

Accesses on the platforms

Screenshot_2020-04-29_at_19.1 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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Screenshot_2020-04-29_at_19.1 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>).

Logowanie do panelu administracyjnego

[Log in using Tau Ceti account](#)

Proszę podać e-mail i hasło

[? Pomoc](#)[i Resetuj hasło](#)[Dalej](#)

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.

Logowanie do panelu administracyjnego

Proszę podaj swój adres e-mail i numer telefonu, na który wyślemy Ci tymczasowe hasło do logowania

[? Pomoc](#)

Wyślij nowe hasło ▶

Anuluj

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.

Logowanie do panelu administracyjnego

🔒 Log in using Tau Ceti account

Proszę podać e-mail i hasło

ExampleEmail@gmail.com

.....

🔗 Pomoc

🔑 Resetuj hasło

Dalej

Visualization of the login /baadmin log in page

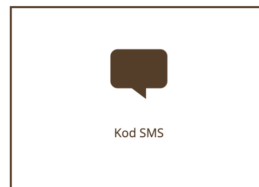
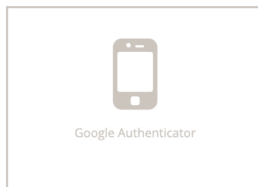
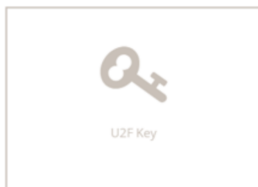
In the next step, we will see authorization options. By default, only the SMS message authorization method is available.

info2.svg **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](#).

Logowanie do panelu administracyjnego

Wybierz preferowaną metodę autoryzacji



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.

Logowanie do panelu administracyjnego

Wpisz kod SMS, który zaraz otrzymasz na numer telefonu +48769223105

UWAGA: kodem jest treść wiadomości, nie nazwa nadawcy.

Pomoc

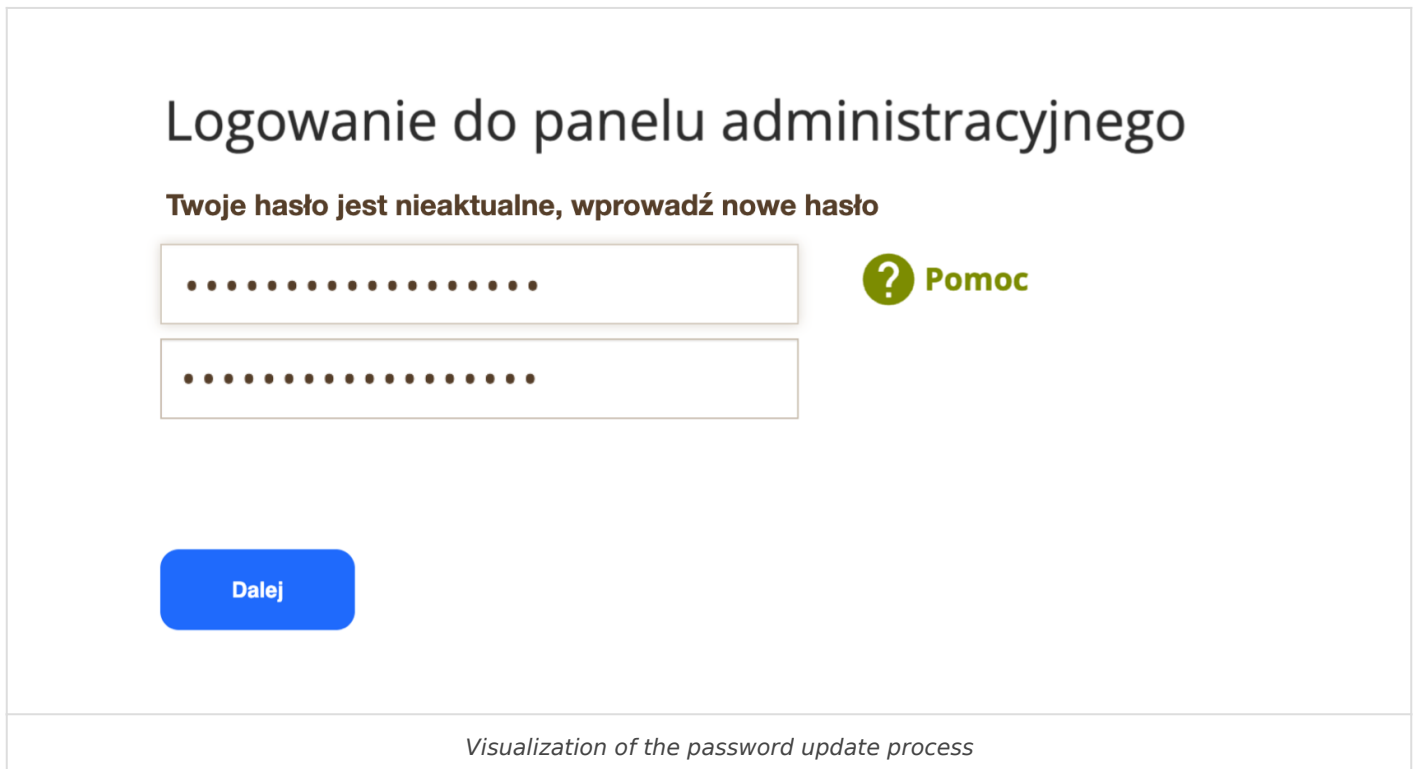
Dalej ▶



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.



The screenshot shows a login page titled "Logowanie do panelu administracyjnego". Below the title, a message states "Twoje hasło jest nieaktualne, wprowadź nowe hasło". There are two input fields for the current and new passwords, both filled with dots. To the right of the first field is a green question mark icon and the word "Pomoc". Below the input fields is a blue button labeled "Dalej". At the bottom of the screenshot area, the text "Visualization of the password update process" is displayed.

