure 7-2](#)).

Figure 7-2 Detailed Users Page

You can see which group is assigned to this user or change a password or group assignment.

Setting the Lobby Ambassador Defaults

If you choose a Lobby Ambassador from the User Name column, a Lobby Ambassador Defaults tab appears (see Figure 7-3). All of the guest user accounts created by the lobby ambassador have these credentials by default. If the default values are not specified, the lobby ambassador must provide the required guest user credential fields.



Note

If no default profile is chosen on this tab, the defaults do not get applied to this lobby ambassador. The lobby ambassador account does get created, and you can create users with any credentials you choose.

Figure 7-3 Lobby Ambassador Default Tab

The screenshot shows the Cisco Prime Network Control System configuration page for 'Add User'. The page is titled 'Add User' and is part of the 'Administration > AAA > Users > Add User' path. The 'Lobby Ambassador Defaults' tab is selected. The page is divided into several sections:

- Defaults for creating Guest User accounts:**
 - Profile: -Select A Profile-
 - User Role: default
 - Lifetime: Limited (selected) or Unlimited
 - Hours: 8 (hour(s))
 - Apply To: Indoor Area
 - Campus: C1
 - Building: None
 - Floor: All Floors
 - Email Id: [Empty field]
 - Description: Wireless Network Guest Acc
 - Disclaimer: Guests understand and acknowledge that we exercise no control over the nature, content or reliability of the information and/or data
- Defaults editable:**
 - Max User Creations Allowed: [Enable]
 - Hide Print Page Logo: [Enable]
- Update Logo:** [Browse...]
- Print Page Header Text:** Guest Account Details

At the bottom, there are 'Save' and 'Cancel' buttons. A note at the bottom states: "Not selecting a profile will not configure defaults for this Lobby Ambassador. He/She will still be able to create Guest Accounts."

- Step 1** Use the Profile drop-down list to choose the guest user to connect to. Wired-guest is an example of a profile that might be defined to indicate traffic that is originating from wired LAN ports. See the “[Configuring Wired Guest Access](#)” section on page 9-47.
- Step 2** Choose a user role to manage the amount of bandwidth allocated to specific users within the network. They are predefined by the administrator and are associated with the guests’ access (such as contractor, customer, partner, vendor, visitor, and so on).
- Step 3** Choose **Limited** or **Unlimited** at the Lifetime radio button.
- For the limited option, you choose the period of time that the guest user account is active using the hours and minutes drop-down lists. The default value for Limited is one day (8 hours).
 - When *unlimited* is chosen, no expiration date for the guest account exists.
- Step 4** Use the Apply to drop-down list to choose from the following options. What you choose determines what additional parameters appear.
- Indoor area—A campus, building, or floor.
 - Outdoor area—A campus or outdoor area.
 - Controller list—A list of controller(s) with the selected profile created.
 - Config Group—Those config group names configured on NCS.
- Step 5** Enter the e-mail ID of the host to whom the guest account credentials are sent.
- Step 6** Provide a brief description of the account.

Step 7 If you want to supply disclaimer text, enter it.

Select the **Defaults Editable** check box if you want to allow the lobby ambassador to override these configured defaults. This allows the Lobby Ambassadors to modify Guest User default settings while creating guest account from the Lobby Ambassador portal.



Note If no default profile is selected on this tab, the defaults are not applied to this Lobby Ambassador. However, the Lobby Ambassador account is created, and the Lobby Ambassador can create users with credentials as desired.

Step 8 Select the **Max User Creations Allowed** check box to set limits on the number of guest users that can be created by the lobby ambassador in a given time period. The time period is defined in hours, days, or weeks.

Step 9 Click the **Preview Current Logo** link to see what is currently being used as a logo, and then you can click to enable it or browse to another location to update the logo.

Step 10 If you want additional page header text, you can enter it at the Print Page Header Text field.

Step 11 Click **Submit**.

Viewing or Editing Group Information

To see specific tasks the user is permitted to do within the defined group or make changes to the tasks, follow these steps:

Step 1 Choose **Administration > AAA**.

