



SSO Set-up Instructions



Contents

SSO Set-up Instructions..... 1

What is the process for enabling SSO? 4

Set-up Process..... 4

Creating an app in Entra 4

Enabling single sign-on for your app..... 5

Making your app accessible to users 9

Additional app settings 9

Viewing your app in Office 365..... 10

User login impact 10

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:

- 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.

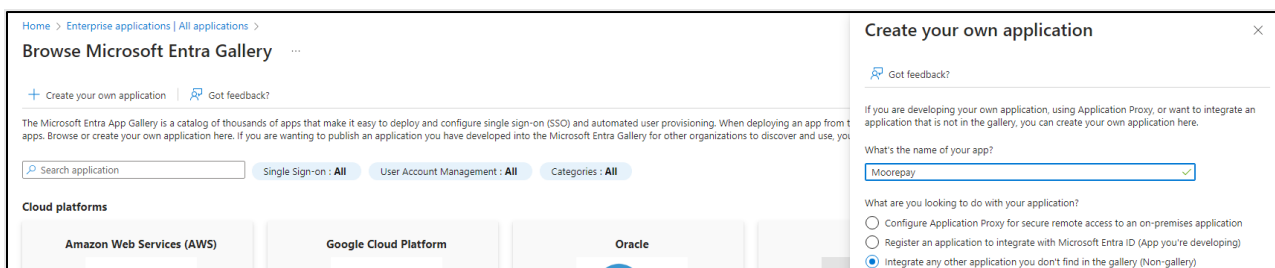
Set-up Process

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)

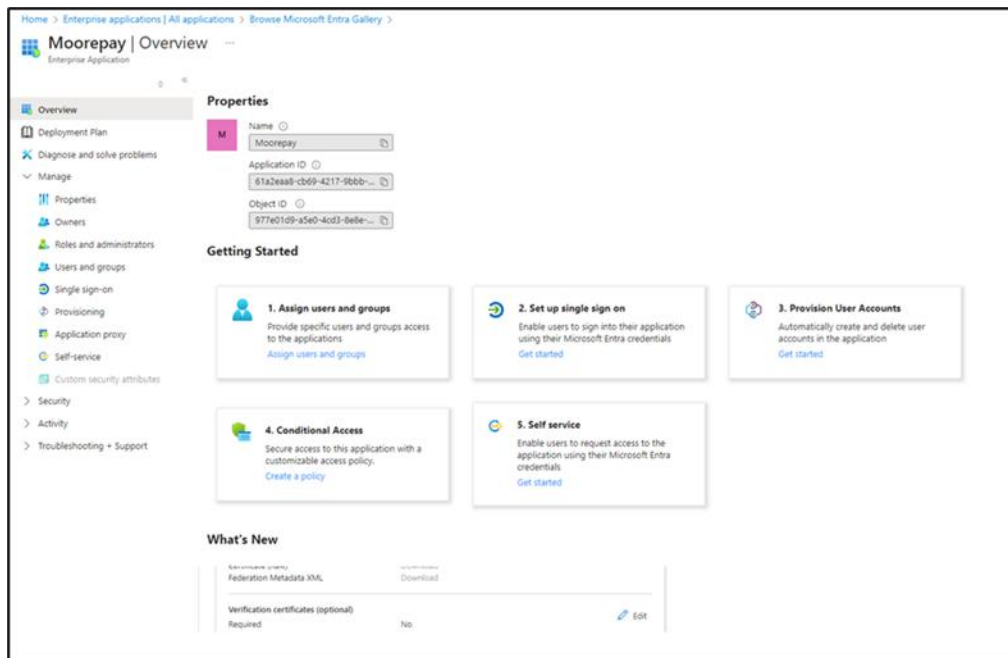


The screenshot shows the 'Create your own application' form in the Microsoft Entra portal. The form is titled 'Create your own application' and has a close button (X) in the top right corner. Below the title, there is a 'Got feedback?' link. The main text explains that the Microsoft Entra App Gallery is a catalog of apps for SSO and user provisioning, and that users can create their own application here. There is a search bar labeled 'Search application' and three filter buttons: 'Single Sign-on: All', 'User Account Management: All', and 'Categories: All'. Below these are three tabs for 'Cloud platforms': 'Amazon Web Services (AWS)', 'Google Cloud Platform', and 'Oracle'. The right side of the form contains two sections. The first section asks 'What's the name of your app?' with a text input field containing 'Moorepay' and a checkmark icon. The second section asks 'What are you looking to do with your application?' and has three radio button options: 'Configure Application Proxy for secure remote access to an on-premises application', 'Register an application to integrate with Microsoft Entra ID (App you're developing)', and 'Integrate any other application you don't find in the gallery (Non-gallery)'. The third option is selected.

