



# SSO Set-up Instructions



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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.
- Two-Factor Authentication (2FA) must be enabled when configuring SSO; we strongly recommend consulting with your internal IT team to ensure this is correctly set up.

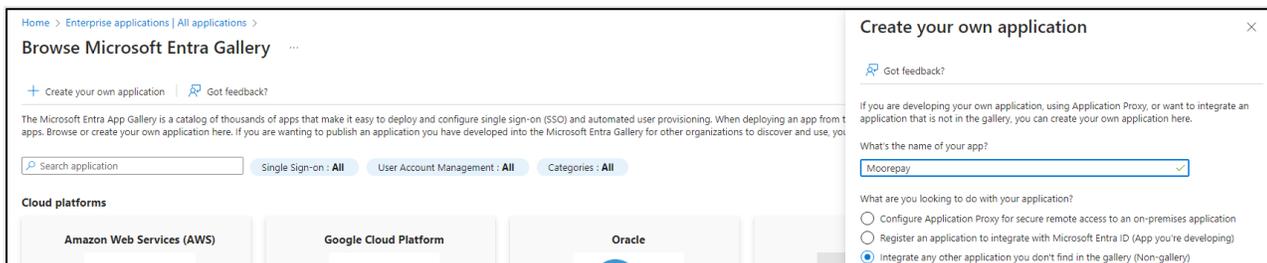
## Set-up Process

### 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.

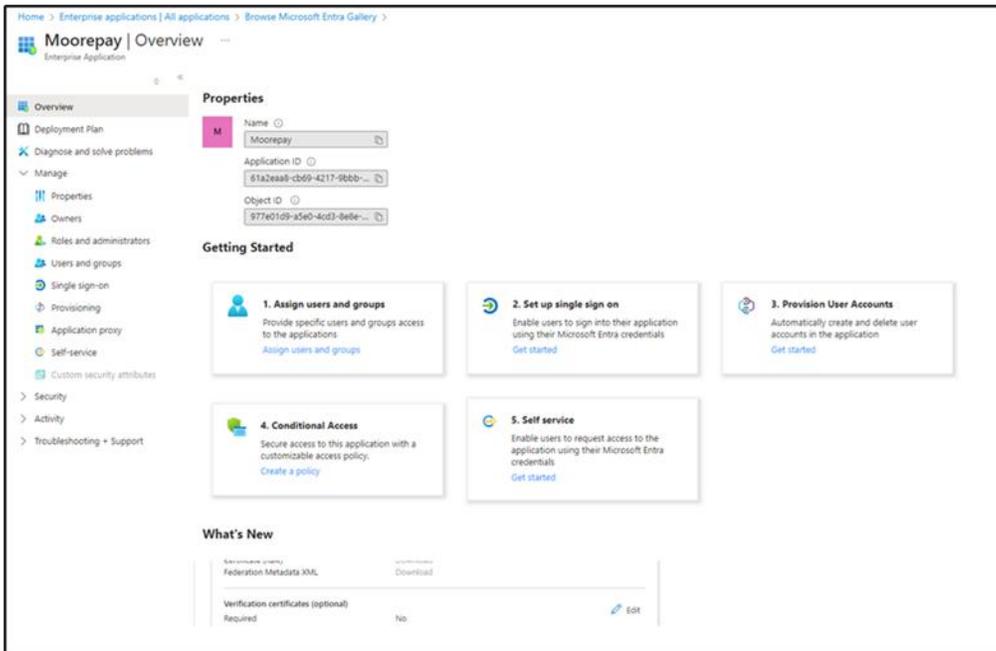
2. Enter your preferred name for your application, we recommend 'HRWize' for ease of use. Then select **integrate any other application you don't find in the gallery**. (Non-gallery)