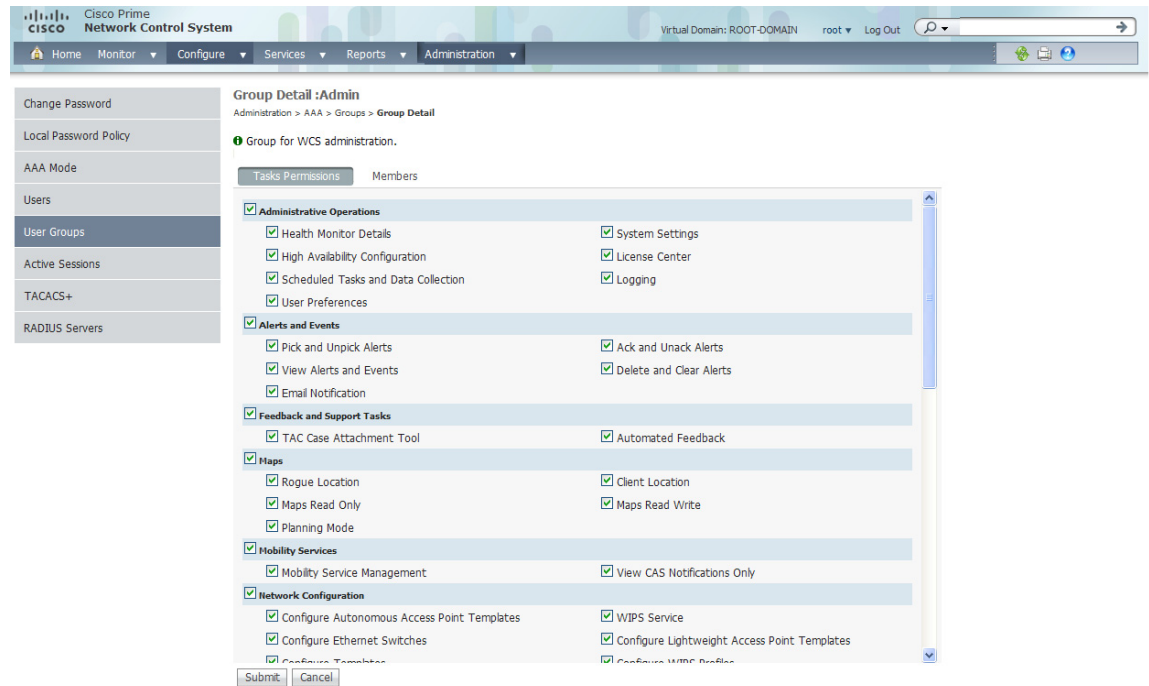
Step 2 Choose **Users** from the left sidebar menu.

Step 3 Click the group link in the **Member Of** column. The Group Detail: *User Group* page appears (see [Figure 7-4](#)).



Note The detailed page varies based on what group you choose (see [Figure 7-4](#)).

Figure 7-4 Detailed Group Page



You can see the specific tasks the user is permitted to do within the defined group or make changes to the tasks.

Editing the Guest User Credentials


Click the NCS username of the guest user whose credentials you want to edit. The Lobby Ambassador Default tab appears, and you can modify the credentials.



Note

While editing, if the *Profile* selection is removed (changed to *Select a profile*), the defaults are removed for this Lobby Ambassador. The user must reconfigure the defaults to reinforce them.

Viewing the Audit Trail

Click the  icon in the Users page to view the configuration changes performed by individual users. The Audit Trail page appears.

This page enables you to view the following data:

- User—User login name.
- Operation—Type of operation audited.
- Time—Time operation was audited.
- Status—Success or failure.

- Reason—Indicates any login failure reason, for example, invalid password.
- Configuration Changes—This field provides a Details link if there are any configuration changes. Click the **Details** link for more information on the configuration changes done by an individual user. The entries list the change of values for individual parameters between NCS and Controller. For more information on Audit Trail Details, see [“Audit Trail Details Page” section on page 7-10](#).



