SSO Set-up Instructions

www.hrwize.com

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Contents

In this guide we'll cover how to create and register a SAML Enterprise App in Microsoft Entra. (Formerly known as Azure Active Directory)

This app is to be used as your private identity provider in HRWize. This will be required as part of Single Sign On. (SSO)

Further information from Microsoft Entra which you may find useful can be found here.

Reduce risk
Reduce the risk that comes along with duplicate data entry. Use HRWize as your single source of truth.

Remove inefficiencies
No more removing and maintaining users across both platforms. Streamline HR processes and improve efficiency.

Improve data security
Maintain records in one system rather than two, improved data security and bank on total compliance.

Overview

What is the process for enabling SSO?

1. Set-up your SAML enterprise app in Microsoft Entra
2. Enable SSO in your SAML enterprise app
3. Input SAML configuration information in the HRWize identity server (IDS)
4. Send your App Federation Metadata to the HRWize team to complete registration
5. Make your application available to all users

Once the above steps have been completed you and your users will be able to utilize SSO to sign-on to the HRWize application.

Note: When using multiple domains, each domain must be whitelisted.

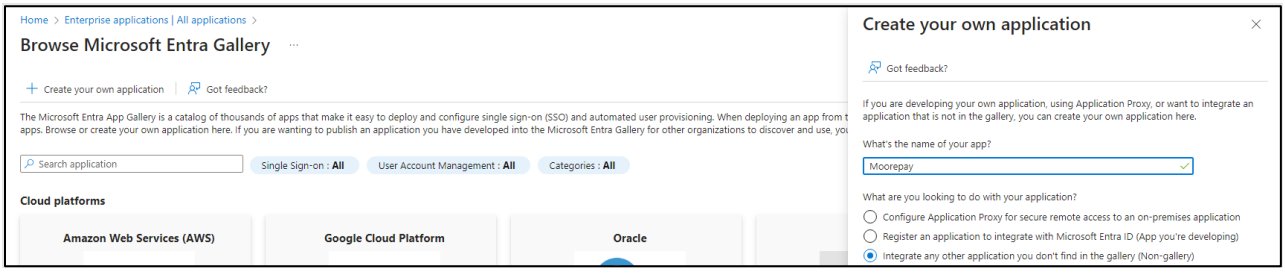
Set-up Process

Creating an app in Entra

1. Login to your Azure portal and search **enterprise applications** in the top search bar. Click on **new application** and then **create your own application**.

   Note: It's important that you create a new application and **do not** simply update your current SSO credentials as this will prevent your users from logging in via your existing SSO.

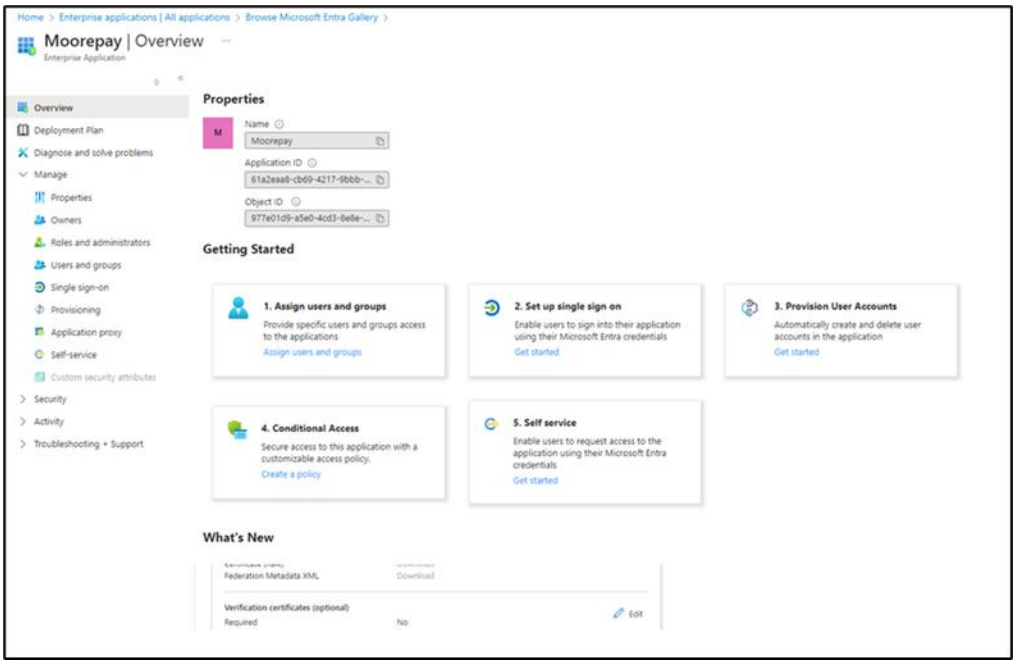
2. Enter your preferred name for your application, we recommend 'HRWize' for ease of use. Then select **integrate any other application you don't find in the gallery.** (Non-gallery)



