# Ping Setup Guide

To configure SSO to log in to our application, you will need to add a new SAML Web App to your PingOne Console. This is typically performed by someone in IT or InfoSec who has administrative privileges to the PingOne Console account.

Follow the steps below to create an application with information we've generated for your account, and when finished be sure to return the Metadata XML to us so your team can begin signing in with SSO.
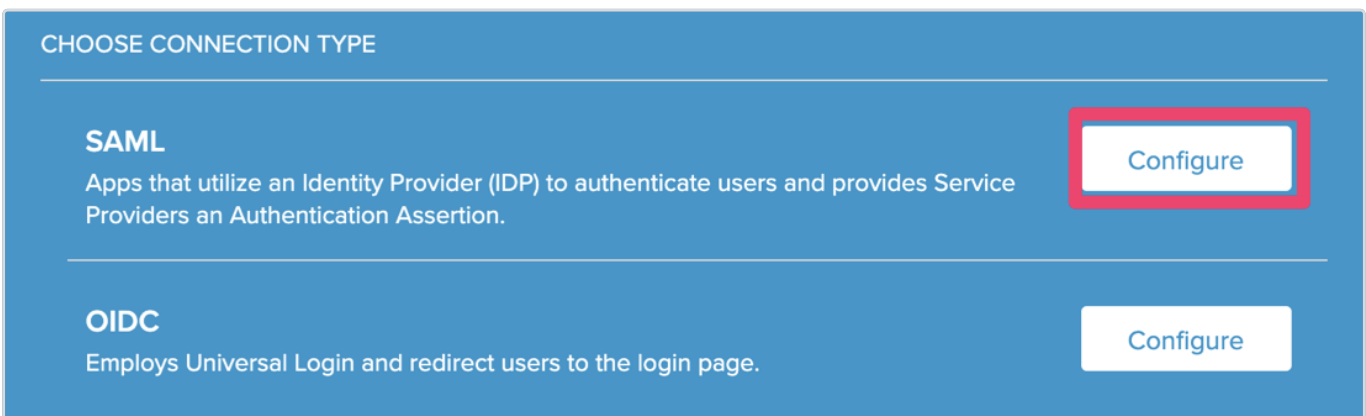
If you run into any trouble, contact us here and we'll get back to you as soon as we can:

Step 1: Add a new SAML web app

1. Login to the PingOne Console: https://admin.pingone.com

2. Click on Connections in the top navigation.

3. Under **Select an application type** click on the tile labeled WEB APP.
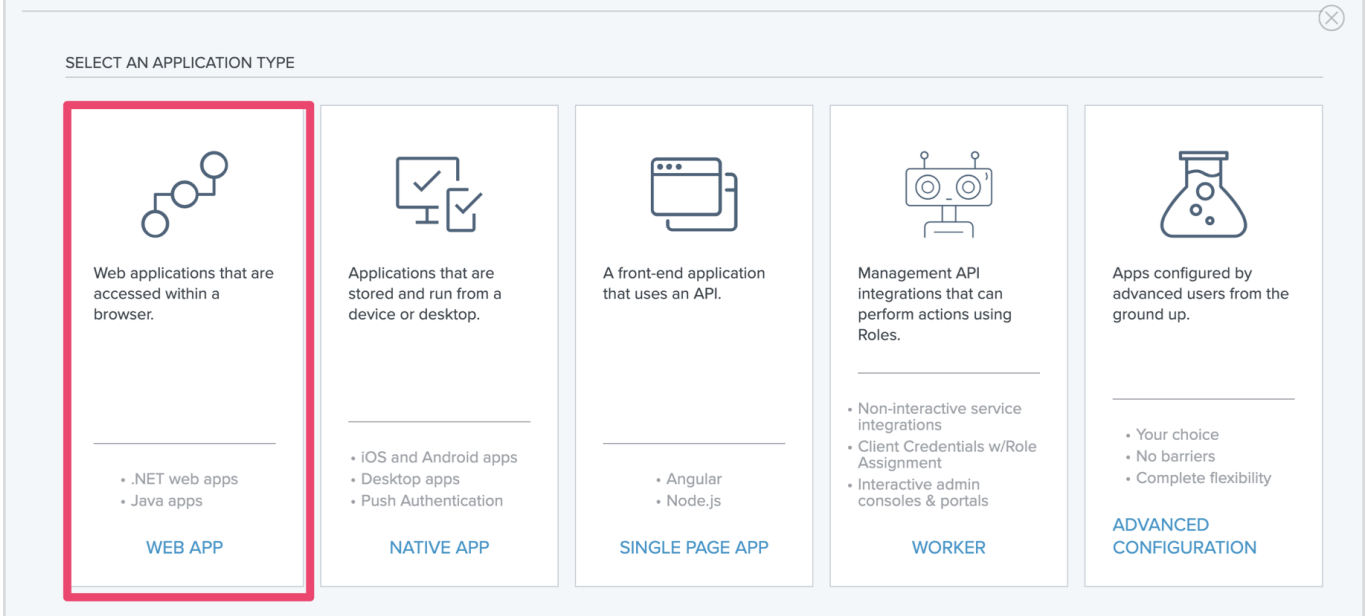
4. Click the Configure button to the right of **SAML** in the **Choose connection type** window.

