



PORTAL DO CAU

Privileged User Manual

PORTAL DO CAU

SUMMARY

1. ACCESS URL.....	3
2. REGULAR USER	4
2.1 Create Regular User	4
2.2 Grant Access to Regular User.....	5
2.3 View Regular User	7
2.4 Remove Regular User Access	8
2.5 Reset Regular User Password.....	10
2.6 Delete Regular User	12
3. SERVICE USER.....	14
3.1 Create Service User.....	14
3.2 Grant Access Service User.....	15
3.3 View Service User	17
3.4 Remove Access Service User	18
3.5 Reset Service User Password.....	20
3.6 Delete Service User.....	21

PORTAL DO CAU

1. ACCESS URL

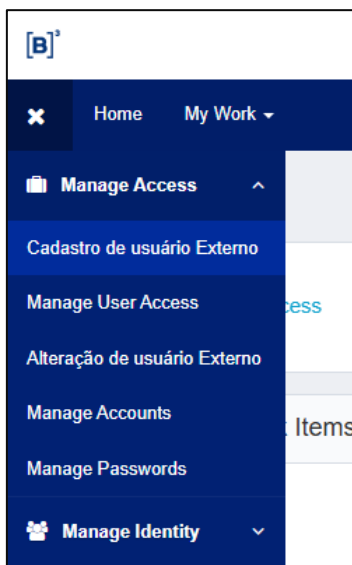
<u>Testing</u>	
Extranet (VPN)	https://portaldocau.cert.netb3.com.br/identityiq
Internet	https://portaldocau-cert.b3.com.br/identityiq
<u>Production</u>	
Extranet (VPN)	https://portaldocau.netb3.com.br/identityiq
Internet	https://portaldocau.b3.com.br/identityiq

PORTAL DO CAU

2. REGULAR USER

2.1 Create Regular User

To create a regular user, go to the “**Cadastro de usuário Externo**” menu:



Fill in the user registration information and click on “**Criar Identidade**”:

B3-Form-PortalPrivilegiado

Tipo de Usuário (Comum = Usuário nominal || Serviço = Usuário para uso de API) *

☒ Comum

☐ Serviço

Criação de usuário Comum

Instituição *

894

Primeiro nome *

Example

Sobrenome completo *

Surname Example

Tipo Documento *

☒ CPF

☐ CNPJ

Número do documento *

12345678910

E-mail *

example@example.com

Confirmar e-mail *

example@example.com

Adicionar apenas números

Cancelar

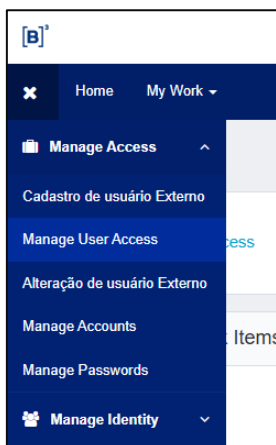
Criar identidade

Important: The user will only receive the credentials via email **after** a profile has been released.

