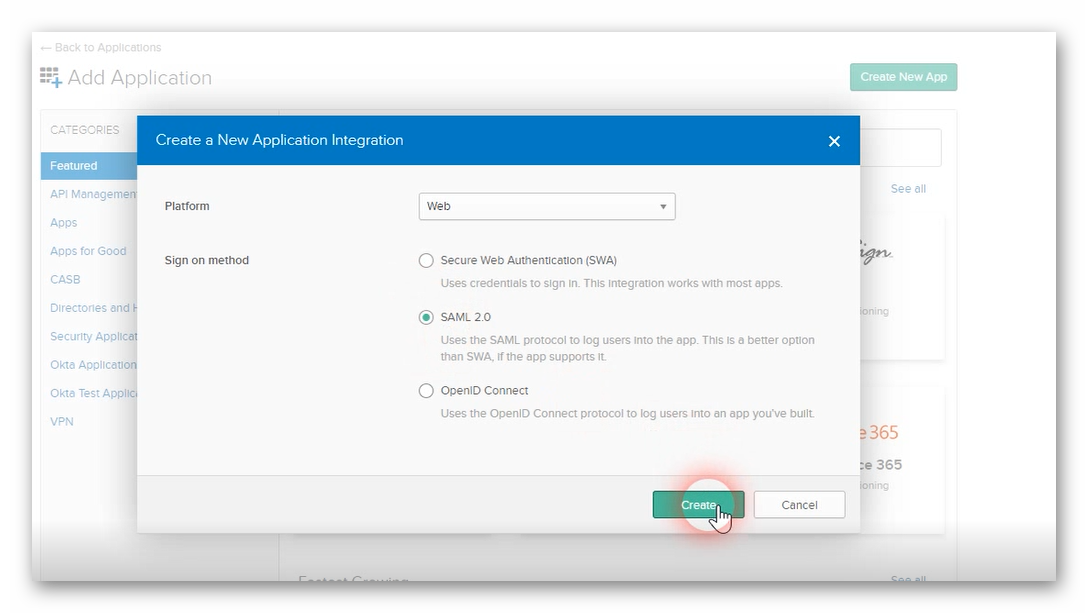
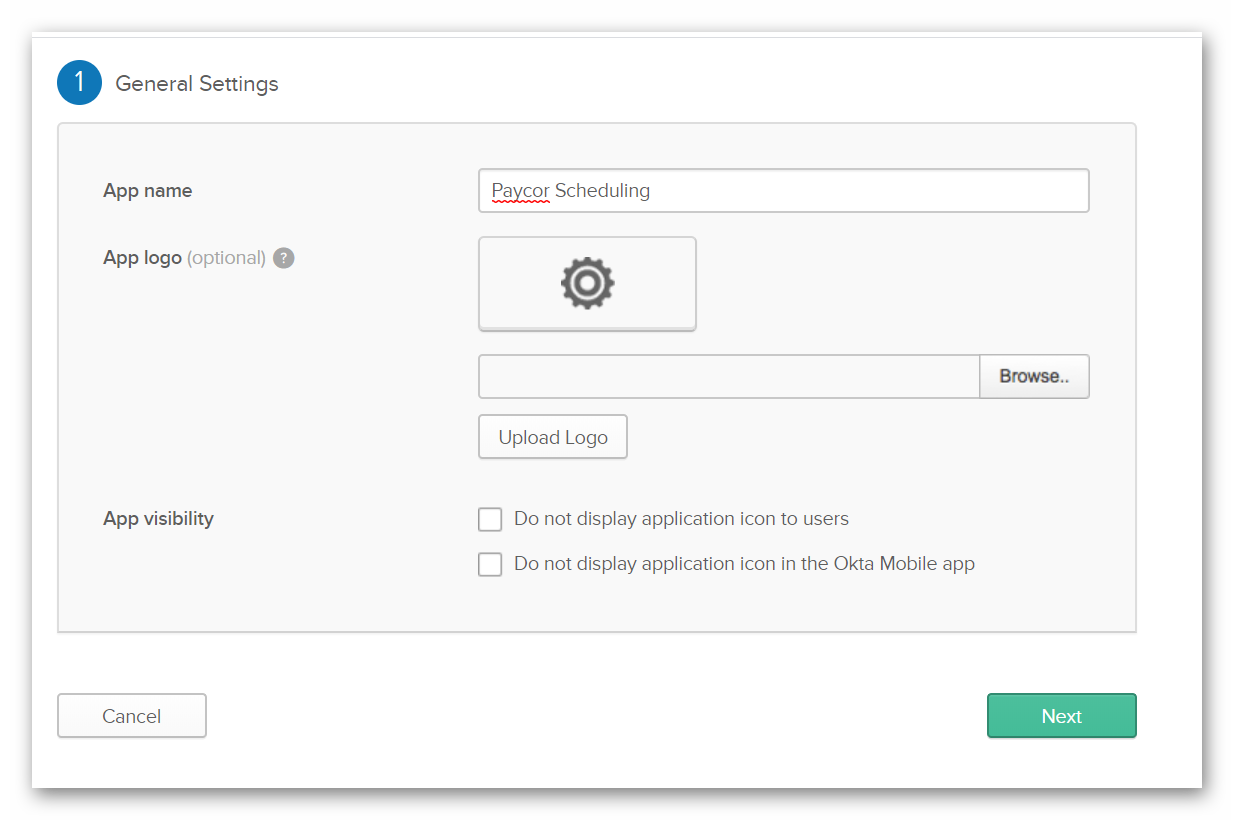
**How to configure SAML Okta SSO**

