MyCena Console User Guide

How to get started

Introduction

Congratulations on choosing MyCena for your organisation!

Based on a new mathematical model for cybersecurity, MyCena is a complete system of security, control and management for decentralised digital access that solves the problem of password phishing and ransomware. More than a revolutionary technology, MyCena patented system embeds a comprehensive cybersecurelience strategy, that automates system segmentation, creates unique and strong passwords per system per user, distributes credentials to the right users in real time, provides credentials decentralization and protection, auto-fills encrypted passwords to access systems, records credentials events, thereby eliminating risks of password error, fraud and phishing without mental effort (no more passwords to create, memorize, type or see) for users.

MyCena comes in two parts:

- A management console to distribute strong password rules and policies for every system, network, application, database, device,... to users
- A credentials fortress only the user can access

This is the management console user guide for both MyCena Desk Center (MDC).

1. Homepage

General parameters: choose standard password length, password change frequency, AD synchronization timer (add-on)

Local Update Servers: Follow instructions to set up your local update servers for users to update their MDC application from, if no local update server is available for the users, they will get their update from the internet

IP restriction (add-on): Restrict access to the console and/or to the desktop application to designated IP addresses

2. Preload passwords to share (ex: networks)

A. Add passwords in bulk

1 Go to System> Preload passwords> Upload Systems List and click **Download template**

2 Fill template with url, set passwords or specific password rules*, decide if password is shareable, add optional expiry date and folder name, choose security level, fill attributes and click **Save**

3 **Upload template**

4 Verify entries, edit icon (optional) and Click **Confirm**

Notes:
1. Fill Attributes with selected users/user groups to receive preloaded password. If users are in multiple attributes, they only receive it once. If left blank, all users receive it. You can edit attributes later in Manage attributes.
2. Type url address like mycena.co to get logo uploaded on users' credentials fortress
3. Optional: select preloaded icon from drop down menu after uploading template

B. Add passwords one by one

1 Go to System> Preload passwords> Preloaded Password and click **+ Add a password**

2 Fill pop-in, change specific password rules* if required, decide if password is shareable, choose security level, add attributes (All or selected) and click **Save**

* Set specific password length and rules (lowercase, uppercase, numbers, special characters) and click **Save**

3. Preload systems for users (ex: applications)

A. Add systems in bulk

1 Go to System> Preload systems> Upload Systems List and **Download template**

2 Fill template with url, set specific password rules*, decide if password is shareable, add optional folder name, choose security level, fill Attributes and click **Save**

3 **Upload template**

4 Verify entries, edit icon (optional) and Click **Confirm**

Notes:
1. Fill Attributes with selected users/user groups to receive preloaded system. If users are in multiple attributes, they only receive it once. If left blank, all users receive it. You can edit attributes later in Manage attributes.
2. Type url address like mycena.co to get logo uploaded on users' credentials fortress
3. Optional: select preloaded icon from drop down menu after uploading template

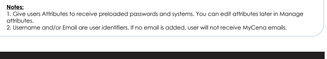
B. Add systems one by one

1 Go to System> Preload systems> Preloaded systems and click **+ Add a system**

2 Fill pop-in, set specific password length and rules if required, decide if password is shareable, choose security level, select or add attributes (All or selected) and click **Save**

4. Add users

A. Add users in bulk using template



1 Go to Users> Upload user list and click **Download template**

2 Fill template and click **Save**

3 **Upload template**

4 Verify entries and Click **Confirm**

Notes:
1. Attributes are predefined from AD. Ex: locations, departments
2. Give users other Attributes to receive preloaded passwords and systems. You can edit attributes later in Manage attributes.

B. Add users in bulk using Active Directory

1 Go to Users> Upload user list and click **AD Settings**

2 Fill pop-in and click **Save**

3 Click **Import from AD**, select filters in the pop-in, then click **Save**

4 Check entries and Click **Confirm**

Notes:
1. Attributes are predefined from AD. Ex locations, departments...
2. Give users other Attributes to receive preloaded passwords and systems. You can edit attributes later in Manage attributes.
3. Role is preset as level 3 - Operator by default (Only MDC)

C. Add users one by one

1 Go to Users> User list and click **Add user**

2 Fill pop-in and click **Save**

Notes:
1. Give users Attributes to receive preloaded passwords and systems. You can edit attributes later in Manage attributes.
2. Username and/or Email are user identifiers. If no email is added, user will not receive MyCena emails.

5. Set roles and permissions

1 Go to Users> Roles and Permissions and choose role to edit

2 Change role permissions and click **Save**

Notes:
1. There are 3 preset role levels, level 1 being the highest. Any role level can only manage levels under its own.

6. Manage attributes

A. Add attribute

1 Go to System> Manage attributes and click **+ Add attribute**

2 Type attribute name and select users to be added to the attribute

3 Click on the Swap icon and selected users will be added to the new attribute. Click **Save**

B. Edit attribute

1 Go to System> Manage attributes, find the attribute you want to edit and click **Edit** icon

2 Select users to be added to and deleted from the attribute

3 Click on the Swap icon and selected users will be added to and deleted from the attribute. Click **Save**

7. Governance, Risk & Compliance

1 Under GRC, click on any label in the chart to see the syslog of events for that label. Type in any column to refine. Click **Export**.

2 Select file format and click **Download**

3 **Download** the syslog file sent to your mailbox

Notes:
1. Syslogs are kept for a continuous 30-day period
2. Download syslogs regularly to keep your records

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support@mycena.co

www.mycena.co