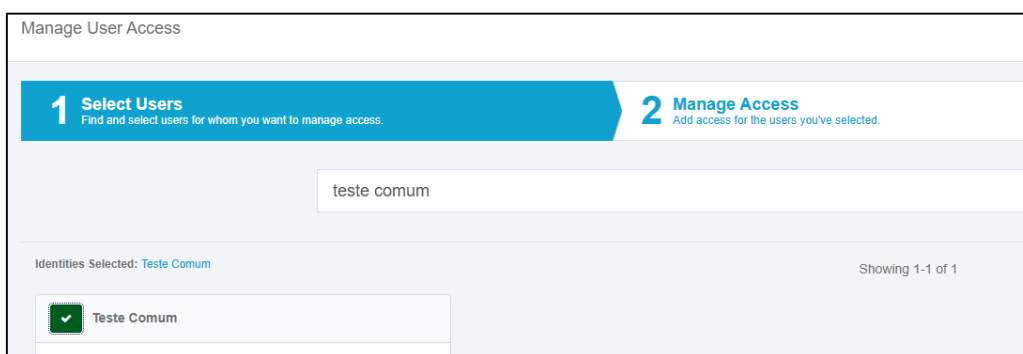
PORTAL DO CAU

2.2 Grant Access to Regular User

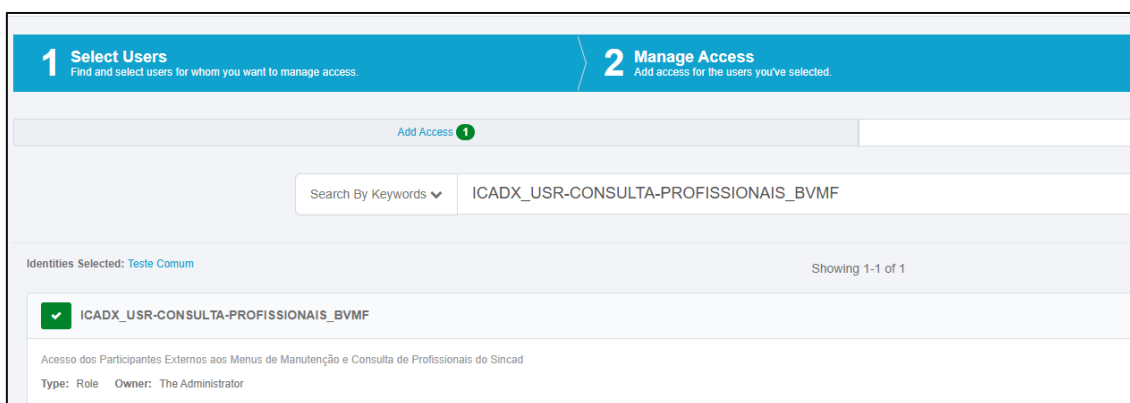
To grant access, go to the **"Manage User Access"** menu:



Search for the name or login and select the user:



Search for the role to be released or leave the search blank to display all roles:



PORTAL DO CAU

Review the profiles that will be granted and submit:

Manage User Access

Help

1 Select Users

2 Manage Access

3 Review and Submit

First and select users for whom you want to manage access.

Add access for the users you've selected.

Look over your selections and confirm.

Identities Selected: Teste Conum

Add Access

ICAD_X_USR-CONSULTA-PROFISSIONAIS_BVMF

Details

Acesso dos Participantes Externos aos Menus de Manutenção e Consulta de Profissionais do Sincad

Type: Role

Owner: The Administrator

Previous

Cancel

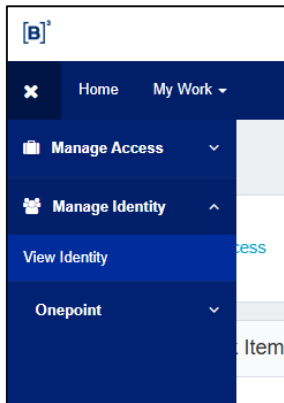
Submit

© Copyright 2022 SoftPoint Technologies - All rights reserved

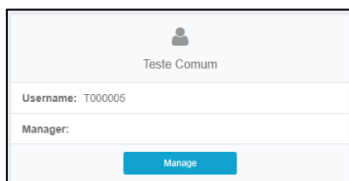
PORTAL DO CAU

2.3 View Regular User

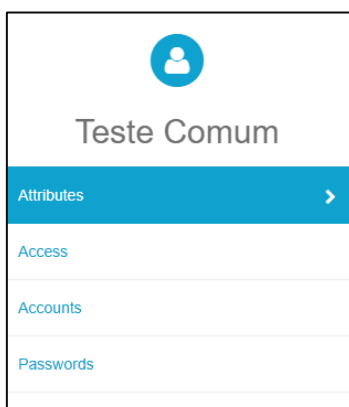
To consult a user, go to the "**View Identity**" menu:



Search for the name or login and click on "**Manage**":



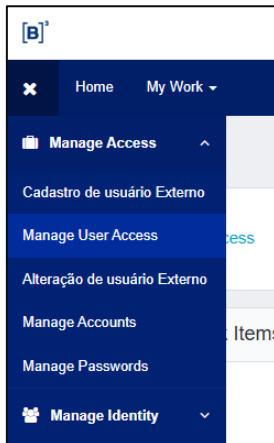
- **Attributes:** User registration information
- **Access:** User roles
- **Accounts:** User accounts
- **Passwords:** Password Management



