table of contents

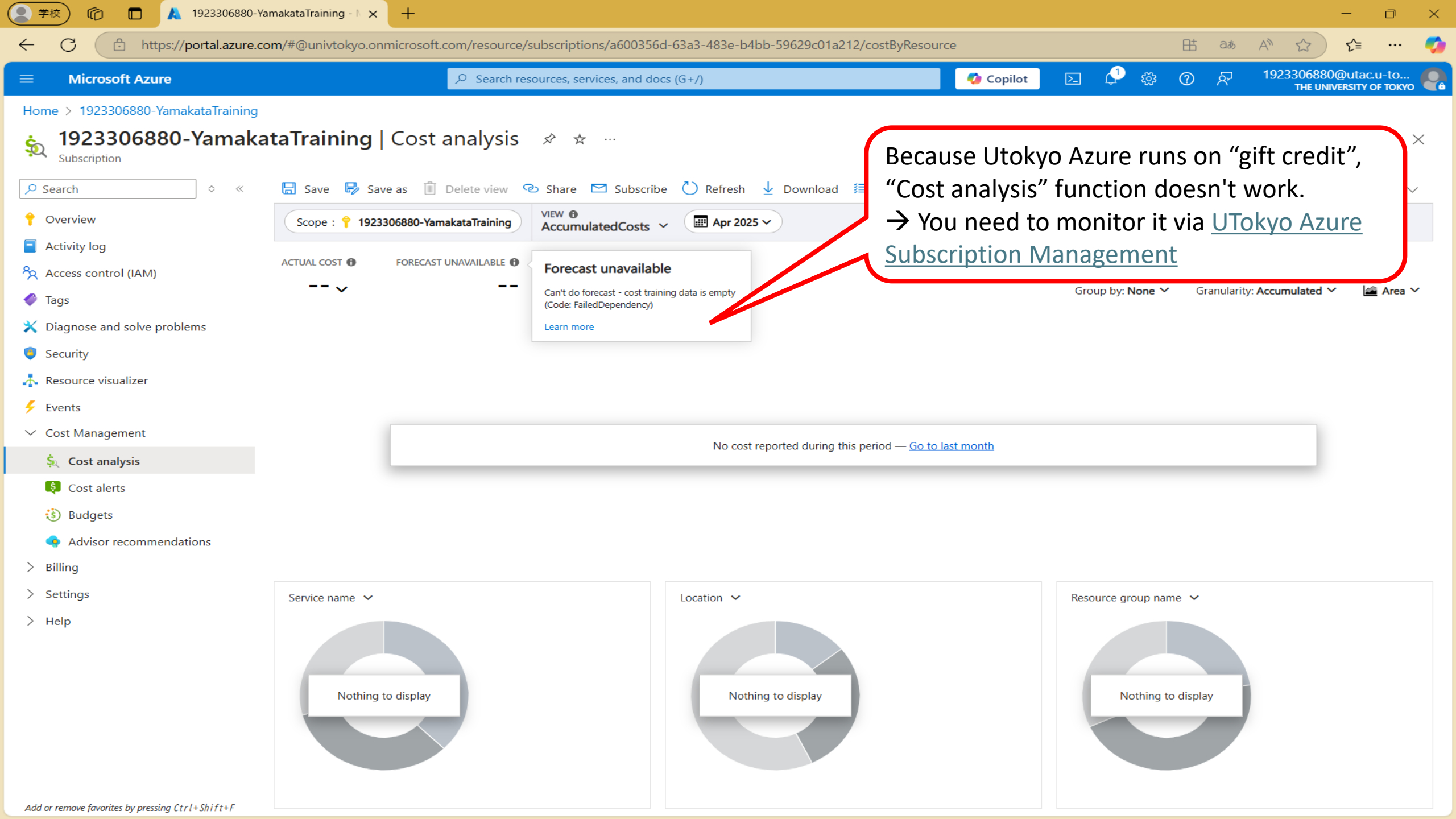
- Part 1: Intro
- Part 3: Usage Fees (Possibility)
- Part 3: Application for use
- Part 4: Flow of Usage Fees
- Part 5: How to use representative services
  - Add an owner
  - Get started with OpenAI's services
  - Let's create a virtual machine
  - Use a notebook

caution

- This slide was created for the April 18, 2025 UTokyo Azure Usage Briefing.
- Azure specifications change frequently, so if the following does not work, please refer to the Azure documentation.