Note The audit trail entries could be logged for individual controller changes. For example, If a template is applied on multiple controllers, then there are multiple audit entries for each controller to which the template has been applied to.

Audit Trail Details Page

The Configuration Changes column in the Audit Trail list page contains a Details link if there are changes to the configuration. Click the **Details** link to view the Audit Trail Details for a specific User. The Audit Trail Details dialog box shows the attribute-level differences when a User changes the configuration from either the Templates or Configuration side.

[Table 7-1](#) describes the fields in the Audit Trail Details dialog box.

Fields	Description
NCS Username	The username who triggered this audit trail.
Object Name	The name of the object that has triggered this audit trail.
Operation Time	The date and time at which the audit entry was made.
Configuration Changes	Lists the attributes that have been changed as a result of a user action in NCS and the controller. For example, the attributes could be: <ul style="list-style-type: none"> • Quality of service • Admin Status • MAC Filters

Creating Guest User Accounts

You can use the Cisco Lobby Ambassador to create guest user accounts in NCS. A guest network provided by an enterprise allows access to the Internet for a guest without compromising the host. The web authentication is provided with or without a supplicant or client, so a guest needs to initiate a VPN tunnel to their desired destinations.

Both wired and wireless guest user access is supported. Wired guest access enables guest users to connect to the guest access network from a wired Ethernet connection designated and configured for guest access. Wired guest access ports might be available in a guest office or specific ports in a conference room. Like wireless guest user accounts, wired guest access ports are added to the network using the lobby ambassador feature.

The network administrator must first set up a lobby ambassador account. Guest user accounts are for visitors, temporary workers, and so on, who need network access. A lobby ambassador account has limited configuration privileges and only allows access to the screens used to configure and manage guest user accounts.

The lobby ambassador can create the following types of guest user accounts:

- A guest user account with a limited lifetime. After the specified time period, the guest user account automatically expires.
- A guest user account with an unlimited lifetime. This account never expires.
- A guest user account that is activated at a predefined time in the future. The lobby ambassador defines the beginning and end of the valid time period.

To create guest user accounts in NCS, follow these steps:

**Note**

A group that has the SuperUser/administrator privileges (by default) can create a lobby ambassador account. Multiple lobby ambassador accounts can be created by the administrator with varying profiles and permissions.

**Note**

A root group, which is created during installation, has only one assigned user, and no additional users can be assigned after installation. This root user cannot be changed. Also, unlike a super user, no task changes are allowed.

-
- Step 1** Log into the NCS user interface as an administrator.
- Step 2** Choose **Administration > AAA**.
- Step 3** From the left sidebar menu, choose **Users**.
- Step 4** From the Select a command drop-down list, choose **Add User**, and click **Go**. The Users page appears.
- Step 5** Enter the username.
- Step 6** Enter the password. The minimum is six characters. Reenter and confirm the password.

**Note**

The password must include at least three of the following four types of elements: lowercase letters, uppercase letters, numbers, and special characters.

- Step 7** In the *Groups Assigned to this User* section, select the **LobbyAmbassador** check box to access the Lobby Ambassador Defaults tab.
- Step 8** Follow the steps in the [“Setting the Lobby Ambassador Defaults” section on page 7-6](#).
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Managing NCS Guest User Accounts

NCS guest user accounts are managed with the use of templates. This section describes how to manage NCS user accounts. It contains the following topics:

- [Configuring a Guest User Template, page 10-59](#)
- [Scheduling NCS Guest User Accounts, page 7-12](#)

- [Printing or E-mailing NCS Guest User Details](#), page 7-13
- [Saving Guest Accounts on a Device](#), page 7-14

Scheduling NCS Guest User Accounts

A lobby ambassador is able to schedule automatic creation of a guest user account. The validity and recurrence of the account can be defined. The generation of a new password on every schedule is optional and is enabled by selecting a check box. For scheduled users, the password is automatically generated and is automatically sent by e-mail to the host of the guest. The e-mail address for the host is configured on the New User page. After clicking Save, the Guest User Details page displays the password. From this page, you can e-mail or printer the account credentials.

