

Configuring SSO with Okta

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This article provides a step-by-step guide to configuring SSO between OnceHub and Okta.

Requirements

To configure SSO in your account, you must be a OnceHub Administrator. However, you do not need a product license. [Learn more](#)

You must already have an account with Okta. The person configuring in Okta must be an administrator.

Step-by-step directions

Request access

SSO is intended for accounts with multiple users who take the extra security measure of signing into third-party applications using an identity provider. Please [contact us](#) to learn more. OnceHub can enable the SSO functionality in your account manually.

SAML configuration

You can access SAML configuration at OnceHub **Account settings** -> In the lefthand sidebar, select **Security** -> **SSO**.

OnceHub provides specific field values you can copy and configure within Okta.

Make sure you're in the Classic UI. You can select this by going to **Developer Console** -> **Classic UI**.

1. Create a New Application Integration

In Okta, go to **Applications** -> **Create New App**.

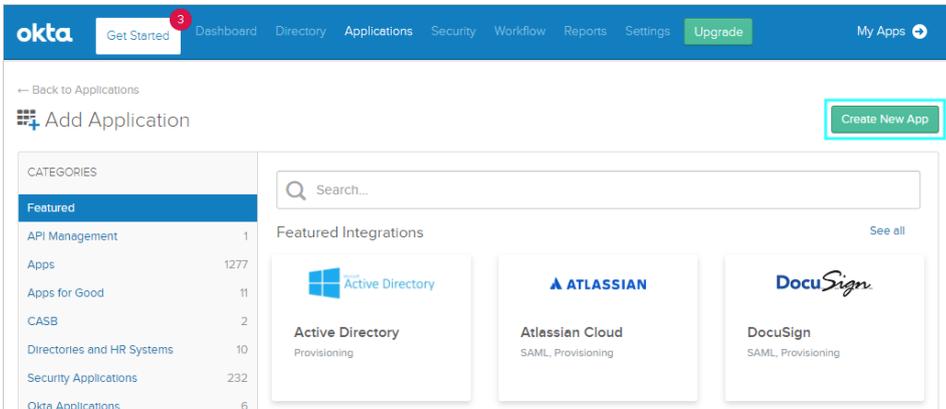


Figure 1: Create New App

In the popup, select **Web**. The sign on method should be **SAML 2.0**. Click **Create**.

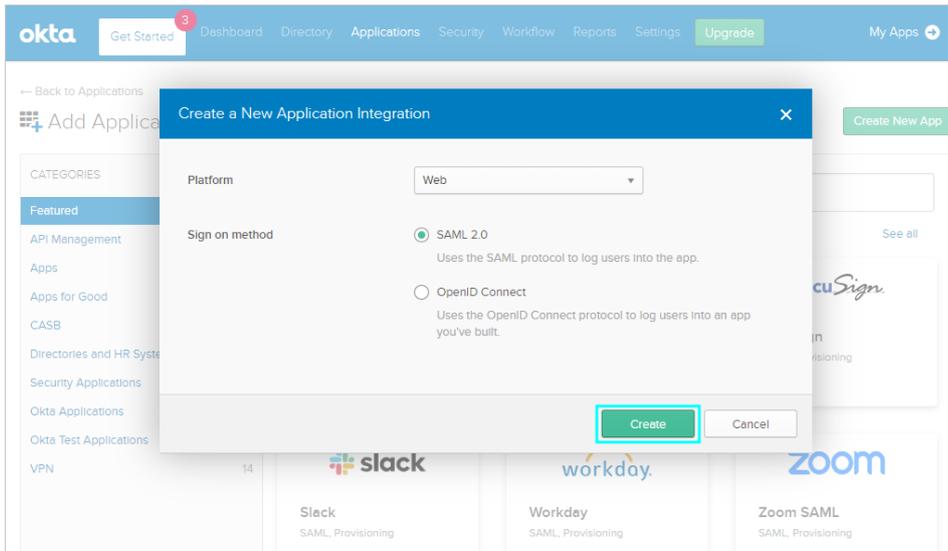


Figure 2: Create a New Application Integration

2. General Settings

On the **Create SAML Integration** page, give the app a name (for instance, OnceHub) and fill out the **General Settings**.

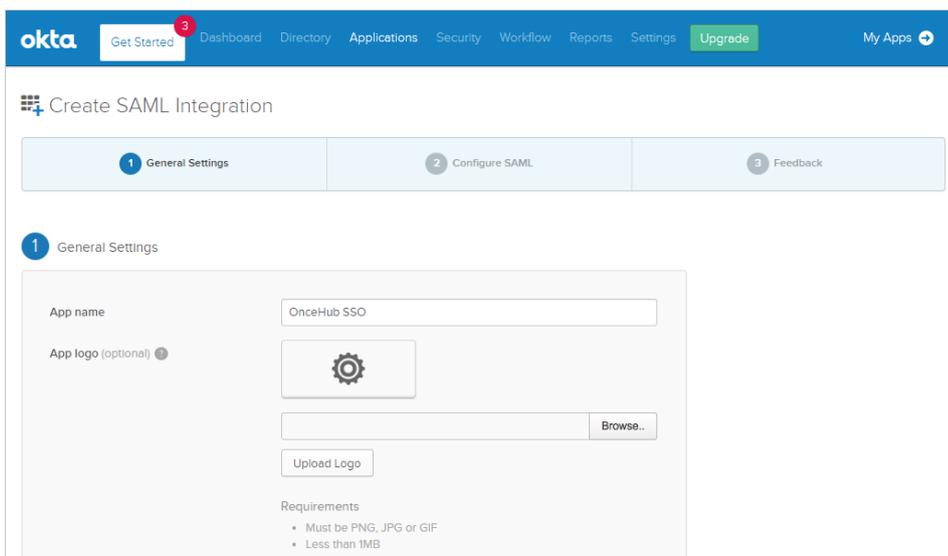


Figure 3: General Settings

3. SAML Settings from OnceHub

On the **Configure SAML** step, fill out the SAML Settings. You can grab these values in OnceHub, on the **Required by identity provider** step.