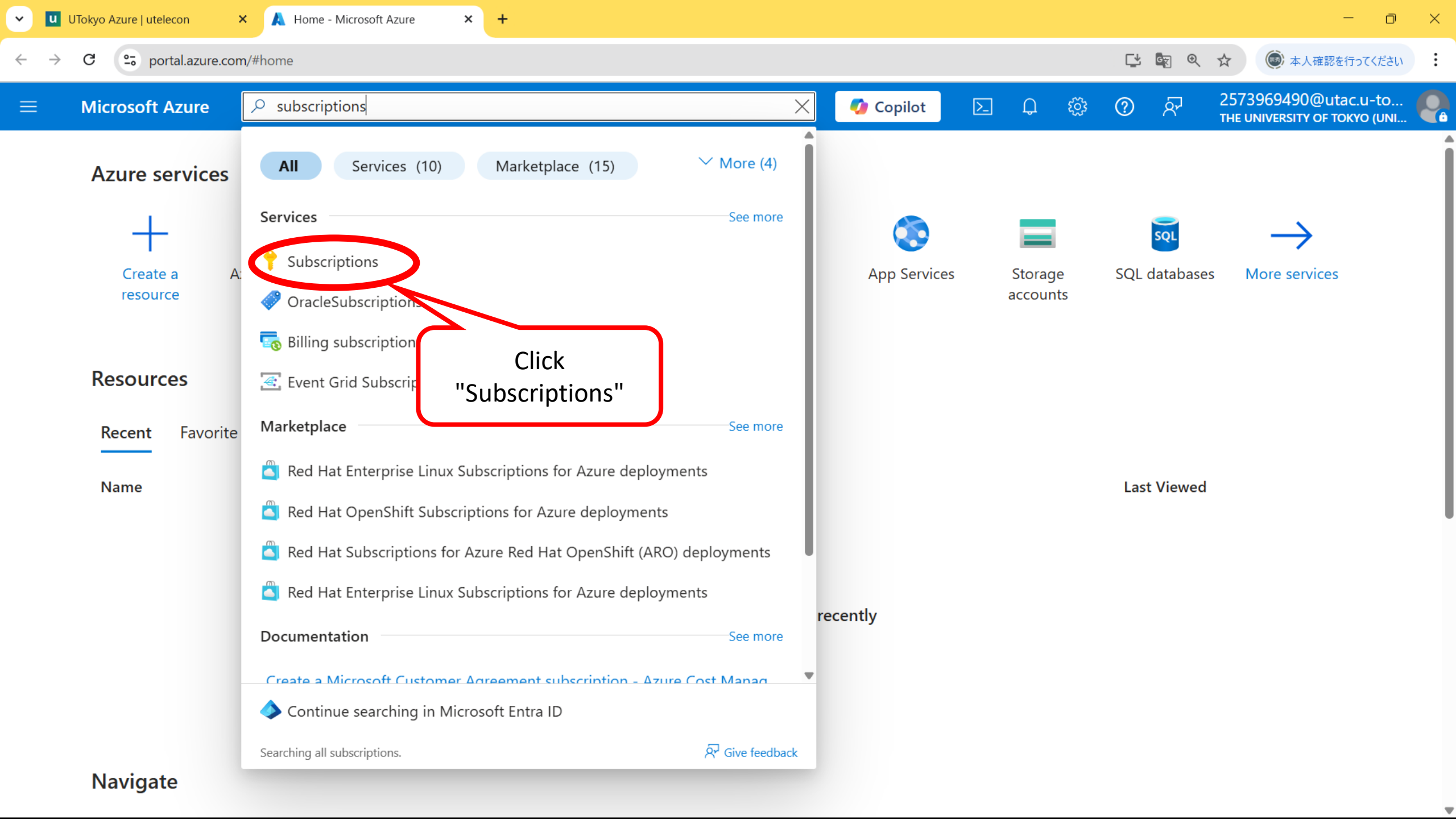
Add an owner

How to add another faculty member as an administrator?


1923306880-YamakataTraining
https://portal.azure.com/#@univtokyo.onmicrosoft.com/resource/subscriptions/a600356d-63a3-483e-b4bb-59629c01a212/costByResource
Microsoft Azure
Search resources, services, and docs (G+/)
Copilot
1923306880@utac.u-to...
THE UNIVERSITY OF TOKYO
Home > 1923306880-YamakataTraining
1923306880-YamakataTraining | Cost analysis
Subscription
Search
Overview
Activity log
Access control (IAM)
Tags
Diagnose and solve problems
Security
Resource visualizer
Events
Cost Management
Cost analysis
Cost alerts
Budgets
Advisor recommendations
Billing
Settings
Help
Add or remove favorites by pressing Ctrl+Shift+F
Save
Save as
Delete view
Share
Subscribe
Refresh
Download
Scope : 1923306880-YamakataTraining
VIEW
AccumulatedCosts
Apr 2025
ACTUAL COST
--
FORECAST UNAVAILABLE
--
Forecast unavailable
Can't do forecast - cost training data is empty
(Code: FailedDependency)
Learn more
Because Utokyo Azure runs on “gift credit”,
“Cost analysis” function doesn't work.
→ You need to monitor it via UTokyo Azure Subscription Management
Group by: None
Granularity: Accumulated
Area
No cost reported during this period — Go to last month
Service name
Nothing to display
Location
Nothing to display
Resource group name
Nothing to display

Warnings are triggered for users with the 'Owner' role.

- **Emails are sent when usage reaches 50%, 75%, 90%, and 100% of the "Guaranteed Free Tier"**
- **If you wish to stop usage within the Free Grant quota, you must not overlook these emails!**
- **The Owner must monitor the usage carefully and forward the warning emails to the users.**
  - Emails are sent to the Owner's ECCS account with the following details, so we recommend setting up an automatic forwarding rule (filter):
    - Sender: **Azure Gift EA operator <adm_giftea@univtokyo.onmicrosoft.com>**
    - Subject: "**Notification from UTokyo Azure: Subscription [Subscription Name] usage alert**"
- **Add additional Owners as needed**
  - Any member of the University of Tokyo with a UTokyo Account can be assigned as an Owner.
  - However, since Owners are granted strong privileges, including the ability to request quota increases, avoid assigning this role casually (Is the person trustworthy?)


