

GETTING STARTED



ENTRUST

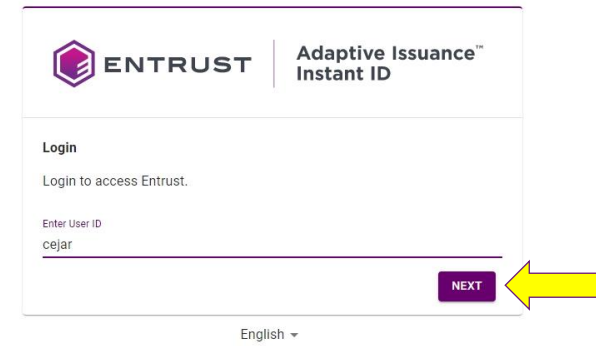
SECURING A WORLD IN MOTION

Enrollment

After enrollment, you will receive an email with your User ID and a link to access your new account.

Login

To login to your account, enter your User ID and click on **NEXT**.



ENTRUST Adaptive Issuance™ Instant ID

Login

Login to access Entrust.

Enter User ID

cejar

NEXT

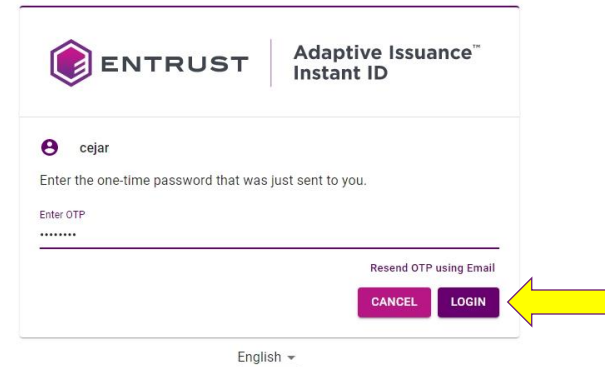
English ▾

OTP

Shortly after you enter your User ID and click on NEXT, you will receive an email with your OTP (One-time Password).

Login

Enter your one-time password and click on **LOGIN**.



ENTRUST Adaptive Issuance™ Instant ID

cejar

Enter the one-time password that was just sent to you.

Enter OTP
.....

Resend OTP using Email

CANCEL LOGIN

English ▾

Terms of Use

After reading the Terms of Use, check the box and click on **OK**.

The screenshot shows the Entrust dashboard interface. At the top right, the user's name 'Ramiro Ceja' is visible. The dashboard includes a navigation menu, a breadcrumb trail 'Home > Dashboard', and the Entrust logo with the tagline 'Adaptive Issuance™ Instant ID'. There are three main cards: 'Printers' with a count of 0, 'Designs' with a count of 0, and 'Credentials' with a count of 0. Below these is a 'Get Started' section with four steps: 'Step 1. Setup Printer', 'Step 2. Setup Design', 'Step 3. Setup Policy', and 'Step 4. Issue a Credential'. A 'Terms of Use' dialog box is overlaid on the dashboard, containing the following text: 'By checking this box and clicking OK I confirm that I have read and agree to the Entrust Identity as a Service Terms of Service including, without limitation, those agreements, policies, or additional documents made available therein via hyperlink.' There is a checked checkbox and an 'OK' button. A yellow arrow points to the 'OK' button. Below the dialog box is an 'Audit Log' section with a table header: 'Out...', 'Date ↓', 'Name', 'Type', 'Action', 'Resource Name', 'Subject Name', and 'Event'. The table currently shows 'No Rows To Show'. At the bottom right, there are radio buttons for 'Authentication', 'Issuance', and 'Management', with 'Issuance' selected. A search icon and a download icon are also present.

Accessing Features

The pages and features that you see change based on the user type and permissions.

- **Issuance Administrators** view the Dashboard page after logging in and have access to all the Issuance functionality.
- **Issuance Operators** view the Credentials page after logging in and have access to the Credentials, Credential Designs, Mobile Flash Pass Designs, Printers, and Print Queue pages.
- **Issuance Designers** view the Credential Designs page after logging in and have access to the Credentials, Credential Designs, Mobile Flash Pass Designs, Printers, and Print Queue pages.
- **Issuance Supervisors** view the Dashboard page after logging in and have access to the Dashboard, Credentials, Credential Designs, Mobile Flash Pass Designs, Printers, and Print Queue pages.

Dashboard

If you are an Issuance Administrator, you see the Dashboard after you login to your account.

The Dashboard contains issuance information for monitoring printers, credential designs, and credentials.

Dashboard

Home > Dashboard

ENTRUST Adaptive Issuance™ Instant ID

Printers 0 Designs 0 Credentials 0

★ Get Started

Step 1. Setup Printer Step 2. Design a Credential Step 3. Enroll an Applicant Step 4. Issue a Credential

Audit Log

Click on a row in the table to see more details about the Audit Event

○ Authentication Issuance ○ Management

Out...	Date ↓	Name	Type	Action	Resource Name	Subject Name	Event
No Rows To Show							

Dashboard

The Dashboard also contains the Get Started area that shows the process for setting up Adaptive Issuance Instant ID as a Service for issuing credentials.

