

Configuring SSO with Azure

Last Modified on Nov 7, 2024

This article provides a step-by-step guide to configuring SSO between OnceHub and Azure Active Directory.

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 Azure AD. The person configuring in Azure AD 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 Azure AD:

1. In portal.azure.com, go to **Enterprise applications** -> Click on **+ New application**.

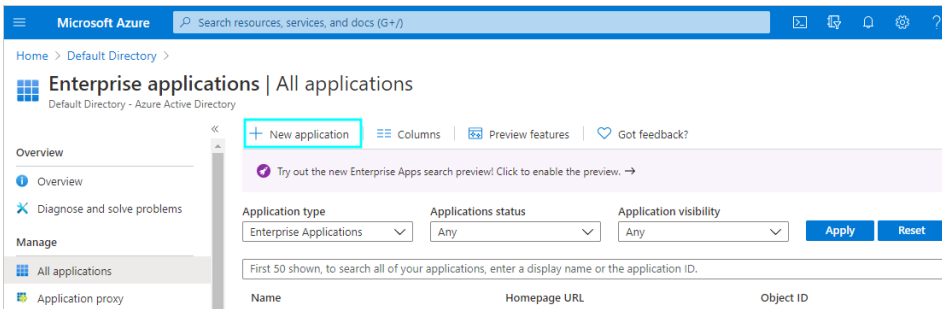


Figure 1: New application

2. On the **Add an application** page, select **Non-gallery application**.

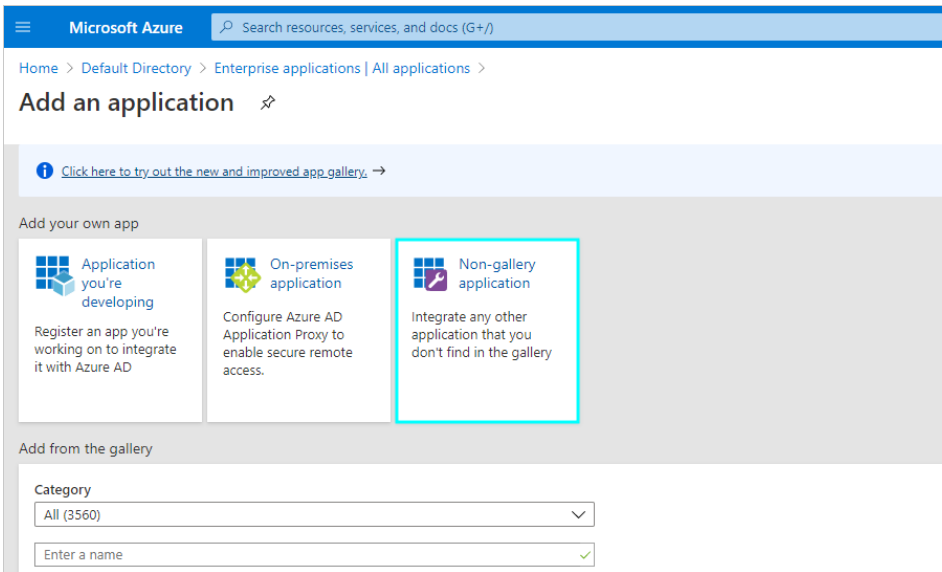