To schedule a recurring guest user account in NCS, follow these steps:

Step 1 Log in to the NCS user interface as lobby ambassador.

Step 2 Choose **Schedule Guest User** from the Guest User page.



Note You can also schedule guest users from the Configure > Controller Template Launch Pad > Security > Guest User option.

Step 3 In the Guest Users > Scheduling page, enter the guest username. The maximum is 24 characters.

Step 4 Select the check box to generate a username and password on every schedule. If this is enabled, a different password is supplied for each day (up to the number of days chosen). If this is disabled (unselected), one password is supplied for a span of days. The generation of a new password on every schedule is optional.

Step 5 Select a Profile ID from the drop-down list. This is the SSID to which this guest user applies and must be a WLAN that has Layer 3 authentication policy configured. Your administrator can advise which Profile ID to use.

Step 6 Enter a description of the guest user account.

Step 7 Choose **limited** or **unlimited**.

- **Limited**—From the drop-down list, choose days, hours, or minutes for the lifetime of this guest user account. The maximum is 35 weeks.
 - **Start time**—Date and time when the guest user account begins.
 - **End time**—Date and time when the guest user account expires.
- **Unlimited**—This user account never expires.
- **Days of the week**—Select the check box for the days of the week that apply to this guest user account.

Step 8 Choose **Apply To** to restrict a guest user to a confined area by selecting a campus, building, or floor so that when applied, only those controllers and associated access points are available. You can use AP grouping to enforce access point level restrictions that determine which SSIDs to broadcast. Those access points are then assigned to the respective floors. You can also restrict the guest user to specific listed controllers or a configuration group, which is a group of controllers that has been preconfigured by the administrator.

From the drop-down lists, choose one of the following:

- **Controller List**—Select the check box for the controller(s) to which the guest user account is associated.
 - **Indoor Area**—Choose the applicable campus, building, and floor.
 - **Outdoor Area**—Choose the applicable campus and outdoor area.
 - **Config group**—Choose the configuration group to which the guest user account belongs.
- Step 9** Enter the e-mail address to send the guest user account credentials. Each time the scheduled time comes up, the guest user account credentials are e-mailed to the specified e-mail address.
- Step 10** Review the disclaimer information. Use the scroll bar to move up and down.
- Step 11** Click **Save** to save your changes or **Cancel** to leave the settings unchanged.
-

Printing or E-mailing NCS Guest User Details

The lobby ambassador can print or e-mail the guest user account details to the host or person who welcomes guests.

The e-mail and print copy shows the following details:

- **Username**—Guest user account name.
- **Password**—Password for the guest user account.
- **Start time**—Data and time when the guest user account begins.
- **End time**—Date and time when the guest user account expires.
- **Profile ID**—Profile assigned to the guest user. Your administrator can advise which Profile ID to use.
- **Disclaimer**—Disclaimer information for the guest user.

When creating the guest user account and applying the account to a list of controllers, area, or configuration group, a link is provided to e-mail or print the guest user account details. You can also print guest user account details from the Guest Users List page.

To print guest user details from the Guest Users List page, follow these steps:

-
- Step 1** Log into the NCS user interface as lobby ambassador.
- Step 2** On the Guest User page, select the check box next to User Name, choose **Print/E-mail User Details** from the Select a command drop-down list, and click **Go**.
- If printing, click **Print** and from the print page, select a printer, and click **Print** or **Cancel**.
 - If e-mailing, click **E-mail** and from the e-mail page, enter the subject text and the e-mail address of the recipient. Click **Send** or **Cancel**.



Note You can also print or e-mail user details from the Configure > Controller Template Launch Pad > Security > Guest User option.

Saving Guest Accounts on a Device

Select the **Save Guest Accounts on Device** check box to save guest accounts to a WLC flash so that they are maintained across WLC reboots.



Note In the Configure > Controller Template Launch Pad > Security > Guest page, you choose **Save Guest Accounts on device** from the Select a command drop-down list.

Editing the Guest User Credentials

Click the NCS username of the guest user whose credentials you want to edit. The Lobby Ambassador Default tab appears, and you can modify the credentials.

