

# Single Sign-On (SSO)

## INTRODUCTION

### What is Single Sign-On (SSO)?

- SSO allows user to log in to InfoReady using their organizational credentials (i.e., the same ones they use to access email, employee portal, etc.)

### Things to Consider

- InfoReady is a member of the InCommon federation, which is the most common and efficient implementation.
- Remaining SSO implementations involve CAS, other Shibboleth, and custom authentication methods.
- If your organization uses multiple email aliases, it will be best to send a uniform alias for all users so that administrators can be easily educated on which email address to use when working within the platform.

## ROLES AND RESPONSIBILITIES

Enabling the feature requires collaboration between the InfoReady development team and your IT team.

### InfoReady

- Share metadata with client.
- Configure test environment (if needed).
- Deliver implementation within agreed upon timeline.

### Client's IT team

- Respond to InfoReady representatives in a timely manner.
- Share metadata for test and/or production environments.
- Participate in testing as needed to verify login and logout.

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## PROCESS

1. Confirm implementation method (InCommon or other).

| InCommon                                                                                              | Other                                                                                                   |
|-------------------------------------------------------------------------------------------------------|---------------------------------------------------------------------------------------------------------|
| 2. Client confirms entity ID.                                                                         | 2. Client sends metadata. If separate metadata is used for test and production environments, send both. |
| 3. InfoReady sends entity ID in format:<br>https://[subdomain-of-your-site].infoready4.com/shibboleth | 3. InfoReady sends test and production metadata.                                                        |
| 4. Client confirms configuration.                                                                     | 4. Client configures test environment.                                                                  |
|                                                                                                       | 5. InfoReady configures test environment.                                                               |
|                                                                                                       | 6. Client tests login and logout and reports any issues to InfoReady.                                   |
|                                                                                                       | 7. InfoReady troubleshoots any errors until login and logout work as expected.                          |
| 5. Schedule implementation in production.                                                             | 8. Schedule implementation in production.                                                               |
| 6. Client confirms login and logout in production.                                                    | 9. Client confirms login and logout in production.                                                      |
| 7. Project closed.                                                                                    | 10. Project closed.                                                                                     |

## TECHNICAL DETAILS

- Required attributes:
  - eppn (eduPersonPrincipalName)
  - givenName (first name)
  - sn (last name)
  - mail (email address)
- Within the platform, we authenticate using the value stored in eppn. The provisioning is just-in-time, so there is no need to pre-load users.
- Deactivated users on the organization's end (e.g., left organization, retired) will also not be able to log in to InfoReady with SSO. They will show on the InfoReady user list unless an administrator deletes their account. Historical data of applications and reviews remain intact.
- Implementation occurs during scheduled maintenance hours early on Monday or Friday mornings.

## LOGIN AND REGISTRATION OPTIONS

- The default text on the login page can be customized by InfoReady. Simply send your preferred text, and InfoReady will make the changes. More info [here](#).
- By default, the platform does not allow external applicants. Main (i.e., Super or Global) administrators have the option to allow or limit external applicant self-registration by email domain. More info [here](#).
- If you don't plan to have any external users (applicants nor reviewers), then we can configure the "Log In" button in the upper right corner of the site to skip the InfoReady login page and automatically redirect users to your institution's SSO login page. More info [here](#).
- The platform can also be configured to force users with your organization's email domain to log in with SSO. More info [here](#).