Figure 2: Non-gallery application

3. Add the **Name** (for example, "OnceHub"). Click **Add**.

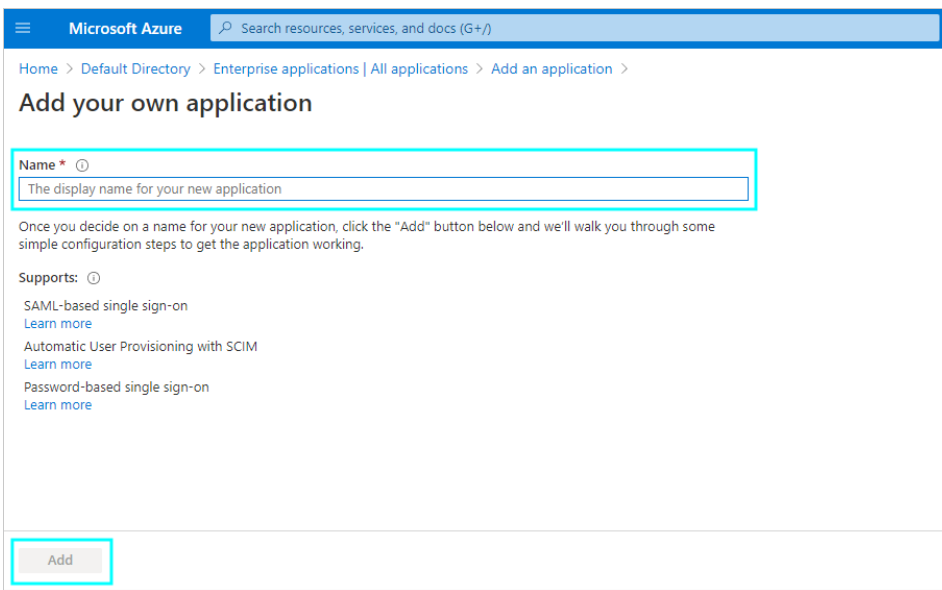


Figure 3: Add name and click Add

4. In the left menu, select **Single sign on**. Click on the **SAML** option.

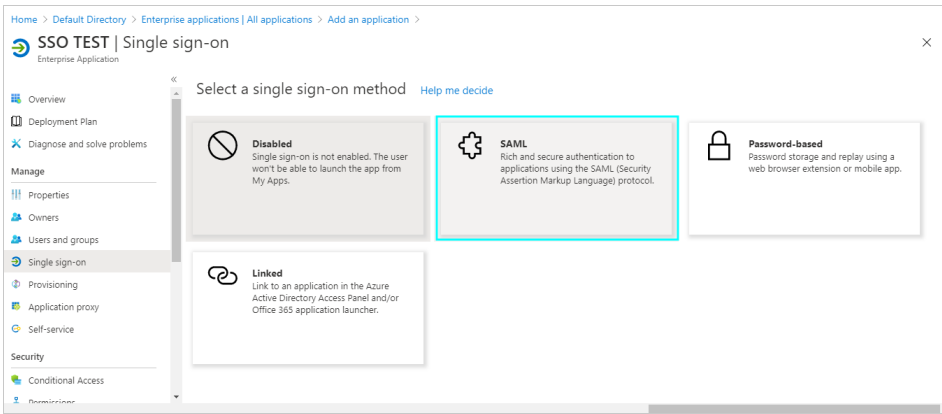


Figure 4: SAML option

5. Edit the **Basic SAML Configuration** section.

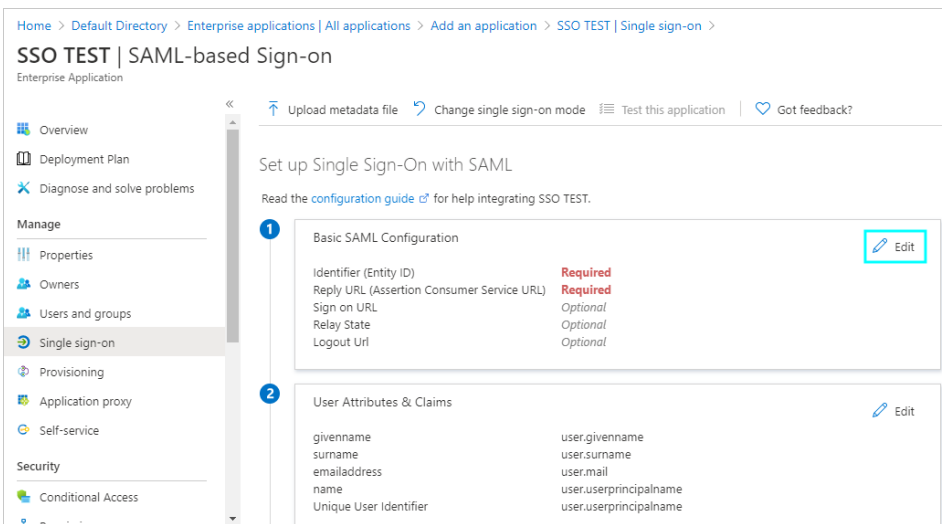


Figure 5: Edit the Basic SAML Configuration section

6. On the **Basic SAML Configuration** page, fill in the required fields and save. You can grab these values in OnceHub, on the **Required by entity provider** step.