While editing, if the *Profile* selection is removed (changed to *Select a profile*), the defaults are removed for this Lobby Ambassador. The user must reconfigure the defaults to reinforce them.

Adding a New User

The Add User page allows the administrator to set up a new user login including username, password, groups assigned to the user, and virtual domains for the user.



Note

You can only assign virtual domains to a newly created user which you own. By assigning virtual domains to a user, the user is restricted to information applicable to those virtual domains.

This section contains the following topics:

- [Adding User Names, Passwords, and Groups, page 7-14](#)
- [Assigning a Virtual Domain, page 7-16](#)

Adding User Names, Passwords, and Groups

To add a new user, follow these steps:

- Step 1** Choose **Administration > AAA**.
- Step 2** From the left sidebar menu, choose **Users**.
- Step 3** From the Select a command drop-down list, choose **Add User**.
- Step 4** Click **Go**. The Users page appears (see [Figure 7-5](#)).

Figure 7-5 Users Page

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- Step 5** Enter a new **Username**.
- Step 6** Enter and confirm a password for this account.
- Step 7** Select the check box(es) of the groups to which this user is assigned.



Note If the user belongs to Lobby Ambassador, Monitor Lite, Northbound API, or Users Assistant group, the user cannot belong to any other group.

- Admin—Allows users to monitor and configure NCS operations and perform all system administration tasks.
- ConfigManagers—Allows users to monitor and configure NCS operations.
- System Monitoring—Allows users to monitor NCS operations.
- Users Assistant—Allows local net user administration only.
- Lobby Ambassador—Allows guest access for configuration and management only of user accounts. If Lobby Ambassador is selected, a Lobby Ambassador Defaults tab appears.
- Monitor Lite—Allows monitoring of assets location.
- North Bound API User—A user group used by the NCS Web Service consumers. That is, any North Bound APIs.



Note If you are creating a North Bound API user from TACACS or RADIUS, the default user domain should be *root*.



Note North Bound API Users cannot be assigned a Virtual Domain. When a North Bound API group is selected, the Virtual Domains tab is not available.

- SuperUsers—Allows users to monitor and configure NCS operations and perform all system administration tasks including administering NCS user accounts and passwords. Superuser tasks can be changed.
- Root—This group is only assignable to 'root' user and that assignment cannot be changed.

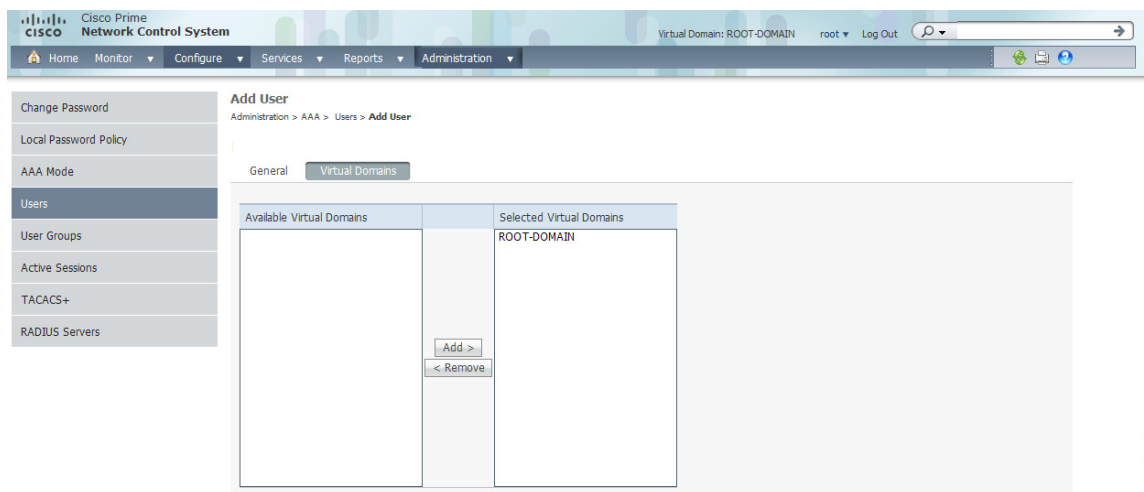
- User Defined.