Dashboard

Home > Dashboard

ENTRUST Adaptive Issuance™ Instant ID

Printers 0

Designs 0

Credentials 0

★ Get Started

Step 1. Setup Printer

Step 2. Design a Credential

Step 3. Enroll an Applicant

Step 4. Issue a Credential

Audit Log

Click on a row in the table to see more details about the Audit Event

Authentication Issuance Management

Out...	Date ↓	Name	Type	Action	Resource Name	Subject Name	Event
No Rows To Show							

Dashboard

The Dashboard also contains the Audit Log area where you can view and export audit logs.

Dashboard

Home > Dashboard

ENTRUST Adaptive Issuance™ Instant ID

Printers 0

Designs 0

Credentials 0

★ Get Started

Step 1. Setup Printer

Step 2. Design a Credential

Step 3. Enroll an Applicant

Step 4. Issue a Credential

Audit Log

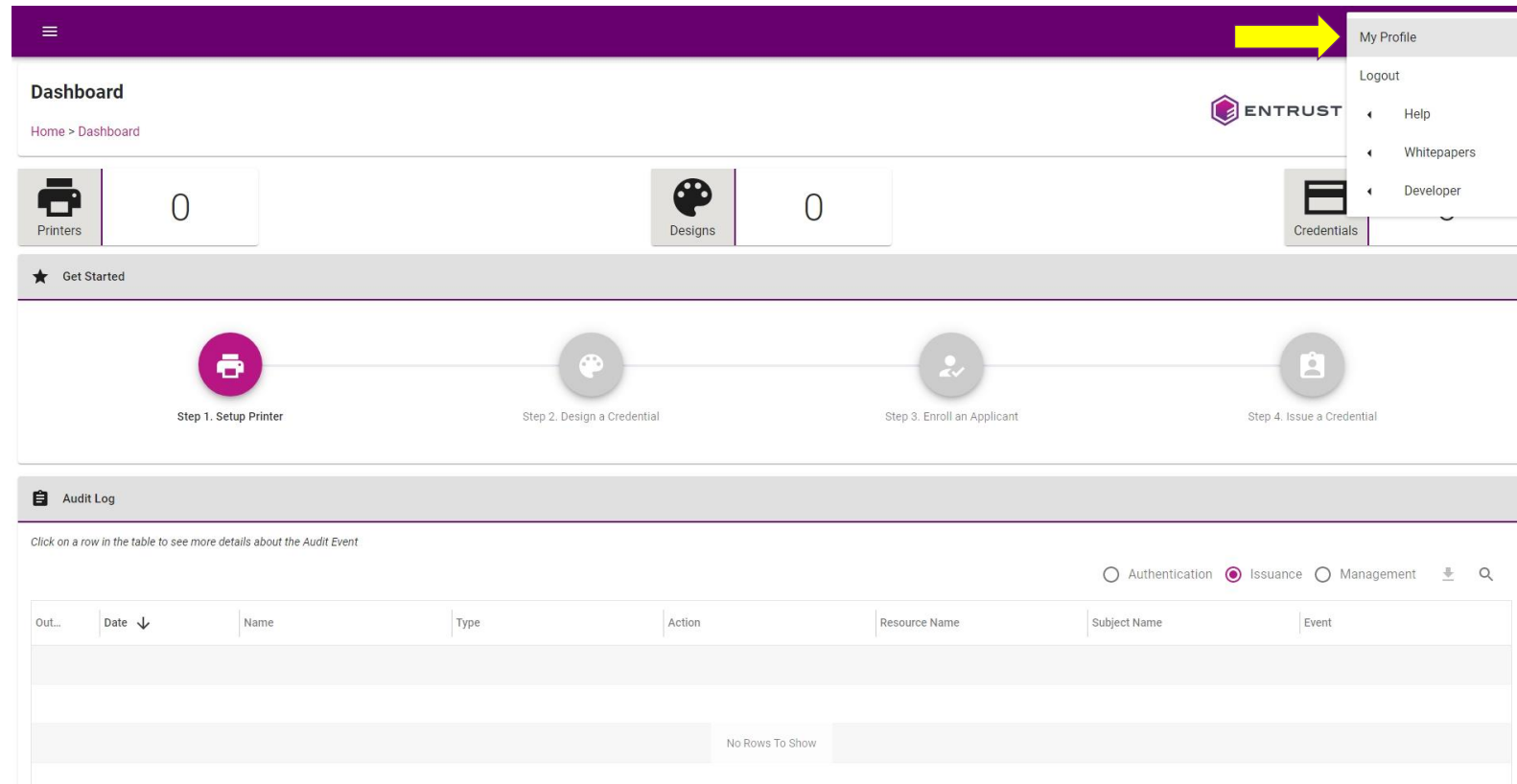
Click on a row in the table to see more details about the Audit Event

○ Authentication Issuance ○ Management

Out...	Date ↓	Name	Type	Action	Resource Name	Subject Name	Event
No Rows To Show							

My Profile

To access My Profile, click on the ellipsis next to your name and select **My Profile**.