UTokyo Azure | utelecon
Home - Microsoft Azure
portal.azure.com/#home
本人確認を行ってください
Microsoft Azure
subscriptions
Copilot
2573969490@utac.u-to...
THE UNIVERSITY OF TOKYO (UNI...
Azure services
Create a resource
App Services
Storage accounts
SQL databases
More services
Resources
Recent
Favorite
Name
Last Viewed
recently
All
Services (10)
Marketplace (15)
More (4)
Services
See more
Subscriptions
OracleSubscriptions
Billing subscription
Event Grid Subscrip
Click "Subscriptions"
Marketplace
See more
Red Hat Enterprise Linux Subscriptions for Azure deployments
Red Hat OpenShift Subscriptions for Azure deployments
Red Hat Subscriptions for Azure Red Hat OpenShift (ARO) deployments
Red Hat Enterprise Linux Subscriptions for Azure deployments
Documentation
See more
Create a Microsoft Customer Agreement subscription - Azure Cost Manag
Continue searching in Microsoft Entra ID
Searching all subscriptions.
Give feedback
Navigate

UTokyo Azure | utelecon

Subscriptions - Microsoft Azure

portal.azure.com/#view/Microsoft_Azure_Billing/SubscriptionsBladeV2

本人確認を行ってください

Microsoft Azure

Search resources, services, and docs (G+/)

Copilot

2573969490@utac.u-to...
THE UNIVERSITY OF TOKYO (UNI...

Home > Subscriptions >

Subscriptions

The University of Tokyo (univtokyo.onmicrosoft.com)

Add | Manage Policies | View Requests | View eligible subscriptions | Export to CSV

Showing subscriptions in The University of Tokyo directory. Don't see a subscription? Switch directories

Search for any fiel... | Subscriptions : **Filtered (1 of 1)** | My role == **all** | Status == **all** | Add filter

Subscription name	Subscription ID	My role	Current cost	Secure Score	Parent management group	Status
1923306880-YamakataTr	a6[illegible]0356d-63a3-483e-b4bb-59...	Owner	0.00	-	GiftEA group	Active

1923306880-YamakataTraining

Subscription

Search
Overview
Activity log
Access control (IAM)
Tags
Diagnose and solve problems
Security
Resource visualizer
Events
Cost Management
Billing
Settings
Help

Cancel subscription | Rename | Change directory | Feedback

Change service administrator functionality is no longer supported. Learn more. For any other issues, contact support.

Essentials

Subscription ID
a600356d-63a3-483e-b4bb-59629c01a212

Subscription name
1923306880-YamakataTraining

Directory
The University of Tokyo (univtokyo.onmicrosoft.com)

Current billing period
4/1/2025-4/30/2025

My role
Owner

Currency
Not available

Offer
Enterprise Agreement

Status
Active

Offer ID
MS-AZR-0136P

Secure Score
Not available

Parent management group
GiftEAGroup

Spending rate and forecast

Costs by resource

1923306880-YamakataTraining | Access control (IAM)

Subscription

Search
Overview
Activity log
Access control (IAM)
Tags
Diagnose and solve problems
Security
Resource visualizer
Events
Cost Management
Billing
Settings
Help

Add | Download role assignments | Edit columns | Refresh | Delete | Feedback

Add role assignment
Add co-administrator
Add custom role

of August 31, 2024, Azure classic administrator roles (along with Azure classic resources, Azure Service Manager) are retired and are no longer
ill have active Co-Administrator or Service Administrator role assignments, convert these roles to Azure RBAC immediately. Learn more

Check access | Role assignments | Roles | Deny assignments | Classic administrators

Looking for the previous check access view? Click here.

Check access

Review the level of access a user, group, service principal, or managed identity has to this resource. Learn more

Check access

崇秀 郡司 Assignments

Active	Eligible	Deny
1	0	0

Add role assignment

A role definition is a collection of permissions. You can use the built-in roles or you can create your own custom roles. Learn more

Job function roles | Privileged administrator roles

Grant access to Azure resources based on job function, such as the ability to create virtual machines.

Search by role name, description, permission, or ID

Type : **All** Category : **All**

Name	Description	Type	Category	Details
Reader	View all resources, but does not allow you to make any changes.	BuiltInRole	General	View
AcrDelete	acr delete	BuiltInRole	Containers	View
AcrImageSigner	acr image signer	BuiltInRole	Containers	View
AcrPull	acr pull	BuiltInRole	Containers	View
AcrPush	acr push	BuiltInRole	Containers	View

Add role assignment

Role | Members | Conditions | Assignment type | Review + assign

A role definition is a collection of permissions. You can use the built-in roles or you can create your own custom roles. Learn more

Job function roles | **Privileged administrator roles**

Grant privileged administrator access, such as the ability to assign roles to other users.

Can a job func... instead?

Select “Owner”

Search by role... or ID | Type : **All** | Category : **All**

Name	Description	Type	Category	Details
Owner	Grants full access to manage all resources, including the ability to assign roles in Azu...	BuiltInRole	General	View
Contributor	Grants full access to manage all resources, but does not allow you to assign roles in ...	BuiltInRole	General	View
Access Review Operator Service ...	Lets you grant Access Review System app permissions to discover and revoke access ...	BuiltInRole	None	View
Azure File Sync Administrator	Provides full access to manage all Azure File Sync (Storage Sync Service) resources.	BuiltInRole	None	View
Role Based Access Control Admi...	Manage access to Azure resources by assigning roles using Azure RBAC. This role do...	BuiltInRole	None	View
User Access Administrator	Lets you manage user access to Azure resources.	BuiltInRole	General	View

Showing 1 - 6 of 6 results.