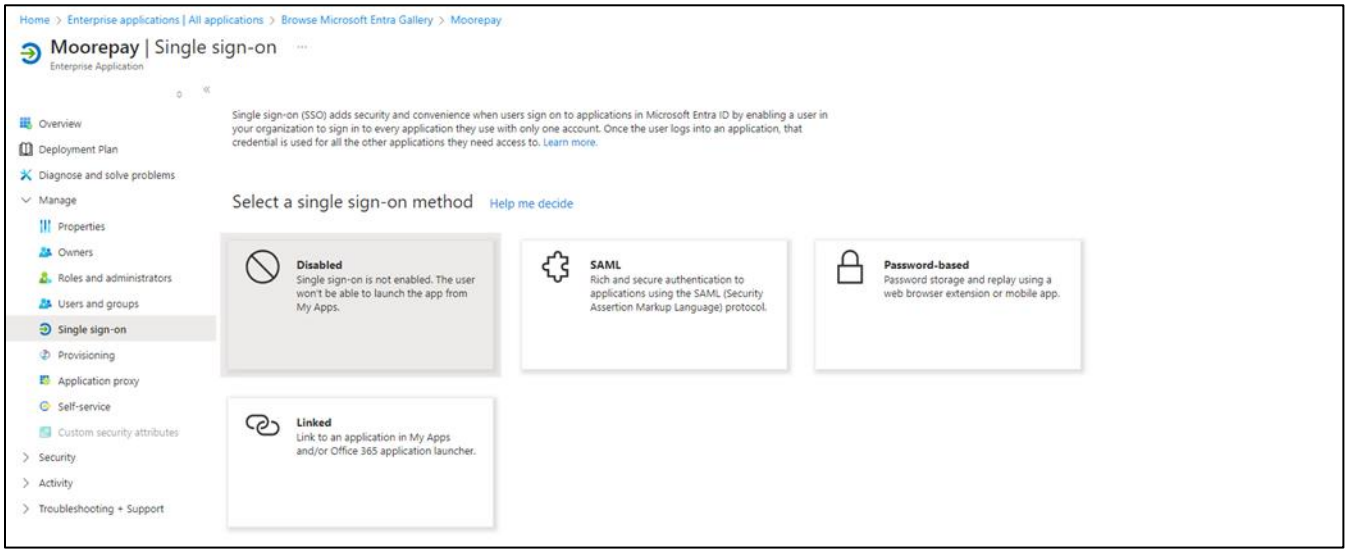
Enabling single sign-on for your app

Once your new application has been set up you should now see it in your dashboard. From here you'll be able to set up single sign-on.

