

Instructions for Blackleaf request for Hosted Access

07/22/2026 2:16 pm EDT

Author: **Craig Floyd**

Issue: When Blackleaf requests access to Hosted Clients.

Resolution:

1. Grant Blackleaf Admin access to Hosted Server
 1. Login to the requested Hosted client's server
 2. Click the Start Button and search for "Edit local users and groups" -> then Launch
 3. Click Groups
 4. Double-Clicks Administrators
 5. Click Add
 6. Type "Blackleaf_users"
 7. Click Ok
2. Grant Blackleaf the Desktop view
 1. Launch AdminTool
 2. Click Applications
 3. Double-click "Microsoft Remote Desktop"
 4. Click Add
 5. Type "Blackleaf_users"
 6. Click Ok
 7. Click Save
3. Grant Blackleaf access to TSP Database
 1. Launch SSMS
 2. Logon TSP and SQL Server using sedonauser
 3. Expand "Security"
 4. Right-Click "Logins"
 5. Click "New Login"
 6. Click "Search"
 7. Click "Object Types"
 1. Ensure "Groups" is the only option selected
 8. Type in "Blackleaf_Users"
 9. Click Ok
 10. Click Server Roles
 11. Click "sysadmin"
 12. Click User Mappings
 13. Select required Databases

14. Click Ok