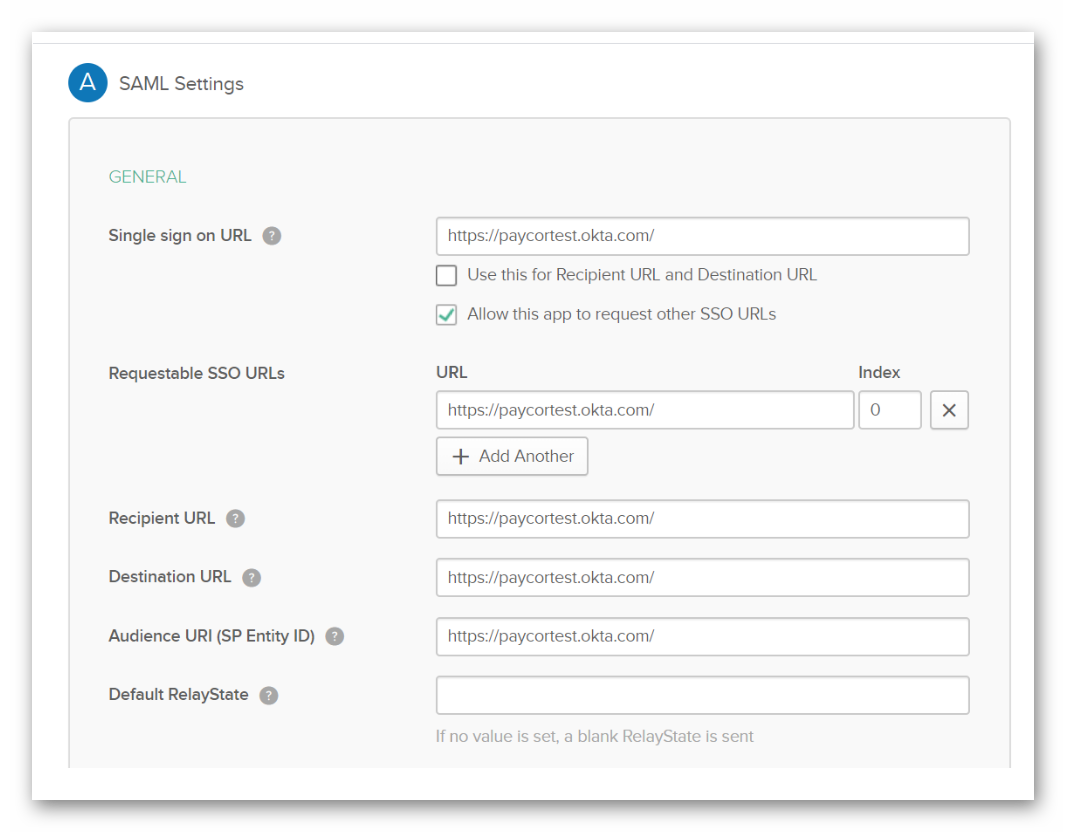
1. In Okta, navigate to **Applications.**
2. Select **Create New App.**
3. On the new menu that opens, select **SAML 2.0** as the Sign on method.



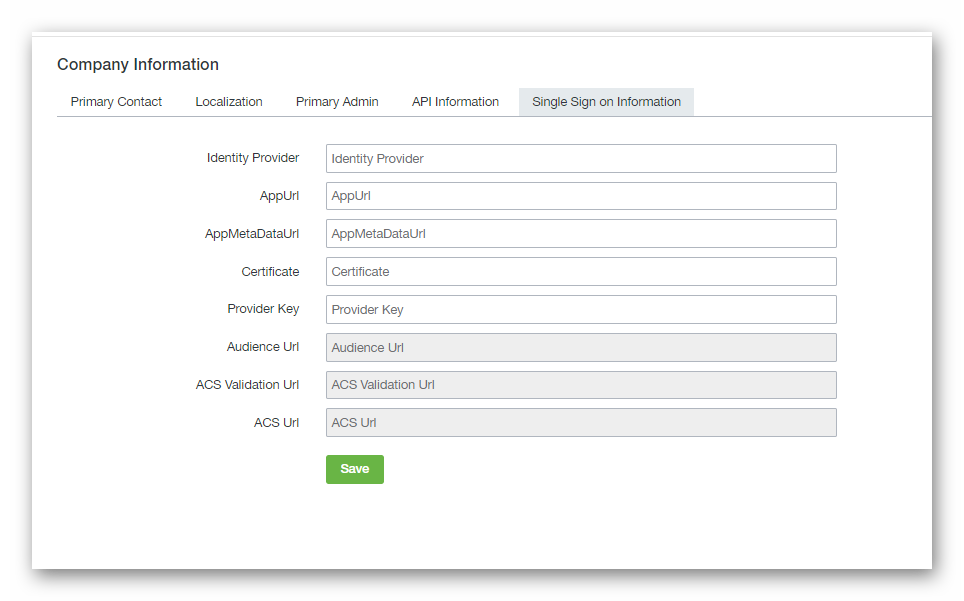
1. **General Settings** window will open. Input the app name – for example – Paycor Scheduling. Select **Next.**

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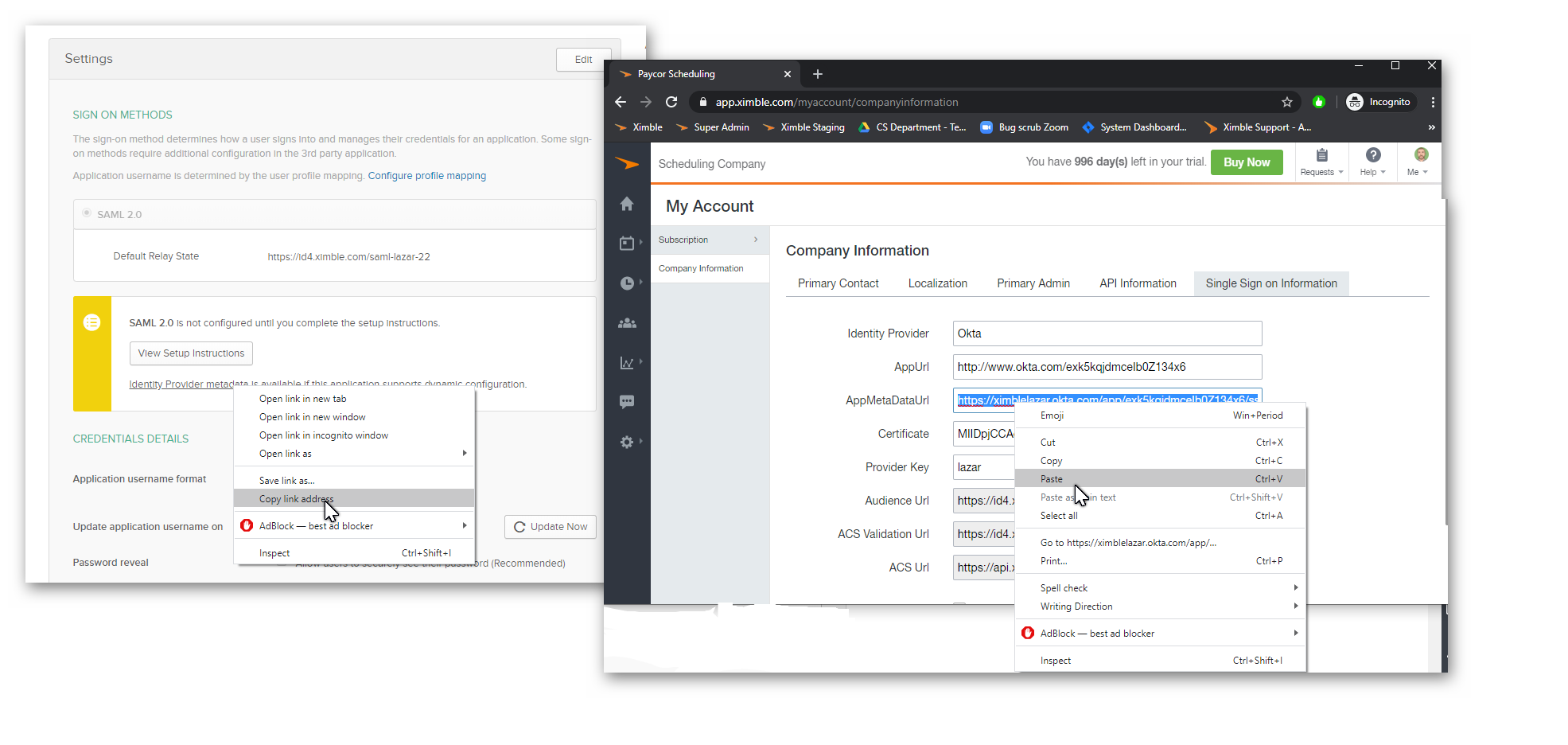
1. **SAML Settings** will open. Input any valid link starting with https:// into **Single Sign On / Audience URL (SP Entity ID)** fields. This will be changed later.
2. Select “**Allow this app to request other SSO URL’s”.**



