

# Accesses on the platforms

## / Gettings started

This article describes various access information for Yves Rocher, EasyRedmine and GAC websites.

In this article we can find who to contact to request access to the website, how to log in into it, and how to reset user password.

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## / Yves Rocher admin panel

Yves Rocher admin panel can be accessed on every environment by adding /baadmin at the end of the link (for example **<https://www.yves-rocher.pl/baadmin>**).

# Logging in to admin panel

 Log in using Tau Ceti account

Please fill in your account data

 Help

 Reset password

Continue ▶

*Visualization of the /baadmin log in page*

To gain access to admin panel please contact your supervisor, so they can contact persons responsible for account creation. After confirmation that an account has been created, we need to reset the password.

In order to create new account Tau Ceti needs user:

- Name
- Surname
- E-mail Address
- Mobile number with country code
- Permission group (i.e., Administrator, BOK supervisor etc.)
- Environment names to which user will have access to (i.e., PL PROD, TEST)

## Password reset

For the first login, the password needs to be reset. In order to reset the password, we need to click on the "**Reset password**" button.

## Logging in to admin panel

Please fill in your e-mail and mobile so we can send you SMS with new temporary password

 Help

Send me new password ▶

Storno

*Visualization of the reset password page*

On this page, we need to provide our email address and mobile number that supervisor provided to us in order to create the account.

Mobile number needs to be typed with the country code (for example, **+48123456789**).

After confirmation of the password reset, the user will receive an SMS message with a new, temporary password.

## Logging in

After receiving having email address and password, we can log in into the platform by typing it in the designed fields.

# Logging in to admin panel

 Log in using Tau Ceti account

Please fill in your account data

 Help

 Reset password

Continue ▶

*Visualization of the login /baadmin log in page*

In the next step, we will see authorization options. By default, only the SMS message authorization method is available.

## Remember

In order to activate mobile authorization, it is needed to configure Google Authenticator after first log in. It is highly recommended to do so. You can find more about this authorization method in the [Google Authenticator article](#).

# Logging in to admin panel

Choose preferred authorization method



U2F Key



Google Authenticator



SMS code

*Visualization of the authorization page*

After selecting SMS Code authorization method, the user will receive an SMS message with a short authorization code. This code needs to be typed in visible field.

# Logging in to admin panel

Fill in SMS code which you will receive soon to mobile +48510275903.  
**ATTENTION: message content is code, not sender name.**