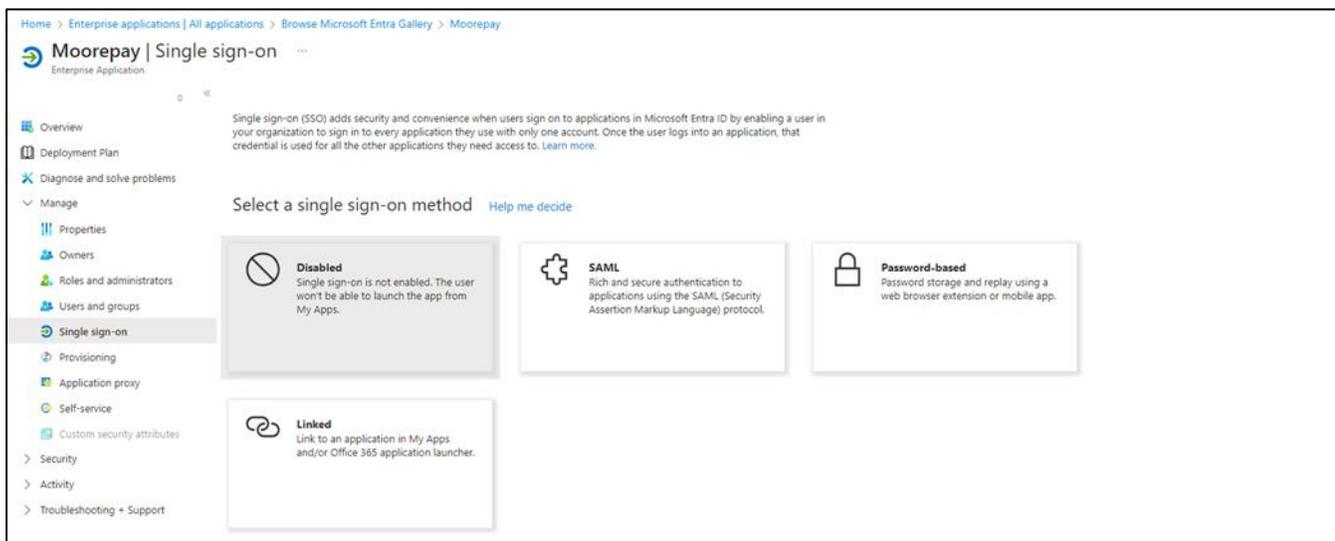
# Enabling single sign-on for your app

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.

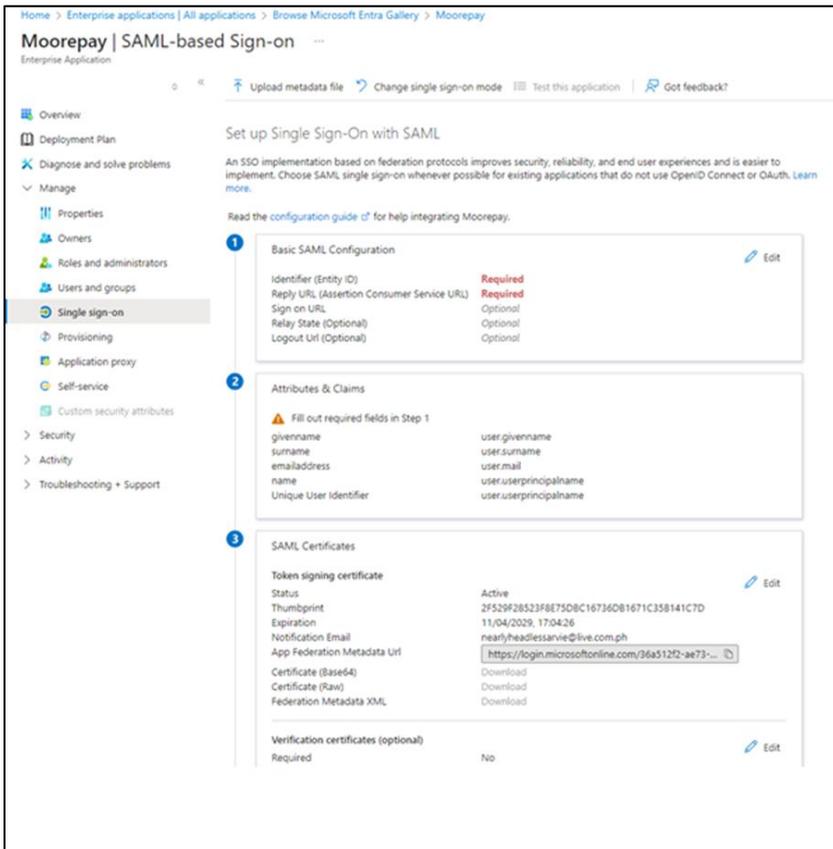
1. In your new application dashboard click on **set up single sign-on**



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.

moorepay-saml Saml Provider sam2p

Name •

moorepay-saml

Entity Id

Reply Uri

Logout Uri

Display name

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

Home > Enterprise applications | All applications > Browse Microsoft Entra Gallery > Moorepay

Moorepay | SAML-based Sign-on

Enterprise Application

Overview

Deployment Plan

Diagnose and solve problems

Manage

Properties

Owners

Roles and administrators

Users and groups

Single sign-on

Provisioning

Application proxy

Self-service

Custom security attributes

Security

Activity

Troubleshooting + Support

Set up Single Sign-On with SAML

An SSO implementation based on federation protocols improves security, reliability, and end user experience. Choose SAML single sign-on whenever possible for existing applications that do not use more.

