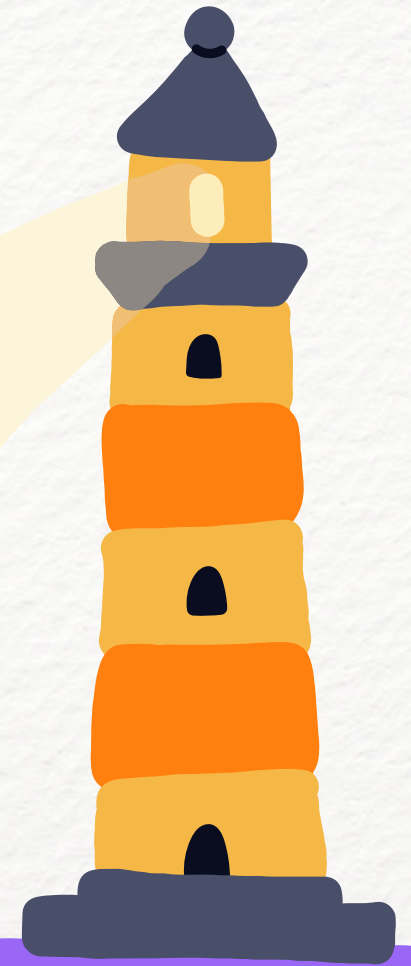


Single Sign On Configuration for G Suite



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Disclaimer & Confidentiality Notice



1. Disclaimer & Confidentiality Notice



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Executive Summary



2. Executive Summary



This document provides guidelines on how to configure Workvivo to authenticate via Single Sign On (SSO) using Google G Suite as the identity provider (IdP) solution in a SAML2 SSO configuration. The information contained in this document is intended as a guideline only – there may be significant differences in any given G Suite configuration that require a different approach to be taken.

Set up Workvivo as a Custom SAML App



3. Set up Workvivo as a Custom SAML App

The first step to configuring Workvivo in G Suite is to add it as a custom app.

Step 1

From the G Suite Admin console Home page, go to Apps and then Web & Mobile Apps.

Click Add + at the bottom right and the Step 1 screen appears. Select “Add Custom SAML App”.

× Add custom SAML app

1 App details — 2 Google Identity Provider details — 3 Service provider details — 4 Attribute mapping

App details
Enter details for your custom SAML app. This information is shared with app users. [Learn more](#)

App name
Workvivo

App icon
Attach an app icon. Maximum upload file size: 4 MB

CANCEL CONTINUE

Step 2

Select Option 1 Download Idp metadata and send the following to your Workvivo point of contact:

- SSO URL
- Entity ID
- Certificate

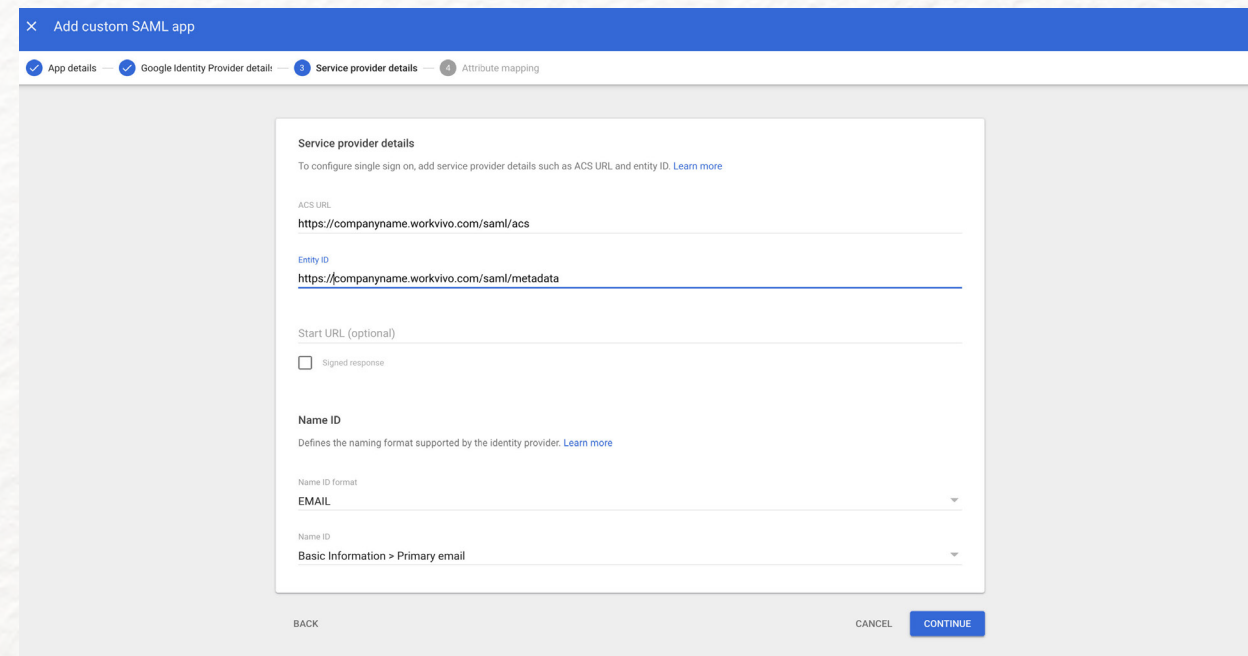
Download the certificate by clicking **“Download”**.

