

How to create a service account

Creating a service account allows you to import all of your organization's repos and manage API keys under one generic user and integration without having to worry about exposing access to personal repositories, permission changes, staffing changes, loss of repo access, etc.

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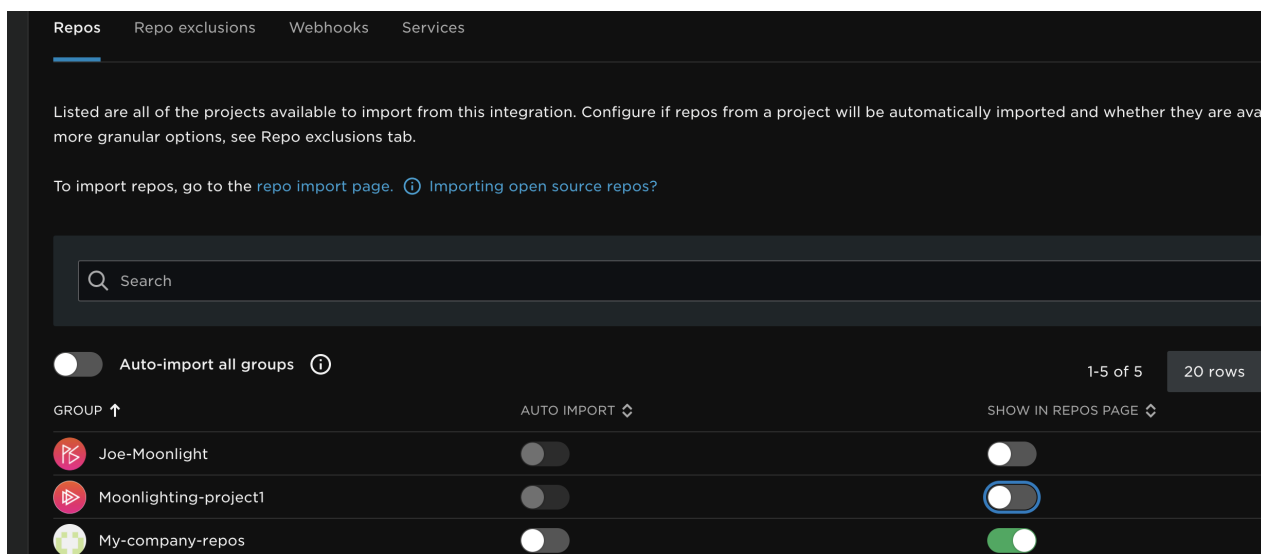
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The curious case of Joe Moonlight

Consider the case of Joe Moonlight who works for the company but gets paid on the side for two moonlighting projects. Joe connected Flow to his personal GitHub account. He imported his company's repos but obviously didn't import his two moonlighting projects or his personal repos.

After the release, anyone with the permission **Manage integrations** will see Joe's list of organizations including his two moonlighting projects and his personal user.



In this case, Joe should [set up a service account](https://help.pluralsight.com/help/how-to-create-a-service-account) (<https://help.pluralsight.com/help/how-to-create-a-service-account>) on GitHub that only has access to his company account, transfer work related repos to the service account, and delete his personal login. In many cases, Joe can also revoke access to these projects from within GitHub.

If your account is connected to any repos that would be inappropriate for the company to have access to, then you should move to a service account.

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Creating a service email

In order to create a service account within Flow, you will need to create a service email address if you do not already have one

for user functions in your organization. It can be anything from “service-account@myorg.com” or “repos@myorg.com”. Once you have a functioning email you can add the “user” to your Flow account.

Tip: This service email will need the appropriate permissions within your Git host in order to be able to import and manage your repos within Flow.

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Adding the service email to your Flow account

1. Starting on your Flow home page, go to the top navigation bar and click **Settings**. Using the left navigation under **User Management** click **Users**.
2. Click the **Invite Users** button.
3. Type in the service email you created. Give the appropriate access and permissions needed to manage integrations and repositories.

Note: We recommend the service user be set as an **Owner**. Owners have access to everything. Their view rights can also be set to view all teams and individual contributor metrics. If you want this service account to manage the import of all your repos or manage API keys, set the user permissions to **Manage integrations** and/or **Manage API keys**. [Learn more about administrative permissions.](https://help.pluralsight.com/help/administrative-permissions) (<https://help.pluralsight.com/help/administrative-permissions>)

Invite users to login

Specify one or more emails to invite to login. Setup their role, access, and view rights here before sending the invite.

User emails

service-account@mycon

Roles

Select all

Owners

Members

Global

Executive

Team Member with Overview

Team Member

Contractor

VPE

Demo Group (SA)

Admin Group (SA)

CSM

Restrictive Role

Inherit inherit

team lead role

Manage Users & Teams Only

Delivery Module Full Access

TR Role

Test

Report access

Select all

Cancel Send invite

4. Click **Send**.
5. You have successfully sent an invitation to this service email. Now you will need to access the service email and go through the steps of logging into your Flow account. Once you are successfully logged into Flow, import your repos and manage your API keys just like you would normally.

✓ Invitation Sent Successfully
Invitation was sent to the following:
service-account@mycompany.com

<https://help.pluralsight.com/help/administrative-permissions>

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If you need help, please email support@pluralsight.com () for 24/7 assistance.