

Configure Appraisd for Single Sign-On

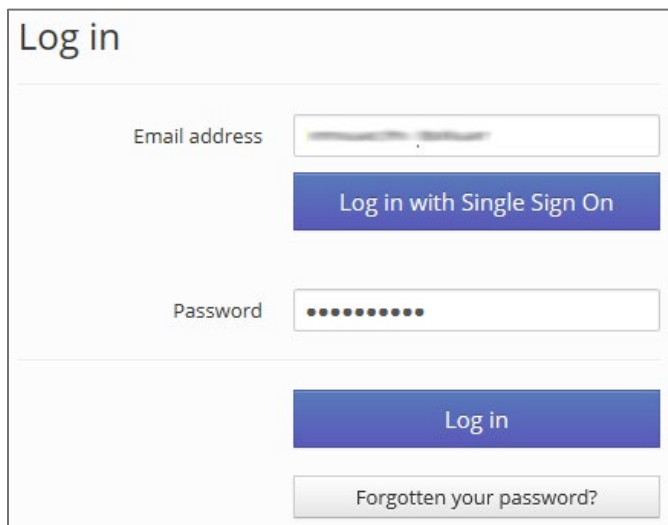
Configuring Appraisd for single sign-on (SSO) enables administrators to manage users of Citrix ADC. Users can securely log on to Appraisd by using the enterprise credentials.

Prerequisite

Browser Requirements: Internet Explorer 11 and above

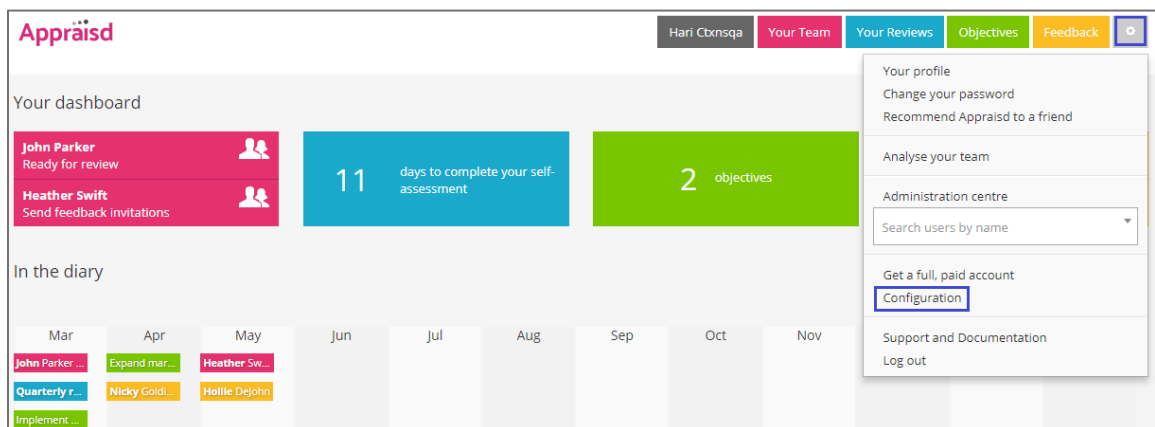
To configure Appraisd for SSO by using SAML:

1. In a browser, type <https://app.appraisd.com/login> and press **Enter**.
2. Type your Appraisd admin account credentials (**Email address** and **Password**) and click **Log in**.



The login page is titled "Log in". It features two input fields: "Email address" and "Password". Below the "Email address" field is a blue button labeled "Log in with Single Sign On". Below the "Password" field is a blue button labeled "Log in". At the bottom of the form is a grey button labeled "Forgotten your password?".

3. In the dashboard page, click the Settings button in the top-right corner and select **Configuration**.



The dashboard page shows the Appraisd logo in the top-left corner. In the top-right corner, there is a navigation bar with tabs: "Hari Ctrnsqa", "Your Team", "Your Reviews", "Objectives", "Feedback", and a settings gear icon. Below the navigation bar, the dashboard is divided into several sections. On the left, there is a "Your dashboard" section with two user cards: "John Parker" (Ready for review) and "Heather Swift" (Send feedback invitations). In the center, there is a blue card showing "11 days to complete your self-assessment" and a green card showing "2 objectives". Below these, there is a "In the diary" section with a calendar view for March through November. On the right, a settings menu is open, showing options: "Your profile", "Change your password", "Recommend Appraisd to a friend", "Analyse your team", "Administration centre" (with a search bar), "Get a full, paid account", "Configuration" (highlighted with a blue box), "Support and Documentation", and "Log out".

- Click **SAML single sign-on** from the left pane.
- In the **SAML single sign-on** page, enter the values for the following fields under **Identifying users**:

Required Information	Description
Identity Provider Single Sign-On URL	IdP logon URL
Identity Provider Issuer URL	IdP Issuer URL
X.509 Certificate	Copy and paste the IdP certificate. The IdP certificate must begin and end with -----Begin Certificate----- and -----End Certificate----- Note: The IdP metadata is provided by Citrix and can be accessed from the link below. The link is displayed while configuring SSO settings for your app. <a href="https://gateway.cloud.com/idp/saml/<citrixcloudcust_id>/<app_id>/idp_metadata.xml">https://gateway.cloud.com/idp/saml/<citrixcloudcust_id>/<app_id>/idp_metadata.xml
SAML-only login	Select Login with SAML SSO or Password, emails to users contain the standard login page link .

Configuration

- Features
- Branding
- People fields
- Forms
- Emails
- Email Templates
- Objectives
- Feedback
- Workflow
- Review cycle
- Advanced
- SAML single sign-on**
- Labs
- Account notes
- Integrations
- Download
- Search settings

Identity Provider Single Sign-On URL

Paste in here the single sign-on service URL that you're given by your identity provider

Identity Provider Issuer URL

Paste in here the issuer URL that you're given by your identity provider

X.509 Certificate

Paste in here the certificate you are given by your identity provider

-----BEGIN CERTIFICATE-----

NameID is the username, not email address

☐ Enable this if the NameID you'll be passing from your IdP is a username. Otherwise email address will be assumed. This will enable a Username field on your People list so you can specify the username for each person.

SAML-only login

Use this option to decide what preference you want to give to SAML vs Password authentication and what is sent in emails.

- ☒ Login with SAML SSO or Password, emails to users contain the standard login page link
- ☐ Login with SAML SSO or Password, emails to users contain the SSO link
- ☐ Login with SAML SSO only, emails to users contain the SSO link
- ☐ Login with Password, do not show SAML login button

Note: Note down the **ACS (Consumer) URL**, **Issuer ID**, **Default Relay State**, **Service-initiated login URL**, and **SAML signature algorithm** for IdP configuration.