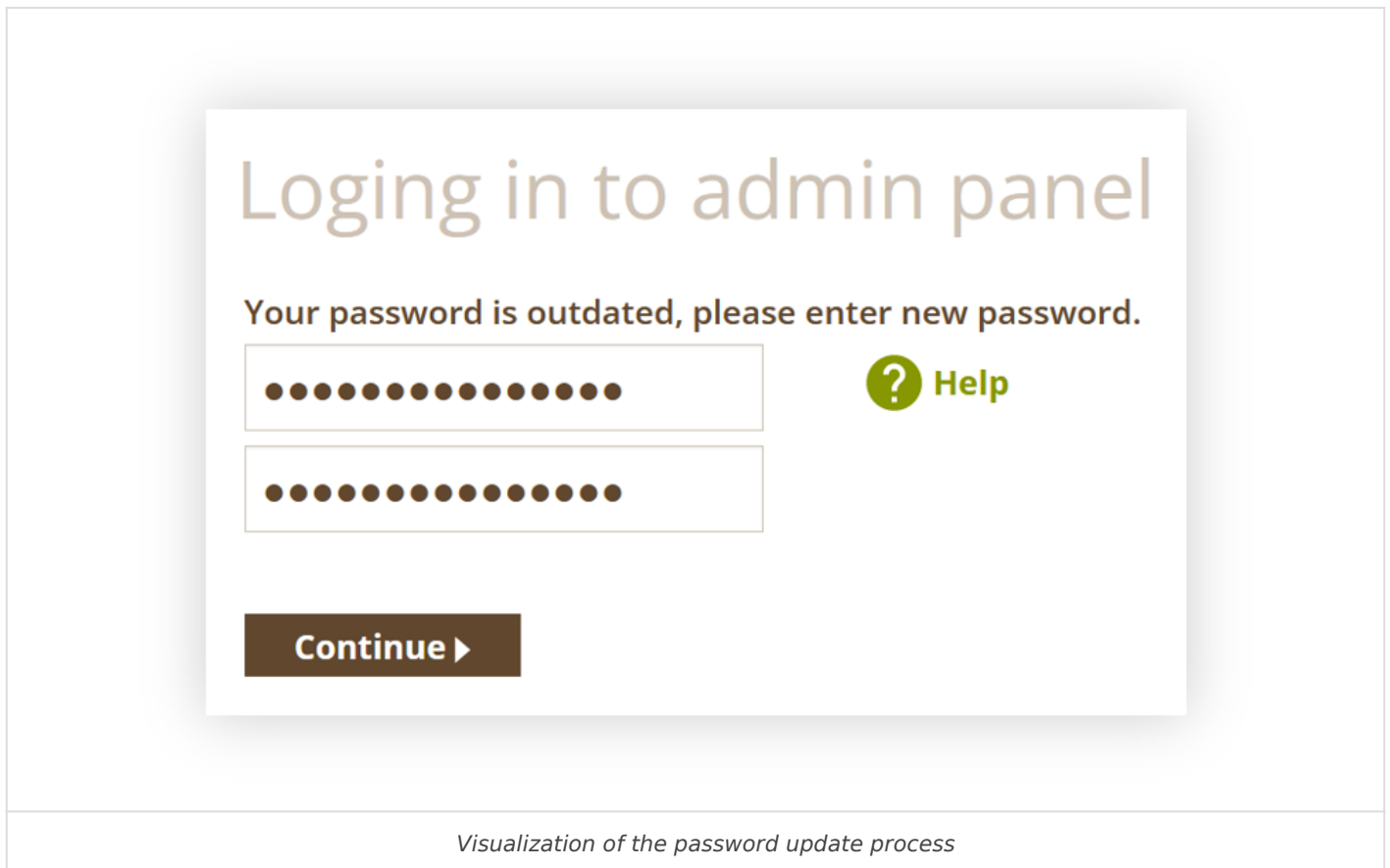


**Continue ▶**

*Visualization of the SMS authorization*

Please take notice that SMS message may take up to 5 minutes to arrive depending on the network load on the SMS provider side.

After confirming the authorization, user after first login or once a month need to type new password for security purposes.



After confirming the new password, the user will be logged in and the account will be ready to use.

## / Global Authorization Center

Global Authorization Center (GAC in short) is a TauCeti platform that allows users to log in to various environments using only one account without need of relogging.

GAC can be accessed under link <https://auth.tauceti.tech/>.

## Logging in

**i** Please fill in your e-mail and password

Next



Reset password

*Visualization of the GAC log in page*

In order to receive GAC access, please contact your supervisor. In order to create new account, Tau Ceti needs users:

- Name
- Surname
- E-mail Address
- Mobile number with country code
- Permission group (i.e., Administrator, BOK supervisor etc.)
- Environment names to which user will have access to (i.e., PL PROD, TEST)

## Password reset

For the first login, the password needs to be reset. In order to reset the password, we need to click on the "**Reset password**" button.

## Reset password

**!** Please fill in your e-mail and phone number.  
You will receive one time password by SMS.

Come back

Reset password

*Visualization of the password reset process*

In here, we need to type our e-mail address and mobile number (without country codes) and confirm it with “**Reset password**” button. This action will send us temporary password via SMS message.

## Logging in

After having our e-mail address and password, we can log In to the platform through <https://auth.tauceti.tech/> but also using “**Log in using Tau Ceti account**” button **(1)** on Yves Rocher website (e.g. Yves-Rocher.hu/baadmin)

# Logging in to admin panel

1

 Log in using Tau Ceti account

Please fill in your account data

Váš email...

Heslo...

 Help


 Reset password

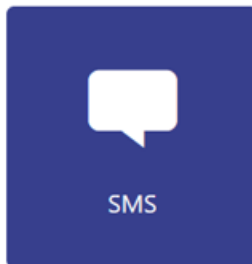
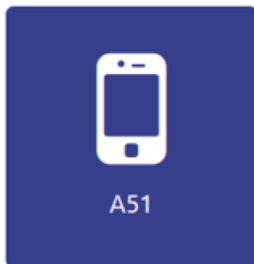
*Visualization of the alternate way to log in to GAC*

In the next step, we will see authorization options. By default, only SMS message authorization is available.

**TAU / CETI.** Global Authorization Center.

## Two Factor Authorization

 Select preferred method



*Visualization of the GAC authorization methods*

After selecting SMS Code authorization method, the user will receive an SMS message with a short authorization code. This code needs to be typed in visible field.