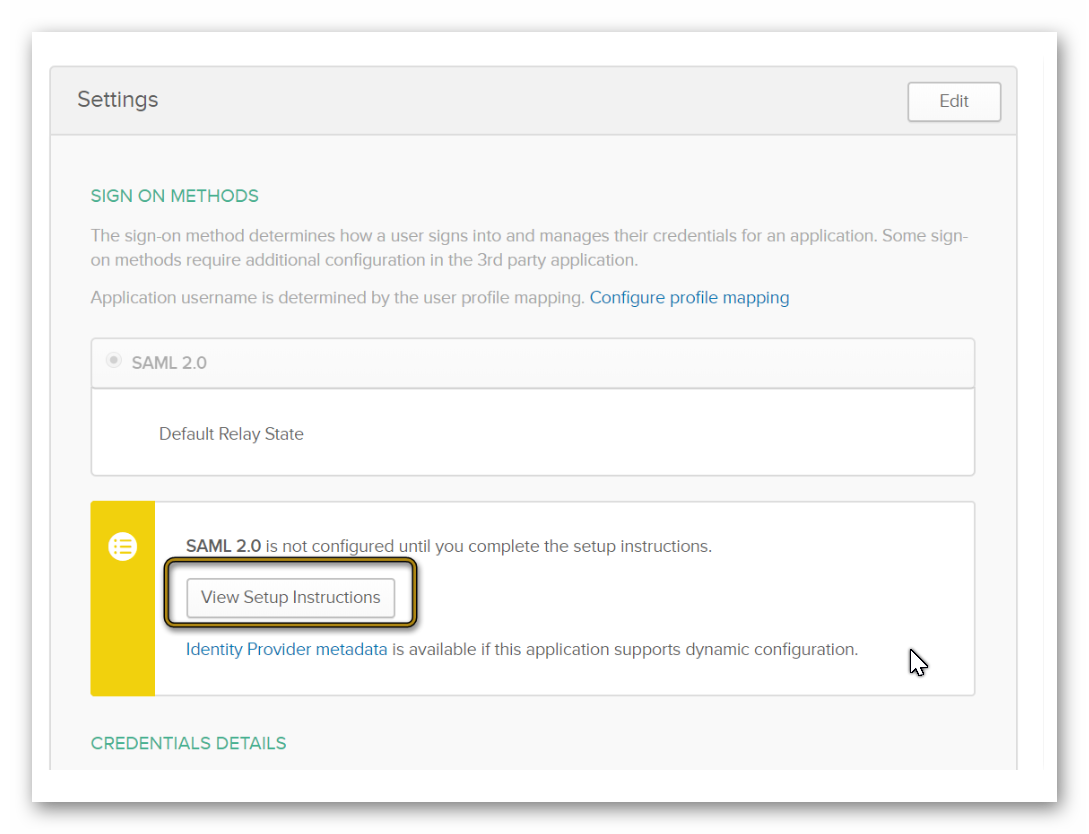
1. Select **Next.** On the next window select either **I’m an Okta customer adding an internal app / I’m a software vendor I’d like to integrate my app with Okta.** Select **Finish.**
2. You have now created a generic SAML App in Okta. **Settings** in Okta are located under **Sign On.**
3. In the next steps, you’ll need to populate the fields in Paycor Scheduling with the information from Okta.