Figure 4: Configure SAML Settings

In Okta	In OnceHub
Audience URI (SP Entity ID)	Identifier URL
Single sign on URL + Select checkbox Use this for Recipient URL and Destination URL	ACS URL
[Not required; Okta refers to ACS URL for this function]	Single sign-on URL

These are the only required fields; the rest can be left blank.

4. Add an Attribute Statement

For the **Name** field, use **email** (in lower case). Map this to the **Value** field **user.email**.

You can keep the **Name format** on **Unspecified**.

[Show Advanced Settings](#)

ATTRIBUTE STATEMENTS (OPTIONAL) [LEARN MORE](#)

Name	Name format (optional)	Value
email	Unspecified ▼	user.email ▼

[Add Another](#)

GROUP ATTRIBUTE STATEMENTS (OPTIONAL)

Name	Name format (optional)	Filter
	Unspecified ▼	Starts with ▼

[Add Another](#)

Figure 5: Attribute Statement for email

Once you're ready, click on **Next** and then **Finish**.

5. Grab information from Okta and paste in OnceHub

Click on **View Setup instructions**, which provide the information you will add in OnceHub.



OnceHub SSO

Active ▼
 [View Logs](#)

General
Sign On
Mobile
Import
Assignments

Settings
[Edit](#)

SIGN ON METHODS

The sign-on method determines how a user signs into and manages their credentials for an application. Some sign-on methods require additional configuration in the 3rd party application.

Application username is determined by the user profile mapping. [Configure profile mapping](#)

SAML 2.0

Default Relay State



SAML 2.0 is not configured until you complete the setup instructions.

[View Setup Instructions](#)

Identity Provider metadata is available if this application supports dynamic configuration.

Figure 6: View Setup Instructions

7. Verify

In OnceHub, click **Verify** to confirm that SAML authentication is verified.

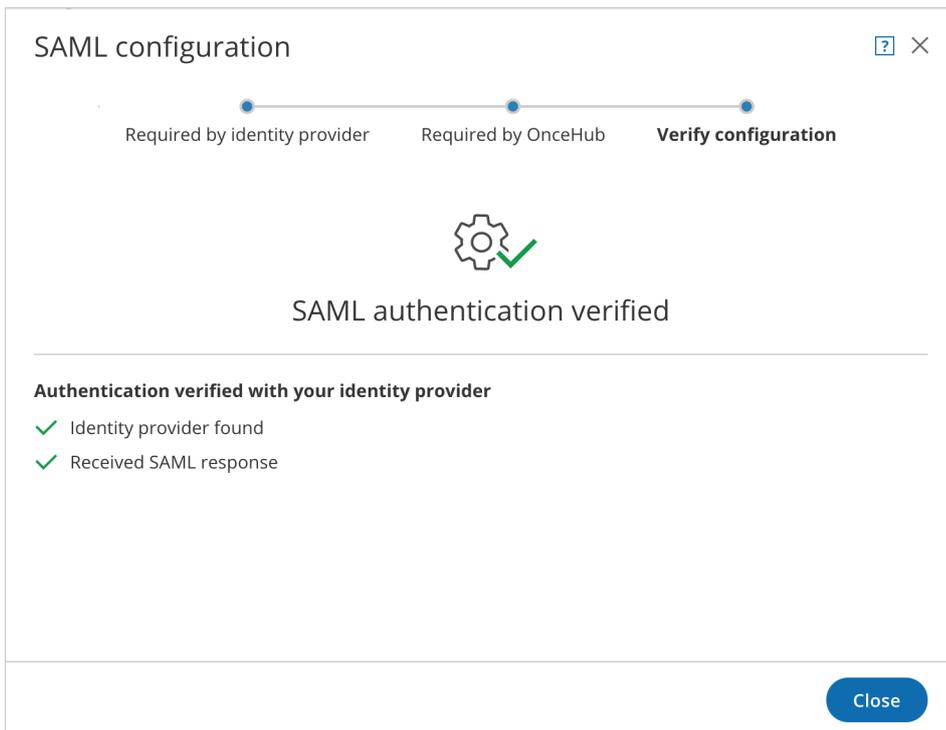


Figure 9: Verify configuration

8. Enable SSO for all users

Once you've verified your SSO configuration, you can select the **Enable SSO for all users** toggle. All Users in your OnceHub account can now [access their account using SSO](#).

Important:

Before you enable the account, make sure all your Users have matching email addresses for their OnceHub User profile and their Okta profile.

Once SSO is enabled, they **will not** be able to change their OnceHub email.

If their OnceHub email does not match the email in their IDP profile, they **will not** be able to log in.

Security

SSO

SAML-based SSO allows your Users to sign into OnceHub using your organization's identity provider. [Learn more](#)

Setup SAML configuration for SSO Setup

Enable SSO for all users ON

i Once SSO is enabled, all users in your account will require to sign in with SSO and won't be able to sign in using password.

Figure 15: Enable SSO for all users

i **Note:**

If existing Users were already signing into OnceHub using an email and password, they will no longer be able to do so. They will only be able to sign in using SSO.