

Lloyd's SecureShare

Devolved Administrator User Guide

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Access instructions

Accessing Lloyd's SecureShare

SecureShare is built on Microsoft's 365 cloud platform including SharePoint Online and the My Access portal.

When using this system please use an up-to-date version of either Microsoft Edge or Google Chrome.

SecureShare can be accessed at the following URLs:

SecureShare Hub site: <https://lloydsolondon.sharepoint.com/sites/seuresharehub>

My Access portal: <https://myaccess.microsoft.com/@lloydsolondon.onmicrosoft.com>

Site roles and responsibilities

The screenshot below indicates the responsibilities of both Site Owners and Devolved Administrators within the SecureShare platform.

Users of SecureShare must note that the platform should not be used as a location to store files permanently but instead as a mechanism to send and receive files.

Responsibilities of Site Owner

- Making sure it is being used as a sharing platform rather than storage
- Files are being moved to a permanent location as required
- Helping your team understand how everything works
- Liaising with Group Technology as the main point of contact
- Informing Group Technology if the site is no longer required

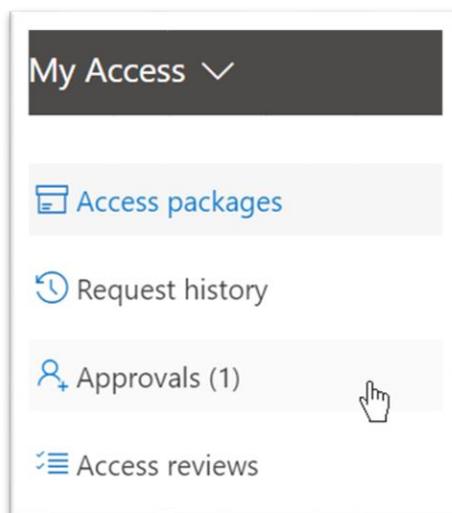
Responsibilities of Devolved Admin

- Accept SecureShare T&Cs on behalf of organisation
- Managing access requests from users in their organisations
- Conducting regular reviews of access groups and removing people who no longer need access