Click **“Continue”** to move to Step 3.

Step 3

Your Workvivo contact will provide you with the below information:

- ACS URL: `https://[companyname].workvivo.com/saml/acs`
- Entity ID: `https://[companyname].workvivo.com/saml/metadata`
- Name ID: Basic Information, Primary Email
- Name ID Format: Email



The screenshot shows the 'Add custom SAML app' configuration page in the Workvivo admin console. The page is titled 'Add custom SAML app' and has a progress bar with four steps: 'App details', 'Google Identity Provider details', 'Service provider details' (current step), and 'Attribute mapping'. The 'Service provider details' section contains the following fields:

- ACS URL:** `https://companyname.workvivo.com/saml/acs`
- Entity ID:** `https://companyname.workvivo.com/saml/metadata`
- Start URL (optional):** (empty field)
- Signed response:**
- Name ID:** Defines the naming format supported by the identity provider. [Learn more](#)
- Name ID format:** **EMAIL** (dropdown menu)
- Name ID:** **Basic Information > Primary email** (dropdown menu)

At the bottom of the page, there are three buttons: 'BACK', 'CANCEL', and 'CONTINUE'.

Click **“Continue”** to move to Step 4.

Step 4

Create a new mapping for Email to Basic Information, Primary Email. Click **“Finish”**.

✕ Add custom SAML app

✓ App details — ✓ Google Identity Provider details — ✓ Service provider details — 4 Attribute mapping

Attributes

Add and select user fields in Google Directory, then map them to service provider attributes. Attributes marked with * are mandatory. [Learn more](#)

Google Directory attributes	App attributes
Basic Information > Primary email	Email

ADD MAPPING

BACK CANCEL FINISH

Setting up SSO with SAML



4. Setting up SSO with SAML

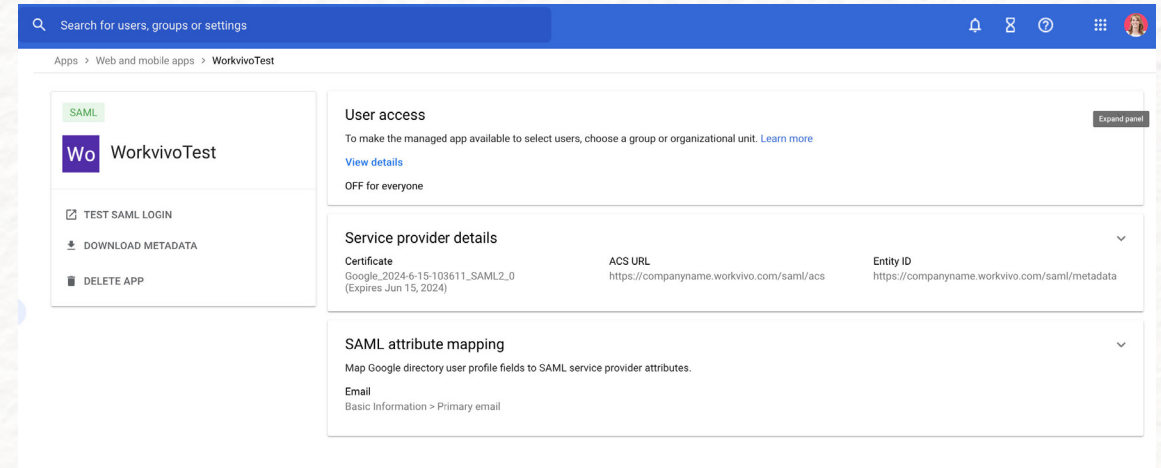
The final step is to turn the app on for all employees.