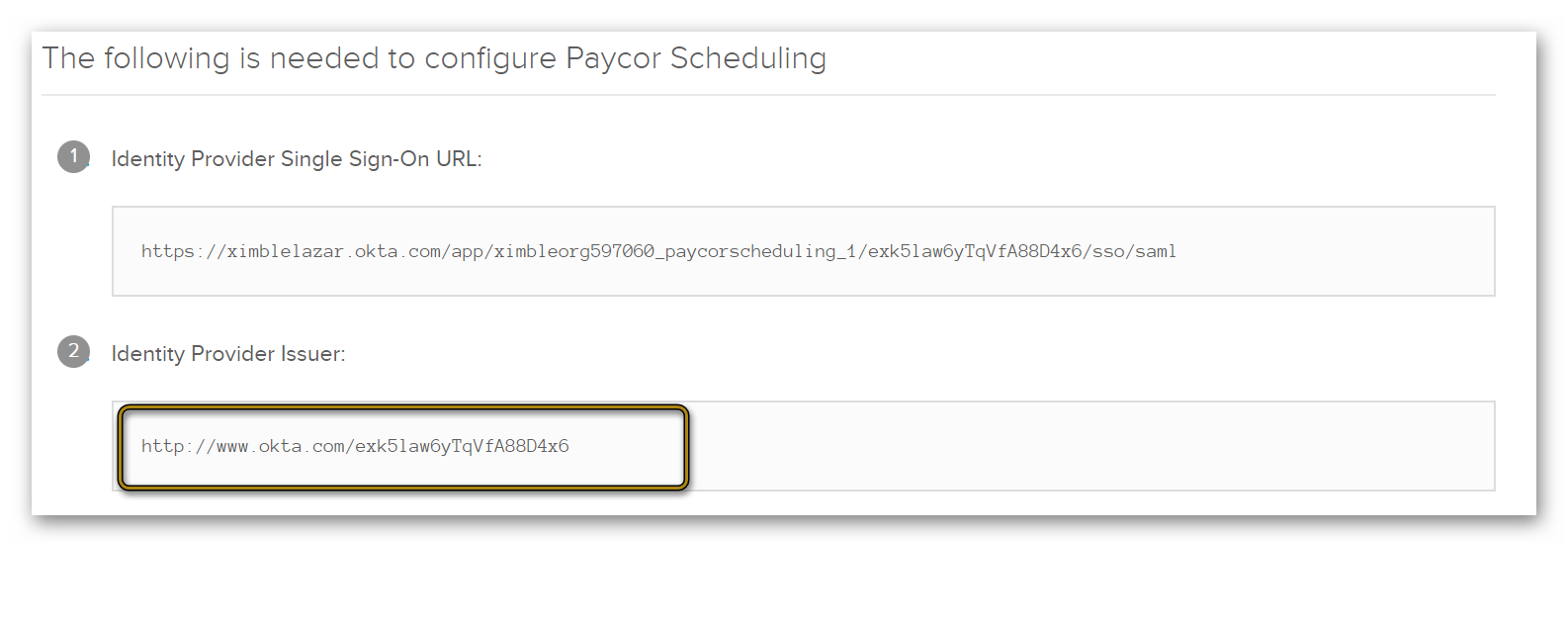
1. **AppMetaDataUrl –** Copy the link address of **Identity Provider metadata** to Paycor Scheduling**.** The link is located in Okta under Sign On > Settings.

