Configuring SSO with G Suite

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

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 G Suite. The person configuring in G Suite must be an administrator with access to the admin portal.

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 G Suite.

1. Create a new SAML app

In G Suite, go to Apps -> SAML apps.

S			
G Suite	Additional Google	G Suite Marketpl	ace apps
G Suite Core services	Blogging, photos, video, social tools and more	Add and manage third 11 apps whitelisted	d party apps
12 SERVICES	53 SERVICES	8 SERVICES	MANAGE
SAML apps Manage SSO and User Provisioning 4 SERVICES			

Figure 1: Create new SAML app

On the bottom right, click the **Add +** icon. In the popup, select **Setup my own custom app**.

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Step 1 Enable SSO for SAML A	Application	×
Select an service/App for which you	want to setup SSO	
Filter Apps		
Services	Provisioning supported	
15Five	\checkmark	>
4Me		>
7Geese		>
Accellion		>
Adantive Insidhts		>
SETUP MY OWN CUSTOM APP		

Figure 2: Setup my own custom app

2. Grab information from G Suite

On the Google IdP Information step, copy the SSO URL and Entity ID. Paste them into a text document so you can come back to them.

Next, download the Certificate. Set these aside for a moment and select Next in G Suite.

Step 2 of 5 Google IdP I	nformation	
	option to setup Google as your identity provider. Please add details ir e provider. Learn more	1 the SS
Option 1		
SSO URL	https://accounts.google.com/o/saml2/idp?idpid=C02m3hk5	w
Entity ID	https://accounts.google.com/o/saml2?idpid=C02m3hk5w	
Certificate	Google_2023-11-10-163538_SAML2.0	
Gertineate	Expires Nov 10, 2023	
	± DOWNLOAD	
	OR	
Option 2		
IDP metadata	+ DOWNLOAD	

Figure 3: Google IdP Information

3. Basic information

In the **Basic information for your Custom App** step, give the app a name (for instance, OnceHub). When you're satisfied with the basic information, select **Next**.

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Statue	Certificate	
Step 3 of 5 Basic informat	ion for your Custom App	×
Please provide the bas viewed by end-users o	ic information needed to configure your Custom App. This information will be f the application.	
Application Name *		
Description		
Upload logo	0 CHOOSE FILE	
	This logo will be displayed for all users who have access to this application. Please upload a .png or .gif image of size 256 x 256 pixels.	
PREVIOUS	CANCEL N	EXT

Figure 3: General Settings

3. Service Provider Details from OnceHub

On the **Service Provider Details** step, fill out the settings. You can grab these values in OnceHub, on the **Required by identity provider** step.

Step 4 of 5 Service Provide	er Details				×
Please provide service ID are mandatory.	provider details to configure S	SSO for your	r Custom App. The	e ACS url and E	Entity
ACS URL *					
Entity ID *					
Start URL					
Signed Response					
Name ID	Basic Information	~	Primary Email		
Name ID Format	UNSPECIFIED	V			
PREVIOUS				CANCEL	NEXT

Figure 4: Configure SAML Settings

In G Suite	In OnceHub
Entity ID	Identifier URL
ACS URL	ACS URL
[Not required; G Suite refers to ACS URL for this function]	Single sign-on URL

4. Attribute mapping

For the Name ID field on the same step as above, select Basic information and then Primary Email (Figure 4).

You can keep the Name ID Format on UNSPECIFIED.

Once you're ready, click on Next. The Attribute Mapping step will display the Primary Email field. Add a mapping that maps this to the

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application attribute **email** (all lower case).

Select Finish.

5. Paste G Suite information in OnceHub

Go back to OnceHub and refer to the saved information from the **Google IdP Information** step (step two above). Paste the relevant values in OnceHub

In G Suite	In OnceHub
Entity ID	Entity ID
SSO URL	IDP single sign-on URL
Certificate	Public x509 certificate

Important:

For the Public x509 certificate, include the -----**BEGIN CERTIFICATE**----- and -----**END CERTIFICATE**----- syntax in your selection and paste it all into the OnceHub field.

6. Status in G Suite

Before clicking Verify in OnceHub, go back to G Suite and access the **SAML apps** section again. Make sure the status of the new SAML app is on for all relevant users. This may be **On for everyone** or **On for some** (a specific group you define in G Suite).

Apps > SAML Apps			
Services	Status 🔺	Certificate	
oncehub-sso-QA	On for everyone	Google_2023-11-10-163538_SAML2.0 Expires Nov 10, 2023	

Figure 8: Assign to People

7. Verify

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

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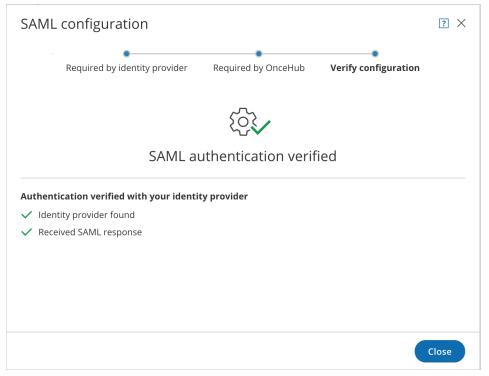


Figure 9: Verify configuration

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 G Suite 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.

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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
(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.