Read the [configuration guide](#) for help integrating Moorepay.

1 Basic SAML Configuration

Identifier (Entity ID) **Required**

Reply URL (Assertion Consumer Service URL) **Required**

Sign on URL **Optional**

Relay State (Optional) **Optional**

Logout URL (Optional) **Optional**

2 Attributes & Claims

Fill out required fields in Step 1

|                        |                        |
|------------------------|------------------------|
| givenname              | user.givenname         |
| surname                | user.surname           |
| emailaddress           | user.email             |
| name                   | user.userprincipalname |
| Unique User Identifier | user.userprincipalname |

3 SAML Certificates

|                             |   |
|-----------------------------|---|
| Token signing certificate   | Active  |
| Status                      | 2F529F28523F8E75D8C16736D81671C358  |
| Thumbprint                  | 1119A42029-170A-26  |
| Expiration                  | nearbyheadlessarvie@live.com.ph   |
| Notification Email          | <a href="https://login.microsoftonline.com/86a512">https://login.microsoftonline.com/86a512</a> |
| App Federation Metadata Uri | <a href="#">Download</a>  |
| Certificate (Base64)        | <a href="#">Download</a>  |
| Certificate (Raw)           | <a href="#">Download</a>  |
| Federation Metadata XML     | <a href="#">Download</a>  |

Verification certificates (optional)

|          |    |
|----------|----|
| Required | No |
| Active   | 0  |

Basic SAML Configuration

Save | Got feedback?

Identifier (Entity ID) \*

The unique ID that identifies your application to Microsoft Entra ID. This value must be unique across all applications in your Microsoft Entra tenant. The default identifier will be the audience of the SAML response for IDP-initiated SSO.

Add identifier

Reply URL (Assertion Consumer Service URL) \*

The reply URL is where the application expects to receive the authentication token. This is also referred to as the 'Assertion Consumer Service' (ACS) in SAML.

Add reply URL

Sign on URL (Optional)

Sign on URL is used if you would like to perform service provider-initiated single sign-on. This value is the sign-in page URL for your application. This field is unnecessary if you want to perform identity provider-initiated single sign-on.

Relay State (Optional)

The Relay State instructs the application where to redirect users after authentication is completed, and the value is typically a URL or URL path that takes users to a specific location within the application.

Logout URL (Optional)

This URL is used to send the SAML logout response back to the application.

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.

The screenshot shows the Microsoft Azure portal interface for configuring a SAML-based Sign-on application. The left-hand navigation pane includes sections for Overview, Deployment Plan, Diagnose and solve problems, Manage (Properties, Owners, Roles and administrators, Users and groups), Single sign-on (highlighted), Provisioning, Application proxy, Self-service, Custom security attributes, Security, Activity, and Troubleshooting + Support.

The main content area is titled "Moorepay | SAML-based Sign-on" and includes several configuration sections:

- Attributes & Claims:** A table mapping application attributes to user attributes.

| Attribute              | User Attribute         |
|------------------------|------------------------|
| givenname              | user.givenname         |
| surname                | user.surname           |
| emailaddress           | user.mail              |
| name                   | user.userprincipalname |
| Unique User Identifier | user.userprincipalname |
- SAML Certificates:** A section for managing certificates. The "Token signing certificate" is active. The "App Federation Metadata Url" is highlighted with a "Copy to clipboard" tooltip. Below it are links to download the Certificate (Base64), Certificate (Raw), and Federation Metadata XML.
- Verification certificates (optional):** A table showing the status of verification certificates.

| Required | Active | Expired |
|----------|--------|---------|
| No       | 0      | 0       |
- Set up Moorepay:** A section for configuring the application to link with Microsoft Entra ID. It includes fields for Login URL, Microsoft Entra Identifier, and Logout URL, each with a dropdown menu.
- Test single sign-on with Moorepay:** A section with a "Test" button to verify the configuration.

