

Checklist for configuring Single Sign-On

Data Republic has commenced beta testing of Single Sign-On (SSO). This SAML based SSO gives users access to Senate using your organization's identity provider (IdP). Organizations can choose to enable SSO for their organization on an optional or mandatory basis.

This checklist details the information required for enabling and configuring SSO for your organization on Senate.

If you get stuck whilst working through the checklist and configuration, please do not hesitate to contact your Customer Success Manager or support@datarepublic.com.

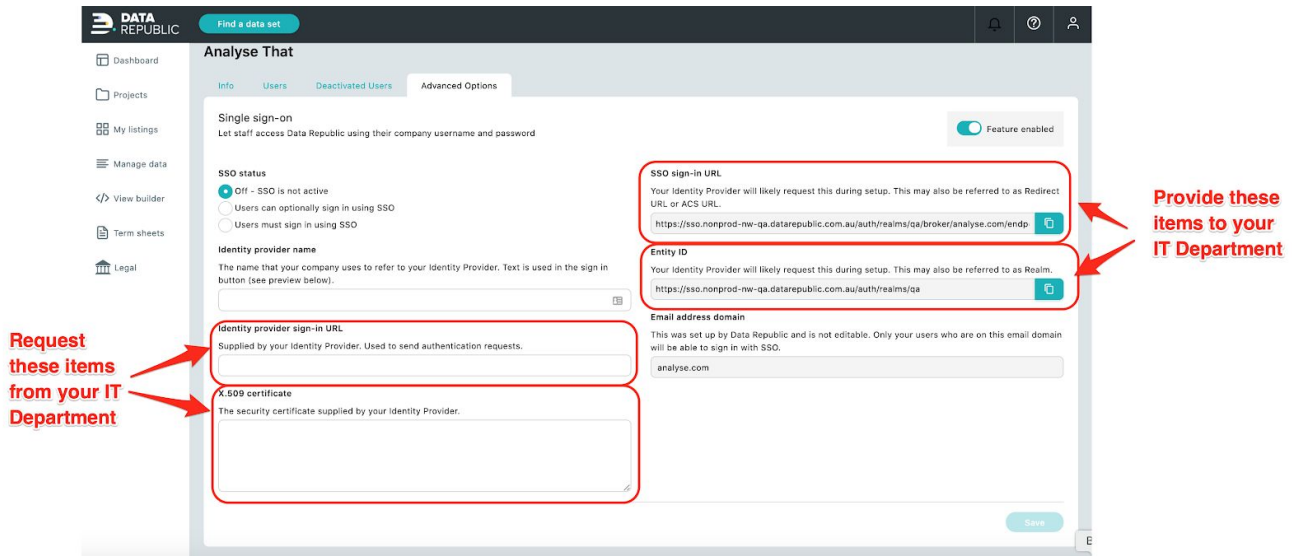
PREREQUISITES

Before you can commence setting up SSO, you will need to request that the function is enabled for your organization on Senate.

Activity	By whom?	Complete?
Confirm with your IT Department that your Identity Provider (IdP) is SAML 2.0 compatible	Organization Administrator	
Confirm your IdP domain with your IT Department. Usually, this is found in your email address after the @ symbol. (e.g. if your organization's emails end in @acme.com, then your IdP domain is likely to be acme.com)	Organization Administrator	
Email your Customer Success Manager or support@datarepublic.com with your IdP domain and request SSO is turned on for your organization.	Organization Administrator	

OBTAIN CONFIGURATION INFORMATION

You will need to provide information to and obtain information from your IT Department to complete your SSO configuration.



Activity	By whom?	Configuration Details								
Provide to your IT Department the SSO Sign-in URL (sometimes called the Redirect URL or ACS URL)	Organization Administrator									
Provide to your IT Department the Entity ID (sometimes called Realm)	Organization Administrator									
Provide to your IT department the Field Mapping - <i>Please note these are case sensitive and need to match exactly.</i>	Organization Administrator	<table border="1"> <thead> <tr> <th>Information in your Idp</th> <th>Field Mapping</th> </tr> </thead> <tbody> <tr> <td>Email address</td> <td>email</td> </tr> <tr> <td>Family Name</td> <td>lastName</td> </tr> <tr> <td>Given Name</td> <td>firstName</td> </tr> </tbody> </table>	Information in your Idp	Field Mapping	Email address	email	Family Name	lastName	Given Name	firstName
Information in your Idp	Field Mapping									
Email address	email									
Family Name	lastName									
Given Name	firstName									
Request the IdP sign-in URL (also known as the single sign-on endpoint) from your IT Department	IT Department									
Request the Public Certificate (sometimes called the x.509 certificate or XML configuration file) in plain text format from your IT Department	IT Department									

CONFIGURING SSO ON SENATE

Now that you have all the information required and your IT department has set up Senate on your IdP you can proceed to set up SSO on Senate.

1. Navigate to your Organization's settings page and click **Advanced Options**
2. Select the **SSO status** for your organization. This whether your users sign in using SSO optionally or if it will be mandatory.

Pro tip: during the Beta we recommend all organizations select 'Users can optionally sign in using SSO'. This will mitigate impact to your users if there is any difficulties in setting up SSO for your organization.

3. Complete the **Identity provider name** field. Think of this as the Sign-in button label that will display to your users when they are accessing Senate
4. Copy in the IdP sign-in URL supplied by your IT department into the **Identity Provider sign-in URL** field.
5. Copy in the X.509 certificate supplied by your IT department into the **X.509 certificate** field
6. Click **Save**

Pro tip: it's important to test the SSO configuration by signing in yourself using SSO

SET UP YOUR USERS

You will need to confirm that your users have accounts set up.

Activity	By whom?	Complete?
Confirm that your users have been added to your Identity Provider (IdP)	Organization Administrator	
Confirm that your users have email addresses with your selected domain name.	Organization Administrator	
Confirm that all of your users have accounts in Senate with the email address that contains your domain name	Organization Administrator	
Send out communications to your users that they can start using SSO	Organization Administrator	

Congratulations you are ready to start signing into Senate using SSO!