Review + assign | Previous | Next

Feedback

Add role assignment

Showing a filtered list of roles because your permissions include a condition. Learn more
View my access

Selected role Contributor

Assign access to
- (●) User, group, or service principal
- ( ) Managed identity

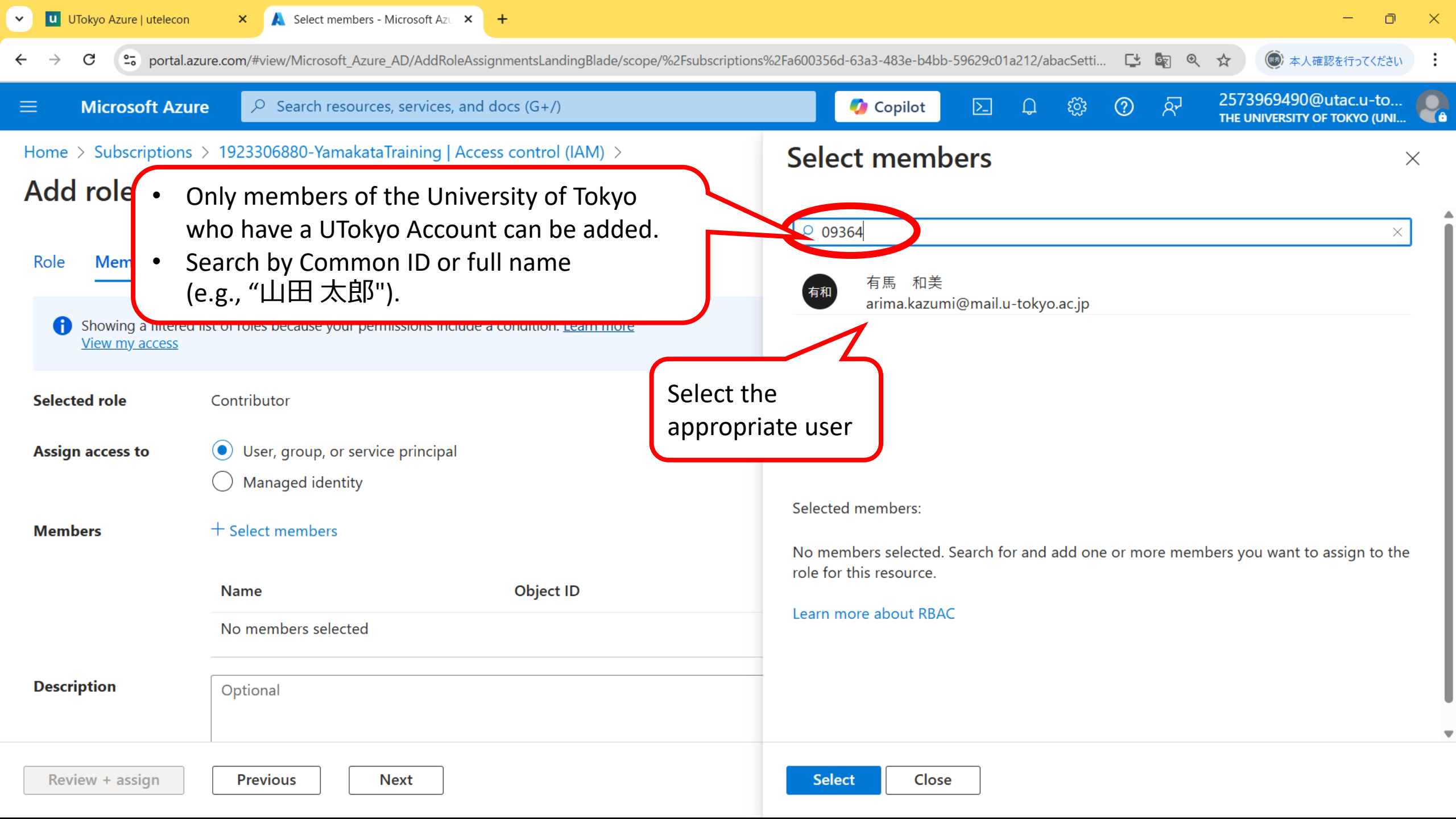
Members + Select members

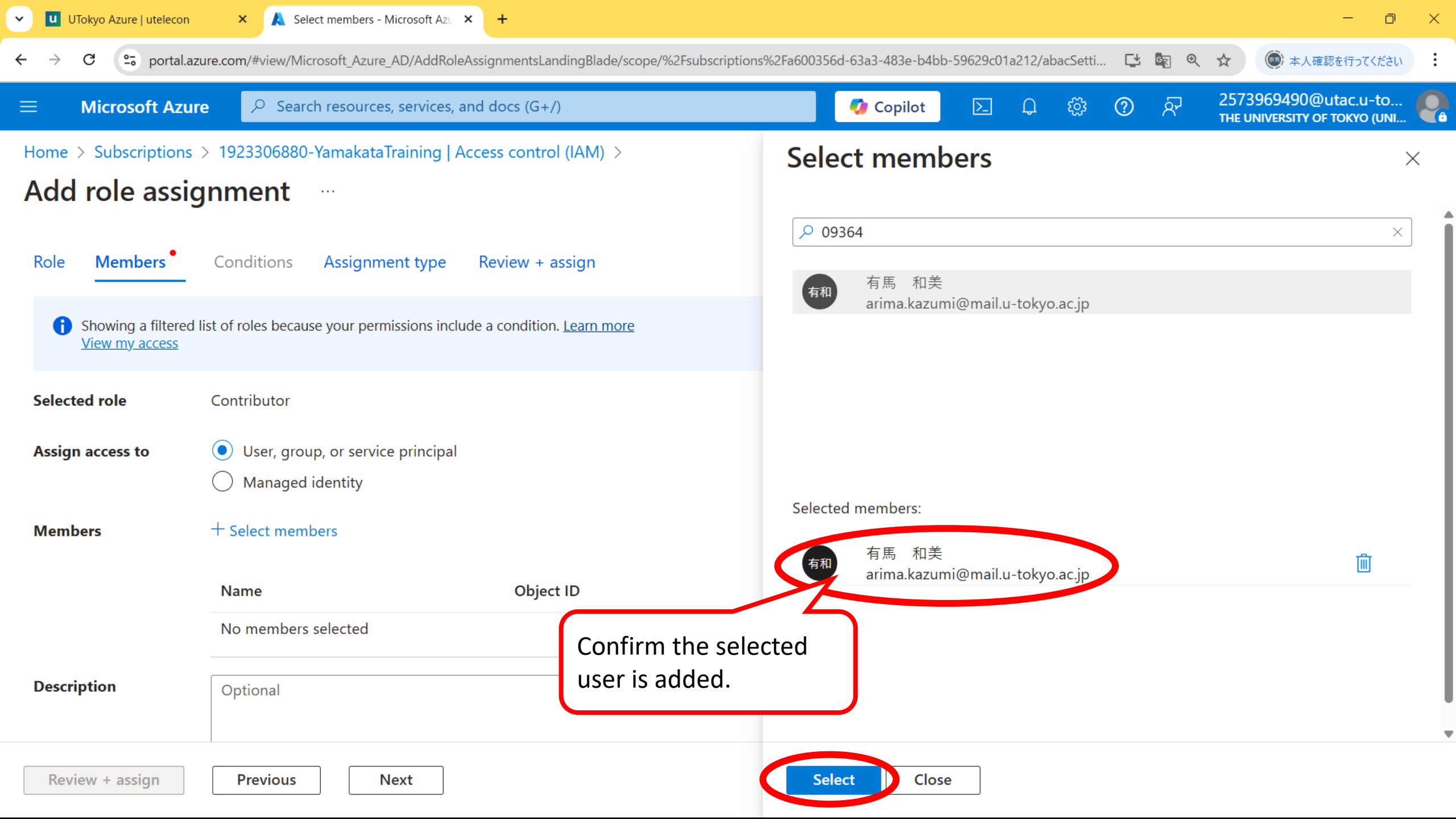
Name	Object ID	Type
No members selected		

Description Optional

Review + assign | Previous | Next

Feedback


UTokyo Azure | utelecon
Select members - Microsoft Az
portal.azure.com/#view/Microsoft_Azure_AD/AddRoleAssignmentsLandingBlade/scope/%2Fsubscriptions%2Fa600356d-63a3-483e-b4bb-59629c01a212/abacSetti...
本人確認を行ってください
Microsoft Azure
Search resources, services, and docs (G+/)
Copilot
2573969490@utac.u-to...
THE UNIVERSITY OF TOKYO (UNI...
Home > Subscriptions > 1923306880-YamakataTraining | Access control (IAM) >
Add role
Role
Mem
Showing a filtered list of roles because your permissions include a condition. Learn more
View my access
Selected role
Contributor
Assign access to
User, group, or service principal
Managed identity
Members
+ Select members
Name
Object ID
No members selected
Description
Optional
Review + assign
Previous
Next
Select members
09364
有和
有馬　和美
arima.kazumi@mail.u-tokyo.ac.jp
Selected members:
No members selected. Search for and add one or more members you want to assign to the role for this resource.
Learn more about RBAC
Select
Close
• Only members of the University of Tokyo who have a UTokyo Account can be added.
• Search by Common ID or full name (e.g., “山田 太郎").
Select the appropriate user


UTokyo Azure | utelecon
Select members - Microsoft Az
portal.azure.com/#view/Microsoft_Azure_AD/AddRoleAssignmentsLandingBlade/scope/%2Fsubscriptions%2Fa600356d-63a3-483e-b4bb-59629c01a212/abacSetti...
本人確認を行ってください
Microsoft Azure
Search resources, services, and docs (G+/)
Copilot
2573969490@utac.u-to...
THE UNIVERSITY OF TOKYO (UNI...
Home > Subscriptions > 1923306880-YamakataTraining | Access control (IAM) >
Add role assignment
Role
Members
Conditions
Assignment type
Review + assign
Showing a filtered list of roles because your permissions include a condition. Learn more
View my access
Selected role
Contributor
Assign access to
User, group, or service principal
Managed identity
Members
+ Select members
Name
Object ID
No members selected
Description
Optional
Review + assign
Previous
Next
Select members
09364
有和
有馬　和美
arima.kazumi@mail.u-tokyo.ac.jp
Selected members:
有和
有馬　和美
arima.kazumi@mail.u-tokyo.ac.jp
Confirm the selected user is added.
Select
Close

Add role assignment

Showing a filtered list of roles because your permissions include a condition. Learn more
View my access