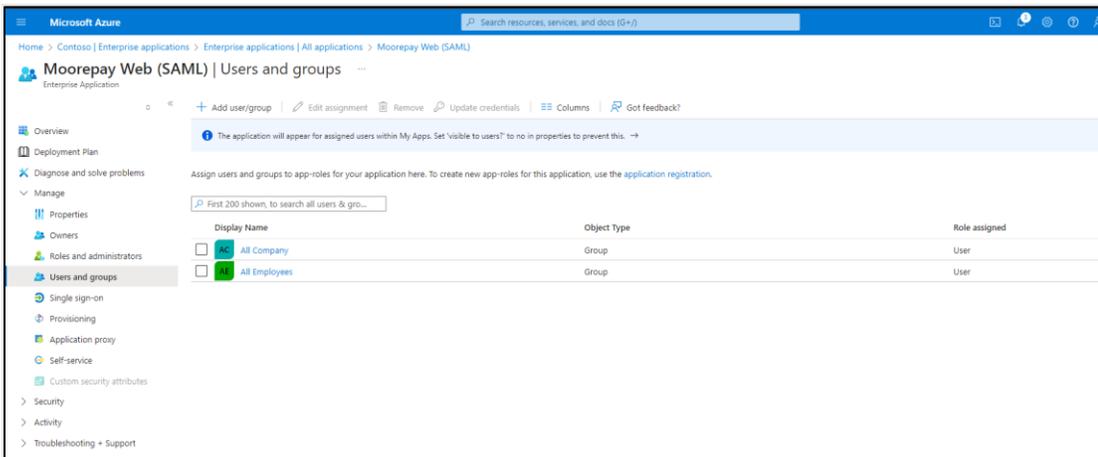
# Making your app accessible to users

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:

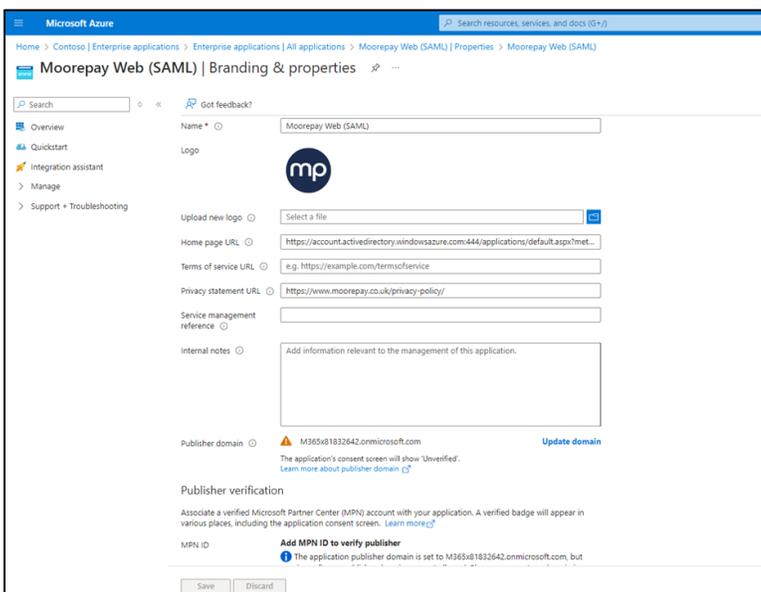
- Depending on your policies as the screenshot below shows
- Toggle off (no) the "Assignment required?" field in the application properties. This will give access to all your users.

Ensure you save whichever method is used.



# Additional app settings

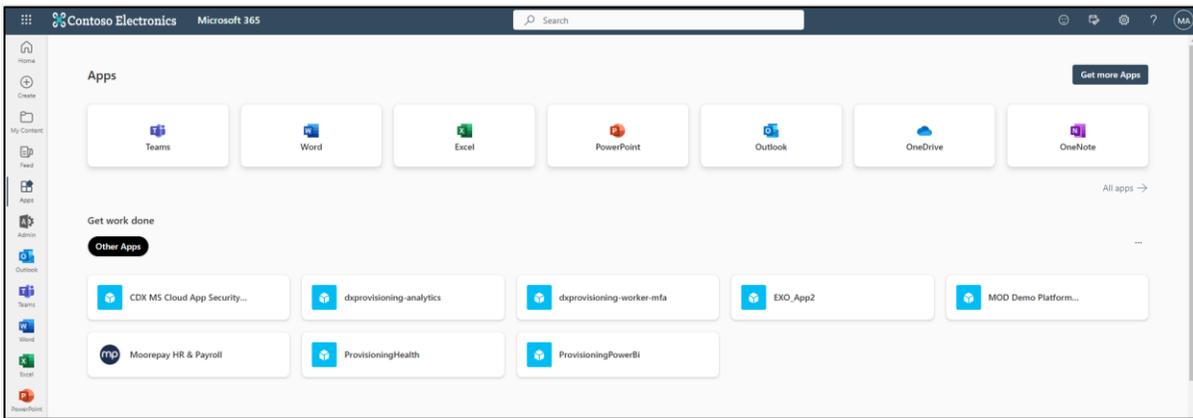
1. Additional settings can be accessed via **properties** including adding the HRWize logo.



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.