# **SAML SSO for Enterprise Organizations**

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If you're interested in SAML SSO for your organization, please <u>contact our Sales team</u> to learn more!



## **Basic Settings**

## **Approved Email Domains**

Only approved email domains trigger the SSO hint and login button for each IdP. In addition, every email address sent by the IdP must match against the pre-approved list. Adding multiple email domains is supported.

## **Password Reset Hint**

This is an optional hint displayed on the password reset page. This hint usually contains instructions provided by the IdP for their users.

## **Login Label**

This is the label of the button displayed to users whose email address matches the pre-approved list. The button is displayed only on the login pages on <u>polleverywhere.com</u>, <u>pollev.com</u>, mobile, and native applications.

Log in	D Poll Everywhe	re
Email or username test@techcorp.com	login	
Log in with Tech Corp	Email or username test@techcorp.com	
Forgot your password?	Log in with Tech Corp	
Need an account? Create one now Trouble accessing your account? Contact support	Ne Forgot password?	eed an account? Create one now

The label can be left blank during an SSO testing period. This will prevent existing or new users from seeing the button on sign-in. The name-based redirect link, e.g.

<u>https://www.polleverywhere.com/auth/saml/techcorp</u>, can be provided to the client's technical point of contact for testing.

## **SSO Options**

### **Comprehensive SSO (recommended)**

With comprehensive SSO, you can provide authentication and provisioning for all users associated with your domain. Automatically differentiate between presenters and participants with custom attributes.

- **Authentication**: Anyone with an email address using your organization's domain must use SSO to log in. There will be no option to log in with a password.
- **Provisioning**: Use custom role attributes to distinguish between presenters and participants and automatically create their accounts.
- **No additional steps**: Any existing user using Poll Everywhere off-license (free version) must be invited to the enterprise account before they can log in via SSO

When **comprehensive SSO is enabled**, users will only be able to log in using their SSO credentials:

#### Log in

Email or username test@techcorp.com

Log in with Tech Corp

Forgot your password? Need an account? Create one now Trouble accessing your account? Contact support

## **Standard SSO**

By selecting standard SSO, you provide authentication only for users already on your organization's account.

- Authentication: Users can log in via SSO but will always have the additional option to log in with a password.
- **Provisioning**: Manually send invitations to new users via email or CSV upload.
- Additional steps: Your organization's Poll Everywhere account administrator will need to monitor accounts that get created off-license (free version) and manually invite these users to join the license.



When **comprehensive SSO is disabled** (standard SSO), users will be able to log in using their SSO credentials or a password.

## Log in

Email or username test@techcorp.com Log in with Tech Corp Use password instead

> Forgot your password? Need an account? Create one now Trouble accessing your account? Contact support

## **Creating an Account via SSO**

Log in with Tech Corp	
test@techcorp.com	

When comprehensive SSO is enabled, users will need to log in with their SSO credentials to create an account.

*Please note:* Comprehensive SSO only allows existing presenters on the enterprise account to log in via SSO. All off-license (non-enterprise) presenters can continue to log in using a password until they are invited to the enterprise account.

## **IdP SAML Settings**

#### **Request to join customized message**

What would you like the copy to be for new users who request to join?

#### **Request to join URL**

What should the URL be where new users can request access?

#### **IDP Metadata URL**

e.g. https://www.organization.com/idp/SSO/metadata.xml

The IDP metadata URL. Alternatively, you can provide your metadata file.

#### **IDP SSO target URL**

e.g. <u>https://www.organization.com/idp/SSO.saml2</u>

The identity provider URL. This can be a test URL if you'd prefer to start with a test SAML instance. The target URL is the IdP entrypoint that Poll Everywhere redirects users to. In most cases, it will redirect to the IdP login page.

#### **Email Domain Pattern(s) for Notice**

e.g. acme.com

Only email addresses that match this pattern will be able to use SSO. Poll Everywhere can <u>display a</u> <u>SSO login notice</u> for people who try to login at <u>https://www.polleverywhere.com/login</u> from your organization

#### **Name Identifier Format**

The Name ID format Poll Everywhere expects in the IdP response. This value is present in the metadata file. Common formats include transient, permanent or emailAddress. Typically, once a user with a non-transient Name ID signs in with SSO, we will permanently associate their Poll Everywhere user with that Name ID.

#### **IdP Public Certificate**

*e.g. -----BEGIN CERTIFICATE-----MIIB9D...* Public X.509 Certificate

#### **First Name Attribute**

e.g. urn:oid:2.5.4.42 or first\_name

The name of the attribute containing the user's first name. Poll Everywhere expects this attribute in the IdP response and it is defined in the metadata file. This value will auto-populate on the SAML signup page.

#### **Last Name Attribute**

e.g. urn:oid:2.5.4.4 or last\_name

The name of the attribute containing the user's last name. Poll Everywhere expects this attribute in the IdP response and it is defined in the metadata file. This value will auto-populate on the SAML signup page.

#### **Email Attribute**

This is the name of the SAML attribute containing the user's email address. Typically, the email address will be provided from your directory server.

#### **Presenter Attribute**

When a new user signs up for Poll Everywhere via SAML, by default we provision that new user as a participant. However, we can optionally make them a presenter on your account. If you would like to do this type of provisioning, we need you to identify presenters via an attribute and pre-approved values. If that attribute and pre-approved values are sent to Poll Everywhere via the SAML integration, we will provision that new user as a presenter.

#### **Sign Requests**

When enabled, the SP-initiated login (from Poll Everywhere to the IdP) request will be signed with our key. This will also add our public key to the metadata file. Generally, this setting is enabled for new configurations. It should never be changed for an existing configuration without confirmation from the IdP.



## Troubleshooting

## **Non-Enterprise Presenter SSO Error**

If your non-enterprise presenters attempt to sign in via SSO, they will receive the error message "*You are not on an account that is SSO-enabled, please log in with your username and password*" below:



You can confirm the status of the user under <u>Manage presenters</u> in the admin dashboard:

- **Presenters** These presenters have been added successfully. Please reach out to <u>support@polleverywhere.com</u> for assistance.
- Invitations Users need to accept the pending invitation to log in via SSO.
- **Request to join** Users have requested to join the account. As account administrator, you can choose to accept or reject their pending request.
- Non-enterprise presenters Users have created an off-license presenter account using an approved email domain. You can invite these users to join the license.