The screenshot displays the Entrust dashboard interface. At the top right, a purple navigation bar contains a hamburger menu icon and the user's name 'ENTRUST'. A yellow arrow points to an ellipsis menu next to the name, which is open, showing options: 'My Profile', 'Logout', 'Help', 'Whitepapers', and 'Developer'. Below the navigation bar, the dashboard is divided into several sections: a 'Dashboard' header with a breadcrumb 'Home > Dashboard', a row of three cards for 'Printers' (0), 'Designs' (0), and 'Credentials', and a 'Get Started' section with four steps: 'Step 1. Setup Printer', 'Step 2. Design a Credential', 'Step 3. Enroll an Applicant', and 'Step 4. Issue a Credential'. Below this is an 'Audit Log' section with a table header and a 'No Rows To Show' message.

Out...	Date ↓	Name	Type	Action	Resource Name	Subject Name	Event
No Rows To Show							

My Profile

The **AUTHENTICATORS** tab allows you to manage the authenticators used to access your account.

The screenshot displays the 'My Profile' page. At the top, there is a purple navigation bar with a hamburger menu icon on the left and the user name 'Ramiro Ceja' on the right. Below the navigation bar, the page title 'My Profile' is shown, along with the Entrust logo and 'Adaptive Issuance Instant ID'. A breadcrumb trail reads 'Home > My Profile'. Two tabs are visible: 'AUTHENTICATORS' (highlighted with a yellow box) and 'PROFILE'. Below the tabs, there is a search bar with the placeholder text 'Type text to filter...'. A table lists the authenticators with columns for 'Type', 'Serial Number / Identifier', 'State', and 'Actions'. The table contains one row: 'One Time Password' with a state of 'Active' and an eye icon in the actions column. A plus sign icon is located in the top left corner of the table area.

Type	Serial Number / Identifier	State	Actions
One Time Password		Active	

My Profile

The **PROFILE** tab allows you to view your profile information.

My Profile

Home > My Profile

ENTRUST Adaptive Issuance™ Instant ID

AUTHENTICATORS PROFILE

Language Preference
English

First Name
Ramiro

Last Name
Ceja

Email
[Redacted]

User ID
cejjar

User Principal Name

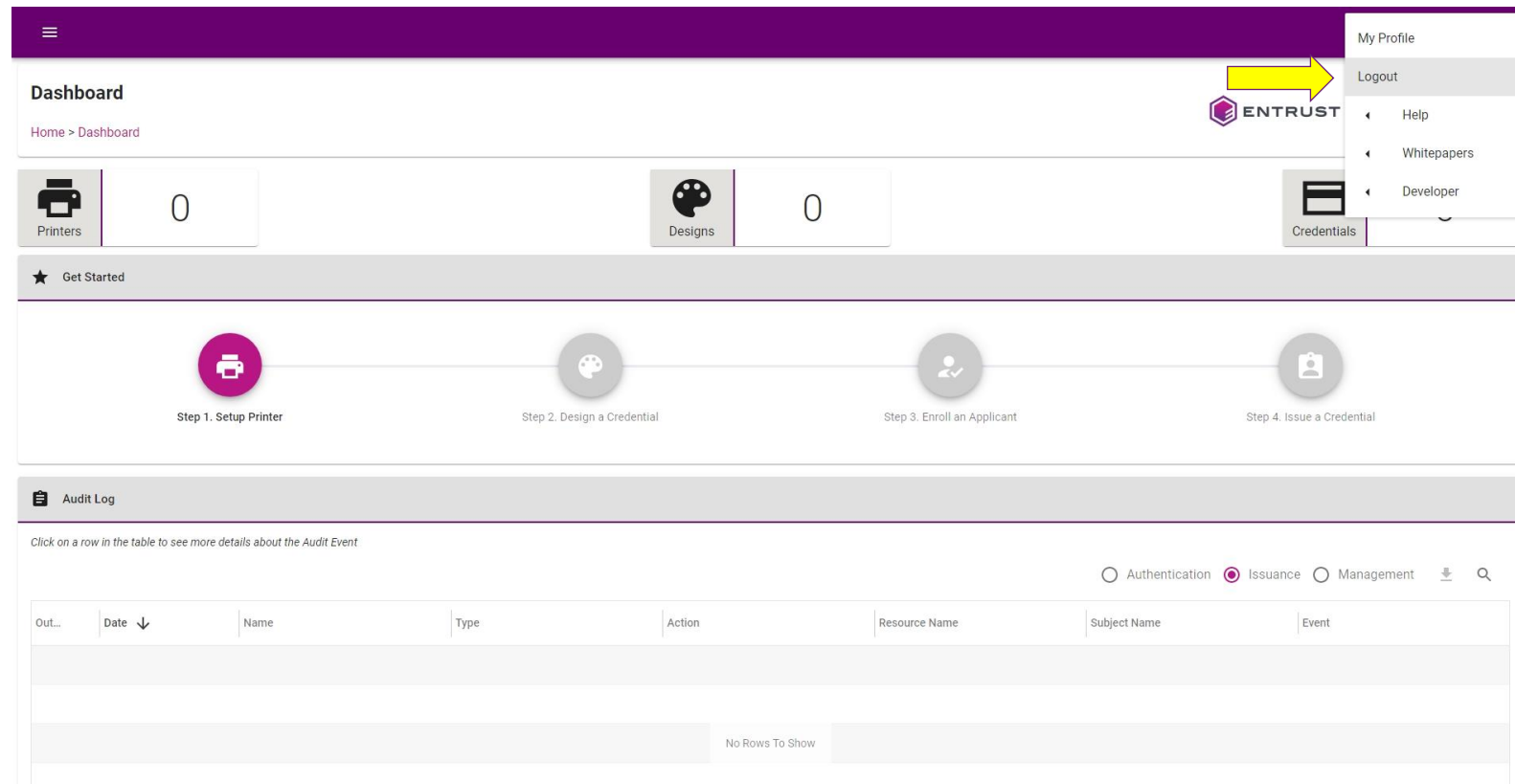
Mobile
[Redacted]

Phone
[Redacted]

CANCEL SAVE

Logout

To logout click on the ellipsis next to your name and select **Logout**.



