

How to Update your SSO Configuration

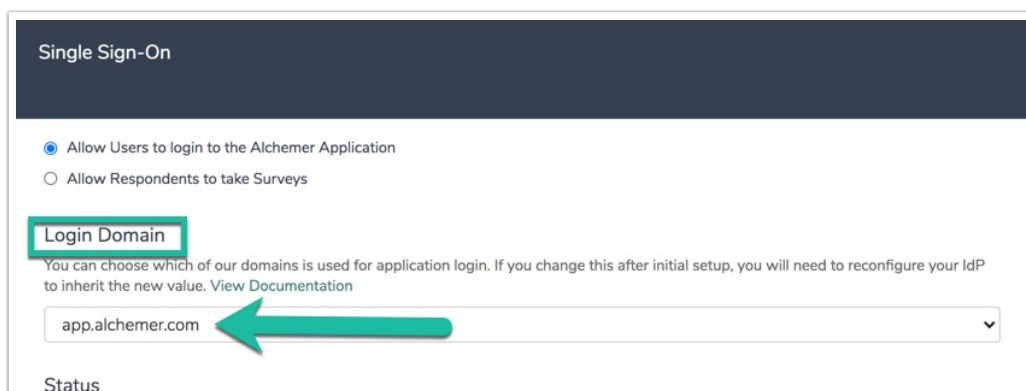
Launching early November: New SSO management!

Alchemer is introducing an enhanced SSO experience. This update will simplify user management and strengthen login security.

Your current SSO setup will continue to work alongside the new experience until you choose to migrate.

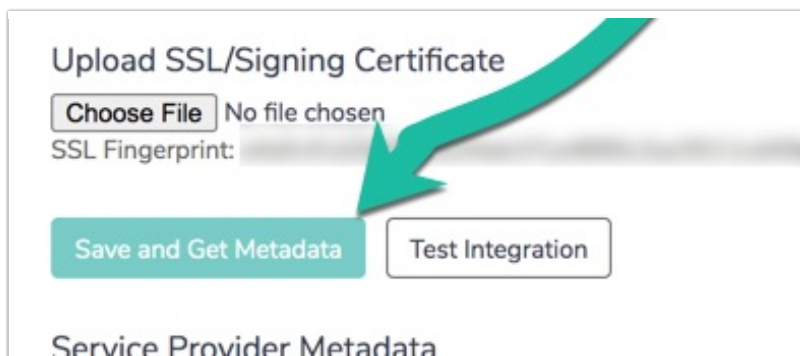
There are three actions that are needed to successfully update an SSO integration.

1. Via Integrations > Data Connectors > Single Sign-on (Account), select the Login Domain in the Alchemer integration to *app.alchemer.com*, *app.alchemer-ca.com* or *app.alchemer.eu* depending on the data center of the account via the Login Domain Dropdown:



The screenshot shows the 'Single Sign-On' configuration page. It has a dark header with the text 'Single Sign-On'. Below the header, there are two radio buttons: 'Allow Users to login to the Alchemer Application' (which is selected) and 'Allow Respondents to take Surveys'. Below the radio buttons, there is a section titled 'Login Domain' with a teal border. Underneath this title, there is a small text block: 'You can choose which of our domains is used for application login. If you change this after initial setup, you will need to reconfigure your IdP to inherit the new value. View Documentation'. Below this text is a dropdown menu with 'app.alchemer.com' selected. A teal arrow points to the dropdown menu. At the bottom of the form, the word 'Status' is visible.

2. Select **Save and Get Metadata** in the integration pane:



The screenshot shows the 'Upload SSL/Signing Certificate' section of the integration pane. It features a 'Choose File' button next to the text 'No file chosen'. Below this is an 'SSL Fingerprint' input field. A teal arrow points from the 'Choose File' button area down to the 'Save and Get Metadata' button. To the right of the 'Save and Get Metadata' button is a 'Test Integration' button. At the bottom of the section, the text 'Service Provider Metadata' is visible.

3. Supply the updated metadata to your Identity Provider (Okta, Ping, OneLogin, Auth0, etc.). Complete *a* or *b* below depending on the specific use case:

- a. If you are utilizing a Service Provider metadata URL, you will need to trigger a refresh of this metadata by selecting **Save and Get MetaData**. The existing hostname in the metadata URL should be updated as such, prior to this refresh:
 - i. Refresh the integration by resaving the integration.
- b. If you are manually managing your provider metadata, from your identity provider:
 - i. If necessary, upload the new **Sign-In Certificate** from Alchemer to your Service Provider (Ping, ADFS, etc.), that is present in the metadata after resaving. Copy the certificate below using your clipboard:

```
-----BEGIN CERTIFICATE-----
MIIGmjCCBYKgAwlBAglIDQBE2n2k7rcwDQYJKoZIhvcNAQELBQAwbGQx
CzAJBgNVBAYTAlVTMRAwDgYDVQQIEwdBcmI6b25hMRMwEQYDVQQQ
HEwpTY290dHNkYWxIMRowGAYDVQQKExFHb0RhZGR5LmNvbSwgSW
5jLjEtMCsGA1UECxMkaHR0cDovL2NlcnRzLmdvZGFkZHkuY29tL3JlcG9za
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UHAWIwDgYDVROPAQH/BAQDAgWgMDgGA1UdHwQxMC8wLaAroCmGJ
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8wCAYGZ4EMAQIBMHYGCCsGAQUFBwEBBGowaDAkBggrBgEFBQcwAYY
YaHR0cDovL29jc3AuZ29kYWRkeS5jb20vMEAGCCsGAQUFBzAChjRodHRw
Oi8vY2VydGlmYWVhdGVzLmdvZGFkZHkuY29tL3JlcG9zaXRvcnkVZ2RpZzluY
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```