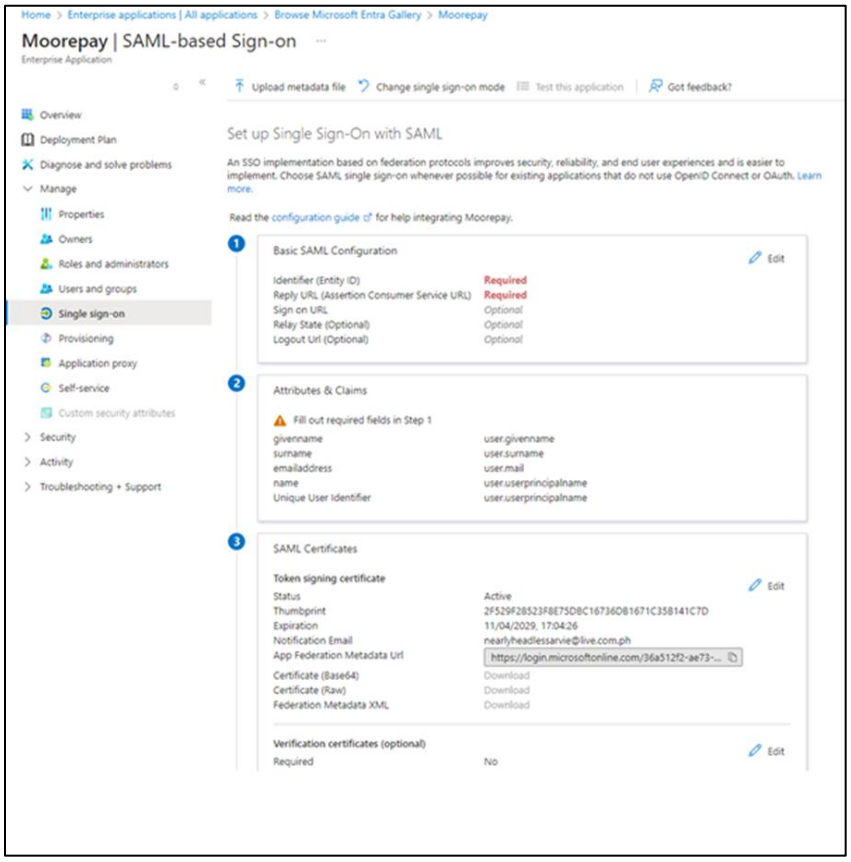
1. In your new application dashboard click on **set up single sign-on**



2. Select SAML



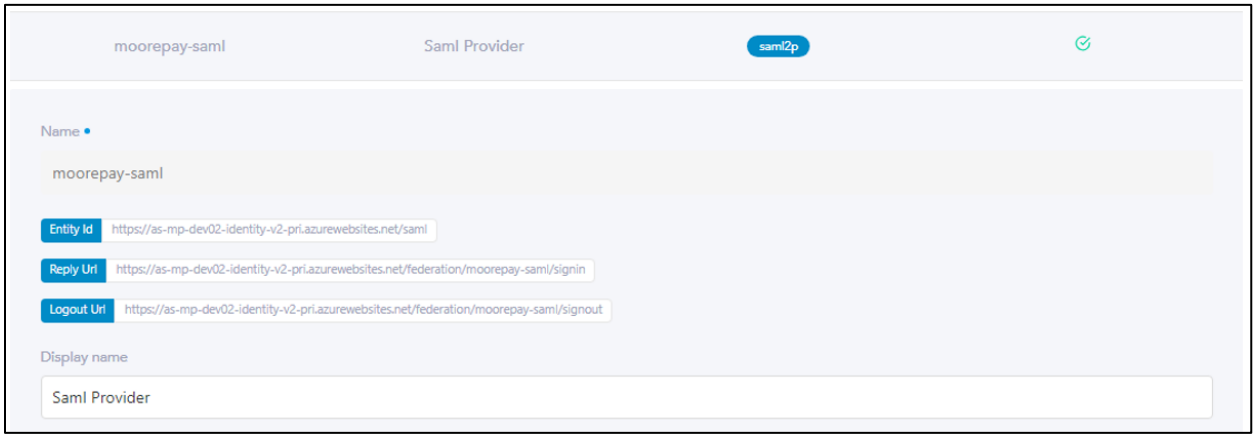
3. In the SAML-based sign-on setup select **edit** in **step 1**



