

# OneLogin Setup Guide

To configure SSO to log in to our application, you will need to add a **SAML Test Connector** application inside your OneLogin Administration dashboard. This is typically performed by someone in IT or InfoSec who has administrative privileges to the OneLogin account.

Once you configure the application in your portal, you will need to return the **OneLogin Metadata XML** 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 OneLogin Metadata 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: Access OneLogin Administration Portal

1.

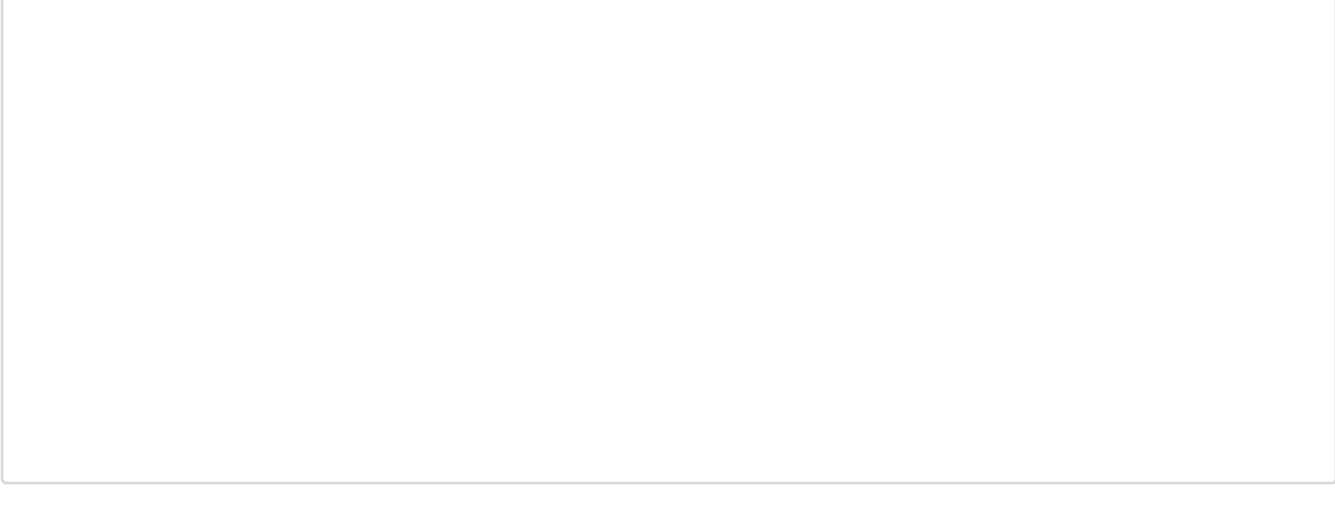
Log in to your OneLogin user account at your-domain.onelogin.com – you will need an account with administrator access to complete this process.
2.

Open the Admin dashboard by clicking on the [Administration](#) link in the top right.
3.

Click [Applications](#) in the top left of the top navigation bar.
4.

Click [Add App](#) in the top right.
5.

Type “SAML Test” in the search input in the top left, and choose the first result shown below, **SAML Test Connector (Advanced)**.



## Step 2: Portal configuration

1.

For the field **Display name**, insert the following:
2.

It’s your decision whether to display our application to users in the Portal – we recommend leaving this switch **turned on**.
3.

For the **App logo**, download ours from the following URL, then upload it as a **Rectangular icon**:
4.

Optionally enter a description for your colleagues describing what you use our app for.
5.

Click [Save](#) in the top right.

## Step 3: Application details

1.

Once your new app has been successfully updated, click on [Configuration](#) in the left navigation menu.
2.

Fill in the Application details form fields so they match this information:

RelayState

[ Leave blank ]

Audience (EntityID)

Recipient

ACS (Consumer) URL Validator

ACS (Consumer) URL

3.

All done with this step! You can leave everything below **ACS (Consumer) URL** as-is.
4.

Click [Save](#) in the top right.

## Step 4: Specify email parameters

1.

Once your app has been successfully updated, click on [Parameters](#) in the left navigation menu.
2.

Click on the blue (+) icon on the right hand side of the table to add a new attribute.
3.

Under **Field name** enter “email” in the text field.
4.

Under the **Flags** section, [check the box](#) to specify **Include in SAML assertion**.
6.

Click [Save](#), and then you will be brought to a new window.
7.

In this window, select **Email** from the **Value** dropdown menu.
8.

Click [Save](#) to finish.

## Step 5: Specify id parameters

1.

Click on the blue (+) icon on the right hand side of the table to add another attribute.
2.