Assigning a Virtual Domain

To assign a virtual domain to this user, follow these steps:

- Step 1** Click the **Virtual Domains** tab. This tab displays all virtual domains available and assigned to this user (see [Figure 7-6](#)).

Figure 7-6 Users Virtual Domains Tab



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Note The Virtual Domains tab enables the administrator to assign virtual domains for each user. By assigning virtual domains to a user, the user is restricted to information applicable to those virtual domains.



Note North Bound API Users cannot be assigned a Virtual Domain. When a North Bound API group is selected, the Virtual Domains tab is not available.

- Step 2** Click to highlight the virtual domain in the Available Virtual Domains list that you want to assign to this user.



Note You can select more than one virtual domain by holding down the Shift or Control key.

- Step 3** Click **Add >**. The virtual domain moves from the Available Virtual Domains to the Selected Virtual Domains list.

To remove a virtual domain from the Selected Virtual Domains list, click to highlight the domain in the Selected Virtual Domains list, and click **Remove**. The virtual domain moves from the Selected Virtual Domains to the Available Virtual Domains list.

Step 4 Click **Submit** to save the changes or **Cancel** to close the page without adding or editing the current user.

Managing Lobby Ambassador Accounts

You can use the Cisco Lobby Ambassador to create guest user accounts in NCS. A guest network provided by an enterprise allows access to the Internet for a guest without compromising the host. The web authentication is provided with or without a supplicant or client, so a guest needs to initiate a VPN tunnel to their desired destinations.

Both wired and wireless guest user access is supported. Wired guest access enables guest users to connect to the guest access network from a wired Ethernet connection designated and configured for guest access. Wired guest access ports might be available in a guest office or specific ports in a conference room. Like wireless guest user accounts, wired guest access ports are added to the network using the lobby ambassador feature.

The network administrator must first set up a lobby ambassador account. Guest user accounts are for visitors, temporary workers, and so on, who need network access. A lobby ambassador account has limited configuration privileges and only allows access to the pages used to configure and manage guest user accounts.

The lobby ambassador can create the following types of guest user accounts:

- A guest user account with a limited lifetime. After the specified time period, the guest user account automatically expires.
- A guest user account with an unlimited lifetime. This account never expires.
- A guest user account that is activated at a predefined time in the future. The lobby ambassador defines the beginning and end of the valid time period.

This section contains the following topics:

- [Creating a Lobby Ambassador Account, page 7-17](#)
- [Editing a Lobby Ambassador Account, page 7-18](#)
- [Logging in to the NCS User Interface as a Lobby Ambassador, page 7-19](#)
- [Logging the Lobby Ambassador Activities, page 7-20](#)

Creating a Lobby Ambassador Account



Note

A group that has the SuperUser/administrator privileges (by default) can create a lobby ambassador account.

To create a lobby ambassador account in NCS, follow these steps:

- Step 1** Log into the NCS user interface as an administrator.
- Step 2** Choose **Administration > AAA**.
- Step 3** From the left sidebar menu, choose **Users**.
- Step 4** From the Select a command drop-down list, choose **Add User**.

- Step 5** Click **Go**.
- Step 6** Enter the username.
- Step 7** Enter the password. Reenter to confirm the password. Password requirements include the following:
- The password must have a minimum of eight characters.
 - The password must include at least three of the following elements: lowercase letters, uppercase letters, numbers, or special characters.
- Step 8** In the Groups Assigned to this User section, select the **LobbyAmbassador** check box to access the Lobby Ambassador Defaults tab.

The Lobby Ambassador Defaults tab has the following parameters:

- Profile—The default profile to which the guest users would connect.
- Lifetime—Limited or Unlimited.



Note By default, the lifetime is limited to eight hours.

