Generic IDP Setup Guide

To configure SSO to log in to our application, you will need to add a new application inside your IDP's dashboard. This is typically performed by someone in IT or InfoSec who has administrative privileges within that account.

Once you configure the application in your portal, you will need to return the **XML file** to us so we can finalize configuration on our end.

Follow the steps below to create an application with the information we've generated for your account, and when finished be sure to return the metadata to us so your team can begin signing in with SSO.

If you run into any trouble, contact us and we'll get back to you as soon as we can:

Step 1: Add a new app via your IDP dashboard

1. Log in to your IDP as an admin user.

2. There should be a way from the dashboard or home screen to add a new App or Application.

3. If prompted, select or search for "SAML app" in order to find the right type of application.

Step 2: App configuration

1. If asked to name your app, insert the following:

2. If you'd like to add an app logo, download one from the following URL, then upload it to the IDP:

Step 3: Application details

1. Find the section of your IDP dashboard where you can fill in more details for your new app.

2. Where appropriate, fill in the relevant form fields with this information:

EntityID / Audience ID

ACS URL / Consumer URL

ACS / Consumer URL Validator

Recipient

Step 4: Attributes & claims

1. Some IDPs will let you create custom **Attributes** or **Claims**. If you see an option for this, add claims the instructions below.

2. Add the following claims or attributes to your application (note: the names may be slightly different depending on the IDP):

Name:	Source attribute / claim
email	email
id	user id

3. When you're done with this step, save your progress and return to the main page.

Step 5: Enable your app

1. Once the configuration and details are completed, you will probably have to enable the app for your users.

2. Find the part of your IDP's interface to manage access to users, then add the appropriate users or user groups to the access list.

3. If you see a switch that lets you turn on or off the app itself, turn on the app now.

Step 6: Download and share Metadata file

1. You've now completed configuration, but you won't be able to sign in until we complete configuration on our end.

2. Look for a button or link to download the **XML file**. This is sometimes called the **Federated / Federation Metadata XML**, or may simply say **Download Metadata**.

3. This will download an **XML file** to your computer. Send that back to us so we can finalize configuration on our end.