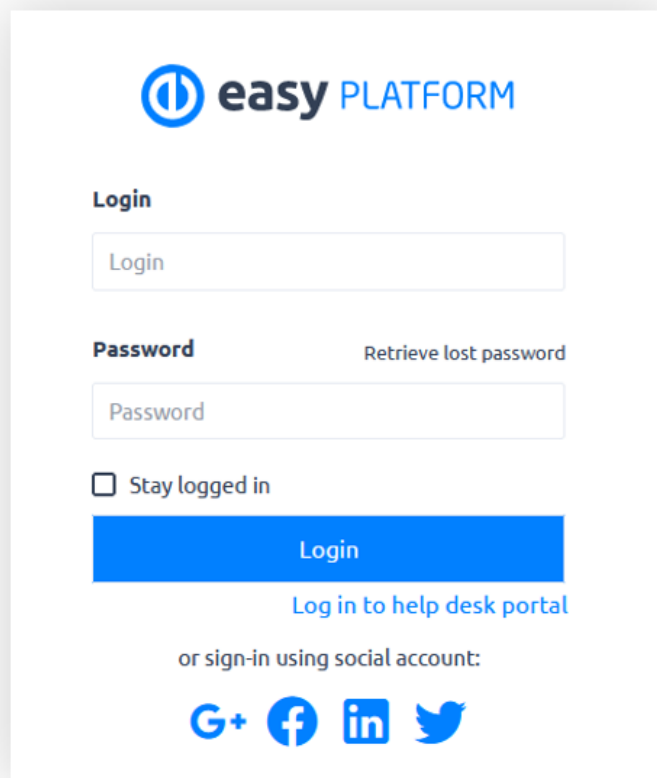


# / EasyRedmine

EasyRedmine is a helpdesk platform used by TauCeti Helpdesk. It can be used by users to create new tasks for the helpdesk team instead of sending requests on email address

[helpdesk@tauceti.email](mailto:helpdesk@tauceti.email), as creating tasks on EasyRedmine platform allows user to see message history, task status and the message will arrive to helpdesk team faster.

EasyRedmine can be accessed under link <https://tcteam.easyredmine.com/>.



**easy PLATFORM**

**Login**

Login

**Password** [Retrieve lost password](#)

Password

Stay logged in

**Login**

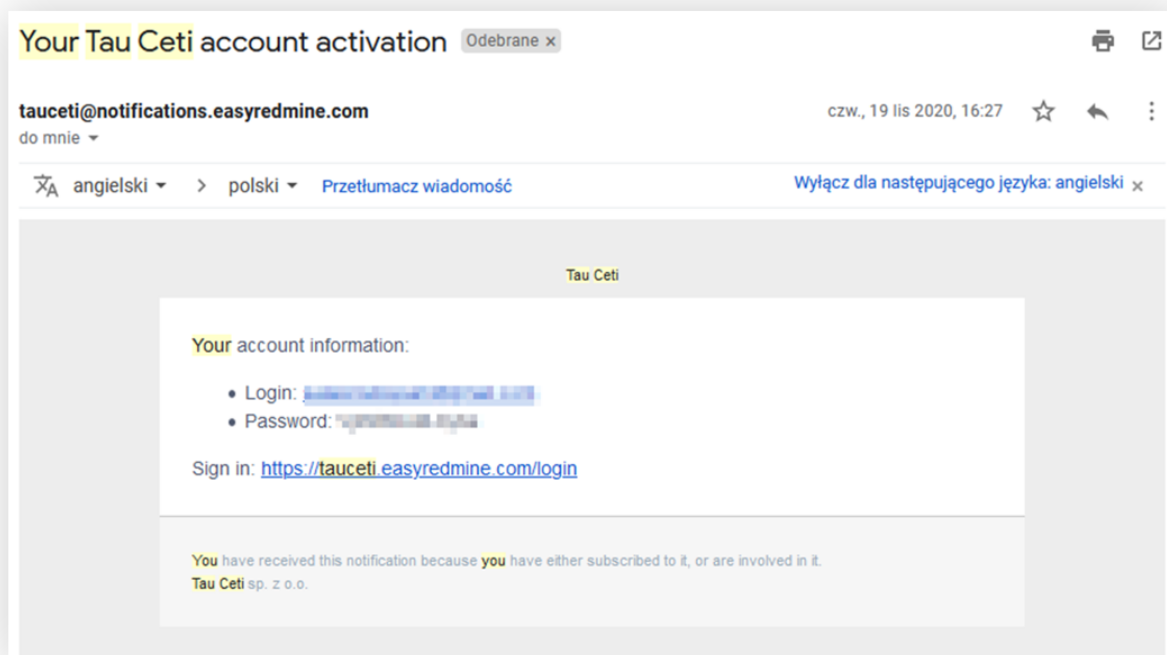
[Log in to help desk portal](#)

or sign-in using social account:

[G+](#) [f](#) [in](#) [Twitter](#)

*Visualization of the EasyRedmine log in screen*

In order to have access to EasyRedmine platform, Tau Ceti needs to receive a list of authorized users to send invitations to.



Visualization of the EasyRedmine account activation e-mail

In the invitation, the user will see their login and temporary password. With this data, user will be able to log in to the platform.

Retrieve lost password

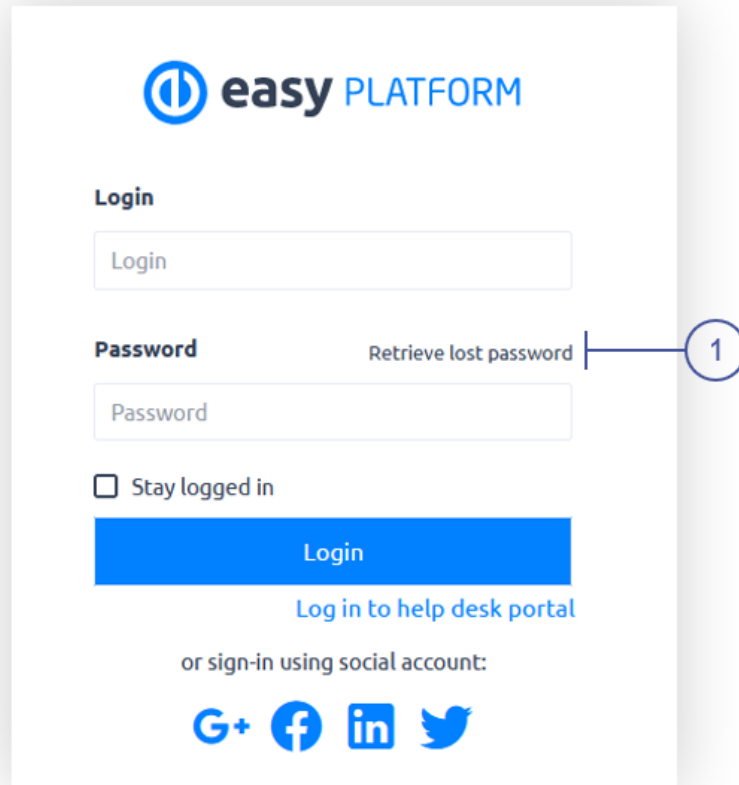
Email\*

Visualization of the EasyRedmine password creation

After logging in, the user will be requested to type a new password. After that, account will be ready to use. Logged-in user can find useful documentation regarding EasyRedmine under link [https://tcdev.easyredmine.com/projects/91/issues?set\\_filter=0](https://tcdev.easyredmine.com/projects/91/issues?set_filter=0)

## Password Reset

If there is a need to reset the password, the user can do it by selecting [Lost password retrieve](#) on the login screen.



The image shows the EasyRedmine login interface. At the top is the logo 'easy PLATFORM'. Below it are two input fields: 'Login' and 'Password'. To the right of the 'Password' field is a link labeled 'Retrieve lost password', which is highlighted with a blue circle containing the number '1'. Below the password field is a checkbox labeled 'Stay logged in'. A blue 'Login' button is positioned below the checkbox. Underneath the button is the text 'Log in to help desk portal'. At the bottom, it says 'or sign-in using social account:' followed by icons for Google+, Facebook, LinkedIn, and Twitter.

*Visualization of the EasyRedmine log in screen*

This option will open a lost password form in which the user needs to type an e-mail address.



The image shows the 'Lost password retrieve' form. It has a title 'Lost password retrieve' at the top. Below the title are two input fields: 'New password \*' and 'Confirmation \*'. A grey box below the 'New password' field contains the text 'Must be at least 12 characters long.'. At the bottom left of the form is a 'Save' button.

*Visualization of the EasyRedmine password reset screen*

After submitting an email address, the user will receive a new password via e-mail message and can proceed with it to log in.

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