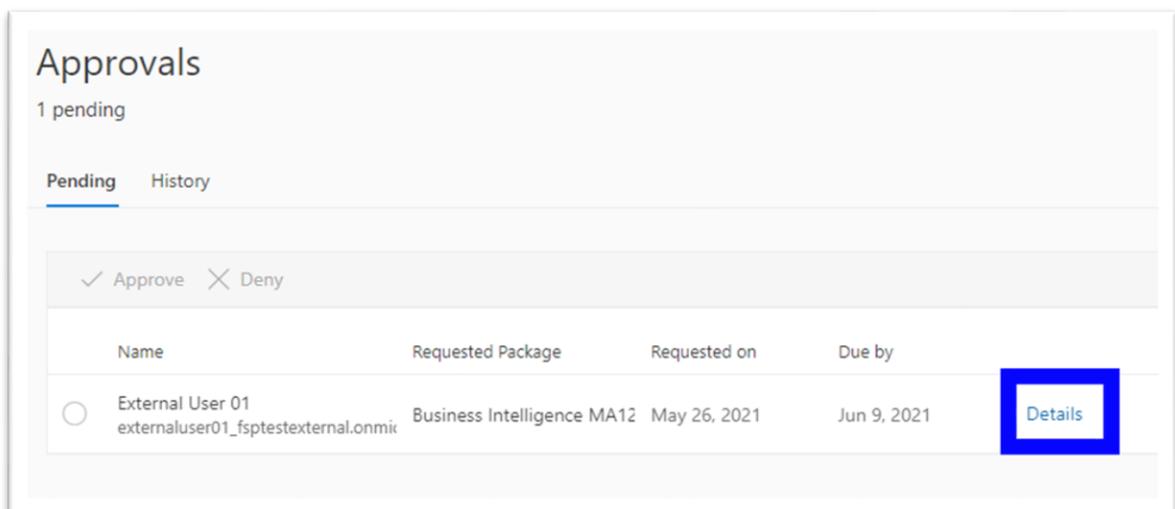
Managing approvals within My Access

Examining an approval request

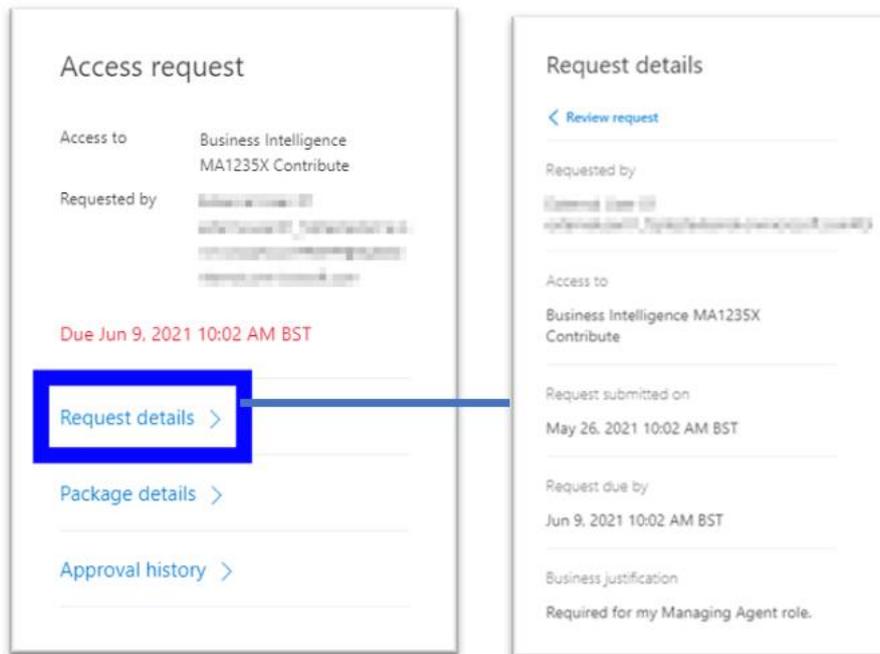
1. Sign in to the **My Access portal** at <https://myaccess.microsoft.com/@lloydsoflondon.onmicrosoft.com> – this shows all sites you can request access to.
2. On the left-hand menu, click **Approvals**.
Note - the number next to Approvals shows the amount of requests pending.



3. Within the **Approvals** screen you will see all requests currently pending. Click on **Details** on the approval request you wish to view in more detail.



- In the resulting screen, you can click on **Request details** or **Package details** to learn more about the approval request. The screenshot below shows **Request details**.



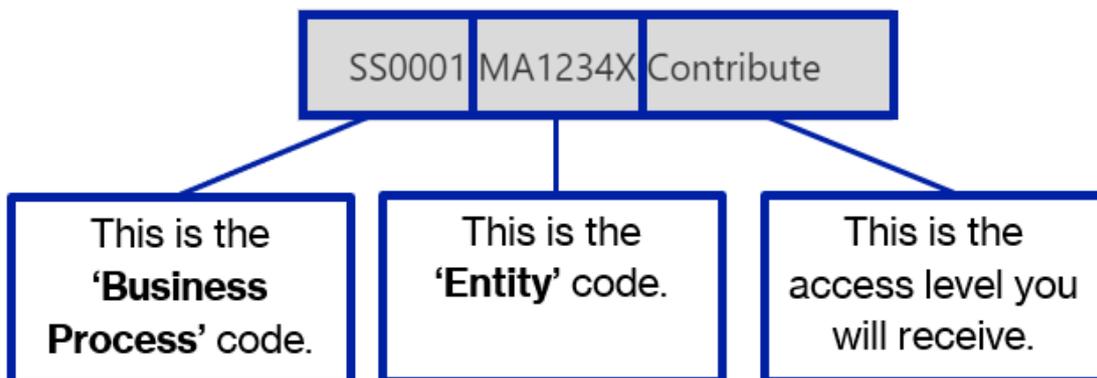
Note

Particular attention must be paid to the **Requested by** and **Access to** fields to ensure that only authorised users are allowed to access SecureShare.

It is the Devolved Admins responsibility to ensure you are only approving requests:

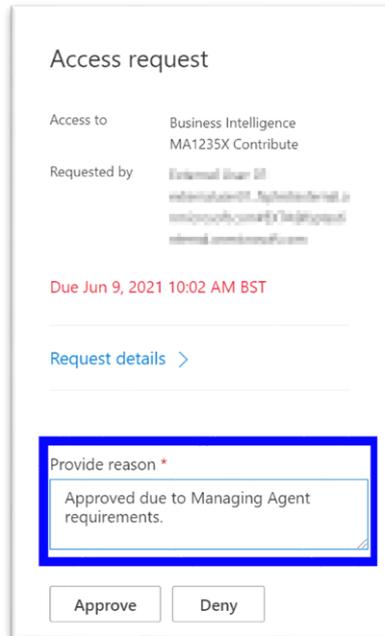
- **To the business areas that users require access to**
- **To users from your on organisation.**

The **Requested by** field contains the username of the user requesting access and the **Access to** field contains then name of the site within SecureShare that the user is requesting access to. The annotation below shows how site naming conventions work within Lloyd's SecureShare:



Actioning an approval request

1. Within **Details** on the approval request, type the reason for your decision into the **Provide reason** text box.



Access request

Access to Business Intelligence
MA1235X Contribute

Requested by Internal User ID
externaluser@mycompany.com
external.user@mycompany.com