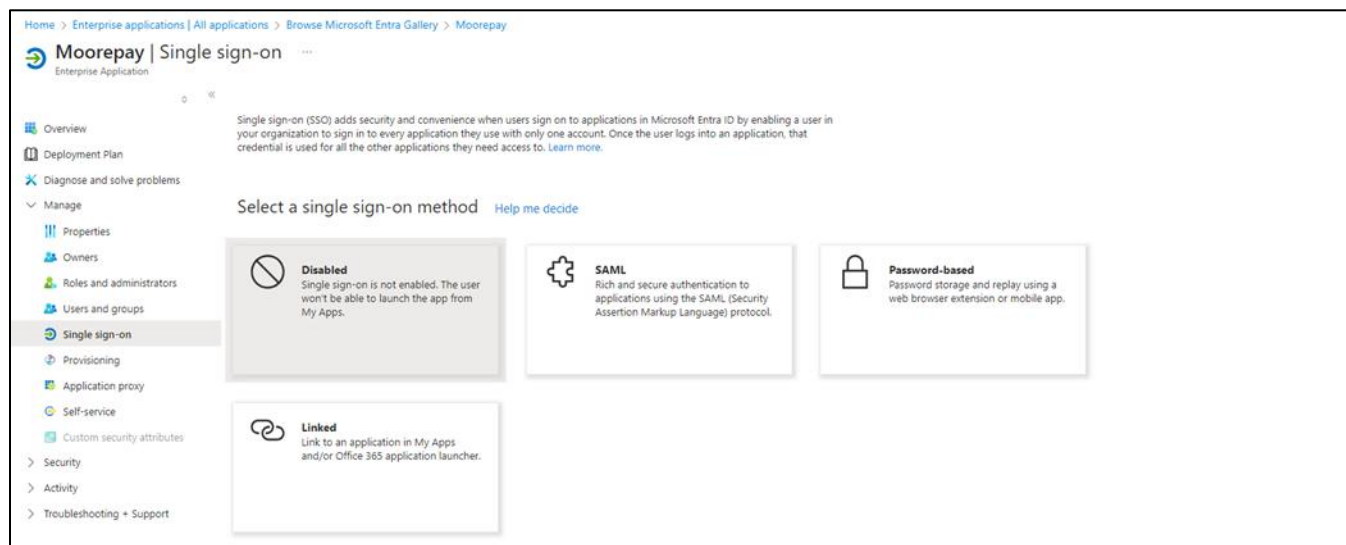
Enabling single sign-on for your app

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:

- Entity ID
<https://identity.hrwise.com/saml>
- Reply URL
<https://identity.hrwise.com/federation/CUSTOMER/signin>
- Logout URL
<https://identity.hrwise.com/federation/CUSTOMER/signout>
- Sign in URL
<https://login.hrwise.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 URL

Logout URL

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

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

Status Active

Thumbprint 2F529F28523F8E75D8C16736D81671C358

Expiration 11/04/2029 17:04:26

Notification Email nearlyheadlessarvie@live.com.ph

App Federation Metadata URL https://login.microsoftonline.com/38a512

Certificate (Base64) Download

Certificate (Raw) Download

Federation Metadata XML Download

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.

Note:

- When using multiple domains, each domain must be whitelisted and sent to the HRWize team. Please share all domains.

The screenshot displays the Microsoft Azure portal interface for configuring an enterprise application named 'Moorepay | SAML-based Sign-on'. The left-hand navigation pane lists various management options, with 'Single sign-on' currently selected. The main content area is organized into five numbered steps:

- Step 1:** Upload metadata file, Change single sign-on mode, Test this application, Got feedback?
- Step 2:** Attributes & Claims. A table lists attributes and their corresponding claims:

Attribute	Claim
givenname	user.givenname
surname	user.surname
emailaddress	user.mail
name	user.userprincipalname
Unique User Identifier	user.userprincipalname
- Step 3:** SAML Certificates. This section includes:
 - Token signing certificate:** Status (Active), Thumbprint (68E163C74288CBF9E822C68F99887787E5D747F), Expiration (01/05/2027, 07:44:16), Notification Email (nearlyheadlessarvie@live.com.ph), App Federation Metadata Url (https://login.microsoftonline.com/36a512f2-ae73-...), Certificate (Base64), Certificate (Raw), and Federation Metadata XML.
 - Verification certificates (optional):** A table showing Required (No), Active (0), and Expired (0).
- Step 4:** Set up Moorepay. This section prompts the user to configure the application to link with Microsoft Entra ID, providing fields for Login URL, Microsoft Entra Identifier, and Logout URL.
- Step 5:** Test single sign-on with Moorepay. This section includes a 'Test' button to verify the configuration.