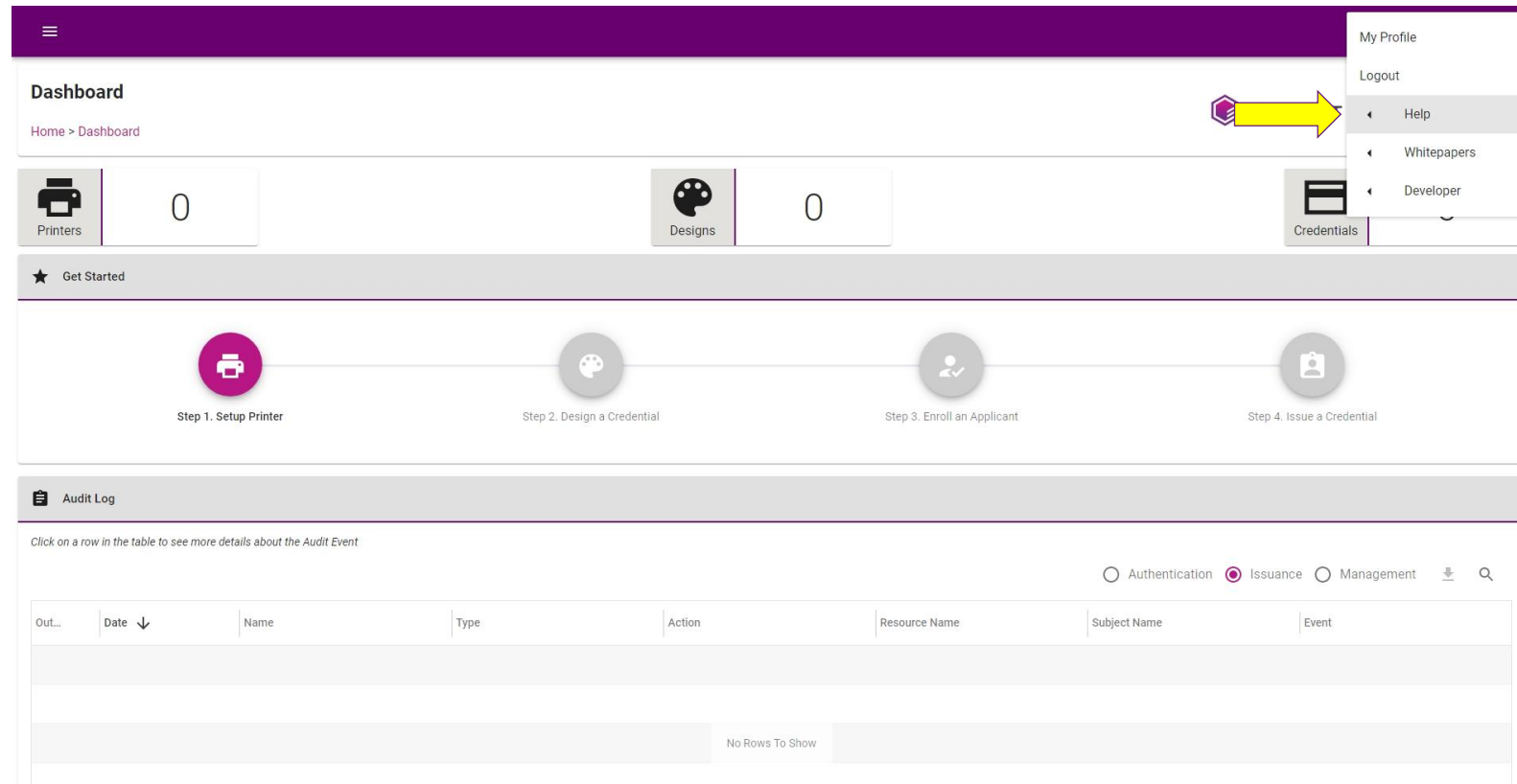
The screenshot shows the Entrust dashboard interface. At the top right, the user's name 'My Profile' is displayed with a dropdown menu. The 'Logout' option is highlighted with a yellow arrow. Below the profile menu, the dashboard includes a 'Dashboard' section with a breadcrumb 'Home > Dashboard', three summary cards for 'Printers', 'Designs', and 'Credentials' (all showing '0'), and a 'Get Started' section with four steps: 'Step 1. Setup Printer', 'Step 2. Design a Credential', 'Step 3. Enroll an Applicant', and 'Step 4. Issue a Credential'. At the bottom, there is an 'Audit Log' section with a table header and a 'No Rows To Show' message.