In Azure AD	In OnceHub
Identifier (Entity ID)	Identifier URL
Reply URL	ACS URL
Sign on URL	Single sign-on URL

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

Basic SAML Configuration

Save

Identifier (Entity ID) * ⓘ
 The default identifier will be the audience of the SAML response for IDP-initiated SSO

Reply URL (Assertion Consumer Service URL) * ⓘ
 The default reply URL will be the destination in the SAML response for IDP-initiated SSO

Sign on URL ⓘ

Figure 6: Basic SAML Configuration

7. Edit the **User Attributes & Claims** section.

Home > Default Directory > Enterprise applications | All applications > Add an application > SSO TEST | Single sign-on >

SSO TEST | SAML-based Sign-on

Enterprise Application

Overview
 Deployment Plan
 Diagnose and solve problems

Manage
 Properties
 Owners
 Users and groups
Single sign-on
 Provisioning
 Application proxy
 Self-service
 Security
 Conditional Access
 Permissions

Upload metadata file | Change single sign-on mode | Test this application | Got feedback?

Set up Single Sign-On with SAML

Read the [configuration guide](#) for help integrating SSO TEST.

1 Basic SAML Configuration Edit

Identifier (Entity ID) **Required**
 Reply URL (Assertion Consumer Service URL) **Required**
 Sign on URL *Optional*
 Relay State *Optional*
 Logout Url *Optional*

2 User Attributes & Claims Edit

givenname	user.givenname
surname	user.surname
emailaddress	user.mail
name	user.userprincipalname
Unique User Identifier	user.userprincipalname

Figure 7: Edit the User Attributes & Claims section

8. Select + **Add new claim**.

Microsoft Azure Search resources, services, and docs (G+)

Home > Default Directory > Enterprise applications | All applications > Add an application > SSO TEST | Single sign-on > SAML-based Sign-on >

User Attributes & Claims

+ Add new claim + Add a group claim Columns

Required claim

Claim name	Value
Unique User Identifier (Name ID)	user.userprincipalname [nameid-for-... ***]

Additional claims

Claim name	Value
------------	-------

Figure 8: Add new claim

9. On the **Manage claim** page, enter these values:

Name: **email**

Note: Write 'email' in lower-case letters only.

Source: **Attribute**

Source attribute: **user.mail**

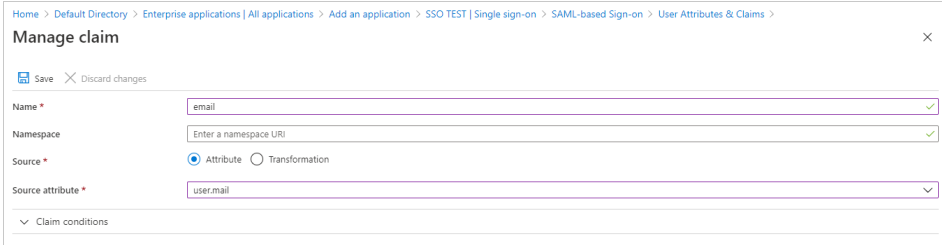


Figure 9: Manage claim

Once you've defined these values, click **Save**.

