

Configure Asana user provisioning

You can set up automated user provisioning (autoprovisioning) so that any changes you make to user accounts in Google Workspace are automatically synced with this third-party app.

Automated user provisioning operates only on active, suspended, or deleted users. It doesn't include archived users.

Before you begin

Before you can set up automated user provisioning, you need to set up SSO for Asana. For the steps, go to [Asana cloud app](/admin/apps/integrations/asana-cloud-app) (/admin/apps/integrations/asana-cloud-app).

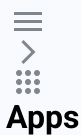
Set up automated user provisioning

> Get an access token for the Asana app

1. Go to [Asana](https://app.asana.com) (https://app.asana.com) and sign in with your Asana super admin account.
2. Add a service account. This generates an access token that you need to download.

> Set up autoprovisioning for the Asana app

1. In the Google Admin console, go to Menu



>
Web and mobile apps.

Go to Web and mobile apps (https://admin.google.com/ac/apps/unified)

You must be signed in as a super administrator (/admin/users/prebuilt-administrator-roles#super_admin) for this task.

2. Click **Asana**.
3. For **Autoprovisioning**, click **Configure autoprovisioning**.
4. For **Access token**, paste the access token that you copied from **Asana** in Step 1, and click **Continue**.
5. For **App attributes**, verify that all mandatory attributes—those marked with an asterisk (*)—are mapped to Google directory attributes. If not, click the Down arrow
▼
and map them to their appropriate attribute.
6. Click **Continue**.
7. (Optional) To limit autoprovisioning to specific groups of users:

- a. For **Search groups**, enter one or more letters of the group name, select the group name, and choose a scope.
- b. Add any additional groups.
- c. (Optional) To remove a group, click Remove



If a group has users from a secondary domain or from outside of your organization, those users are not provisioned.

8. Click **Continue**.
9. Decide how long users have access to the app after the app is turned off for them or their Google Workspace account is suspended or deleted. You can decide to suspend and then hard delete their account in Asana. Or, just suspend or hard delete them. You can set the time frame individually for each option and choose within 24 hours or after one, 7, or 21 days.
 - a. Choose options for each of these settings, as needed:
 - **When an app is turned off for a user**
 - **When a user is suspended from Google**
 - **When a user is deleted from Google**
If you suspend the user account in Asana, it's marked as deactivated.
If you hard delete the user account in Asana, the account is removed

from the workspace. Always set more time before hard deleting a user's account.

b. Click **Finish**.

10. Turn on **Autoprovisioning**.

11. Click **Turn on** to confirm.

Edit provisioning information

> Edit user groups subject to autoprovisioning

If you turned on the app for certain organizational units, only users in the added groups who are also members of those organizational units are subject to autoprovisioning.

1. In the Google Admin console, go to Menu



Go to Web and mobile apps (<https://admin.google.com/ac/apps/unified>)

You must be signed in as a super administrator (/admin/users/prebuilt-administrator-roles#super_admin) for this task.

2. Click **Asana**.

3. Click **Autoprovisioning**.

4. For **Provisioning scope**, click **Edit**.

5. For **Search groups**, enter one or more letters of the group name, select the group name, and choose a scope.

6. Add any additional groups.

7. (Optional) To remove a group, click Remove



If a group has users from a secondary domain or from outside of your organization, those users are not provisioned.

8. Click **Update**.

➤ Edit deprovisioning time frames

1. In the Google Admin console, go to Menu



Go to Web and mobile apps (<https://admin.google.com/ac/apps/unified>)

You must be signed in as a super administrator (/admin/users/prebuilt-administrator-roles#super_admin) for this task.

2. Click **Asana**.

3. Click **Autoprovisioning**.

4. For **Deprovisioning**, click **Edit**.

5. Decide how long users have access to the app after the app is turned off for them or their Google Workspace account is suspended or deleted. You can decide to suspend and then hard delete their account in Asana. Or, just suspend or hard delete them. You can set the time frame individually for each option and choose within 24 hours or after one, 7, or 21 days.

a. Choose options for each of these settings, as needed:

- **When an app is turned off for a user**
- **When a user is suspended from Google**
- **When a user is deleted from Google**

b. Click **Update**.

Turn off autoprovisioning & delete configuration information

You can turn off autoprovisioning for the app without losing configuration information. Or, you can turn off autoprovisioning and remove all configuration information.

> Turn off autoprovisioning

To turn off autoprovisioning for the app and keep the configuration information:

1. In the Google Admin console, go to Menu



>
Web and mobile apps.

Go to Web and mobile apps (<https://admin.google.com/ac/apps/unified>)

You must be signed in as a super administrator (/admin/users/prebuilt-administrator-roles#super_admin) for this task.

2. Click **Asana**.
3. Choose an option:
 - Turn off **Autoprovisioning**.
 - Click **Autoprovisioning**
 - >
Status
 - >
Turn off.
4. Click **Turn off** to confirm.

> Turn off autoprovisioning & delete configuration information

1. In the Google Admin console, go to Menu



Web and mobile apps.

Go to Web and mobile apps (<https://admin.google.com/ac/apps/unified>)

You must be signed in as a super administrator
(/admin/users/prebuilt-administrator-roles#super_admin) for this task.

2. Click **Asana**.
3. Click **Autoprovisioning**.
4. For **Delete configuration**, click **Delete**.
5. Click **Delete** to turn off autoprovisioning and remove all the configuration information.
Existing users will not be removed from Asana and can still use the app.

Review usage information

- After you turn on autoprovisioning, you can review usage information. For details, go to [Monitor automated user provisioning](/admin/users/advanced/monitor-automated-user-provisioning) (</admin/users/advanced/monitor-automated-user-provisioning>).
- You can review the following usage information for the last 30 days:

Admin log event	Description
Create User By Auto Provisioning	Users created by autoprovisioning
Update Auto Provisioned User	Users updated by autoprovisioning
Suspend Auto Provisioned User	Users suspended by autoprovisioning
Unsuspend Auto Provisioned User	Users reactivated by autoprovisioning
Failures	Failed requests

If automatic provisioning stops...

Sometimes, due to account inactivity or if the admin password for Asana changes, autoprovisioning stops working. To continue syncing user accounts in Google Workspace to the app, you need to reauthorize autoprovisioning.

1. In the Google Admin console, go to Menu



Apps



Web and mobile apps.

Go to Web and mobile apps (<https://admin.google.com/ac/apps/unified>)

You must be signed in as a super administrator (/admin/users/prebuilt-administrator-roles#super_admin) for this task.

2. Click **Asana**.
3. Click **Autoprovisioning**.
4. For **App authorization**, click **Reauthorize**.
5. For **Access token**, enter the access token from Asana.
If you need to generate another token, follow the steps in **Get access token for app** (earlier on this page).
6. Click **Re-authorize**.

For details on other reasons why autoprovisioning might stop working, refer to the app's documentation.

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