

QUICK START GUIDE

UltraDNS Managed Services – UI Quick Start Guide

This quick start guide is designed to provide the basic overview of the UltraDNS Managed Services (UI) Portal, as well as the key areas that Users should be familiar with for easy navigation through the available features.

neustar[®]

ULTRADNS MANAGED SERVICES PORTAL

QUICK START

Thank you for choosing the Neustar UltraDNS Managed Services (UI) Portal for your Domain management services! Please find below a few of the key features of our UI Portal that we hope will make your experience navigating through our portal more enjoyable and easier to manage.

Logging In

Navigate to <https://portal.ultradns.neustar> and log in with your existing username and password.

Configuring Your User Profile Settings

Click **My Profile** in the upper right-hand side of the screen. The first section is My Profile, which allows you to update your contact information. Click on **Security Preferences** to update your Password, Security Questions, Inactivity Timeout Setting, your Password Expiration setting, and your Account Level Allowed IP Ranges.

Adding Users

Click **Accounts** from the left-hand navigation pane, and then click on the account name. Click on **Users and Groups** in the header, and then click the **Invite User** button. The user will get an email with a login link they can click to create their account.

Creating a Domain

Click **Domains** from the left-hand navigation pane, and then click **Add Domain**. You can create a Primary, Secondary, or an *Alias Domain* that points to (is an alias for) a parent domain, or copy an existing domain to a new domain. Primary and secondary domains added via zone transfer now include built-in TSIG support.

Domain Details

A domain's **Properties** section includes the domain's SOA record, name servers, and the aliased domains.

The **DNSSEC** section allows you to sign a zone, as well as reviewing the current DNSSEC policies, Key Signing Key (KSK) details, the DS Resource Records, and the Zone Signing Key (ZSK). For more details, refer to the [DNSSEC Quick Start Guide](#).

Creating Resource Records

Click **Domains**, and then click on your domain name. Click **Add Record** next to the type of record you want to add. You can also import multiple records from a BIND-formatted file.

Resource Distribution Pools

A Resource Distribution Pool is a grouping of A or AAAA records that can respond one of three ways: Round Robin, Random, or Fixed. To create a pool, click **Add Pool** next to the record type you want to associate to the pool.

Searching and Filtering Information

When viewing the **Domains** page, you can filter the types of domains you want to be displayed (primary, secondary, alias) using the **Type** drop-down menu. Furthermore, when you click on a domain name, you can filter the types of records or pools you want to view using the filter drop-down menu.

Reports


To view various data about your account and query details, click the **Reports** section from the navigation pane. You can select the type of report you want to see specific data for, or open the **Report Center** to see additional report details.

Viewing the Audit Log

The **Audit** section lists all configuration changes in your account. You can search for various event logs using the **Audit Filters** options.

Service Status

To check the status of the UltraDNS Managed Service Portal, or additional Neustar services, click **Service Status** from the navigation pane. From here, you can view the current status of Neustar services, and see upcoming planned events and advisories. Click the **Event History** tab to view the previous seven days' worth of events, or the upcoming seven days planned events.

The portal includes context-sensitive help, and the Support page provides full documentation, including the  , and other helpful links. As always, UltraSupport is here to help: (844) 677-2878, or www.support.neustar