10. Access the SAML Signing Certificate by downloading the **Certificate (Base64)** option.

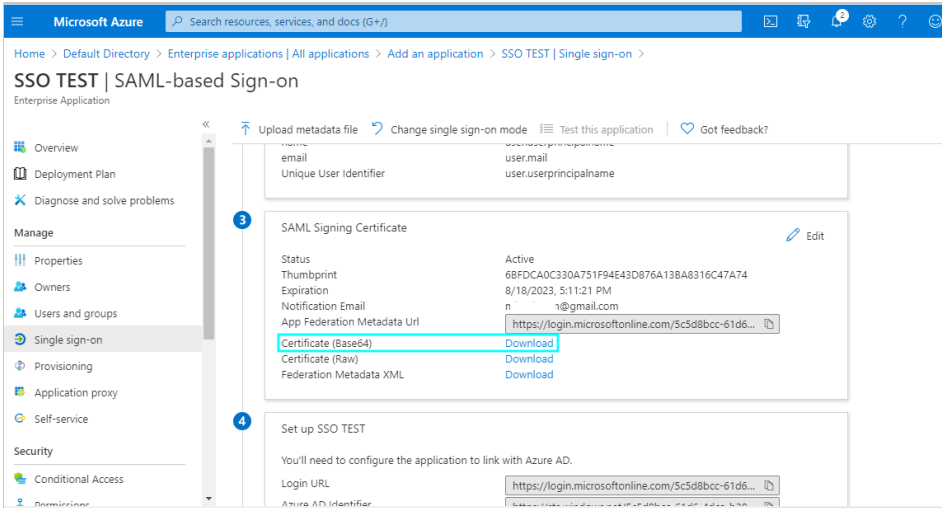


Figure 10: Download certificate

11. Go to OnceHub. You've already taken care of the first part, **Required by identity provider**, within Azure AD. In the second part, **Required by OnceHub**, you'll need specific field values from Azure AD that you can copy and configure within OnceHub.

This includes the **Entity ID**, **Single sign-on URL**, and the **Public x509 certificate**. You've already downloaded the certificate. You can grab the other values in Azure AD next to the **4**.

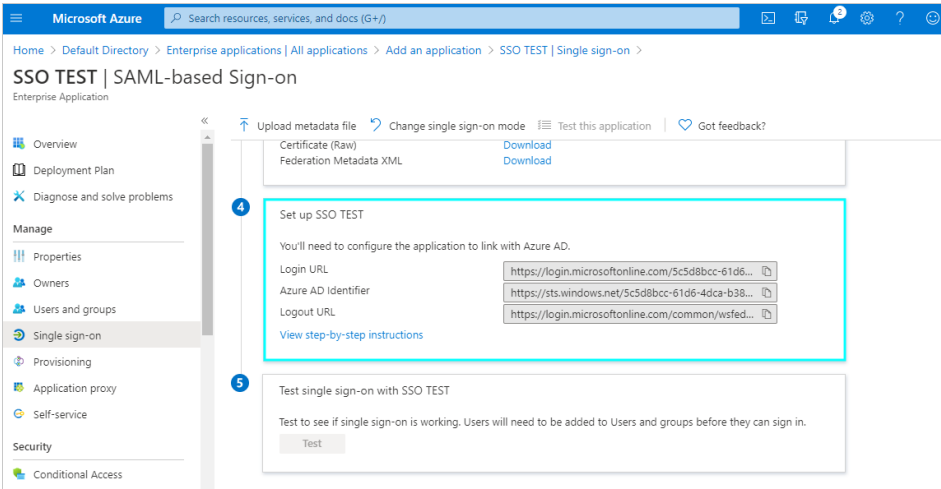


Figure 11: Required by OnceHub step

In Azure AD	In OnceHub
Azure AD Identifier	Entity ID
Login URL	IDP single sign-on URL
Certificate (Base64) - Download and copy/paste whole contents	Public x509 certificate

12. For the certificate field, open the downloaded certificate and copy all contents.

Important:
 Include the -----BEGIN CERTIFICATE----- and -----END CERTIFICATE----- syntax in your selection.