Out...	Date ↓	Name	Type	Action	Resource Name	Subject Name	Event
No Rows To Show							

Note: Your session expires after a period of inactivity (By default, 15 minutes) after which you will be logged out automatically.

Help

To access online Help, click on the ellipsis next to your name and select **Help**.



The screenshot displays the Entrust dashboard interface. At the top right, a user menu is open, showing options: My Profile, Logout, Help, Whitepapers, and Developer. A yellow arrow points to the 'Help' option. The dashboard includes a 'Get Started' section with four steps: Step 1. Setup Printer, Step 2. Design a Credential, Step 3. Enroll an Applicant, and Step 4. Issue a Credential. Below this is an 'Audit Log' section with a table header and a 'No Rows To Show' message.

Dashboard

Home > Dashboard

Printers 0

Designs 0

Credentials

★ Get Started

Step 1. Setup Printer

Step 2. Design a Credential

Step 3. Enroll an Applicant

Step 4. Issue a Credential

Audit Log

Click on a row in the table to see more details about the Audit Event

○ Authentication Issuance ○ Management

Out...	Date ↓	Name	Type	Action	Resource Name	Subject Name	Event
No Rows To Show							

Help

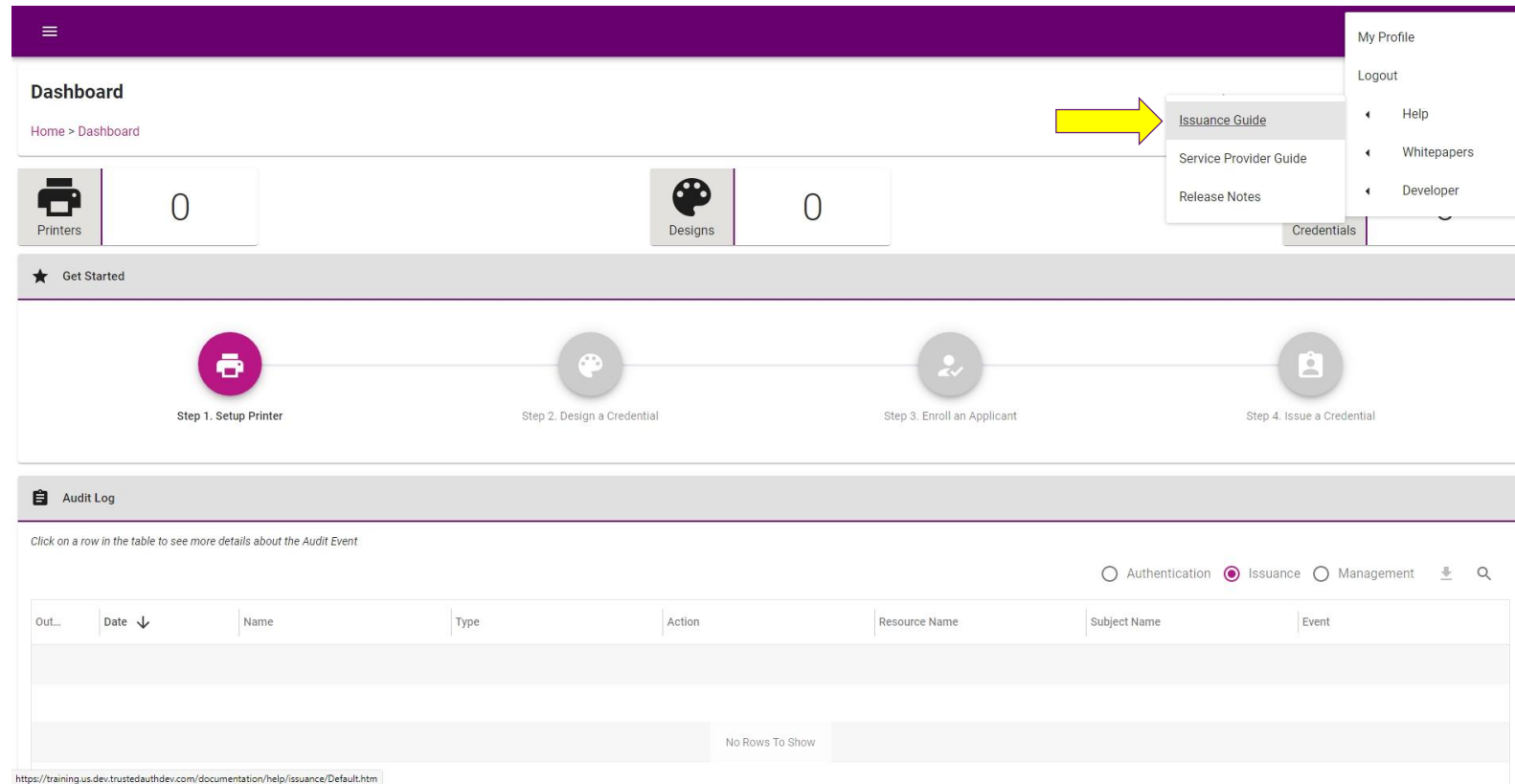
The **Issuance Guide** will be available and if the account has been promoted to service provider the **Service Provider Guide** will also be available.