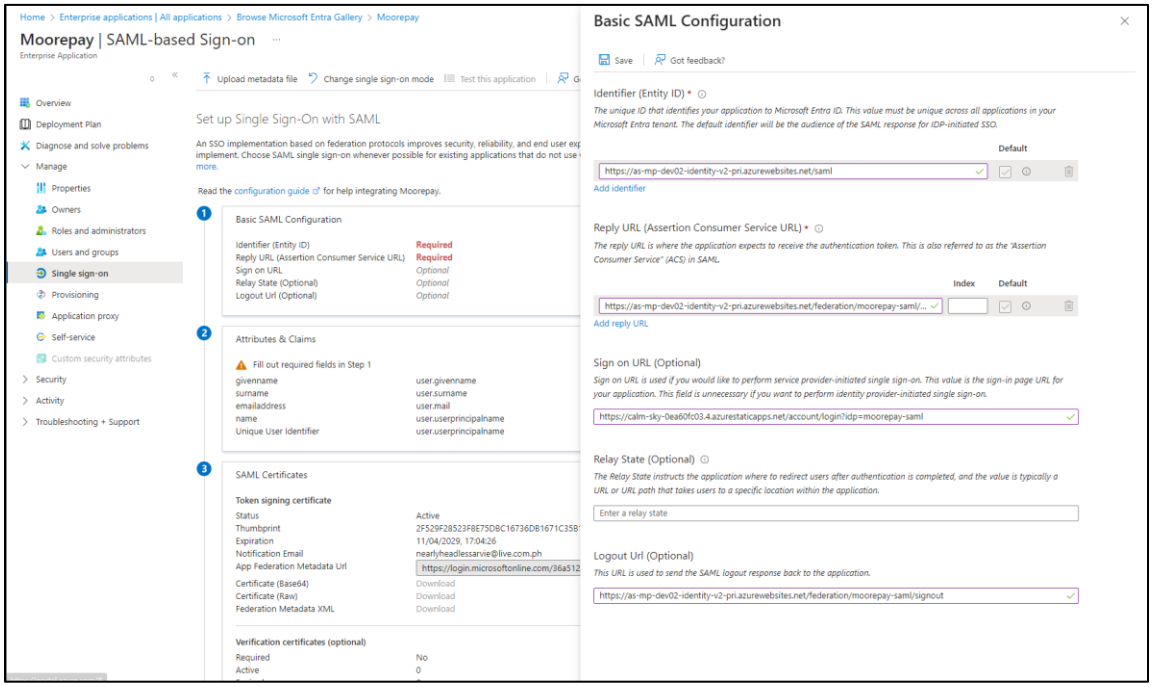
Please note {YOUR_ID} = CUSTOMER required below will be provided to you by your consultant. Please reach out to them to receive this ID before starting this process.
For HRWize: Company ID*

4. You will need the following information to complete step 1 of the SAML-based sign-on form:
    a. Entity ID
    https://identity.hrwize.com/saml
    b. Reply URL
    https://identity.hrwize.com/federation/CUSTOMER/signin
    c. Logout URL
    https://identity.hrwize.com/federation/CUSTOMER/signout
    d. Sign in URL
    https://login.hrwize.com/ids.php?idp=CUSTOMER

