

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 | Cost analysis

Subscription

Search 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

Group by: None Granularity: Accumulated Area

No cost reported during this period — Go to last month

Service name Location Resource group name

Nothing to display

Nothing to display

Nothing to display

Nothing to display

Nothing to display

Nothing to display

Nothing to display

Nothing to display

Add or remove favorites by pressing Ctrl+Shift+F

Because Utokyo Azure runs on "gift credit", "Cost analysis" function doesn't work.
→ You need to monitor it via [UTokyo Azure Subscription Management](#)

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

Microsoft Azure

subscriptions

All

Services (10)

Marketplace (15)

More (4)

Services

Subscriptions

OracleSubscriptions

Billing subscription

Event Grid Subscrip

See more

Marketplace

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

See more

Documentation

Create a Microsoft Customer Agreement subscription - Azure Cost Manag

Continue searching in Microsoft Entra ID

Give feedback

Search for subscriptions

Search for subscriptions

App Services

Storage accounts

SQL databases

More services

Recent

Favorite

Name

Navigation icons

Click "Subscriptions"

UTokyo Azure | utelecon

Subscriptions - Microsoft Azure

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

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	a660356d-63a3-483e-b4bb-59...	Owner	0.00	-	GiftEA group	Active

U Tokyo Azure | utelecon

1923306880-YamakataTraining

portal.azure.com/#@univtokyo.onmicrosoft.com/resource/subscriptions/a600356d-63a3-483e-b4bb-59629c01a212/overview

Microsoft Azure

Search resources, services, and docs (G+)

Copilot

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

Home > Subscriptions >

1923306880-YamakataTraining

Subscription

Search

Cancel subscription

Rename

Change directory

Feedback

Overview

Activity log

Access control (IAM)

Tags

Diagnose and solve problems

Security

Resource visualizer

Events

Cost Management

Billing

Settings

Help

Change service administrator functionality is no longer supported. [Learn more.](#) For any other issues, contact support.

Essentials

Subscription ID

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

Directory

The University of Tokyo (univtokyo.onmicrosoft.com)

My role

Owner

Offer

Enterprise Agreement

Offer ID

MS-AZR-0136P

Parent management group

GiftEAGroup

Subscription name

[1923306880-YamakataTraining](#)

Current billing period

4/1/2025-4/30/2025

Currency

Not available

Status

Active

Secure Score

[Not available](#)

Spending rate and forecast

Costs by resource

Home > Subscriptions > 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
- 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 will 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

UTokyo Azure | utelecon

Add role assignment - Microsoft

portal.azure.com/#view/Microsoft_Azure_AD/AddRoleAssignmentsLandingBlade/scope/%2Fsubscriptions%2Fa600356d-63a3-483e-b4bb-59629c01a212/abacSetti...

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

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

Review + assign

Previous

Next

Feedback

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 function role be used instead?

🔍 Search by role name 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.

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	Type
------	-----------	------

No members selected

Description Optional

[Home](#) > [Subscriptions](#) > [1923306880-YamakataTraining](#) | [Access control \(IAM\)](#) >

Add role

- 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”).

 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
1. Introduction	
2. Background	
3. Methodology	
4. Results	
5. Conclusion	
6. References	
7. Appendix	
8. Index	
9. Table of Contents	
10. Abstract	
11. Summary	
12. Key Words	
13. Keywords	
14. Keywords	
15. Keywords	
16. Keywords	
17. Keywords	
18. Keywords	
19. Keywords	
20. Keywords	
21. Keywords	
22. Keywords	
23. Keywords	
24. Keywords	
25. Keywords	
26. Keywords	
27. Keywords	
28. Keywords	
29. Keywords	
30. Keywords	
31. Keywords	
32. Keywords	
33. Keywords	
34. Keywords	
35. Keywords	
36. Keywords	
37. Keywords	
38. Keywords	
39. Keywords	
40. Keywords	
41. Keywords	
42. Keywords	
43. Keywords	
44. Keywords	
45. Keywords	
46. Keywords	
47. Keywords	
48. Keywords	
49. Keywords	
50. Keywords	
51. Keywords	
52. Keywords	
53. Keywords	
54. Keywords	
55. Keywords	
56. Keywords	
57. Keywords	
58. Keywords	
59. Keywords	
60. Keywords	
61. Keywords	
62. Keywords	
63. Keywords	
64. Keywords	
65. Keywords	
66. Keywords	
67. Keywords	
68. Keywords	
69. Keywords	
70. Keywords	
71. Keywords	
72. Keywords	
73. Keywords	
74. Keywords	
75. Keywords	
76. Keywords	
77. Keywords	
78. Keywords	
79. Keywords	
80. Keywords	
81. Keywords	
82. Keywords	
83. Keywords	
84. Keywords	
85. Keywords	
86. Keywords	
87. Keywords	
88. Keywords	
89. Keywords	
90. Keywords	
91. Keywords	
92. Keywords	
93. Keywords	
94. Keywords	
95. Keywords	
96. Keywords	
97. Keywords	
98. Keywords	
99. Keywords	
100. Keywords	