Step 2: Create app profile

1. In the field labeled **Application name**, enter:

2. For the **Description** field, you can optionally enter a description for your colleagues describing what the app is used for.

3. For the **Icon**, you can download one from the following URL, then upload it by clicking the + button.

4. When finished, click Next in the bottom right.

Step 3: Configure SAML

1. In the **Configure SAML Connection** step, enter the following information in the respective fields:

ACS URLS

Entity ID

Assertion Validity Duration (in seconds)

60

2. All other fields should be left as is.

3. Click Save and continue.

Step 4: Map attributes

1. Click + Add Attribute.

2. Click PingOne Attribute.

3. From the dropdown menu under **PingOne User Attribute**, select User ID.

4. Input "**id**" in the blank text field, then check the **Required** box to the right of that input field.

5. Click + Add Attribute.

6. Click PingOne Attribute.

7. From the dropdown menu under **PingOne User Attribute**, select Email Address.

8. Input "**email**" in the blank text field, then check the **Required** box to the right of that input field.

9. When completed, this is what you should see:

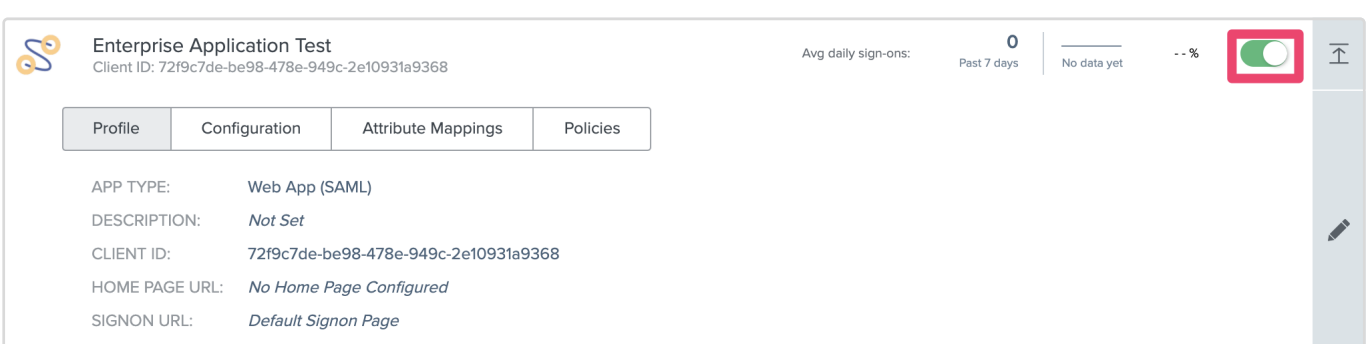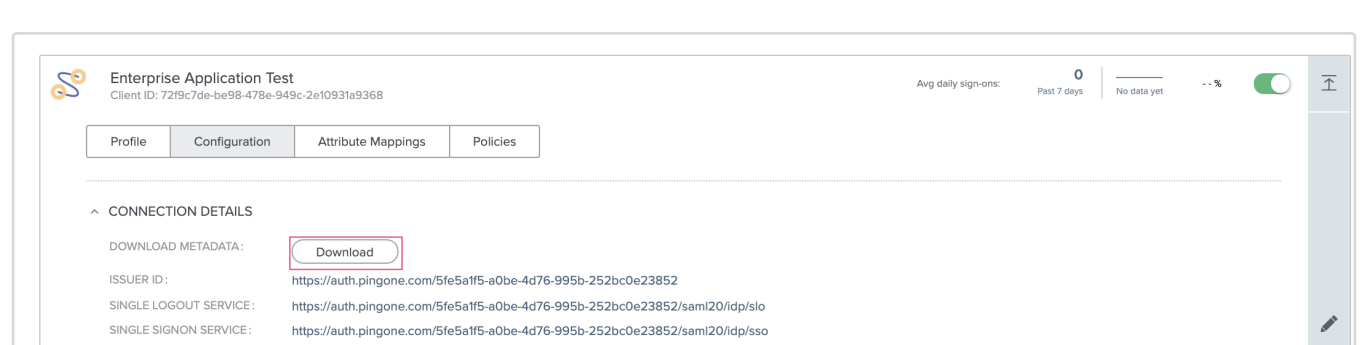10. Click Save and close.

Step 5: Enable your app and download Metadata

1. Click the toggle in the top right to ensure the app has been enabled.

2. Select the **Configuration** tab, then click Download to the right of **Download Metadata**.

3. Once the file has been downloaded to your computer, please attach it to an email and send it back to us so we can complete the setup process. Then you'll be able to sign in to your new account.