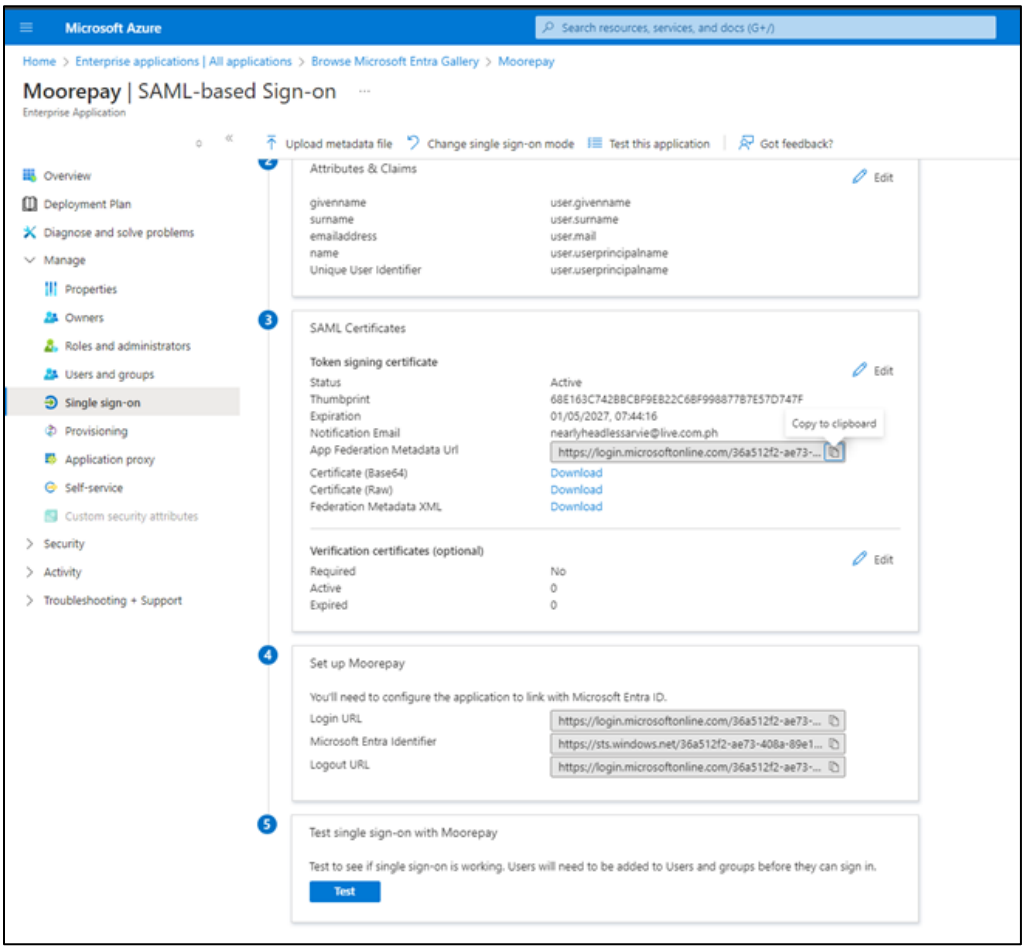
Where ‘CUSTOMER’ appears, you will need to insert your company name in capitals. If you are unsure what this should be, please contact our support team who will be able to advise.



5. In the Entra enterprise application basic SAML Configuration screen you’ll need to enter Entity ID, Replay URL, Sign on URL and Logout URL as detailed above.



6. In step 3 of the configuration screen, you'll find the App Federation Metadata URL. You'll need to copy this and keep a copy of this URL secure. The HRWize team will need this URL to complete the registration in HRWize, please share this URL with the HRWize Support team once it is available.



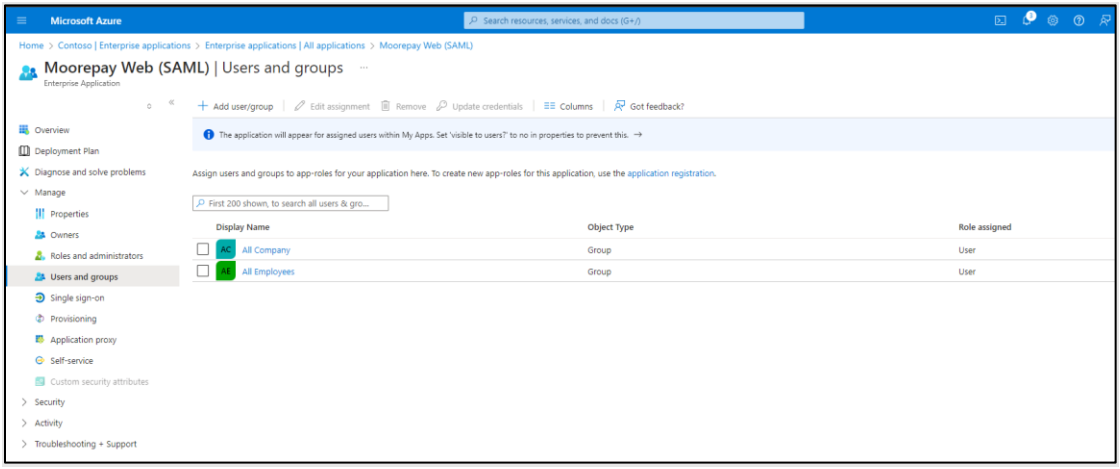
Making your app accessible to users

By default, the Application is inaccessible to any users unless assigned explicitly. That means without assigning your app, employees won't have access.

