



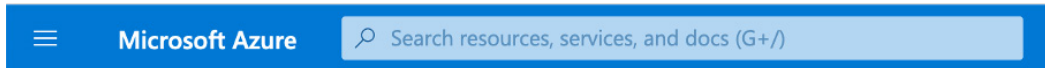
Configuring your Azure SSO provider with Workbench

Version 2.0

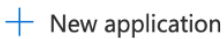
April 30, 2020

Configure your Azure SSO provider with Workbench

1. Log into your **Azure** console
2. Search for **Enterprise Applications** in the search bar at the top and navigate to it



3. On the page, select **New Application**



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



5. On the **Add your own application** page, provide a name for the application and click **Add**
6. On the newly created application's page, click **Properties** on the left menu bar under **Manage** (Figure 1)

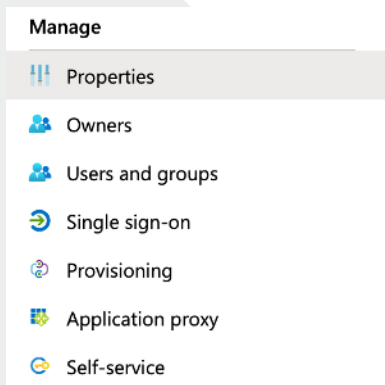


Figure 1

7. Upload our logo, which should be provided to you by Expel, and click **Save**



8. Click **Overview** on the left menu bar to navigate to the application's overview page
9. Click **Set up single sign-on** (Figure 2)

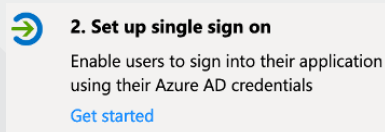


Figure 2

Alternatively, click **Single sign-on** on the left menu bar under **Manage** (Figure 3)

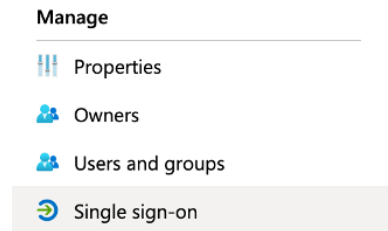


Figure 3

10. For **Select a single sign-on method**, click **SAML** (Figure 4)

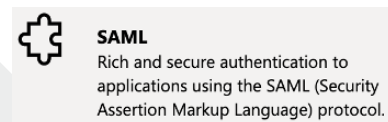


Figure 4

11. You are now on the **SAML-based Sign-on** page in Azure. Edit section 1- **Basic SAML Configuration**

12. Copy and paste the field **Azure AD Identifier** from section 4 to **Identifier (Entity ID)**. See Figure 5

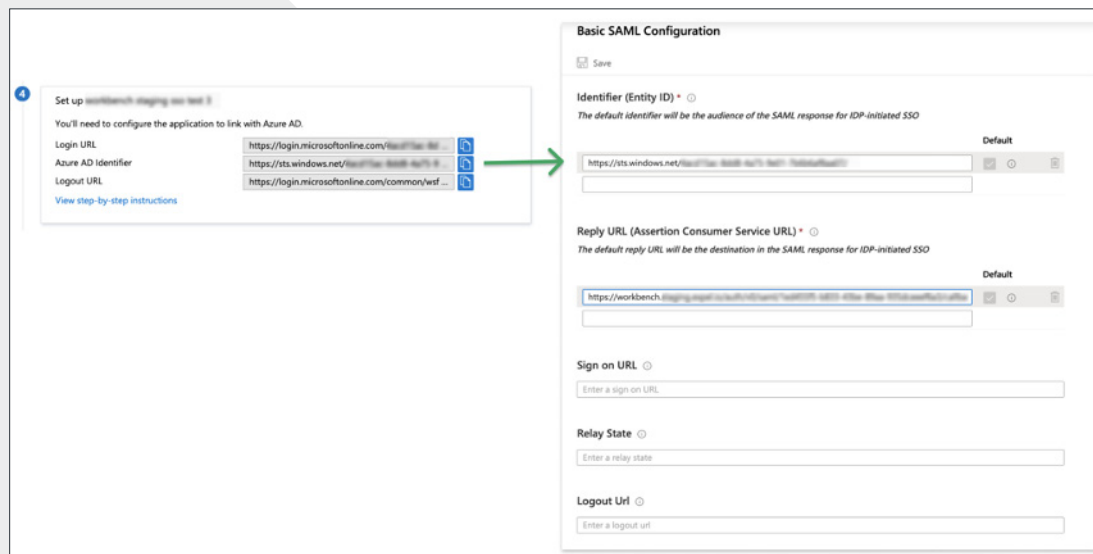


Figure 5

13. Next, you will need to copy information from Expel Workbench to complete the integration, so open a new tab or window and log into Expel Workbench (<https://workbench.expel.io>)