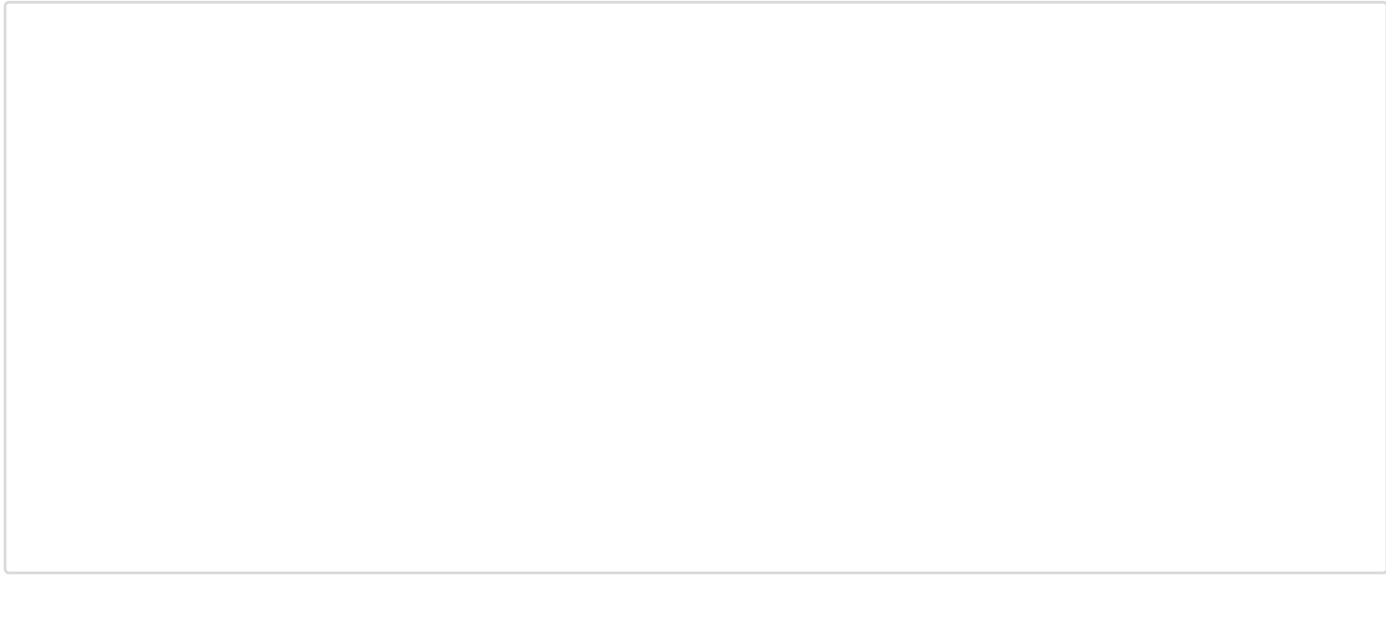
In the **Field name** text field enter “id”.
3.

Under the **Flags** section, [check the box](#) to specify **Include in SAML assertion**.
4.

Click [Save](#), and then you will be brought to a new window.
5.

In this window, select **OneLogin ID** from the **Value** dropdown menu.
6.

Click [Save](#). When finished, the table of fields should look like this:



7.

To finish, click Save at the top right hand corner of the webpage.

## Step 6: Assign users

1.

Click on [Users](#), located in the top navigation bar. From this screen, you will be able to bulk add users into your application. However, we recommend starting by adding yourself first, completing the setup, and confirming that SSO is working with your user account before adding other users.
2.

Click your profile from the list of users.
3.

Click [Applications](#) from the left menu.
4.

Click the blue (+) icon on the right hand side to add yourself as a user to your application.
6.

From the dropdown menu below **Select application**, select your new app and then click [Continue](#) in the bottom right corner.
7.


On the next screen, leave everything **as-is** and click [Save](#).

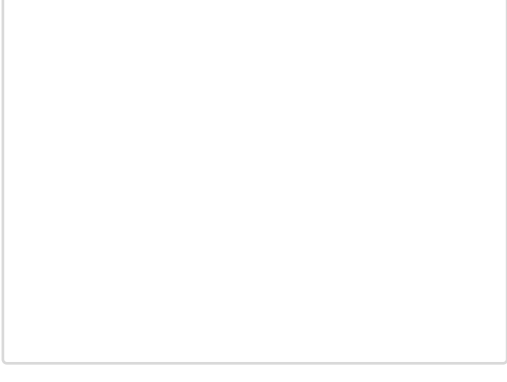
## Step 7: Complete setup

1.

Once you’ve added yourself as a user, click on [Applications](#) in the top navigation bar.
2.

Click on the application you just added.
3.

In the top right hand corner of the screen, click on the [More actions](#) dropdown, then select  **SAML Metadata**. The download should start automatically.



4.

When the file is done downloading, please return it to us via email so we can complete the setup.