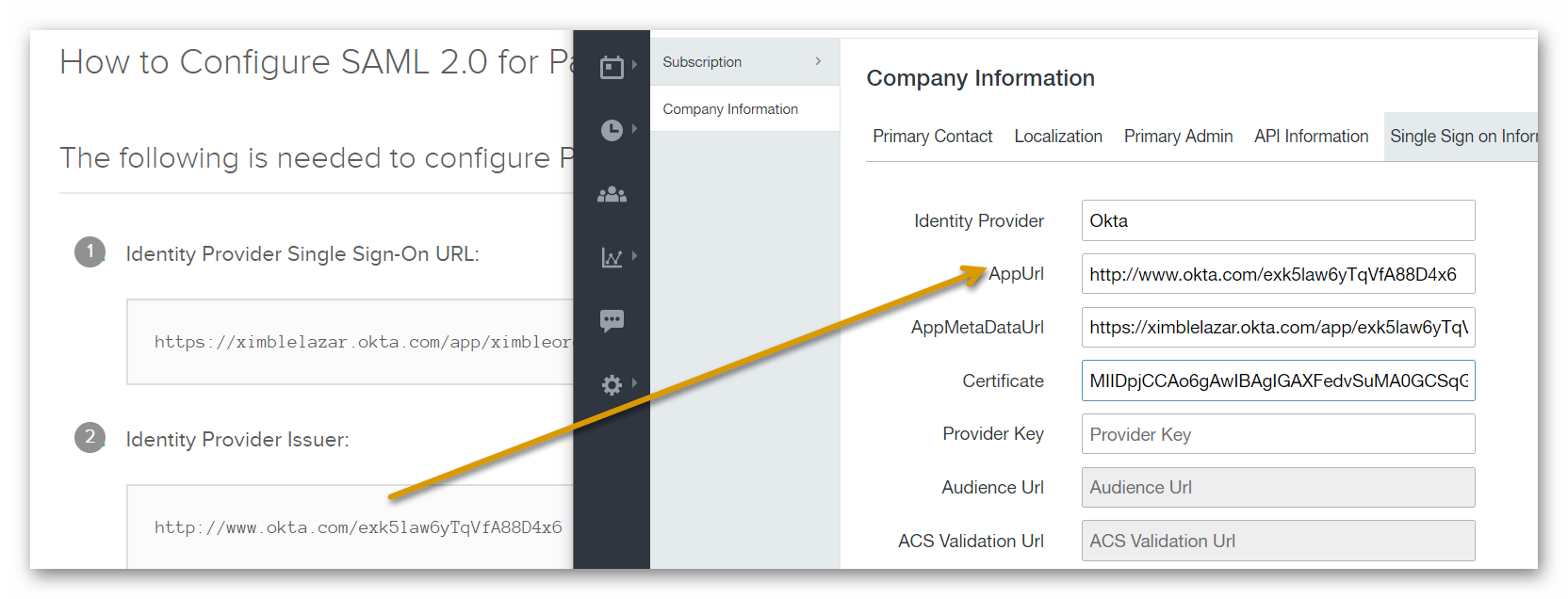


1. Open **View Setup Instructions** in Okta (Sign On > Settings).

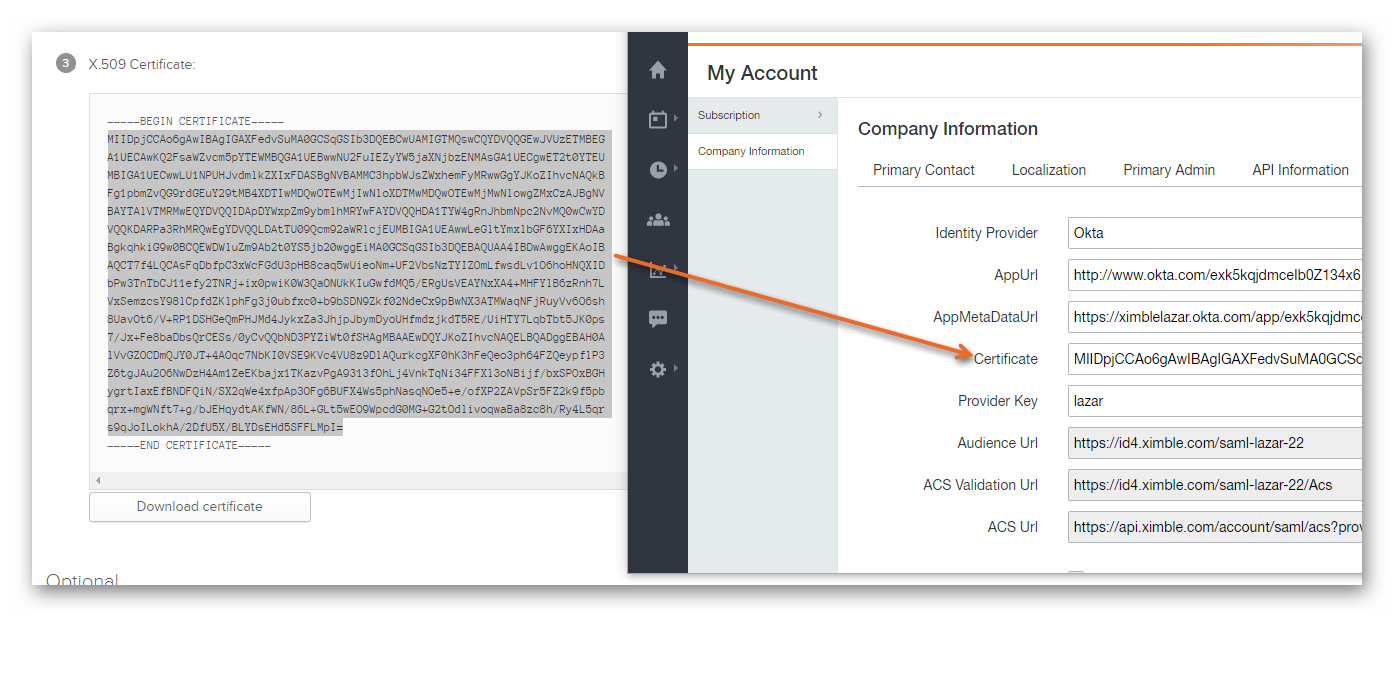


1. From the Setup instructions page, copy **Identity Provider Issuer** into **App URL** in Paycor Scheduling.

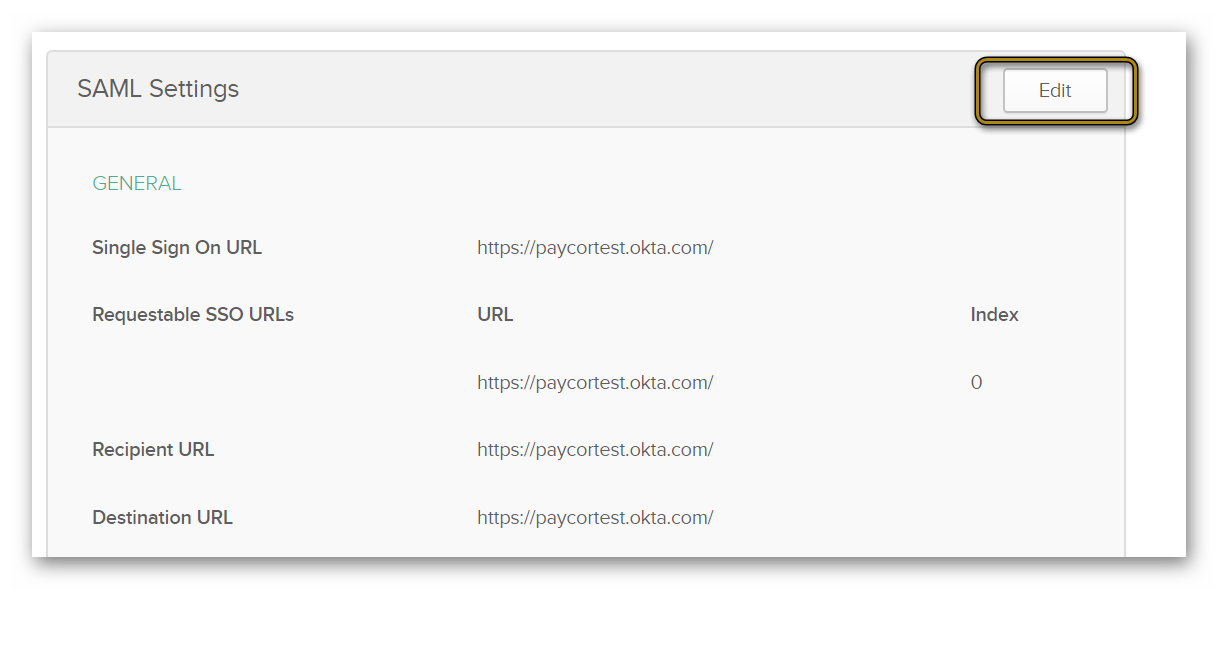




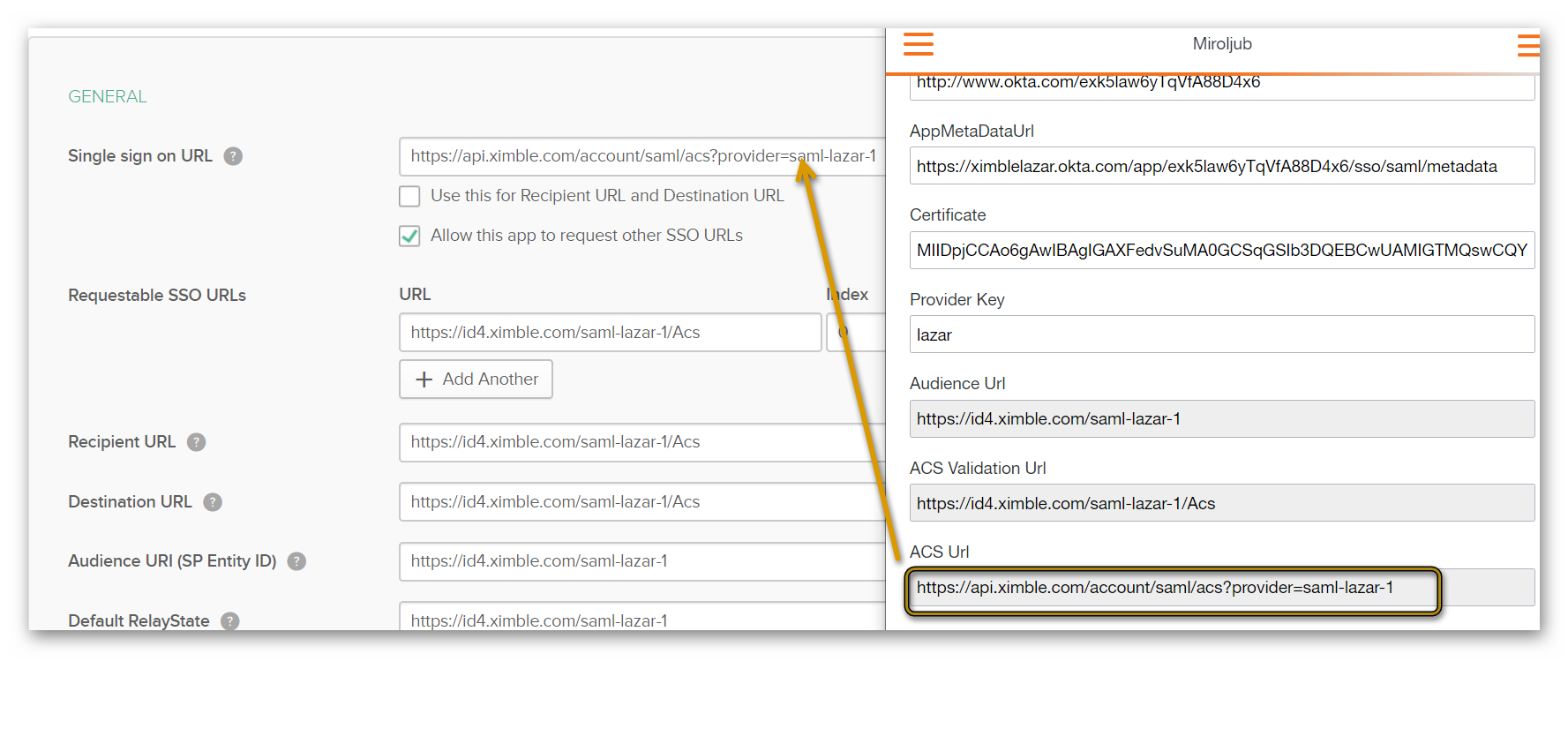
1. **Identity Provider -** this is only the name of the configuration. Insert **– Okta**
2. **Certificate –** copy the data from the metadata file. This is located in Okta under Sign On > Settings > View Setup Instructions. (Copy the