The screenshot shows a dashboard interface with a purple header. A navigation menu is open, displaying options: My Profile, Logout, Help, Whitepapers, Developer, Issuance Guide, Service Provider Guide, Release Notes, and Credentials. The dashboard content includes a 'Dashboard' section with a breadcrumb 'Home > Dashboard', two summary cards for 'Printers' and 'Designs' (both showing '0'), and a 'Get Started' section with a four-step process: Step 1. Setup Printer, Step 2. Design a Credential, Step 3. Enroll an Applicant, and Step 4. Issue a Credential. Below this is an 'Audit Log' section with a table header and a 'No Rows To Show' message.

Out...	Date ↓	Name	Type	Action	Resource Name	Subject Name	Event
No Rows To Show							

Issuance Guide

To access the Issuance Guide, select **Issuance Guide**.



The screenshot shows a dashboard with a purple header. A navigation menu is open in the top right corner, listing options: My Profile, Logout, Help, Whitepapers, Developer, and Issuance Guide. A yellow arrow points to the 'Issuance Guide' option. The dashboard content includes a 'Dashboard' section with a breadcrumb 'Home > Dashboard', two cards for 'Printers' and 'Designs' (both showing '0'), and a 'Get Started' section with four steps: Step 1. Setup Printer, Step 2. Design a Credential, Step 3. Enroll an Applicant, and Step 4. Issue a Credential. Below this is an 'Audit Log' section with a table header and a 'No Rows To Show' message. The URL at the bottom is <https://training.us.dev.trustedauthdev.com/documentation/help/issuance/Default.htm>.

Issuance Guide

Adaptive Issuance Instant ID as a Service Help Search

Welcome

Welcome

Welcome to the Adaptive Issuance™ Instant ID as a Service Administrator Help. Instant ID as a Service provides tools to design credentials, customize the enrollment process, enroll applicants, and print credentials. It also manages card printers and users. The following is a typical workflow for creating and issuing credentials:

1. [Manage Users](#)
2. [Printer Management](#)
3. [Design a Credential](#)
4. [Design Enrollments](#)
5. [Enroll Applicants](#)
6. [Manage Enrollment Records](#)

User Tasks

Instant ID as a Service users perform the following tasks. Each user type performs different tasks but a user can perform the tasks of multiple user types.

User Tasks:

Issuance Administrator	Issuance Designer	Issuance Operator	Issuance Supervisor
Creates additional users, manages resources, and configures printers.	Creates credential designs, manages enrollment designs, and tests the enrollment process.	Enrolls applicants and issues credentials.	Monitors printers, reviews credential designs, and monitors enrollments.
<ul style="list-style-type: none">• Manage Authenticators• Manage Resources• Manage Reports• Manage Users• Printer Management• Design a Credential• Enroll Applicants	<ul style="list-style-type: none">• Design a Credential• Edit Credentials• Print a Sample Credential• Design Enrollments• Design Mobile Flash Passes	<ul style="list-style-type: none">• The Enrollment Process• Enroll Applicants• Manage Enrollment Records• Monitor Printing	<ul style="list-style-type: none">• View the Issuance Dashboard• Monitor Printing• View Credential Designs• View Enrollment Records

Support

Contact your Managed Service Providers for support.
Date: March 2021
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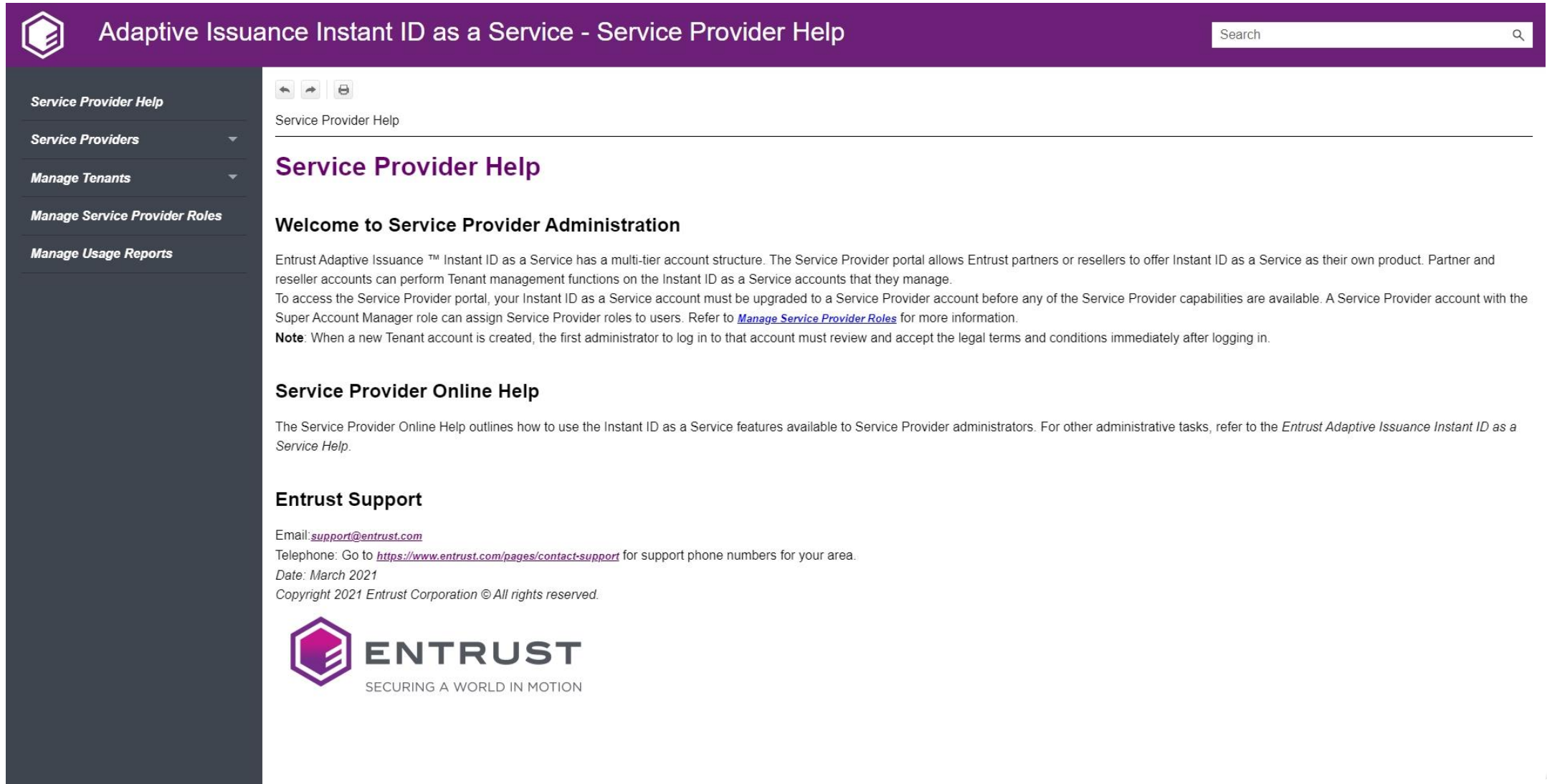