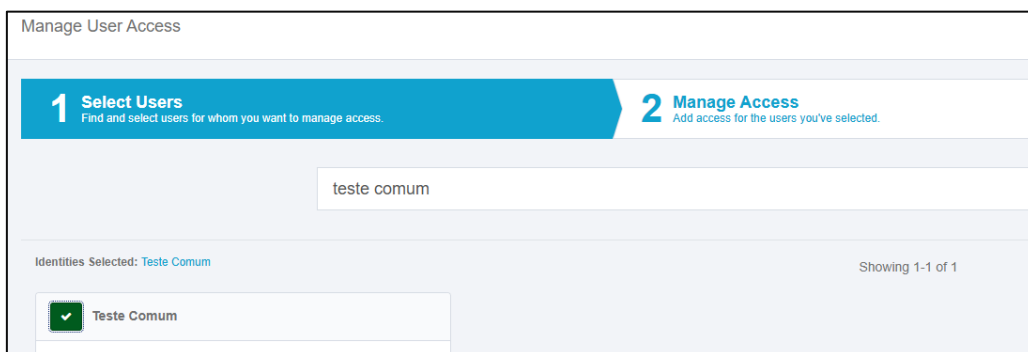
PORTAL DO CAU

2.4 Remove Regular User Access

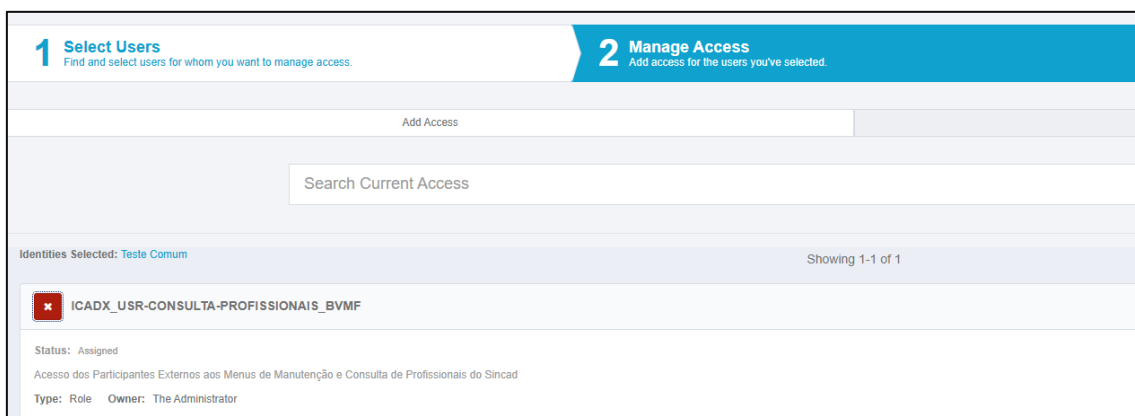
To remove access, go to the **"Manage User Access"** menu:



Search for the name or login and select the user:



Change the option to **"Remove Access"** and select the roles that need to be removed:



PORTAL DO CAU

Review the profiles that will be removed and submit:

1 Select Users

Find and select users for whom you want to manage access.

2 Manage Access

Add access for the users you've selected.

3 Review and Submit

Look over your selections and confirm.

Identities Selected: Teste Consum

Remove Access

ICADIX_USR-CONSULTA-PROFISSIONAIS_BVMP

Details

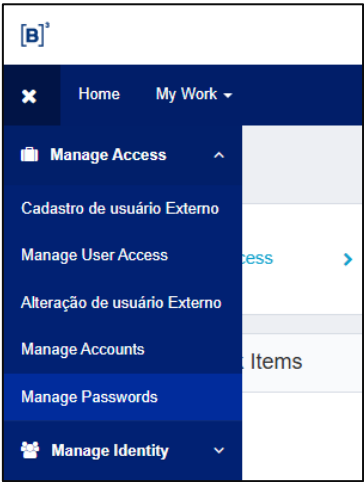
Access dos Participantes Externos aos Menus de Manutenção e Consulta de Profissionais de Síncad

Type: Role Owner: The Administrator

PORTAL DO CAU

2.5 Reset Regular User Password

To reset a password, go to the **"Manage Passwords"** menu:



Search for the user's name or login and click on **"Manage"**:

A user management form for 'Teste Comum'. It displays the username 'T000005' and the manager's name. A blue 'Manage' button is at the bottom.

Teste Comum

Username: T000005

Manager:

Manage

Click on **"Change"** in the row **"ADLDS-External-Privileged-Regular"**:

A screenshot of the 'Passwords' table in the Portal do CAU. The table has columns for Application, Account ID, Status, Request Date, Request Status, and Actions. The row for 'ADLDS-Externo-Privilegiado-Comum' is highlighted, and the 'Change' button in the Actions column is visible.

Application	Account ID	Status	Request Date	Request Status	Actions
ADLDS-Externo-Privilegiado-Comum	u-lcomum	Active			Change

PORTAL DO CAU

To create a **manual** password, fill in the password fields and click on **“Submit”**.

To generate a **random** password, click on **“Generate”**.