- Apply to—From the drop-down list, choose one of the following:
 - **Indoor Area**—Campus, Building, and Floor.
 - **Outdoor Area**—Campus, Outdoor Area.
 - **Controller List**—List of controller(s) on which the selected profile is created.
 - **Config Groups**—Config group names configured on NCS.
- Email ID—The e-mail ID of the host to whom the guest account credentials are sent.
- Description—A brief description of this account.
- Disclaimer—The default disclaimer text.
- Defaults Editable—Select this check box if you want to allow the lobby ambassador to override these configured defaults. This allows the lobby ambassador to modify these Guest User Account default settings while creating Guest Accounts from the Lobby Ambassador portal.



Note If no default profile is selected on this tab, the defaults are not applied to this Lobby Ambassador. However, the Lobby Ambassador account is created and the Lobby Ambassador can create users with credentials as desired.

- Max User Creation Allowed—Select this check box to set limits on the number of guest users that can be created by the Lobby Ambassador in a given time period. The time period is defined in hours, days, or weeks.
 - Click **Submit**. The name of the new lobby ambassador account is listed and the account can be used immediately.
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Editing a Lobby Ambassador Account

The Lobby Ambassador default credentials can be edited from the username link on the NCS user list page.

To edit the Lobby Ambassador default credentials, follow these steps:

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- Step 1** Log into the NCS user interface as an administrator.
 - Step 2** Choose **Administration > AAA**.
 - Step 3** From the left sidebar menu, choose **Users**.
 - Step 4** Click the applicable Lobby Ambassador account in the User Name column.
 - Step 5** From the Lobby Ambassador Defaults page, edit the credentials as necessary.



Note While editing, if the Profile selection is removed (changed to Select a profile), the defaults are removed for this Lobby Ambassador. The user must reconfigure the defaults to reinforce them.

- Step 6** Click **Submit**.
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Logging in to the NCS User Interface as a Lobby Ambassador

When you log in as a lobby ambassador, you have access to the guest user template page in NCS. You can then configure guest user accounts (through templates).

To log into the NCS user interface through a web browser, follow these steps:

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- Step 1** Launch Internet Explorer 7.0 or later on your computer.



Note Some NCS features might not function properly if you use a web browser other than Internet Explorer 7.0 or later on a Windows workstation.

- Step 2** In the browser address line, enter **https://NCS-ip-address** (such as https://1.1.1.1), where *NCS-ip-address* is the IP address of the computer on which NCS is installed. Your administrator can provide this IP address.

- Step 3** When the NCS user interface displays the Login window, enter your username and password.



Note All entries are case sensitive.



Note The lobby ambassador can only define guest users templates.

- Step 4** Click **Submit** to log into NCS. The NCS user interface is now active and available for use. The Guest Users page is displayed. This page provides a summary of all created Guest Users.

To exit the NCS user interface, close the browser window or click **Logout** in the upper right corner of the page. Exiting a NCS user interface session does not shut down NCS on the server.

**Note**

When a system administrator stops the NCS server during a NCS session, the session ends, and the web browser displays this message: “The page cannot be displayed.” Your session does not reassociate to NCS when the server restarts. You must restart the NCS session.

Logging the Lobby Ambassador Activities

The following activities are logged for each lobby ambassador account:

- Lobby ambassador login—NCS logs the authentication operation results for all users.
- Guest user creation—When a lobby ambassador creates a guest user account, NCS logs the guest username.
- Guest user deletion—When a lobby ambassador deletes the guest user account, NCS logs the deleted guest username.
- Account updates—NCS logs the details of any updates made to the guest user account. For example, increasing the life time.

To view the lobby ambassador activities, follow these steps:

**Note**

You must have administrative permissions to open this window.

- Step 1** Log into the NCS user interface as an administrator.
- Step 2** Choose **Administration > AAA > Groups** from the left sidebar menu to display the All Groups page.
- Step 3** On the All Groups page, click the **Audit Trail** icon for the lobby ambassador account you want to view. The Audit Trail page for the lobby ambassador appears.

This page enables you to view a list of lobby ambassador activities over time.

- User—User login name
- Operation—Type of operation audited
- Time—Time operation was audited
- Status—Success or failure

- Step 4** To clear the audit trail, choose **Clear Audit Trail** from the Select a command drop-down list, and click **Go**.