```
W5yadLUzQ7BnidCx0JEPawDQYJKoZlhcNAQELBQADggEBAE2YRBjzIb+Ftjo
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39zsBZStHcSLWyleHGilyBDM=
-----END CERTIFICATE-----
```

- Re-test your integration after completing the above steps using the new **Login Link** found at the bottom of the integration in Alchemer after the integration is resaved:

User Settings

Restrict Login to SSO Only.
Note: When Checked, Only Admins will be able to log in through the main Alchemer login page.

Users must be set up in Alchemer.

Automatically create new users if they don't exist in Alchemer.

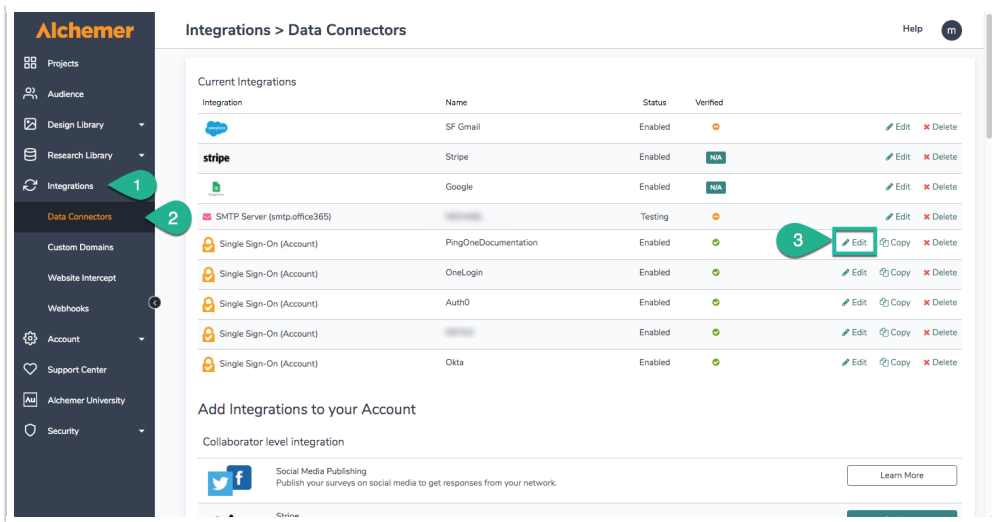
Login Link

Cancel Save

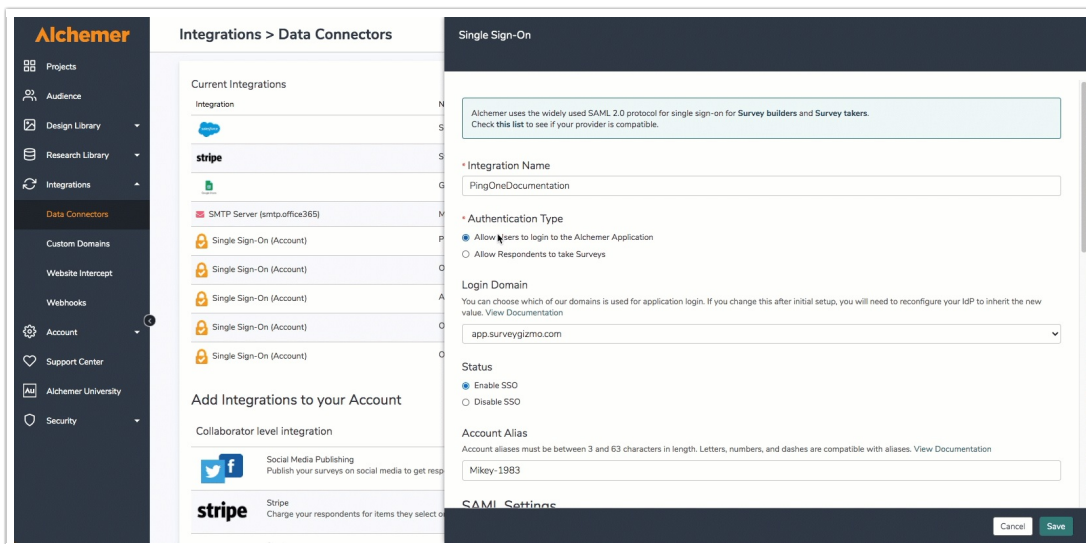
Updating Login Domain and Metadata

After switching to the new login domain, the old Login link generated in the Integration will *not* function. Once this process has been completed and the integration is resaved, utilize the new login link found at the bottom of the specific integration being switched over to app.alchemer.

1. To update the login domain for an SSO integration, start by selecting from the **left-hand navigation menu** in Alchemer **Integrations > Data Connectors**. Next, click **Edit** on the right side of the specific SSO integration being converted to the app.alchemer.com domains:



2. In the right hand popup menu that displays once **edit** is selected, Scroll down to the **Login Domain Dropdown**, and choose app.alchemer.com, app.alchemer-ca.com, or app.alchemer.eu depending on the data center of the account:



3. Scroll down further in the right hand popup window to **Upload SSL/Signing Certificate** section, and select **Save and Get Metadata**:

Single Sign-On

Signed Metadata

No

Pull SAML settings from Identity Provider Metadata

Enter SAML settings manually

* Entity ID

* Login URL

https://sso.connect.pingidentity.com/sso/s/

Upload SSL/Signing Certificate

Choose File No file chosen

SSL Fingerprint: 70fb19cde31401a8b015fbaa368f6db96c929737

Save and Get Metadata Test Integration

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Cancel Save

4. Select **Save** in the bottom right corner of the popup menu.

If an account is utilizing survey SSO, be aware that survey links will change when an update to the login domain value is completed. Once these changes have been made, please validate the survey links that are using SSO.

Related Articles