



Signing up to the LRS CloudPrint Service

Version 1.1
January 2020

Before you sign up for LRS CloudPrint make sure you have done the following:

- You have a Microsoft® Azure Active Directory tenant. For instructions on how to set up an Azure Active Directory tenant, click [here](#) for more information.
- You must have a user that has the Global Administrator role in your Azure Active Directory tenant.

WHY THE GLOBAL ADMINISTRATOR ROLE

This role is required to grant consent to LRS CloudPrint to access data in the customer's tenant.

The items LRS CloudPrint requires permissions for are:

MICROSOFT GRAPH API

- Delegated permission (acting on behalf of the user)
 - Sign in and read user profile
 - Allows users to sign-in to the app and allows the app to read the profile of signed-in users. It also allows the app to read basic company information of signed-in users
- Application Permission (acting on behalf of the application)
 - Read directory data
 - Allows the app to read data in your organization's directory, such as users, groups and apps, without a signed-in user.

WINDOWS® AZURE ACTIVE DIRECTORY API

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STEP 1 – FREE TRIAL FORM

Fill in free trial form – <https://account.lrscloudprint.com/sign-up>. You must complete all required fields as well as accept the LRS CloudPrint agreement before you can “Sign Up”

Ready to migrate to a cloud print management solution?

Sign up for a Free 30-day trial of LRS CloudPrint™ with no obligation. It's Easy as 1-2-3...

- 1  Fill in the form
- 2  Grant consent to LRS CloudPrint
- 3  Set up printers and get printing

<p>First Name *</p> <input type="text"/>	<p>Last Name *</p> <input type="text"/>
<p>Email Address *</p> <input type="text"/>	<p>Company Name * ?</p> <input type="text"/>
<p>Customer Number ?</p> <input type="text"/>	<p>Tenant Name * ?</p> <input type="text"/>
<p>Address *</p> <input type="text"/>	<p>City *</p> <input type="text"/>
<p>Country *</p> <p>-- Select One --</p>	<p>Postal Code *</p> <input type="text"/>
<p>Region * ?</p> <p>-- Select One --</p>	

To understand how we treat your personally identifiable data, see LRS's [Privacy Policy](#) and, if applicable, our [EU Privacy Policy](#). By submitting your inquiry, you consent to receive a reply from LRS.

[View & Accept Agreement](#)

SIGN UP

Read before completing form

To sign up, you must be logged into a Microsoft account with the **Global Administrator** role

Why the Global Administrator role? This role is required to grant consent to LRS CloudPrint to access data in the customer's tenant. For more details, read our [step-by-step guide](#) here.

Does everyone need the Global Administrator role? No. This is only for the initial LRS CloudPrint configuration and setup.

Download our free step-by-step guide to signing up for LRS CloudPrint here.

SIGN UP FORM GUIDE

Customer Number – For existing LRS customers only

Company Name – Please use the legal entity name. LRS will use this name for billing.

Tenant Name – This will appear in LRS CloudPrint as your "portal name." We advise using your company name, initials, or subsidiary name. This can be the same as Company Name.

Region – This is where your LRS CloudPrint database is stored. We find that companies like to have their data stored where their headquarters are based. There is currently no migration service from one region to another.

STEP 2 – VIEW AND ACCEPT LICENSE AGREEMENT

Please [View & Accept Agreement](#) the LRS CloudPrint Agreement. The “Accept” button is found at the end of the Agreement. You will not be able to proceed until you have completed this step.

You can also print the agreement. If you would like to refer to the latest LRS CloudPrint agreement in the future, please use this link <https://account.lrscloudprint.com/cloudprint-agreement>