Service Provider Guide

To access the Service Provider Guide, select **Service Provider Guide**.

The screenshot displays the Entrust Service Provider Dashboard. At the top, there is a purple navigation bar with a hamburger menu icon on the left and a user profile dropdown on the right. The profile dropdown includes options for 'My Profile', 'Logout', 'Help', 'Whitepapers', and 'Developer'. Below the navigation bar, the main content area is titled 'Dashboard' and includes a breadcrumb 'Home > Dashboard'. There are two summary cards: 'Printers' with a count of 0 and 'Designs' with a count of 0. A yellow arrow points from the 'Designs' card to the 'Service Provider Guide' option in the profile dropdown. Below these cards is a 'Get Started' section with four steps: 'Step 1. Setup Printer', 'Step 2. Design a Credential', 'Step 3. Enroll an Applicant', and 'Step 4. Issue a Credential'. At the bottom, there is an 'Audit Log' section with a table header and a search filter. The table header includes columns for 'Out...', 'Date', 'Name', 'Type', 'Action', 'Resource Name', 'Subject Name', and 'Event'. The filter shows 'Authentication' and 'Issuance' selected. The table currently shows 'No Rows To Show'. A URL is visible at the bottom of the screenshot: <https://training.us.dev.trustedauthdev.com/documentation/help/issuanceSP/Default.htm>

Service Provider Guide



The screenshot shows a web interface for 'Adaptive Issuance Instant ID as a Service - Service Provider Help'. The page has a dark purple header with a search bar. A left sidebar contains navigation links: 'Service Provider Help', 'Service Providers', 'Manage Tenants', 'Manage Service Provider Roles', and 'Manage Usage Reports'. The main content area features a breadcrumb trail 'Service Provider Help', a title 'Service Provider Help', and a sub-header 'Welcome to Service Provider Administration'. The text explains the multi-tier account structure and the need for a Service Provider account. It includes a note about reviewing terms after logging in. Below this are sections for 'Service Provider Online Help' and 'Entrust Support', which provides contact information for email, telephone, and a date of March 2021. The Entrust logo and tagline 'SECURING A WORLD IN MOTION' are at the bottom.

Adaptive Issuance Instant ID as a Service - Service Provider Help

Search

Service Provider Help

Service Provider Help

Welcome to Service Provider Administration

Entrust Adaptive Issuance™ Instant ID as a Service has a multi-tier account structure. The Service Provider portal allows Entrust partners or resellers to offer Instant ID as a Service as their own product. Partner and reseller accounts can perform Tenant management functions on the Instant ID as a Service accounts that they manage.

To access the Service Provider portal, your Instant ID as a Service account must be upgraded to a Service Provider account before any of the Service Provider capabilities are available. A Service Provider account with the Super Account Manager role can assign Service Provider roles to users. Refer to [Manage Service Provider Roles](#) for more information.


Note: When a new Tenant account is created, the first administrator to log in to that account must review and accept the legal terms and conditions immediately after logging in.

Service Provider Online Help

The Service Provider Online Help outlines how to use the Instant ID as a Service features available to Service Provider administrators. For other administrative tasks, refer to the *Entrust Adaptive Issuance Instant ID as a Service Help*.