link of AppMetaDataUrl into your browser and copy the certificate from there / or copy the certificate from the Setup Instructions page).



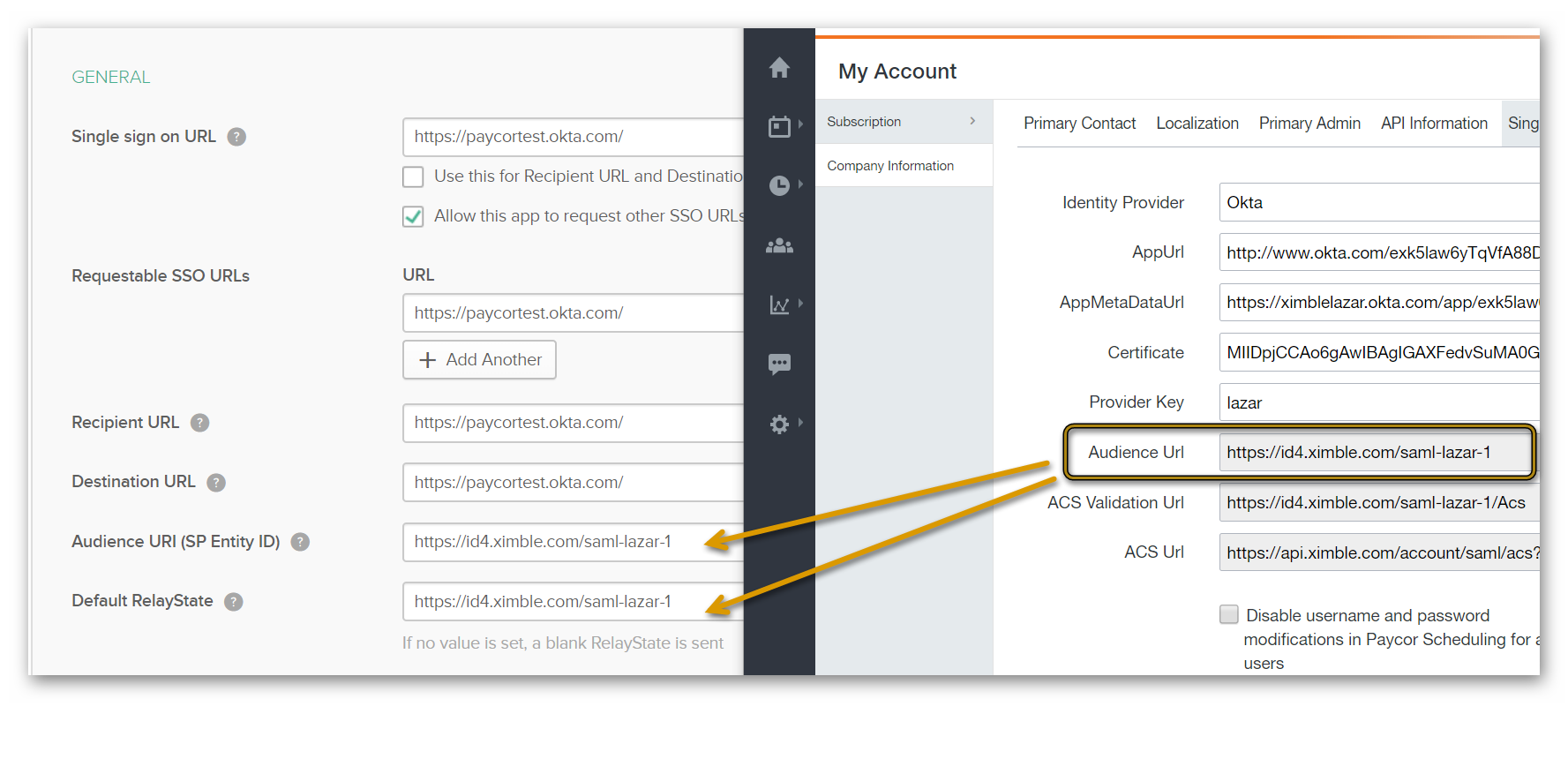
1. **Provider Key –** enter anything you want or leave the field blank, it will auto-populate.
2. After you have populated the fields above, select “**Save”**.
3. **Audience URL, ACR Validation URL and ACS URL will generate automatically.**
4. In Okta, navigate to **General.** Under **SAML Settings** select **Edit.** Select **Next** which will take you to the configuration of the SAML Settings.