☐	Application	Account ID	Status	Request Date	Request Status	Actions
☐	AD LDS-Externo-Privilegiado-Comum	u-tcomum	● Active			Change ⓘ

New Password *

Confirm Password *

Submit

Generate

Cancel

Password Constraints ⓘ

Generated Passwords

Generated 1 Passwords

Application: AD LDS-Externo-Privilegiado-Comum

Account ID: u-tcomum

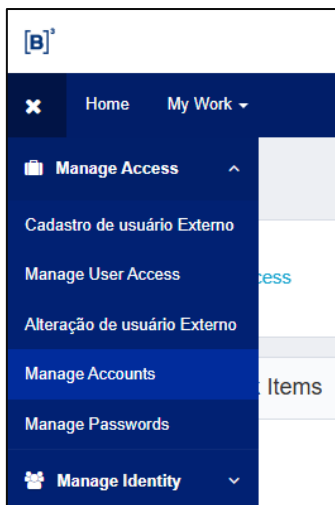
New Password: ██████████

PORTAL DO CAU

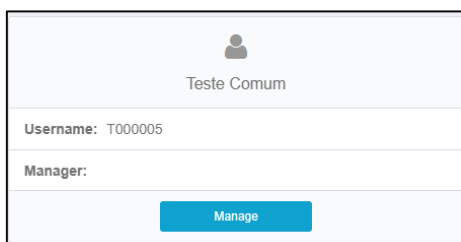
2.6 Delete Regular User

To delete the regular user, it is important that **steps 1** and **2** be executed exactly in this sequence.

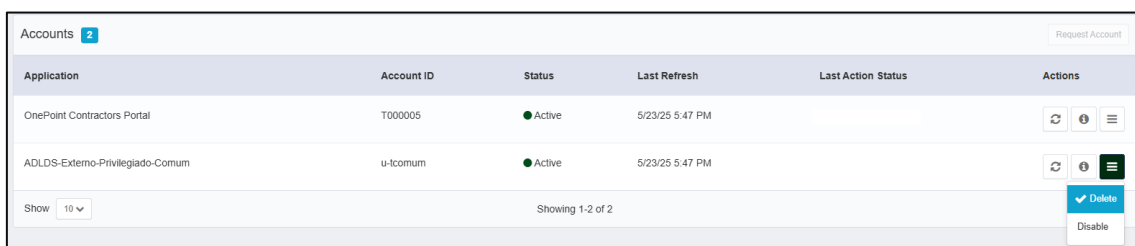
Step 1: Go to the **"Manage accounts"** menu:



Search for the user and click on **"Manage"**:

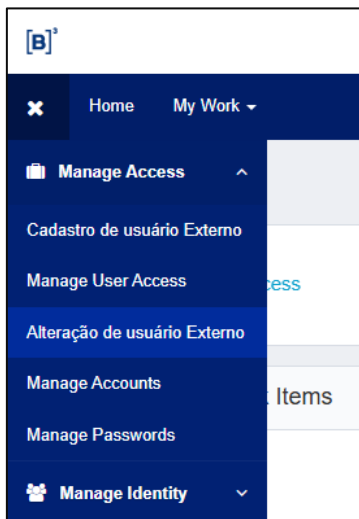


For all applications except **"OnePoint Contractors Portal"**, click on the **"Delete"** option, then click **"Confirm"** and **"Submit"** at the bottom:

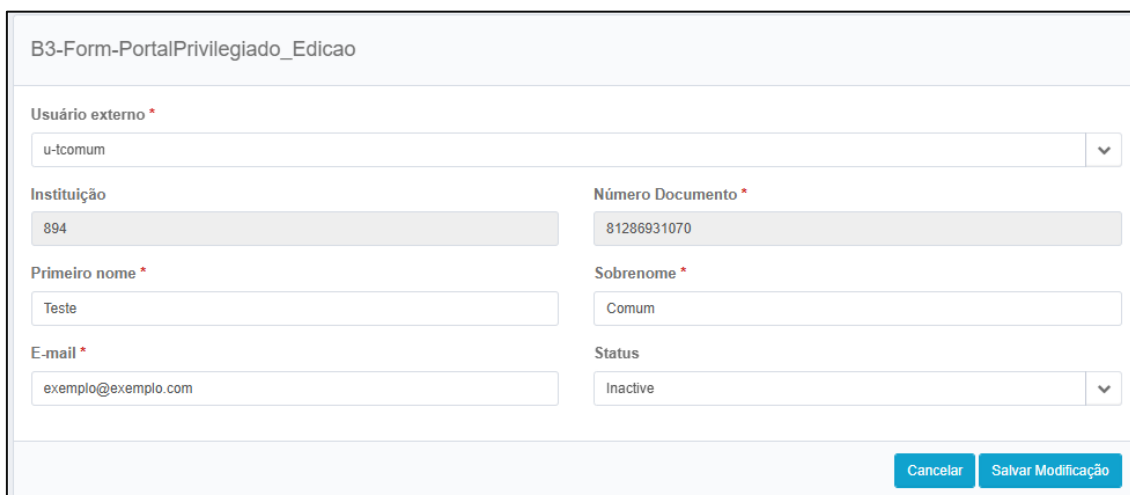


PORTAL DO CAU

Step 2: Go to the “**Alteração de usuário Externo**” menu:



Select the user, change the “**Status**” to “**Inactive**” and click on “**Salvar Modificação**”:

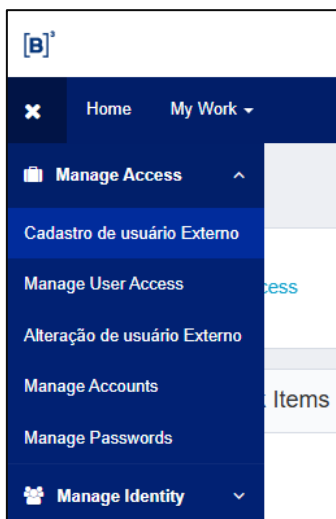
A screenshot of a web form titled 'B3-Form-PortalPrivilegiado_Edicao'. The form contains several input fields and dropdown menus. The fields are: 'Usuário externo' (dropdown with 'u-tcomum' selected), 'Instituição' (text input with '894'), 'Número Documento' (text input with '81286931070'), 'Primeiro nome' (text input with 'Teste'), 'Sobrenome' (text input with 'Comum'), 'E-mail' (text input with 'exemplo@exemplo.com'), and 'Status' (dropdown with 'Inactive' selected). At the bottom right, there are two buttons: 'Cancelar' and 'Salvar Modificação'.

After 10 minutes, the user will be permanently removed.

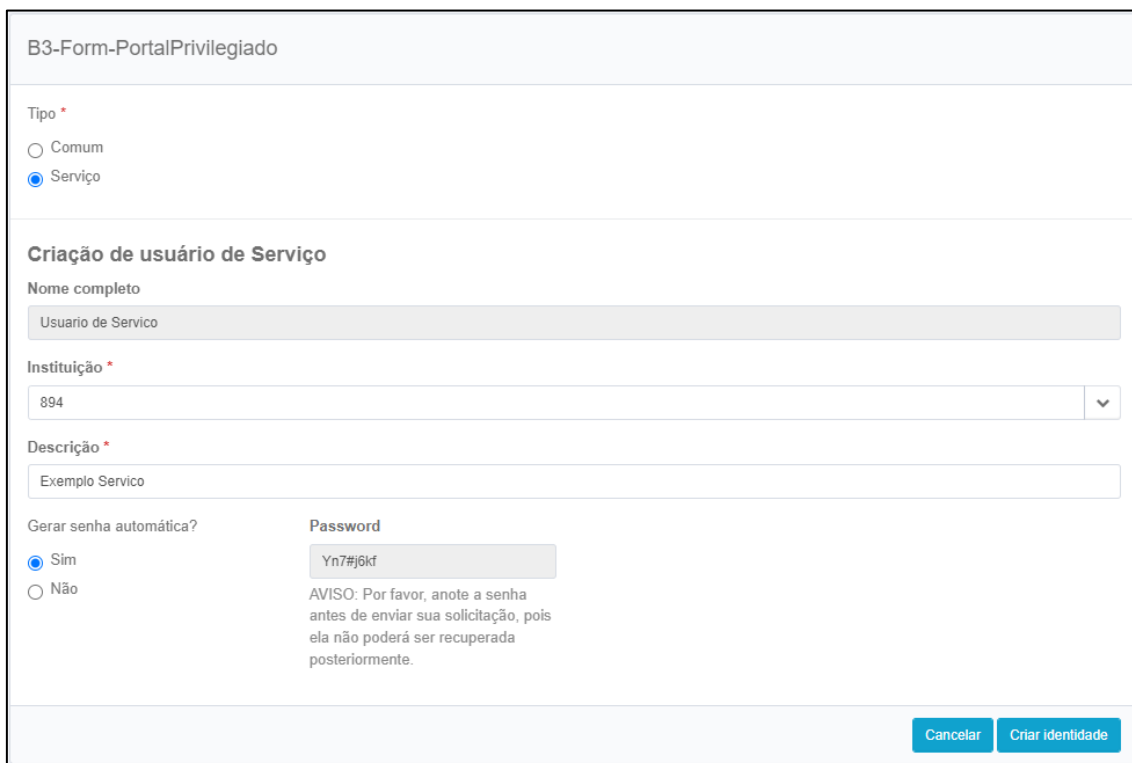
3. SERVICE USER

3.1 Create Service User

To create a service user, go to the “**Cadastro de usuário Externo**” menu:

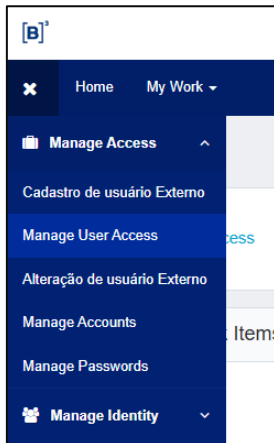


Fill in the user registration information and click on “**Criar Identidade**”:

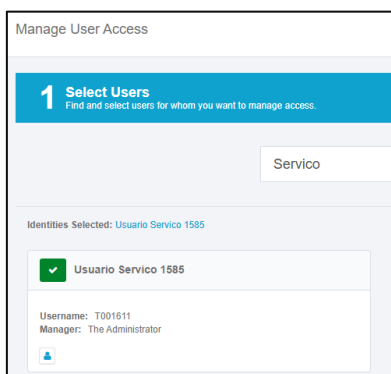
A screenshot of a web form titled 'B3-Form-PortalPrivilegiado'. The form has a light gray header and a white body. It contains several sections: 'Tipo' with radio buttons for 'Comum' and 'Serviço' (selected); 'Criação de usuário de Serviço' with a text input for 'Nome completo' (containing 'Usuario de Serviço'); 'Instituição' with a dropdown menu (showing '894'); 'Descrição' with a text input (containing 'Exemplo Serviço'); and 'Gerar senha automática?' with radio buttons for 'Sim' (selected) and 'Não'. A 'Password' section shows a generated password 'Yn7#j6kf' and a warning message: 'AVISO: Por favor, anote a senha antes de enviar sua solicitação, pois ela não poderá ser recuperada posteriormente.' At the bottom right, there are two buttons: 'Cancelar' and 'Criar identidade'.

3.2 Grant Access Service User

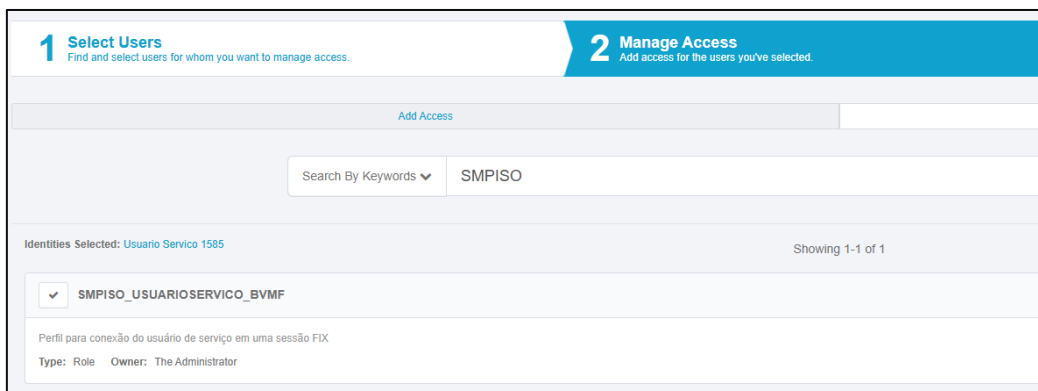
To grant access, go to the **"Gerenciar acesso de usuário"** menu:



Search for the created user (the number is sequential):



Search for the role to be released or leave the search blank to display all roles:



PORTAL DO CAU

Review the roles that will be granted and submit:

1 Select Users

Find and select users for whom you want to manage access.

2 Manage Access

Add access for the users you've selected.

3 Review and Submit

Look over your selections and confirm.