Entrust Support

Email: support@entrust.com
Telephone: Go to <https://www.entrust.com/pages/contact-support> for support phone numbers for your area.
Date: March 2021
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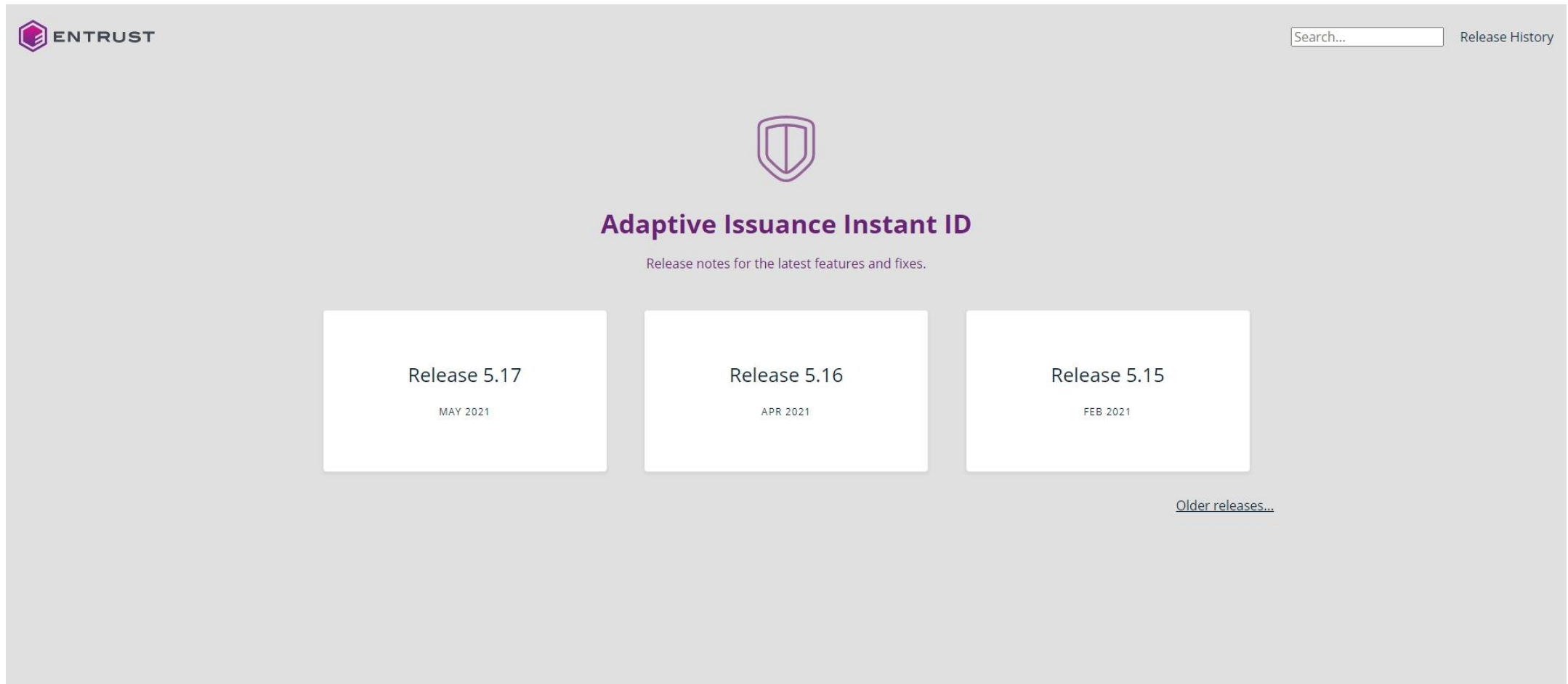
ENTRUST
SECURING A WORLD IN MOTION

Release Notes

To access the Release Notes, select **Release Notes**.

The screenshot shows a dashboard with a purple header. The main content area includes a 'Dashboard' section with a breadcrumb 'Home > Dashboard'. Below this are two summary cards: 'Printers' with a count of 0 and 'Designs' with a count of 0. A yellow arrow points to the 'Release Notes' option in a dropdown menu that also contains 'Issuance Guide', 'Service Provider Guide', and 'Credentials'. Below the summary cards is a 'Get Started' section with four steps: 'Step 1. Setup Printer', 'Step 2. Design a Credential', 'Step 3. Enroll an Applicant', and 'Step 4. Issue a Credential'. At the bottom is an 'Audit Log' section with a table header and a search filter set to 'Issuance'. The table is currently empty, showing 'No Rows To Show'. A URL 'https://training.us.dev.trustedauthdev.com/help/issuance' is visible at the bottom left of the dashboard area.

Release Notes



The screenshot shows the Entrust website's release notes page for Adaptive Issuance Instant ID. At the top left is the Entrust logo. At the top right is a search bar and a link to 'Release History'. In the center, there is a shield icon, the title 'Adaptive Issuance Instant ID', and a subtitle 'Release notes for the latest features and fixes.' Below this are three white boxes representing recent releases: 'Release 5.17' (MAY 2021), 'Release 5.16' (APR 2021), and 'Release 5.15' (FEB 2021). A link for 'Older releases...' is located at the bottom right of the main content area.



API
Deprecations
API Policy

ABOUT
Known Issues
System Requirements
Support

LEGAL
Terms Of Service
Privacy Policy