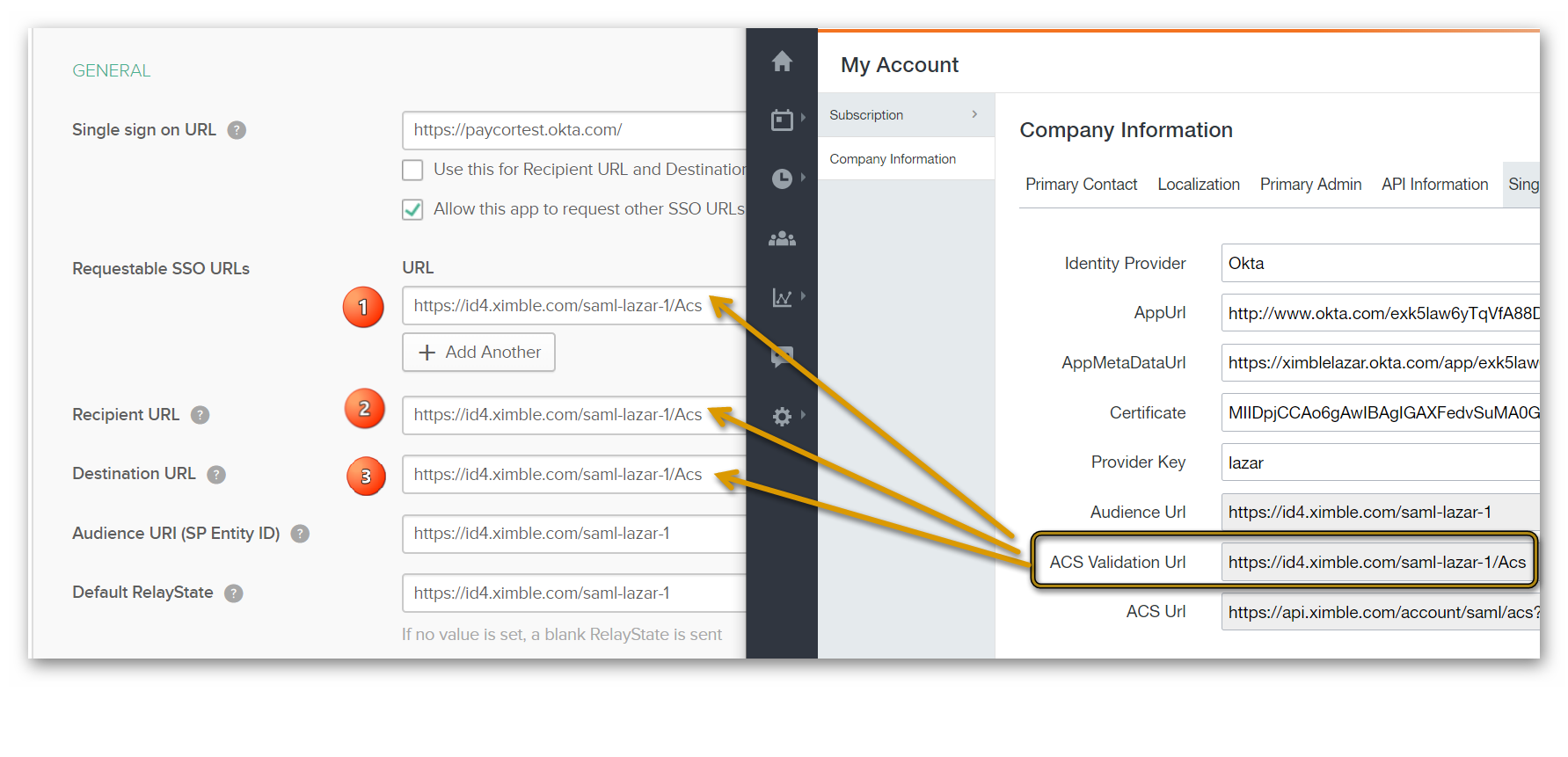
1. Copy **ACS URL** from Paycor Scheduling into **Single Sign On URL** in Okta.

