

What to expect

COMPLETE WITHIN 48 HOURS OF PROVISIONING

Your AppDirect Azure subscription is provisioned directly into your Microsoft Entra ID tenant. Access is not granted automatically: a Global Administrator must claim it first, then assign an Owner.

Before you start

To complete this process, you will need the following:

- A Microsoft Entra ID (Azure AD) tenant tied to your organization (typically the same one used for Microsoft 365)
- A user account with the **Global Administrator** role within that tenant.
- The email or User Principal Name (UPN) of the person who will become the **Owner** of the Azure subscription (e.g., your engineer, IT lead, or whoever will actively manage the Azure workloads).

How to claim and delegate access

1. **Identify Your Global Administrators**
Azure / Entra portal > Microsoft Entra ID > Roles and administrators > Global Administrator.
2. **Elevate the Global Admin to View the New Subscription**
Microsoft Entra ID > Properties > set "Access management for Azure resources" to Yes → Save → sign out and back in.
3. **Assign the Owner Role to the End User**
Subscriptions > select the AppDirect Azure plan > Access control (IAM) > Add role assignment > Owner > select the intended user > Review + assign.

Next steps

1. Identify a Global Administrator
2. Enable access management for Azure resources
3. Assign the intended user to be the Owner Role

Verify it Worked

- **Subscription visible**
Azure Portal > Subscriptions
- **Owner role assigned**
Subscription > Access control (IAM) > Role assignments
- **New Owner can create a resource group**
New Owner logs into Azure Portal
- **Elevation returned to No**
Entra ID > Properties

Need help?

If a Global Admin cannot see the subscription, first enable Access management for Azure resources and sign in again.

For a 403 error or no Global Admin access, use an internal Global Admin or contact Microsoft Azure Support / AppDirect Support with your invoice, tenant ID, and subscription ID