- Navigate to **Settings > My Organizations** and select the organization. Then select the Integrations tab and select the **Configure SSO** link under **Single Sign-on** (Figure 6)

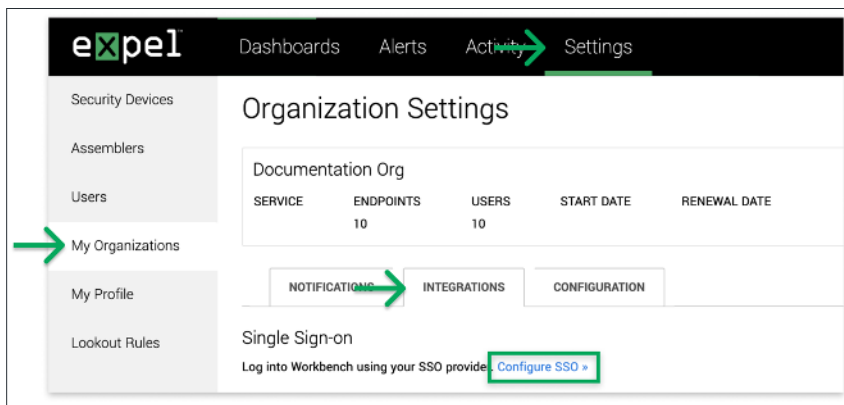


Figure 6

- Copy and paste the following from Expel Workbench into Azure: (Figure 7)
 - ACS URL or Single Sign-on URL → Reply URL (Assertion Consumer Service URL)**
 - Leave **Yes, allow users to log in locally OR via SSO** selected for local logins. This is to make initial SSO setup easier. You can change this later

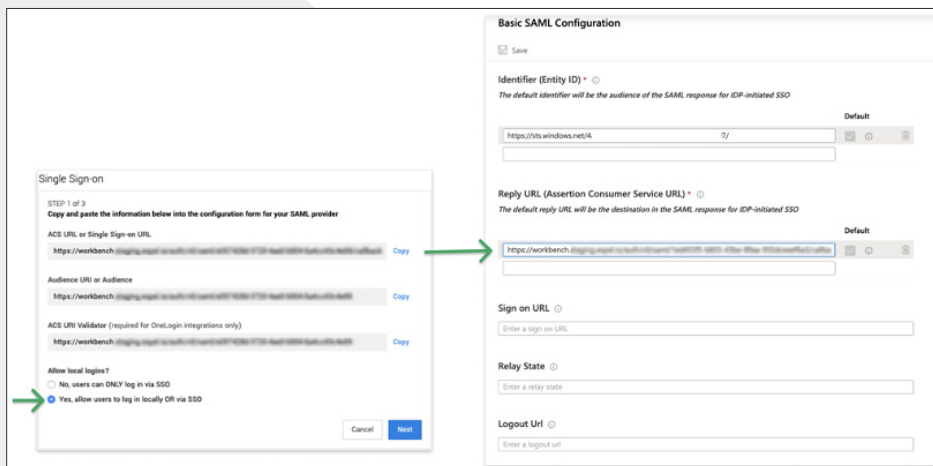


Figure 7

- In **Azure**, edit **Single sign-on** section 2 **User Attributes & Claims**, click **Add new claim**



17. In the **Manage Claim** view: (Figure 8)
 - a. Enter the word “email” (case-sensitive) under **Name**
 - b. Leave the **Namespace** empty
 - c. Select “Attribute” for **Source**
 - d. Select the appropriate value for your organization for **Source attribute** (this field will populate each user’s email address, and maybe different from the example shown below)
 - e. Then select **Save**