Due Jun 9, 2021 10:02 AM BST

[Request details >](#)

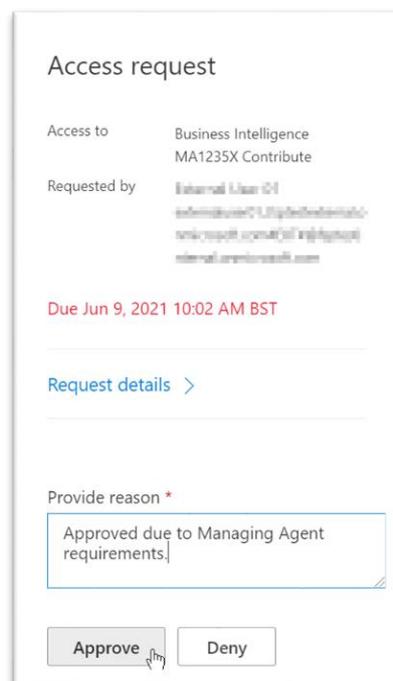
Provide reason *

Approved due to Managing Agent requirements.

Approve Deny

2. Once the reason has been entered, click either **Approve** or **Deny** to complete the approval process.

Please Note: You can to 14 days from the time completed. For requests than 14 days ago, users make new requests in



Access request

Access to Business Intelligence
MA1235X Contribute

Requested by Internal User ID
externaluser@mycompany.com
external.user@mycompany.com

Due Jun 9, 2021 10:02 AM BST

[Request details >](#)

Provide reason *

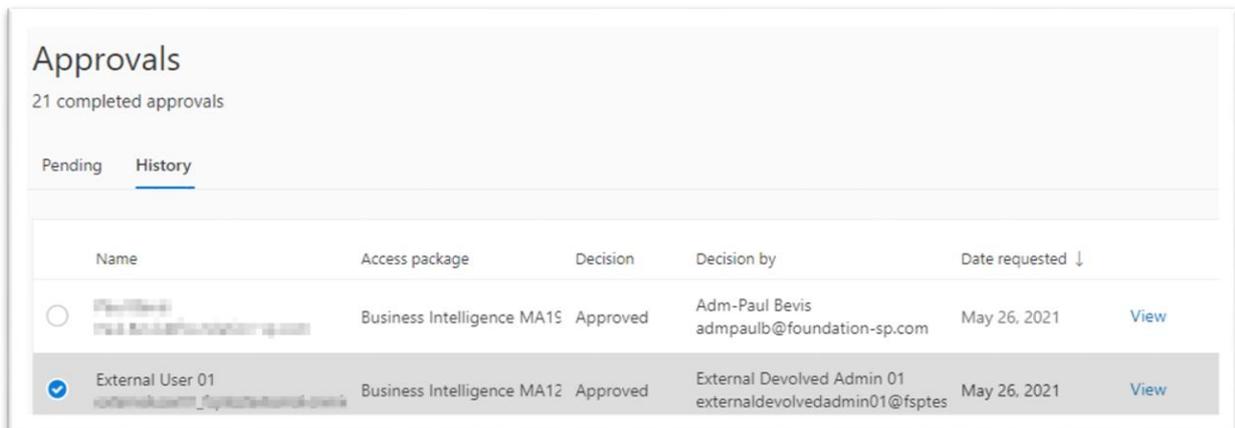
Approved due to Managing Agent requirements.

Approve Deny

reprocess a request for up that the original request is that were completed more will need to cancel and MyAccess.

Viewing previous requests

1. To see all previous access requests, click **History** button within the Approvals page.



The screenshot shows the 'Approvals' page with 21 completed approvals. The 'History' tab is selected. A table lists two approved requests. The first request is for 'Paul Bevis' (ma.bevis@foundation-sp.com) for 'Business Intelligence MA15', approved by 'Adm-Paul Bevis' (admpaulb@foundation-sp.com) on May 26, 2021. The second request is for 'External User 01' (externaldevolvedadmin01@fsptes) for 'Business Intelligence MA12', approved by 'External Devolved Admin 01' (externaldevolvedadmin01@fsptes) on May 26, 2021. Each row has a 'View' link.

Name	Access package	Decision	Decision by	Date requested ↓	
 Paul Bevis ma.bevis@foundation-sp.com	Business Intelligence MA15	Approved	Adm-Paul Bevis admpaulb@foundation-sp.com	May 26, 2021	View
 External User 01 externaldevolvedadmin01@fsptes	Business Intelligence MA12	Approved	External Devolved Admin 01 externaldevolvedadmin01@fsptes	May 26, 2021	View

Access Reviews

To ensure that only authorised users have access to SecureShare, devolved administrators are required to carry out annual access reviews for each of the sites the users they are responsible for have access to.