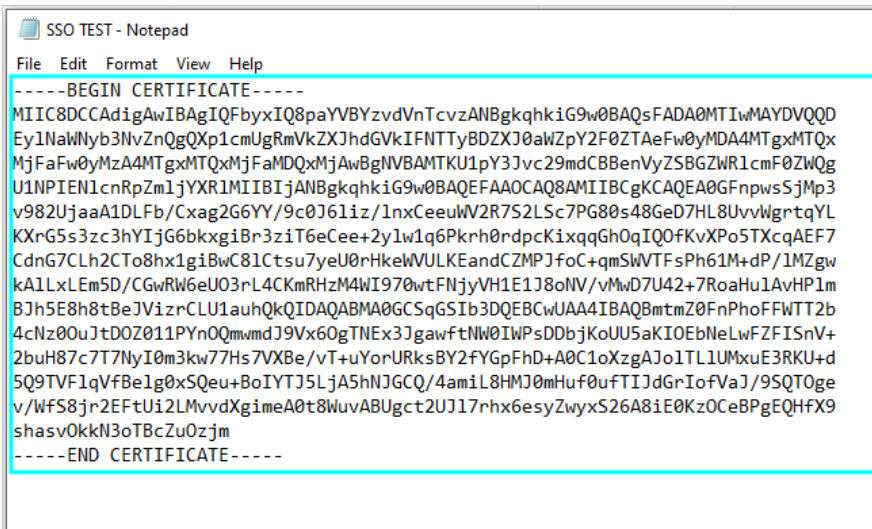


Figure 12: Copy whole contents of certificate text

13. In Azure AD, go to the left menu and select **Users and groups**. On that page, select **+ Add user**.

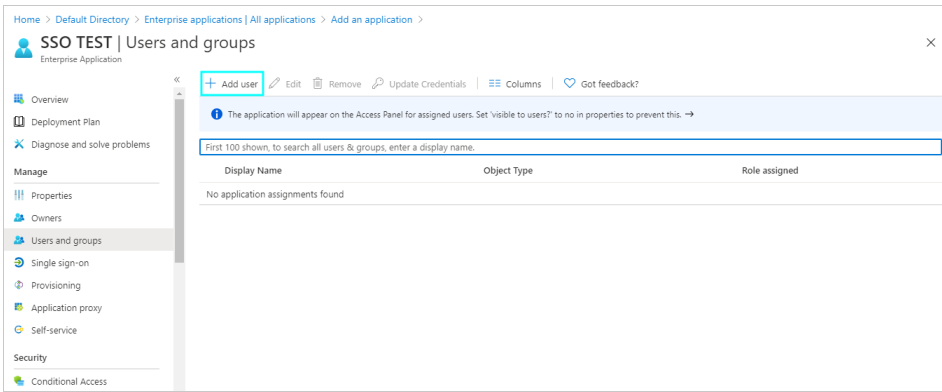


Figure 13: Add user

14. On the **Add Assignment** page, search for relevant users or groups. Select them and click **Assign** when ready.

Verify configuration

OnceHub will speak to your identity provider and verify that the configuration has the correct values on both sides to proceed.

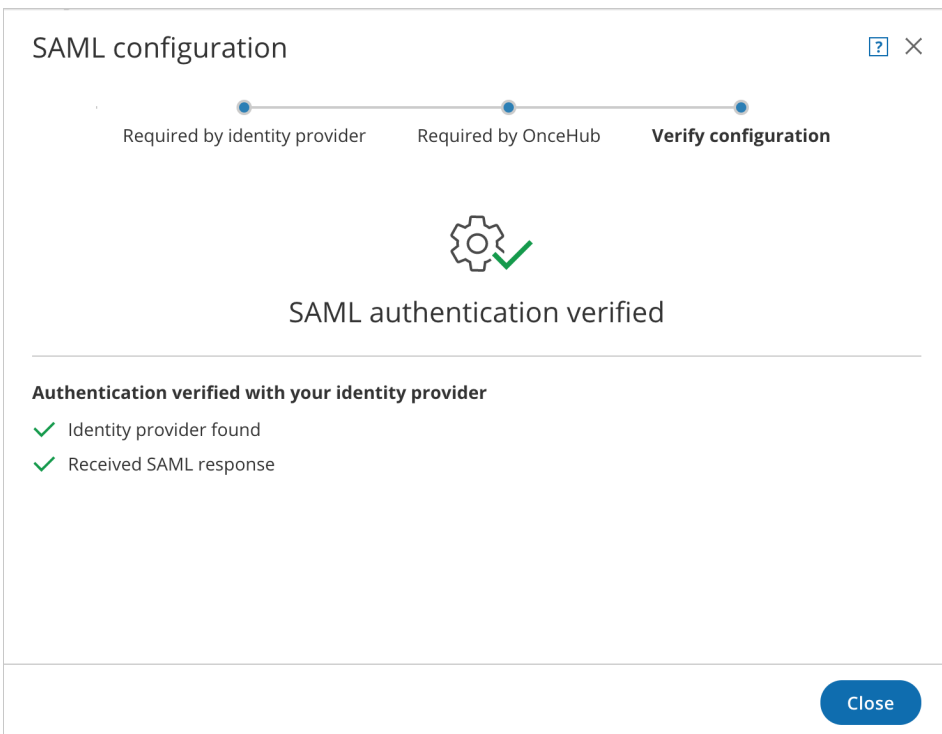


Figure 14: Verify configuration

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 Azure 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.