Review + assign

[Previous](#)

Next

Select members

09364

有馬 和美
arima.kazumi@mail.u-tokyo.ac.jp

Select the appropriate user

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

U Tokyo Azure | utelecon

Select members - Microsoft Azu

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

RoleMembersConditionsAssignment typeReview + assign

Showing a filtered list of roles because your permissions include a condition. [Learn more](#)
[View my access](#)

Selected roleContributor

Assign access to

User, group, or service principal

Managed identity

Members

+ Select members

Name	Object ID
No members selected	

Optional

Review + assign

Previous

Next

Select members

09364

有馬 和美
arima.kazumi@mail.u-tokyo.ac.jp

Selected members:

有馬 和美
arima.kazumi@mail.u-tokyo.ac.jp

Select

Close

Confirm the selected user is added.

Home > Subscriptions > 1923306880-YamakataTraining | Access control (IAM) >

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

Add role assignment

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

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

U Tokyo Azure | utelecon

Add role assignment - Microsoft

portal.azure.com/#view/Microsoft_Azure_AD/AddRoleAssignmentsLandingBlade/scope/%2Fsubscriptions%2Fa600356d-63a3-483e-b4bb-59629c01a212/abacSetti...

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

RoleMembersConditionsAssignment typeReview + 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
Member can use this role at any time.

Contributor is a privileged administrator role. We recommend using eligible role assignments for this role or use Privileged Role Management for Groups.

Assignment duration

☒ Permanent
Assignment has no end date or time.

☐ Time bound
Assignment has an end date and time.

Review + assign

PreviousNext

Feedback

Make sure Active and Permanent are checked!

U Tokyo Azure | utelecon

Add role assignment - Microsoft

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

U Tokyo Azure | utelecon

1923306880-YamakataTraining

portal.azure.com/#@univtokyo.onmicrosoft.com/resource/subscriptions/a600356d-63a3-483e-b4bb-59629c01a212/users

Microsoft Azure

Search resources, services, and docs (G+)

Copilot

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

Home > Subscriptions > 1923306880-YamakataTraining

1923306880-YamakataTraining | Access control (IAM)

Subscription

Search

+ Add

Download role assignments

Edit columns

Refresh

Delete

Feedback

Overview

Activity log

Access control (IAM)

Tags

Diagnose and solve problems

Security

Resource visualizer

Events

Cost Management

Billing

Settings

Help

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

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

Home > 1923306880-YamakataTraining

1923306880-YamakataTraining | Access control (IAM)

Group by: Role

All (8)Job function roles (2)Privileged administrator roles (6)

Name	Type	Role	Scope	State	End time
Owner (5)					
☐ AG Azure Gift EA adm_giftea@u...	User	Owner	This resource	Active permanent	Permanent
☐ AG Azure Gift EA adm_giftea@u...	User	Owner	Management	Active permanent	Permanent
☐ 郡司 崇秀 2573969490@u...	User	Owner	This resource	Active permanent	Permanent
☐ 山洋 yamakata.yok...	User	Owner	This resource	Active 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)					
☐ 玉潤 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.

Add or remove favorites by pressing Ctrl+Shift+F