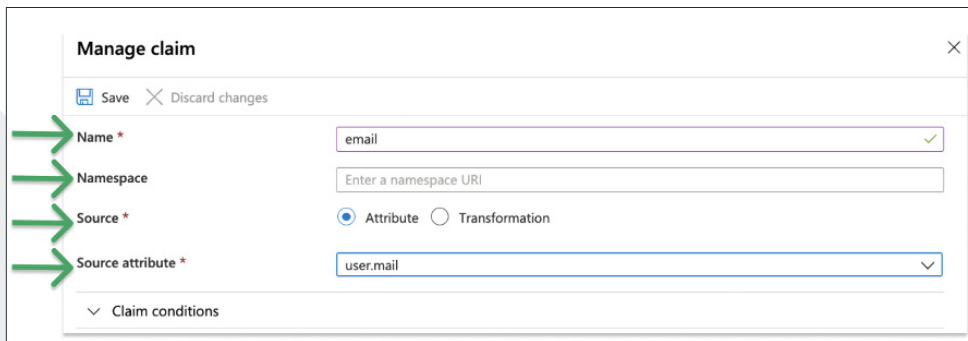


Figure 8

18. Navigate back to **Single sign-on** on the left menu bar in **Azure**. Copy the following values into Expel Workbench (Figure 9)
 - a. **Login URL** → **Single Sign-on URL or SAML 2.0 Endpoint**
 - b. **Azure AD Identifier** → **Issuer or Issuer ID**
 - c. **Certificate (Base64)** → **Certificate**

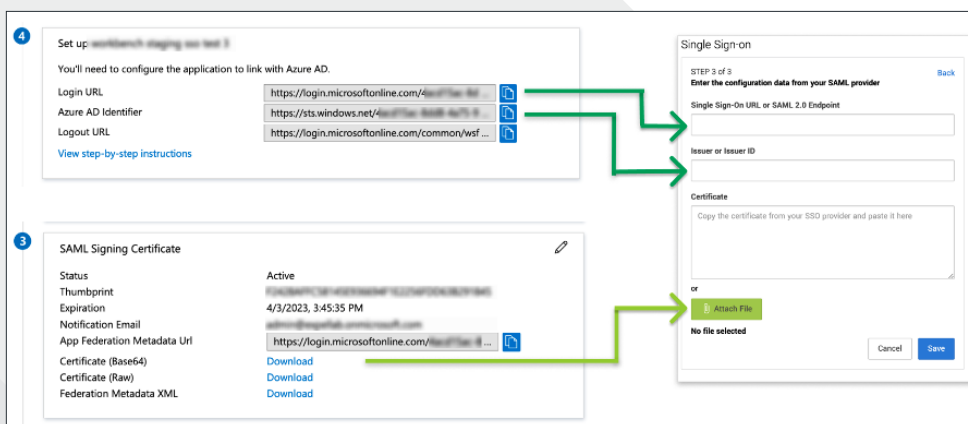


Figure 9

19. Click **Save** in Expel Workbench

Please Note

Before signing in with SSO, please make sure that:

- In Azure, the Workbench enterprise application is assigned to all intended users
- The user email addresses you have in Azure must match the email that is configured for the user in Workbench; the emails are case sensitive
- New members of your organization that need access to Workbench have user accounts created in Workbench, and have the Workbench application assigned to them in Azure
- When you are completely finished testing and setting up, in Expel Workbench, you can disable local logins by selecting **Edit** from the dropdown button on the right side, and selecting **No, users can ONLY log in via SSO** (Figure 10). Then select the buttons **Next, Next, Save** to save

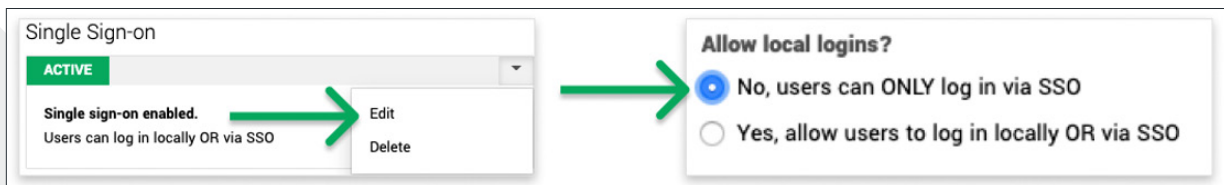


Figure 10

That's it! Give yourself a pat on the back — you're done!

If you have any issues, concerns, questions or feedback, please don't hesitate to contact Expel at devicehealth@expel.io.