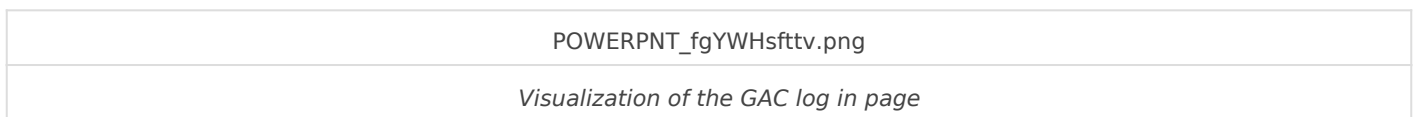
After confirming the new password, the user will be logged in and the account will be ready to use.

Screenshot_2020-04-29_at_19.1

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/>.



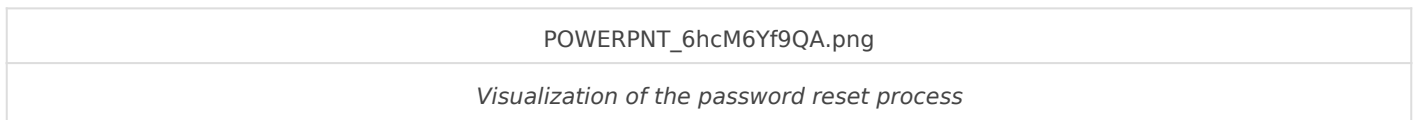
The screenshot shows a file name "POWERPNT_fgYWHsfttv.png" at the top. Below it, the text "Visualization of the GAC log in page" is displayed.

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

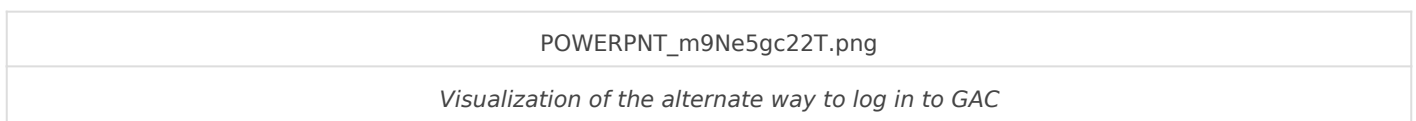
For the first login, the password needs to be reset. In order to reset the password, we need to click on the "**Reset password**" button.



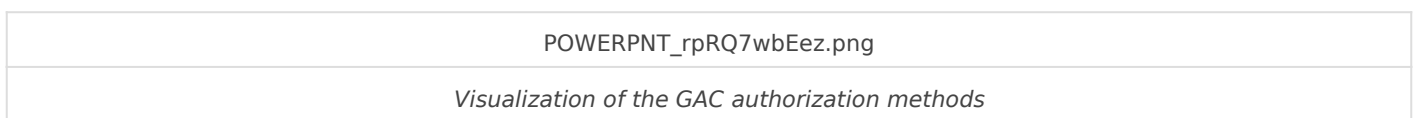
In here, we need to type our e-mail address and mobile number (without country codes) and confirm it with "**Reset password**" button. This action will send us temporary password via SMS message.

Logging in

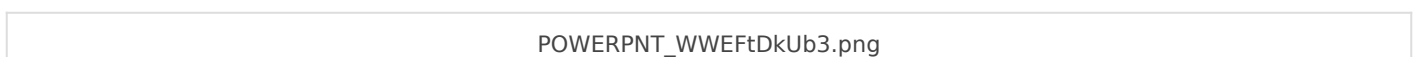
After having our e-mail address and password, we can log In to the platform through <https://auth.tauceti.tech/> but also using "**Log in using Tau Ceti account**" button **(1)** on Yves Rocher website.



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



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.



Visualization of the SMS authorization

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

POWERPNT_xgRyCfS93z.png

Visualization of the password update process

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

Screenshot_2020-04-29_at_19.1 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, 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/>.

POWERPNT_PJefkYHmjA.png

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.

POWERPNT_NeEcQUAXh.png

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.

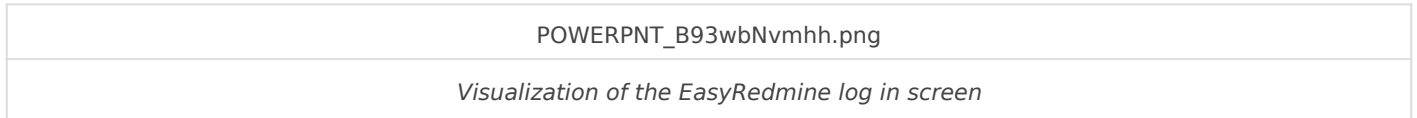
POWERPNT_8rDaBuR6QH.png

Visualization of the EasyRedmine password creation

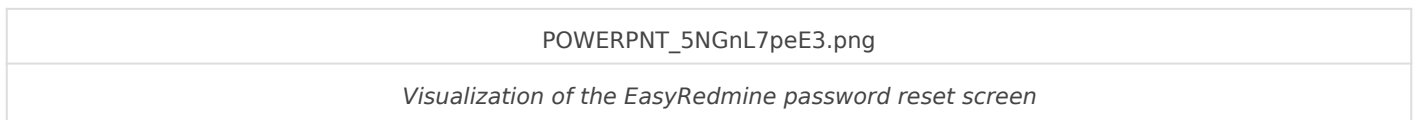
After logging in, the user will be requested to type a new password. After that, account will be ready to use. Logged-in user can find useful documentation regarding EasyRedmine under link https://tcdev.easyredmine.com/projects/91/issues?set_filter=0

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.



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



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

Revision #3

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