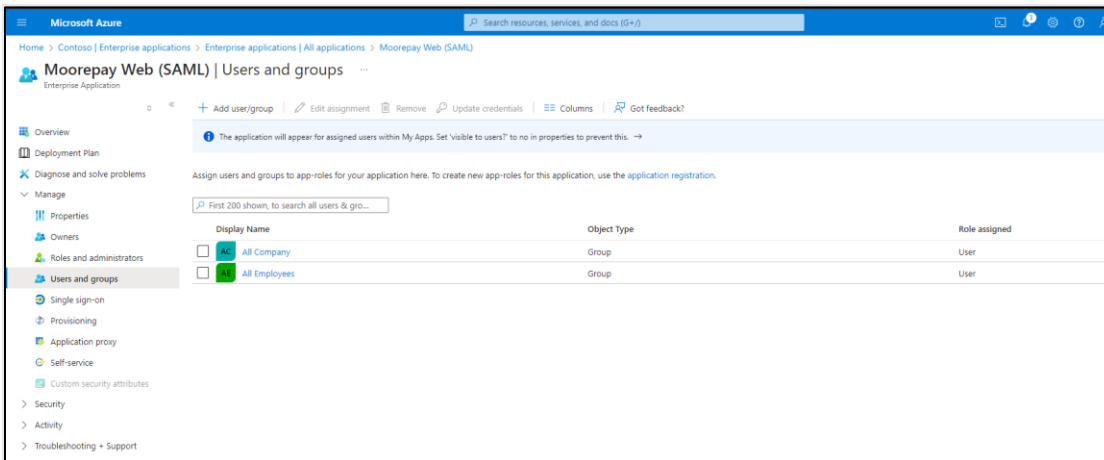
Making your app accessible to users

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:

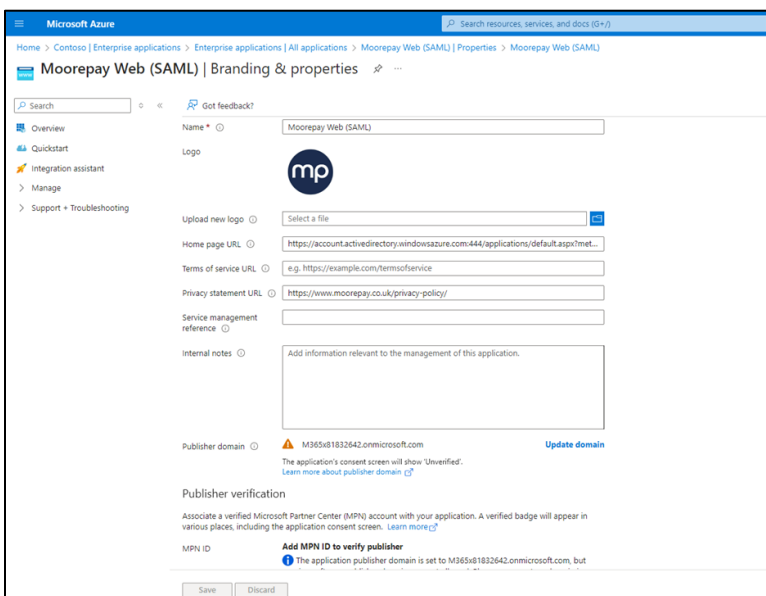
- Depending on your policies as the screenshot below shows
- Toggle off (no) the “Assignment required?” field in the application properties. This will give access to all your users.

Ensure you save whichever method is used.



Additional app settings

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

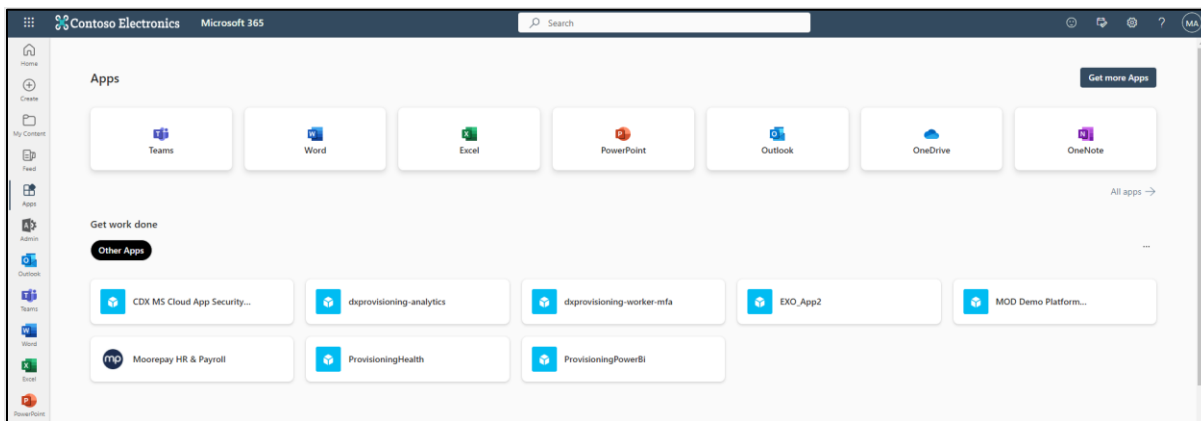


2. Further settings such as the HRWize privacy policy/logo can be set in Application registration.

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.