

Google Setup Guide

To configure SSO to log in to our application, you will need to add a custom **SAML app** inside your Google Admin Console. This is typically performed by someone in IT or InfoSec who has admin privileges for your Google Admin 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 **Google IDP 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: Create a new SAML app

1. Login to the Google Admin Console: <https://admin.google.com/>
2. Click on the [Apps](#) tile.
3. Click on the [SAML apps](#) tile.
4. Click on the yellow **(+)** icon at the bottom right corner to add an app.

Step 2: Configure SAML connection

1. On **Step 1**, click [SETUP MY OWN CUSTOM APP](#).
2. In **Step 2 of 5**, you can ignore all of the content and click [NEXT](#).
3. In **Step 3 of 5**, where it says **Application name** insert:
4. For the **Description** field, you can optionally enter some text describing what you use our app for.
5. For the **App logo**, download ours from the following URL, then upload it by clicking [Choose file](#).
6. In **Step 4 of 5**, fill in the boxes with the following information:

ACS URL

Entity ID

Start URL

[Leave blank]

Signed Response

[Keep unchecked]

Name ID

[keep as Basic Information / Primary Email]

Name ID Format

[Keep as UNSPECIFIED]

7. Click [NEXT](#).
8. In **Step 5 of 5**, click [FINISH](#) in the bottom right hand corner.
9. To complete this part of the process, click [OK](#) in the bottom right hand corner of the window.

Step 3: Attribute mapping

1. At the bottom of the page for the app you just created, there should be a card called **SAML Attribute Mapping**. Click the [Configure SAML attribute mapping](#) link on this card.
2. Click [ADD ANOTHER MAPPING](#).
3. Click the [Select field](#) dropdown menu and select **Primary email**. Directly to the right, enter “email” in the empty text field.
4. Click [ADD ANOTHER MAPPING](#).
5. Click the [Select field](#) dropdown menu and select **Primary email** again. Directly to the right, enter “idp_id” in the empty text field.
6. Click [SAVE](#) in the bottom right hand corner. When finished, the table of fields should look like this:

Google Directory attributes		App attributes	
Basic Information > Primary email	→	email	×
Basic Information > Primary email	→	idp_id	×

Step 4: Download SAML Metadata

1. In the left nav click on the link to [Download metadata](#).
2. In the pop-up, click on the button that says [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.

Step 5: Enable your SAML app

1. From your app’s main page, click on the section labeled [User access](#).
2. To enable the app for **everyone in your organization**, click [On for everyone](#), and then click Save
3. To give access to users in a **specific Group or Organizational Unit**, click [Group or Organizational Units](#).
4. Select the **Group** or **Organizational Unit** you’d like to provide access to, then click [On](#) and then [Save](#) in order to grant them access.