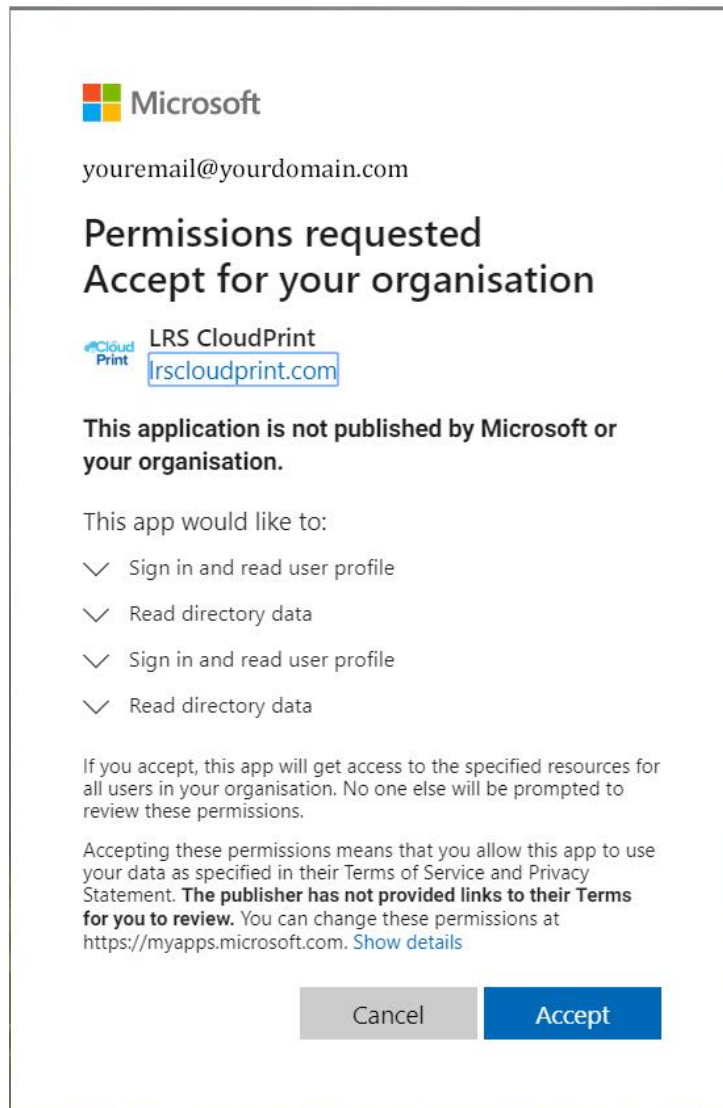
STEP 3 – GET SIGNED UP

After you view and accept the agreement, click the Sign Up button to request your LRS CloudPrint trial.



STEP 4 – CONSENT FOR LRS CLOUDPRINT

Next you will be required to give consent to the LRS CloudPrint application in your Microsoft Azure tenant. (For more details see notes on [Global Administrator role](#))



Click on Accept to start setting up LRS CloudPrint in Microsoft Azure. Once this step is completed you will be redirected to <https://account.lrscloudprint.com/next-steps>



STEP 5 – ENABLE USER LOGIN

1. Open you Azure Active Directory® tenant and find the [Enterprise Applications](#) blade
2. Select LRS CloudPrint in the list of applications
3. Under Manage on the left-hand navigation, click Properties
 - a. "Enabled for users to sign-in?" is set to Yes
 - b. "User assignment is required?" is set to No

Home > Enterprise applications - All applications > LRS CloudPrint - Properties

LRS CloudPrint - Properties

Enterprise Application


Save Discard Delete

- Overview
- Diagnose and solve problems
- Manage**
- Properties**
- Owners
- Users and groups
- Provisioning
- Self-service
- Security**
- Conditional Access
- Permissions
- Token encryption
- Activity**
- Sign-ins
- Usage & insights (Preview)
- Audit logs
- Provisioning logs (Preview)
- Access reviews
- Troubleshooting + Support**
- Virtual assistant (Preview)
- New support request

Enabled for users to sign-in? Yes No

Name

Homepage URL

Logo 

Application ID

Object ID

User assignment required? Yes No

Visible to users? Yes No

STEP 6 – SETTING UP USERS AND ROLES IN AZURE ACTIVE DIRECTORY

- Under Manage on the left-hand navigation, click Users and groups

Home > Enterprise applications - All applications > LRS CloudPrint - Users and groups

LRS CloudPrint - Users and groups
Enterprise Application

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Activity

Sign-ins
Usage & insights (Preview)

Tools: + Add user | Edit | Remove | Update Credentials | Columns | Got feedback?

i The application will appear on the Access Panel for assigned users. Set 'visible to users?' to no in properties to prevent this.

First 100 shown, to search all users & groups, enter a display name.

Display Name	Object Type
No application assignments found	

- Click Add User in toolbar

Home > Enterprise applications - All applications > LRS CloudPrint - Users and groups

LRS CloudPrint - Users and groups
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3. Click users and select the users you want add to add to the application.

4. Click Select Role and add the the correct LRS CloudPrint role for the selected role. **NOTE: YOU CAN ONLY SELECT ONE ROLE AT A TIME.**

5. Click assign to complete this process.

There are three different user roles in Azure AD to assign to users and groups:

- An LRS CloudPrint Administrator has privileges to:
 - Manage the printing system
 - Create devices and printers
 - Upload print drivers and printer configurations
 - Administer pending print jobs
- An LRS CloudPrint Service Owner has privileges to:
 - Manage the account subscription
 - See license usage
 - Remove users

- Redact user data in reports
- Service Owners do not need to be Administrators, but they must also have either the Administrator or the User role to be able to log in on the LRS CloudPrint Portal.
- An LRS CloudPrint User can print using LRS CloudPrint

NOTE: Please ensure you have at least one LRS CloudPrint Administrator and one LRS CloudPrint Service Owner.

NOTE: You need to allocate the LRS CloudPrint Service Owner role to either a user with the LRS CloudPrint Administrator role or the LRS CloudPrint User role

STEP 7 – LOGIN TO LRS CLOUDPRINT PORTAL

If you have been allocated LRS CloudPrint Administrator or LRS CloudPrint Service owner rights, you will now be able to log in to LRS CloudPrint and start using the service.

Go to <https://app.lrscloudprint.com/> and sign in using your Microsoft account details.

This link can be shared and used by users who have been allocated LRS CloudPrint Administrator and Service owner rights. This is where the LRS CloudPrint Service is set up.