Selected role Contributor

Assign access to
- (●) User, group, or service principal
- ( ) Managed identity

Members + Select members

Name	Object ID	Type
有馬　和美	3452ccc9-1cfe-4402-9ad5-2f372eac6a3b	User

Description Optional

Review + assign | Previous | Next

Feedback

Add role assignment

Selected role Owner

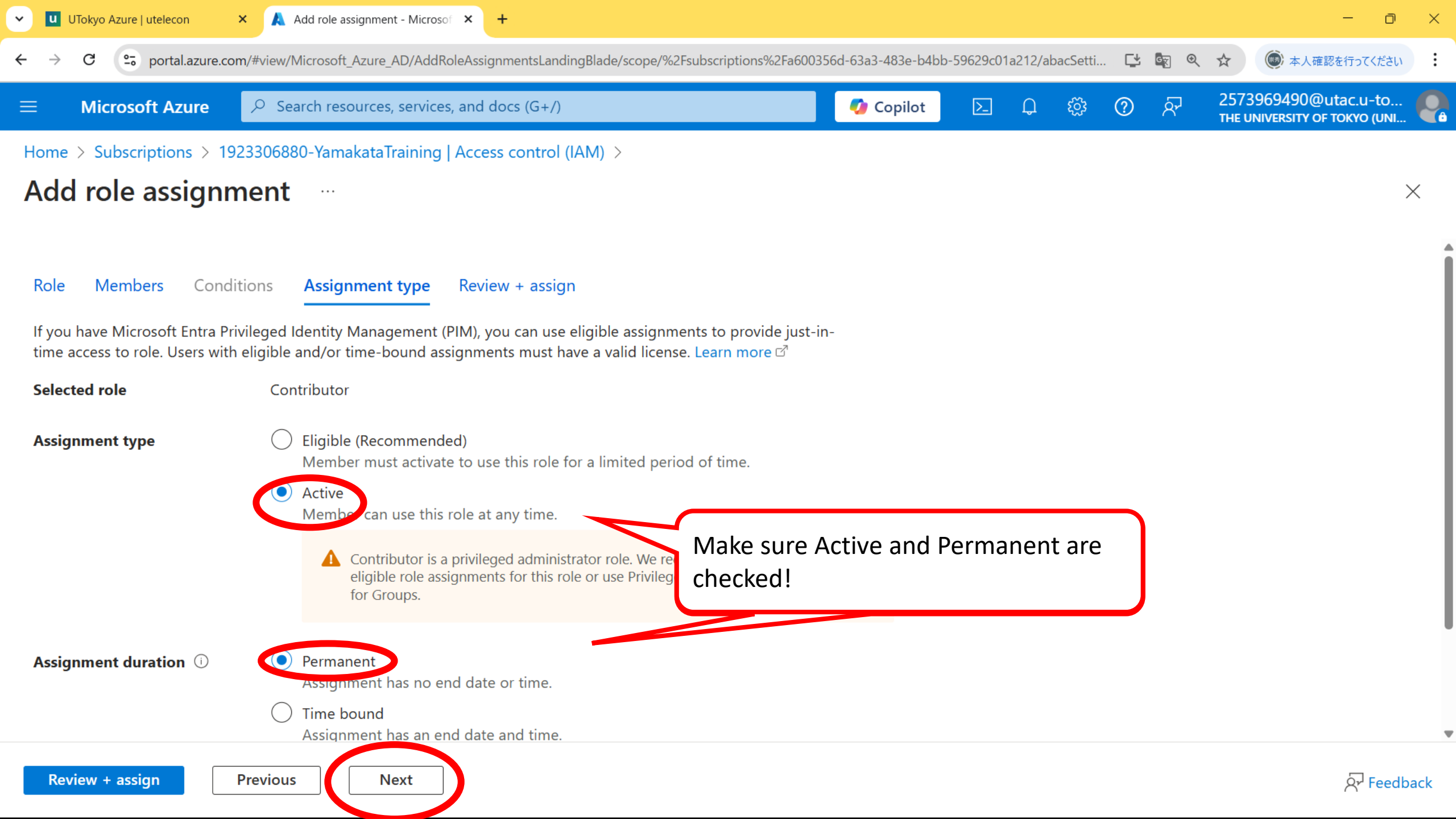
What user can do

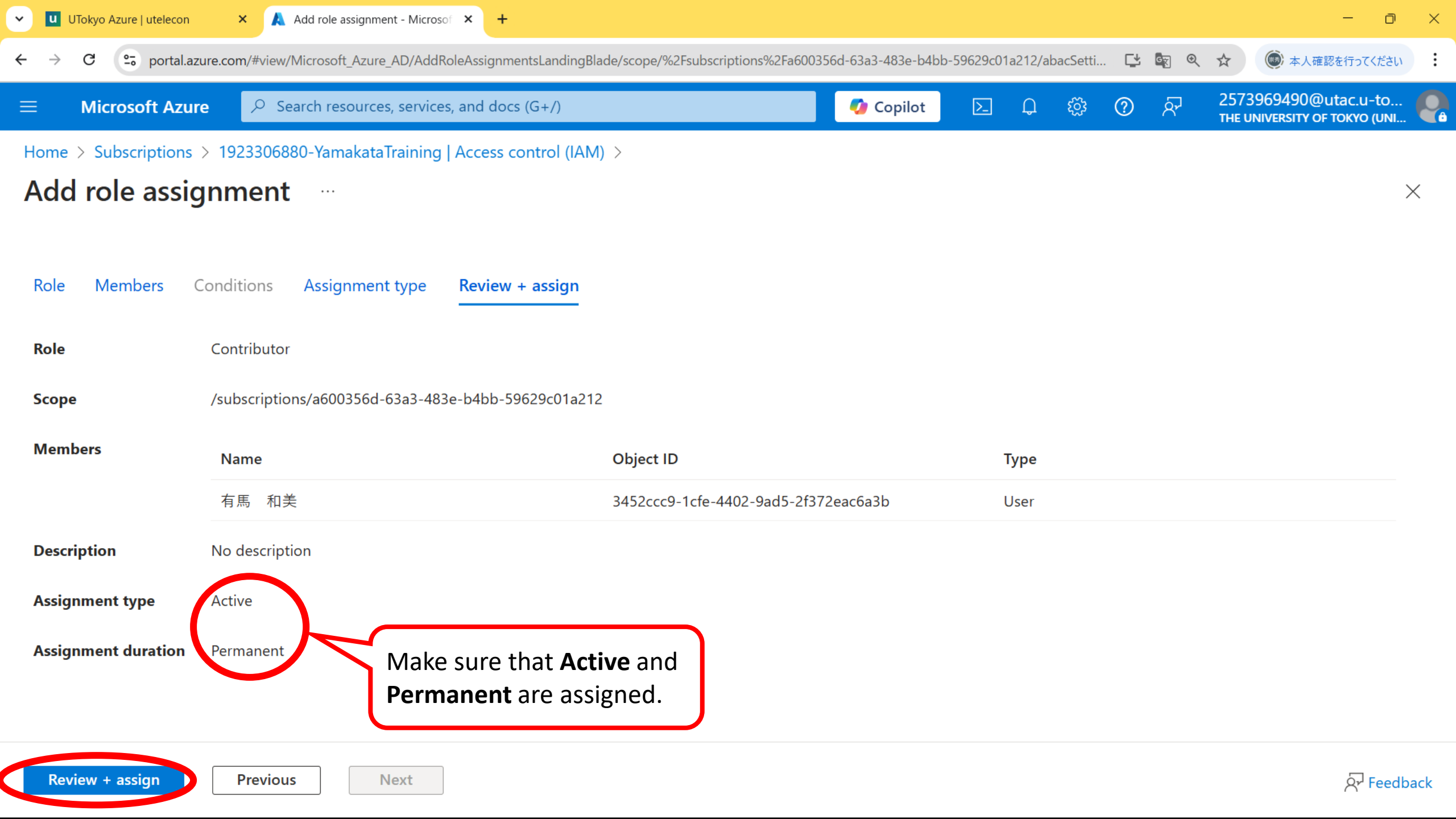
- ○ Allow user to only assign selected roles to selected principals (fewer privileges)
- ◉ Allow user to assign all roles except privileged administrator roles Owner, UAA, RBAC (Recommended)
- ○ Allow user to assign all roles (highly privileged)

Condition

Preconfigured (All roles except privilege built-in roles)

Exclude roles:
Owner, User Access Administrator, Role Based Access Control Administrator


UTokyo Azure | utelecon
Add role assignment - Microsof
portal.azure.com/#view/Microsoft_Azure_AD/AddRoleAssignmentsLandingBlade/scope/%2Fsubscriptions%2Fa600356d-63a3-483e-b4bb-59629c01a212/abacSetti...
本人確認を行ってください
Microsoft Azure
Search resources, services, and docs (G+/)
Copilot
2573969490@utac.u-to...
THE UNIVERSITY OF TOKYO (UNI...
Home > Subscriptions > 1923306880-YamakataTraining | Access control (IAM) >
Add role assignment
Role
Members
Conditions
Assignment type
Review + assign
If you have Microsoft Entra Privileged Identity Management (PIM), you can use eligible assignments to provide just-in-time access to role. Users with eligible and/or time-bound assignments must have a valid license. Learn more
Selected role
Contributor
Assignment type
Eligible (Recommended)
Member must activate to use this role for a limited period of time.
Active
Membe can use this role at any time.
Contributor is a privileged administrator role. We re
eligible role assignments for this role or use Privileg
