Single Sign On (SSO) for Maptek Account

Overview and Rollout Instructions
June 2024

What is Single Sign On (SSO)?

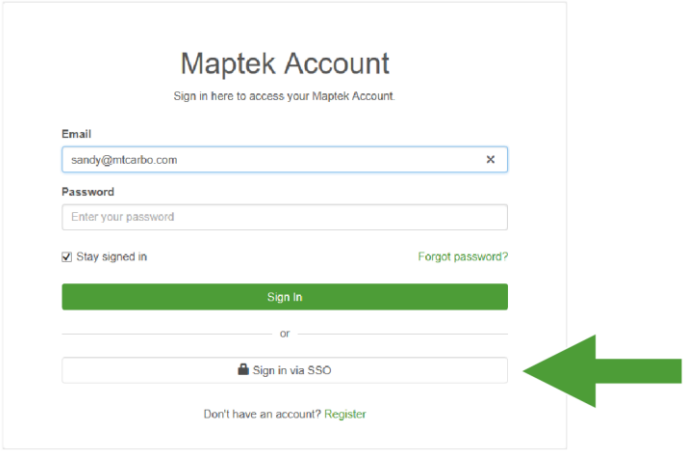
Single Sign On (SSO) is an authentication process that allows users to access multiple services with a single set of login credentials. When implemented in your organisation's Maptek Account, SSO allows users to sign in to their Maptek Account using their standard login credentials for your organisation.

The main benefits of enabling SSO are:

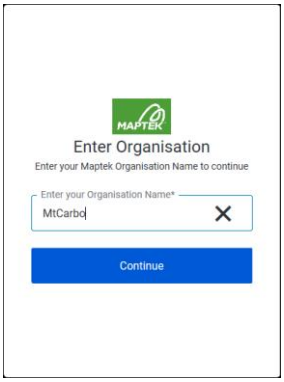
- **Improved user experience.** From the user's perspective, SSO provides a login method consistent with other systems in your organisation. SSO eliminates the need for users to manage a different set of credentials for Maptek Account.
- **Enhanced security.** SSO enables a single source of security by linking users' access to Maptek Account to their security credentials in your organisation.
- **Streamlined access management.** Because SSO links a user's Maptek Account login to their organisation login, Administrators can efficiently provision and deprovision user access to Maptek Account.

What will the user see?

After rolling out SSO, when the user signs in to Maptek Account in Maptek Workbench, they will see a button labelled **Sign in via SSO**.



After clicking this button, the user will be prompted to enter your *Maptek Organisation Name*:



When the user clicks **Continue**, they will then be prompted to log in using your organisation's Identity Provider. Once authenticated, the user will be signed in to their Maptek Account.

Requirements

- To roll out SSO, your organisation's Identity Provider (IdP) must be compatible with SAML.
- SSO must be enabled by Maptek in your Maptek Account configuration before it can be rolled out by your organisation. The next section describes the procedure.

Enabling SSO

Before SSO can be configured and rolled out, Maptek needs to enable it in your organisation's Maptek Account.

The process for this is as follows:

1. Decide on your *Maptek Organisation Name*. This is the name that users will need to enter each time they sign in to Maptek Account using SSO. The Maptek Organisation Name must:
   - Only contain letters, numbers, dashes (-) and underscores (_)
   - Start with a letter or number
   - Be between 3-50 characters in length

   > **Note:** Your chosen Maptek Organisation Name can include a combination of uppercase and lowercase letters, but when the user enters the name, case is ignored.

2. Contact Maptek and request that SSO be enabled for your organisation. You will need to provide the following information:
   - **Maptek Organisation Name.**
   - **Root admin.** Please provide the contact details of the person in your organisation who will be responsible for configuring SSO in your organisation's Maptek Account.

   Maptek will enable SSO in your Maptek Account configuration and provide the root admin with the required privileges to configure SSO.

3. When Maptek confirms that SSO has been enabled, the special admin contact will be able to configure and roll out SSO for your organisation, as described in the next section.

Configuring and rolling out SSO

> **Note:** Only the designated root admin as discussed in the previous section can configure SSO.

To configure and roll out SSO follow these steps:

1. In your IdP, configure groups and assign members to them according to your organisation's requirements.

   > **Note:** When using SSO, users' group memberships are handled by the IdP and cannot be managed in Maptek Account. Any existing group memberships in Maptek Account that do not match with those configured in the IdP will be removed for users using SSO.