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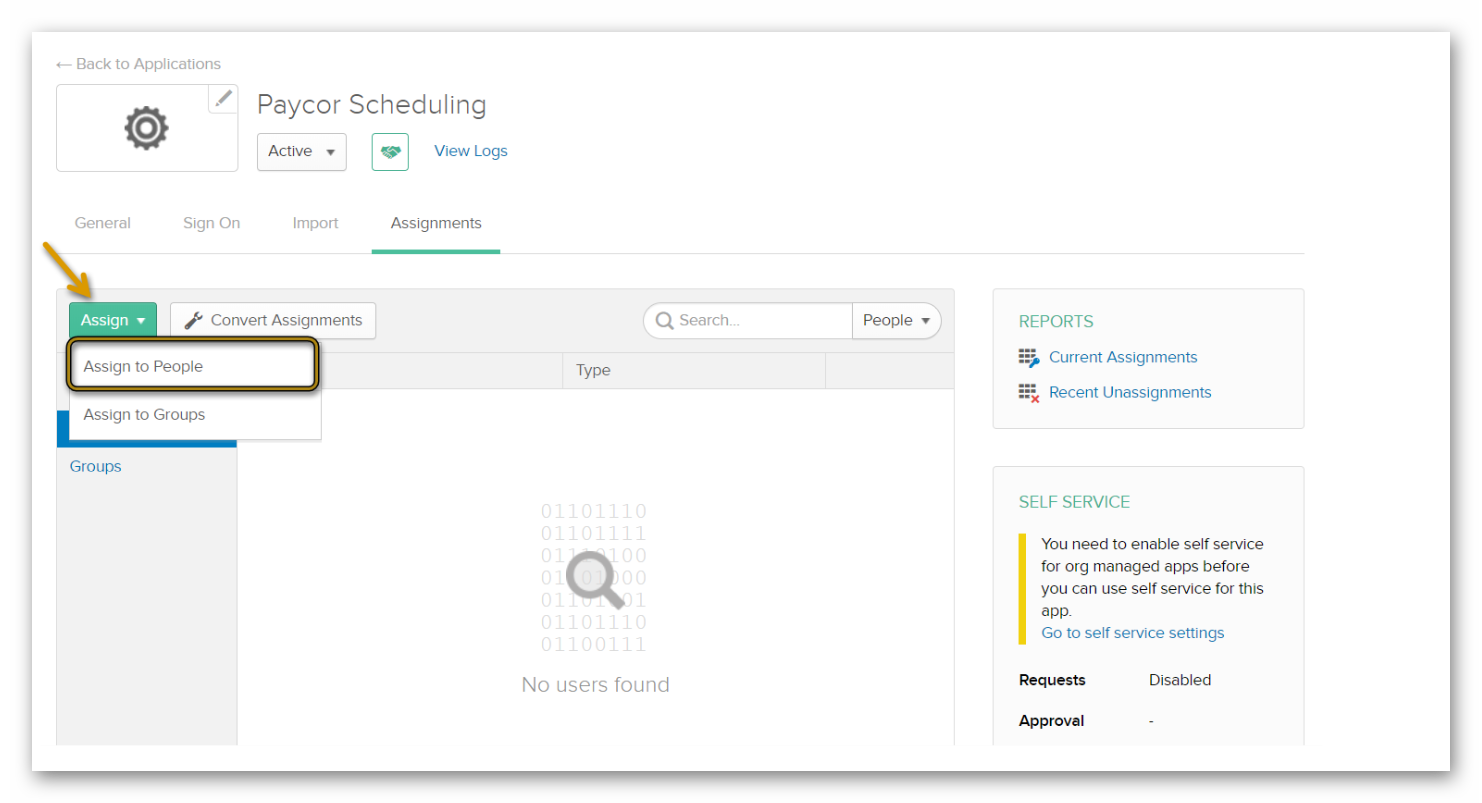
1. Copy **Audience URL** from Paycor Scheduling into **Audience URL (SP Entity ID)** and **Default Relay State** in Okta.

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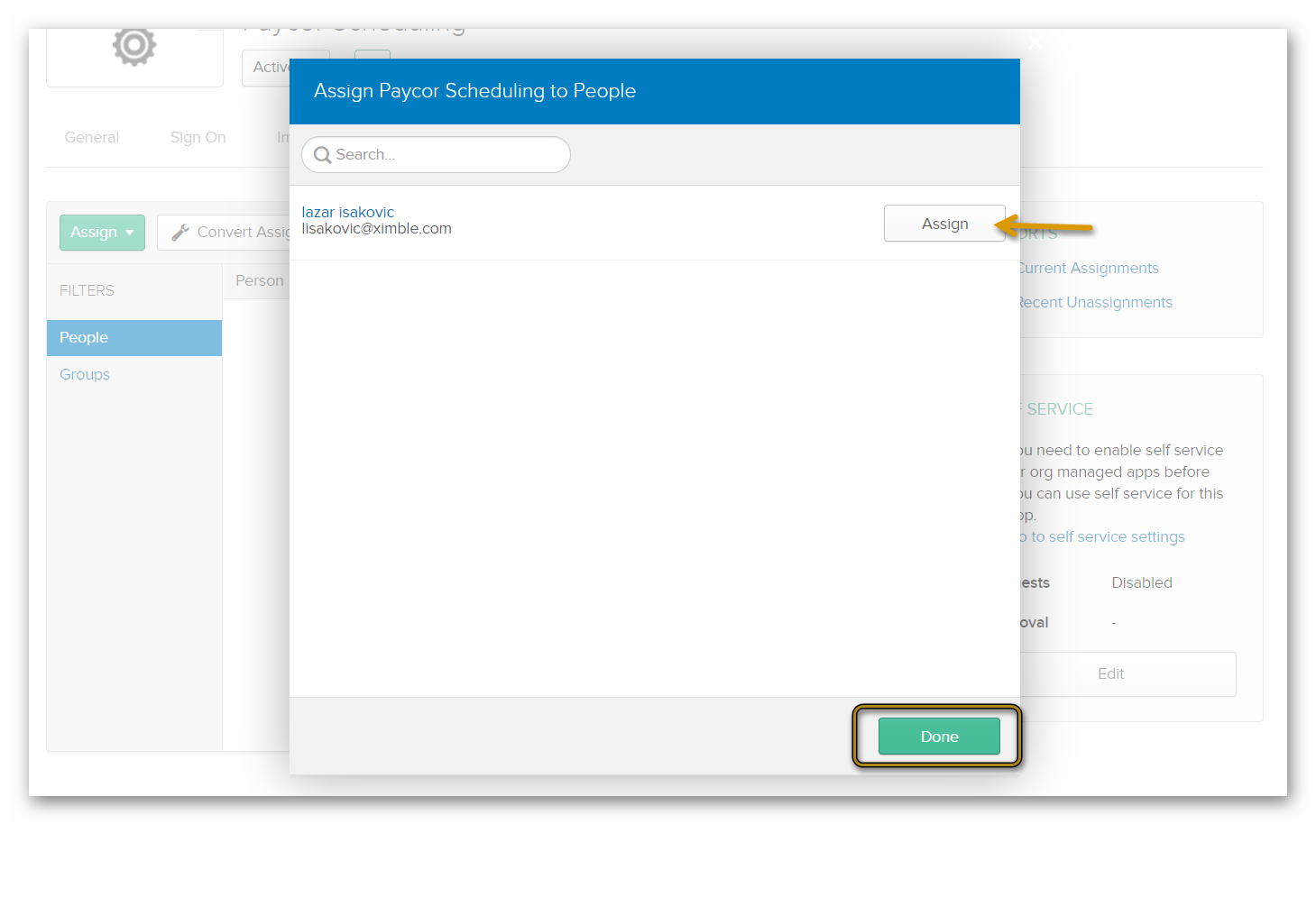
1. Select “**Allow this app to request other SSO URL’s”** in Okta.
2. Copy **ACS Validation URL** from Paycor Scheduling into **Requestable SSO URLs,** **Destination URL** and **Recipient URL** in Okta.

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1. Save the configuration in Okta.
2. Navigate to **Assignments.** Select **Assign > Assign to People.**



1. Assign the SSO configuration to the users who will be using the SSO for Paycor Scheduling. Select **Done.**



1. Navigate to My Apps in Okta. Click on the created app and use the SSO.