for Groups.
Make sure Active and Permanent are checked!
Assignment duration
Permanent
Assignment has no end date or time.
Time bound
Assignment has an end date and time.
Review + assign
Previous
Next
Feedback


UTokyo Azure | utelecon
Add role assignment - Microsof
portal.azure.com/#view/Microsoft_Azure_AD/AddRoleAssignmentsLandingBlade/scope/%2Fsubscriptions%2Fa600356d-63a3-483e-b4bb-59629c01a212/abacSetti...
本人確認を行ってください
Microsoft Azure
Search resources, services, and docs (G+/)
Copilot
2573969490@utac.u-to...
THE UNIVERSITY OF TOKYO (UNI...
Home > Subscriptions > 1923306880-YamakataTraining | Access control (IAM) >
Add role assignment
Role
Members
Conditions
Assignment type
Review + assign
Role
Contributor
Scope
/subscriptions/a600356d-63a3-483e-b4bb-59629c01a212
Members
Name
Object ID
Type
有馬　和美
3452ccc9-1cfe-4402-9ad5-2f372eac6a3b
User
Description
No description
Assignment type
Active
Assignment duration
Permanent
Make sure that **Active** and **Permanent** are assigned.
Review + assign
Previous
Next
Feedback

1923306880-YamakataTraining | Access control (IAM)

Subscription

Search
Overview
Activity log
Access control (IAM)
Tags
Diagnose and solve problems
Security
Resource visualizer
Events
Cost Management
Billing
Settings
Help

Add | Download role assignments | Edit columns | Refresh | Delete | Feedback

Action required: As of August 31, 2024, Azure classic administrator roles (along with Azure classic resources, Azure Service Manager) are retired and are no longer supported. If you still have active Co-Administrator or Service Administrator role assignments, convert these roles to Azure RBAC immediately. Learn more

Check access | Role assignments | Roles | Deny assignments | Classic administrators

Looking for the previous check access view? Click here.