From the Admin console Home page, go to Apps and then Web & Mobile Apps and select your new Workvivo SAML app.

Click to expand the panel on the top right.

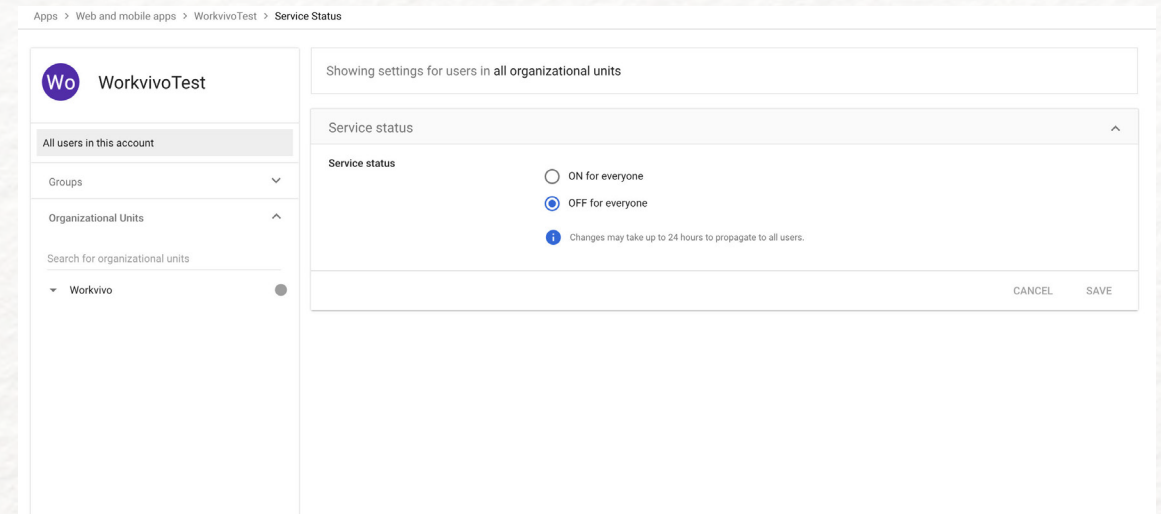
To apply settings for all users, check the **'ON for everyone'** radio button and then click **"Save"**.

To apply settings to individual organisational units, select the relevant organisational unit that contains the users whose settings you want to change from the list on the left hand side. To change the setting, select On or Off.



The screenshot shows the configuration page for the Workvivo SAML app. The top navigation bar includes a search bar and navigation icons. The main content area is divided into several sections:

- SAML** (tab): Includes the Workvivo logo and buttons for "TEST SAML LOGIN", "DOWNLOAD METADATA", and "DELETE APP".
- User access**: A section with a "Learn more" link and a radio button set to "OFF for everyone".
- Service provider details**: A table with columns for Certificate, ACS URL, and Entity ID. The Certificate is "Google_2024-6-15-103611_SAML2_0 (Expires Jun 15, 2024)".
- SAML attribute mapping**: A section for mapping Google directory user profile fields to SAML service provider attributes, with "Email" mapped to "Basic Information > Primary email".



The screenshot shows the "Service Status" configuration page for the Workvivo SAML app. The left sidebar shows the app name and a list of organizational units, with "Workvivo" selected. The main content area shows the "Service status" section with two radio buttons:

- ON for everyone
- OFF for everyone

Below the radio buttons, there is a note: "Changes may take up to 24 hours to propagate to all users." At the bottom right, there are "CANCEL" and "SAVE" buttons.

Testing SSO with Workvivo



5. Testing SSO with Workvivo

To test that SSO has been configured correctly:

- Open the single sign-on URL for Workvivo in your browser and you should be automatically redirected to the Google sign-in page.
- Enter your sign-in credentials.
- Once authenticated, you should be automatically redirected back to the Workvivo app.



thank you



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