Notifications

When an access review is required for a site, devolved administrators will be sent an email notification similar to the one show below. By default, you will have 3 weeks the date of the email to complete the review.

Action required: Review user access to Test - Initial Policy by 04 August 2021



Microsoft Azure <azure-noreply@microsoft.com>

Thu 22/07/2021 00:07

To:



Test - Initial Policy requires your review

One or more users have access to Test - Initial Policy. Please review their access needs and then approve or deny them by 04 August 2021.

[Review user access >](#)

If you have any questions, please [contact us](#).

[Privacy Statement](#)

Microsoft Corporation, One Microsoft Way, Redmond, WA 98052

Facilitated by



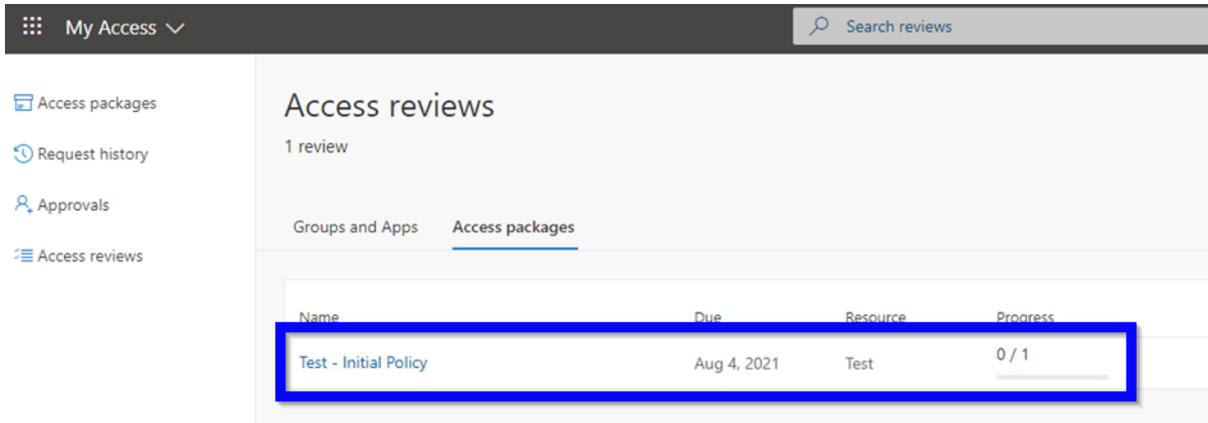
Note

Note that emails will be sent from azure-noreply@microsoft.com. Please check your junk folder if you do not receive an email.

Performing an access review

1. Sign in to the **My Access portal** at <https://myaccess.microsoft.com/@lloydsfondon.onmicrosoft.com> – this shows all sites you can request access to.
2. On the left-hand menu, click **Access reviews**.
3. Within the **Access reviews** screen, click **Access packages**.
4. You will see all the access reviews currently pending.

Note the **Due** column indicates the date the review must be completed by, the **Resource** column indicates the name of the site within SecureShare and the **Progress** column indicates the progress of the review i.e. how many users who have access have been reviewed and either approved or denied access.



5. Click on the name of the access review to review the users who currently have access.
6. You will see a list of users for which you need to review. For each user, the system will make a recommendation as to whether the user should retain access (Approve) or have their access removed (Deny) based on when they last signed in and accessed the site. As a reviewer you can either chose to accept the recommendations by clicking **Accept recommendations** or to manually make a decision for each user individually.



7. You can bulk select users and then click Approve or Deny, or you can click on the name of an individual user and select the appropriate option.

SPTest User ×

Last signed in more than 30 days ago
(May 23, 2021)

Approve

Deny (Recommended)

Don't know

Reason

If you aren't sure, you can click the **Don't know** option. If you make this selection, the user maintains access, and this selection goes in the audit logs. The log shows any other reviewers that you still completed the review.

If there are multiple reviewers carrying out a review, the last submitted response for a user is recorded.

Note

If a user is denied access, their access is not removed immediately. The decision you make takes effect from the due date of the review, not the time you decide. For example, if the due date for a review is on the 10th July, and you decide on the 1st July that a user no longer requires access, they will still have access until the 10th. After the 10th July their access will be removed and they will need to request access again.

Urgent Leavers

If access for a SecureShare user needs to be removed urgently rather than waiting for the next access review, please contact the Lloyd's helpdesk and inform them of the user's name, email address and the site or sites they should no longer have access to.

Retention Policy

Based on Lloyd's data retention policy documents can only be held within SecureShare for 40 days. Documents will be automatically deleted from your SecureShare areas after 40 days from the date the document was uploaded (created). Please ensure any documents you need to retain are downloaded within this timeframe.