Identities Selected: Usuário Serviço 1958

Add Access

X

SMPISO_USUARIO/SERVICO_BVMF

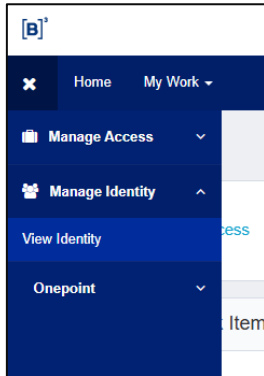
Perfil para conexão do usuário de serviço em uma sessão FIX

Type: Role Owner: The Administrator

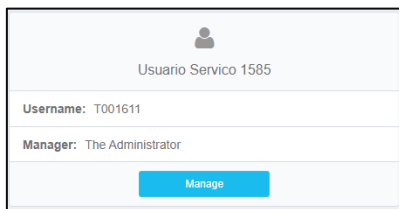
PORTAL DO CAU

3.3 View Service User

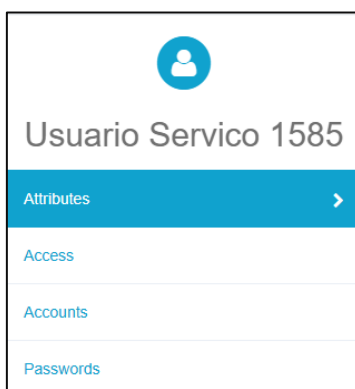
To consult a service user, go to the **"View Identity"** menu:



Search for the name or login and click on **"Manage"**:



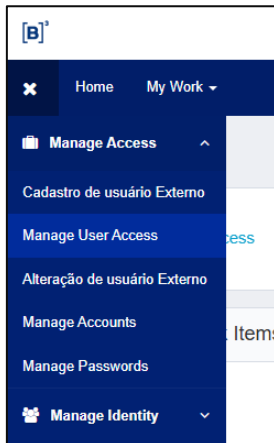
- **Attributes:** Service user registration information
- **Access:** Service user roles
- **Accounts:** Service user accounts
- **Passwords:** Password Management



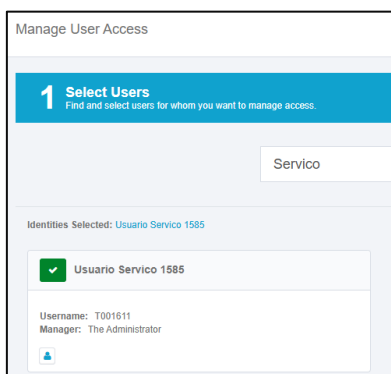
PORTAL DO CAU

3.4 Remove Access Service User

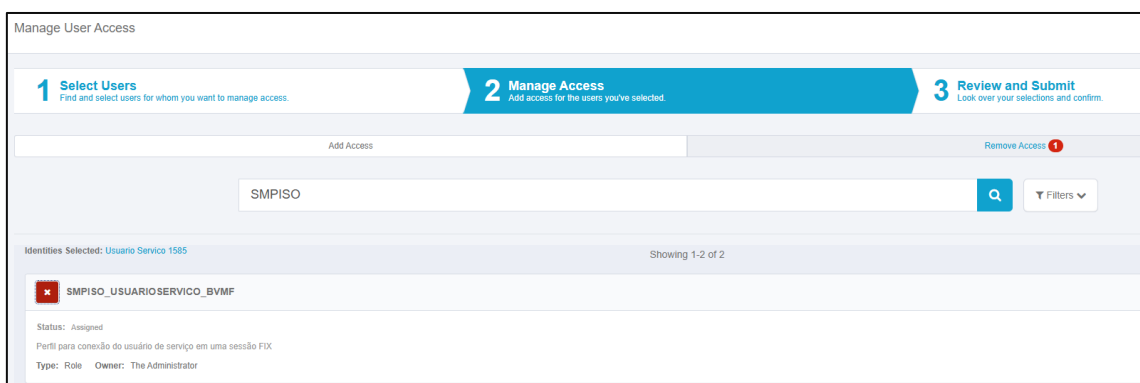
To remove access, go to the **"Manage User Access"** menu:



Search for the name or login and select the user:



Change the option to **"Remove Access"** and select the roles:



PORTAL DO CAU

Review the profiles that will be removed and submit:

1 Select Users

Find and select users for whom you want to manage access.

2 Manage Access

Add access for the users you've selected.

3 Review and Submit

Look over your selections and confirm.

Identities Selected: Usuario Servico 1585

Remove Access

x

SMPISO_USUARIO-SERVICO_BVMP

Details

Perfil para conexão do usuário de serviço em uma sessão FIX

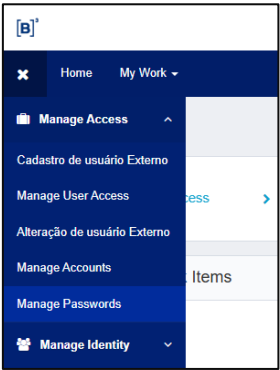
Type: Role

Owner: The Administrator

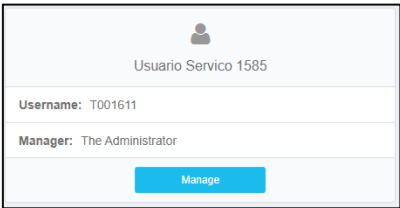
PORTAL DO CAU

3.5 Reset Service User Password

To reset a password, go to the **"Manage Passwords"** menu:



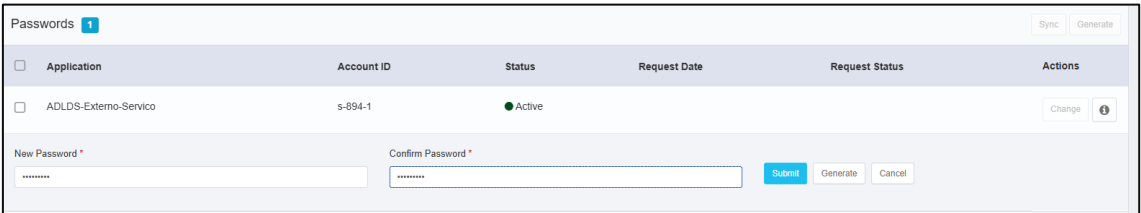
Search for the user's name or login and click on **"Manage"**:



Click on **"Change"** in the row **"ADLDS-Externo-Servico"**.

To create a **manual** password, fill in the password fields and click on **"Submit"**.

To generate a **random** password, click on **"Generate"**.

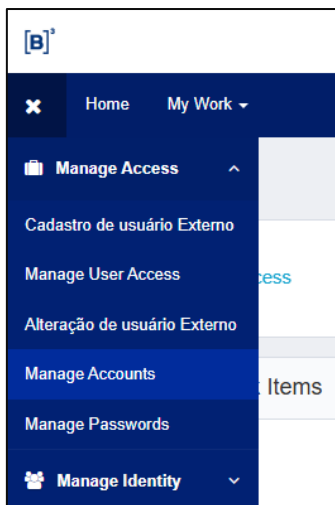


PORTAL DO CAU

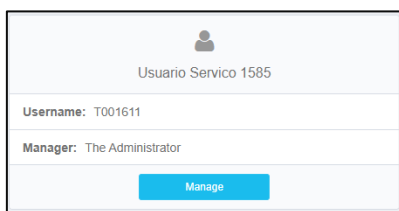
3.6 Delete Service User

To delete service user, it is important that **steps 1** and **2** be executed exactly in this sequence.

Step 1: Go to the **"Manage accounts"** menu:



Search for the user and click on **"Manage"**:

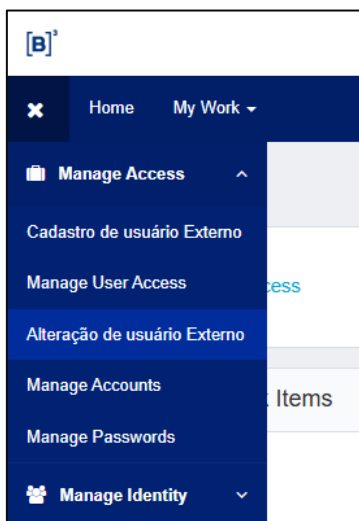


For all applications except **"OnePoint Contractors Portal"**, click on the **"Delete"** option, then click **"Confirm"** and **"Submit"** at the bottom:

Accounts 2						Request Account
Application	Account ID	Status	Last Refresh	Last Action Status	Actions	
OnePoint Contractors Portal	T001611	Active	5/23/25 6:15 PM		  	
ADLDS-Externo-Servico	s-894-1	Active	5/23/25 6:15 PM		  	
Showing 1-2 of 2						 

Step 2: Go to the **"Alteração de usuário Externo"** menu:

PORTAL DO CAU



Select the user, change the **"Status"** to **"Inactive"** and click on **"Salvar Modificação"**:

A screenshot of the 'B3-Form-PortalPrivilegiado_Edicao' form. The form has a light gray header with the title 'B3-Form-PortalPrivilegiado_Edicao'. Below the header, there are several input fields and dropdown menus. The 'Usuário externo' field is a dropdown menu with 's-894-1' selected. The 'Instituição' field is a text input with '894'. The 'Primeiro nome' field is a text input with 'Usuario'. The 'Sobrenome' field is a text input with 'Servico 1585'. The 'Status' field is a dropdown menu with 'Inactive' selected. The 'Descrição' field is a text input with 'Deleted'. At the bottom right of the form, there are two buttons: 'Cancelar' and 'Salvar Modificação'.

After 10 minutes, the user will be permanently removed.