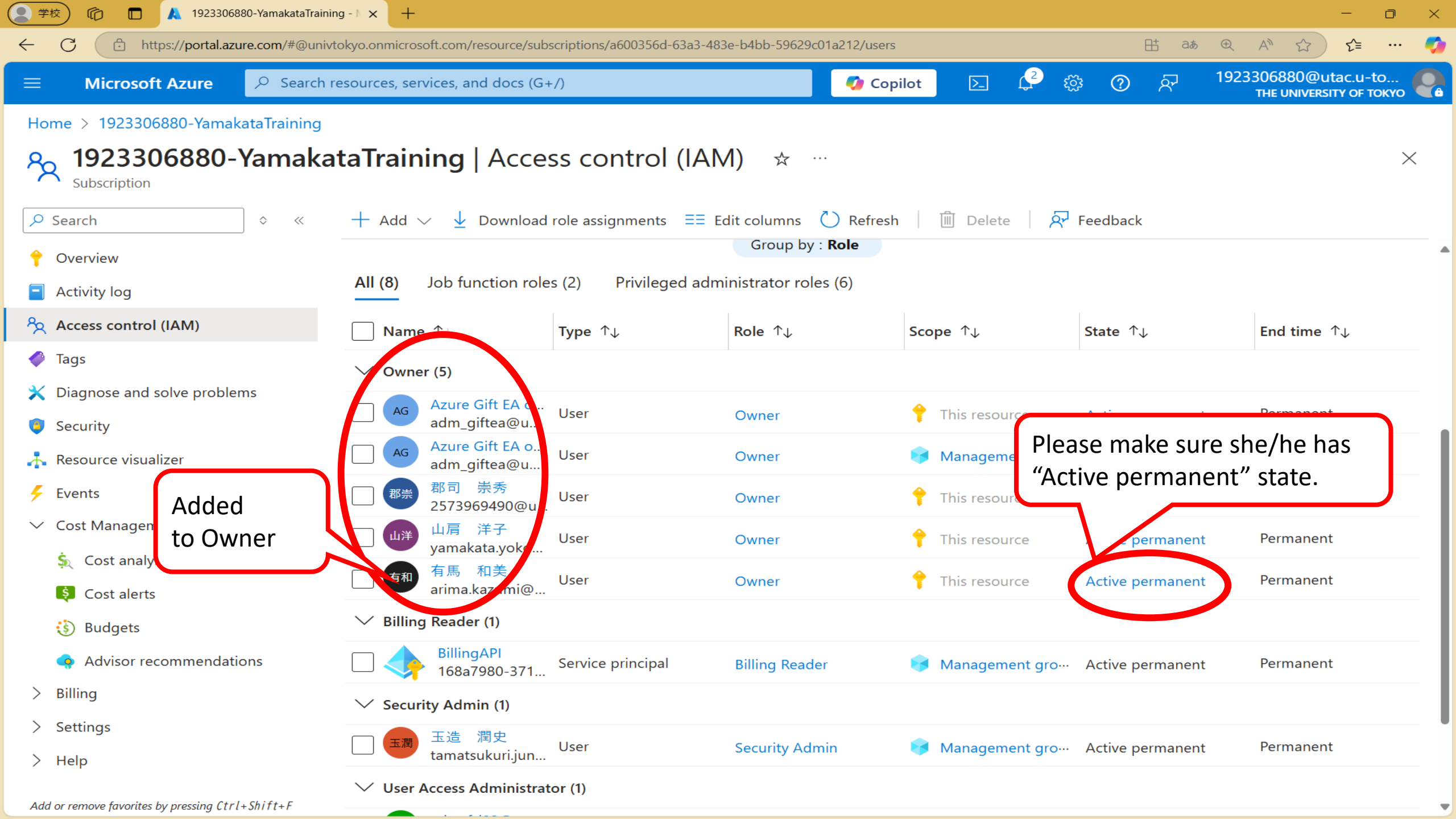
Check access

Review the level of access a user, group, service principal, or managed identity has to this resource. Learn more

Check access

崇秀 郡司 Assignments

Active	Eligible	Deny
1	0	0


1923306880-YamakataTraining
https://portal.azure.com/#@univtokyo.onmicrosoft.com/resource/subscriptions/a600356d-63a3-483e-b4bb-59629c01a212/users
Microsoft Azure
Search resources, services, and docs (G+/)
Copilot
1923306880@utac.u-to...
THE UNIVERSITY OF TOKYO
Home > 1923306880-YamakataTraining
1923306880-YamakataTraining | Access control (IAM)
Subscription
Search
Overview
Activity log
Access control (IAM)
Tags
Diagnose and solve problems
Security
Resource visualizer
Events
Cost Management
Cost analysis
Cost alerts
Budgets
Advisor recommendations
Billing
Settings
Help
Add or remove favorites by pressing Ctrl+Shift+F
Add
Download role assignments
Edit columns
Refresh
Delete
Feedback
Group by : Role
All (8)
Job function roles (2)
Privileged administrator roles (6)
Name
Type
Role
Scope
State
End time
Owner (5)
Azure Gift EA ...
adm_giftea@u...
User
Owner
This resource
Azure Gift EA o...
adm_giftea@u...
User
Owner
Management
郡司　崇秀
2573969490@u...
User
Owner
This resource
山肩　洋子
yamakata.yok...
User
Owner
This resource
permanent
Permanent
有馬　和美
arima.kazumi@...
User
Owner
This resource
Active permanent
Permanent
Billing Reader (1)
BillingAPI
168a7980-371...
Service principal
Billing Reader
Management gro...
Active permanent
Permanent
Security Admin (1)
玉造　潤史
tamatsukuri.jun...
User
Security Admin
Management gro...
Active permanent
Permanent
User Access Administrator (1)
Added to Owner
Please make sure she/he has “Active permanent” state.