You can assign it in two ways:

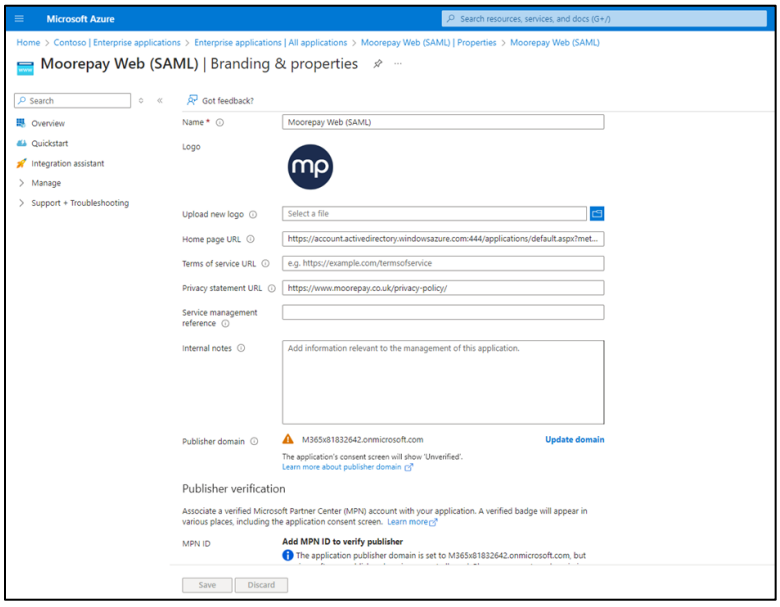
- Depending on your policies as the screenshot below shows
- Toggle off (no) the "*Assignment required?*" field in the application properties. This will give access to all your users.

Ensure you save whichever method is used.



Additional app settings

1. Additional settings can be accessed via **properties** including adding the HRWize logo.

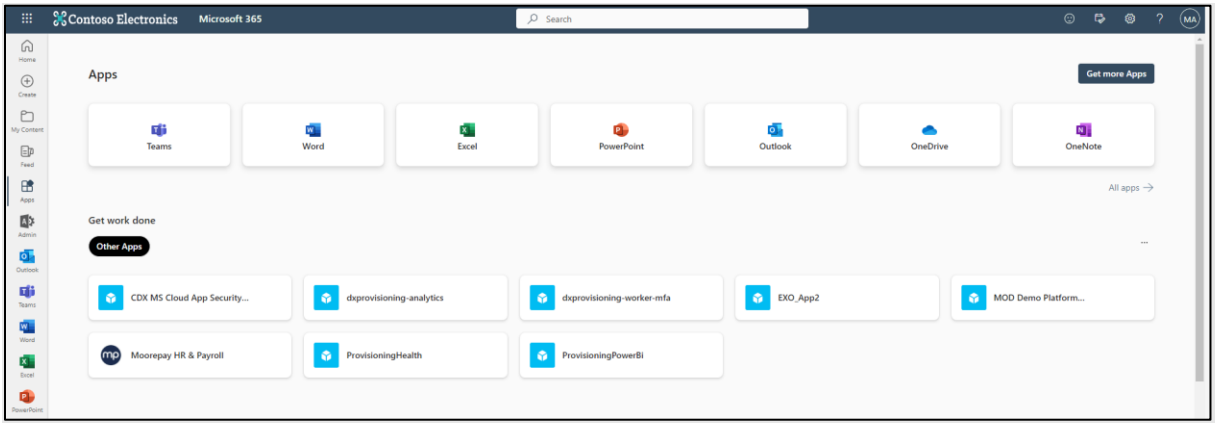


2. Further settings such as the HRWize privacy policy/logo can be set in Application registration.

Please note, the set logo will appear in all Office 365 apps.

Viewing your app in Office 365

Once your app has been set up correctly and SSO has been enabled, HRWize will appear in the list of apps in Microsoft Office 365.



User login impact

If SSO is set-up correctly and the app is visible in Office 365, users will be able to login using the HRWize app or the custom URL https://login.HRWize.com/ids.php?idp=CUSTOMER using SSO.

If the username or email in HRWize Identity matches the email address used to login, the system will log straight in. However, if there is no match the user will be prompted to link their HRWize account with their Office 365 account.