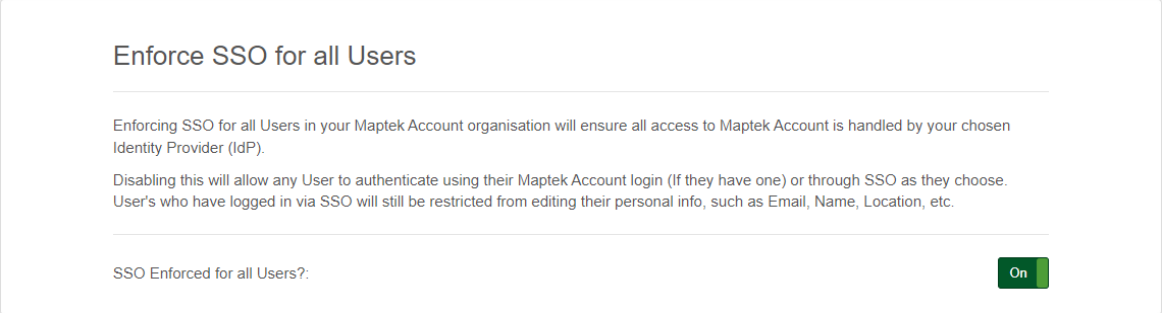
2. Log in to Maptek Account.

3. In Maptek Account, create groups corresponding to those configured in your IdP. The group names must match those defined in your IdP exactly.

4. Decide whether you want to enforce SSO for all users after rollout.

   By default, SSO will be enforced for all users, meaning they will not be able to log in with their previous Maptek Account credentials once SSO is rolled out.

   If you want to give users the choice between using their existing credentials or SSO to sign in, change the setting located under **Administration** > **More** > **Organisation Settings** > **Manage SSO Enforcement**.

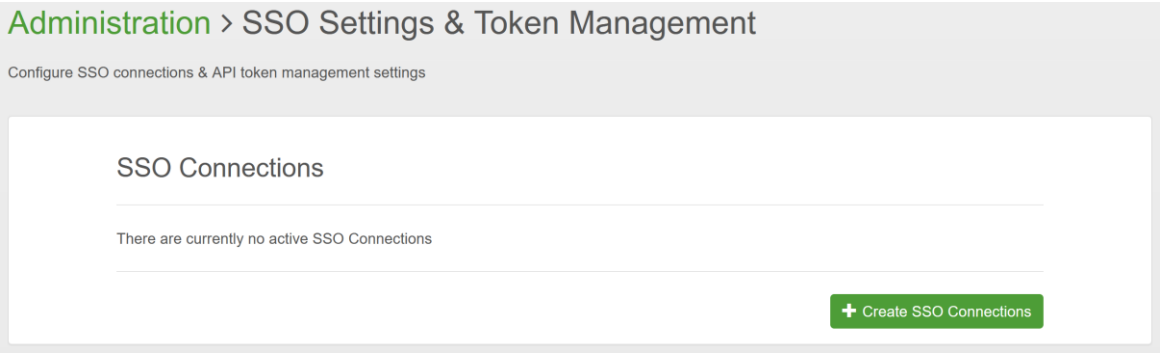


   You can choose to turn this option off before rollout to ensure continuity for users who are logged in. The setting can be changed any time after rollout.

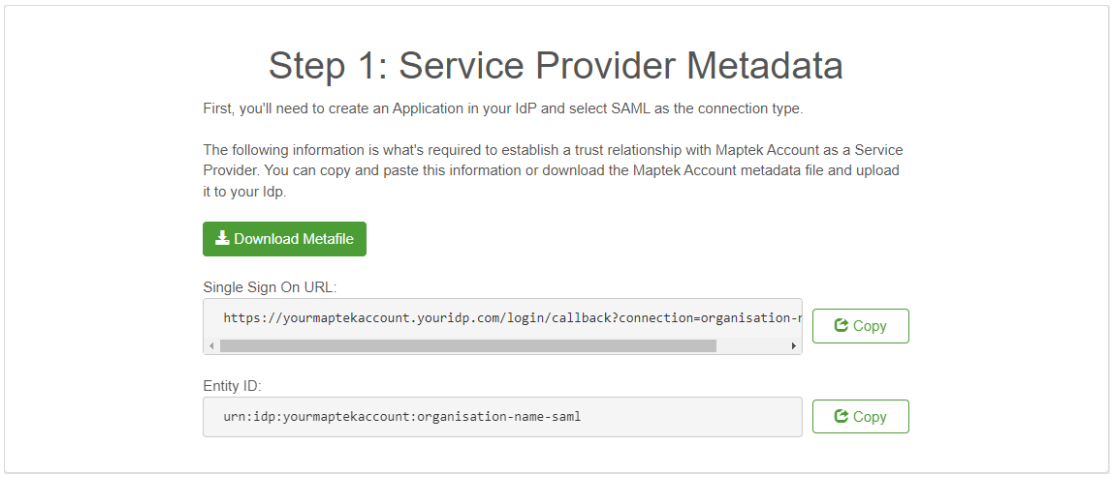
   > **Note:** The root admin retains the ability to sign in without SSO, regardless of this setting. Additionally, individual users can be configured to ignore SSO enforcement, allowing them to sign in with separate credentials.

5. Navigate to **Administration** > **More** > **Organisation Settings** > **Manage SSO Settings** and click **Manage** to open the **SSO Settings & Token Management** page.

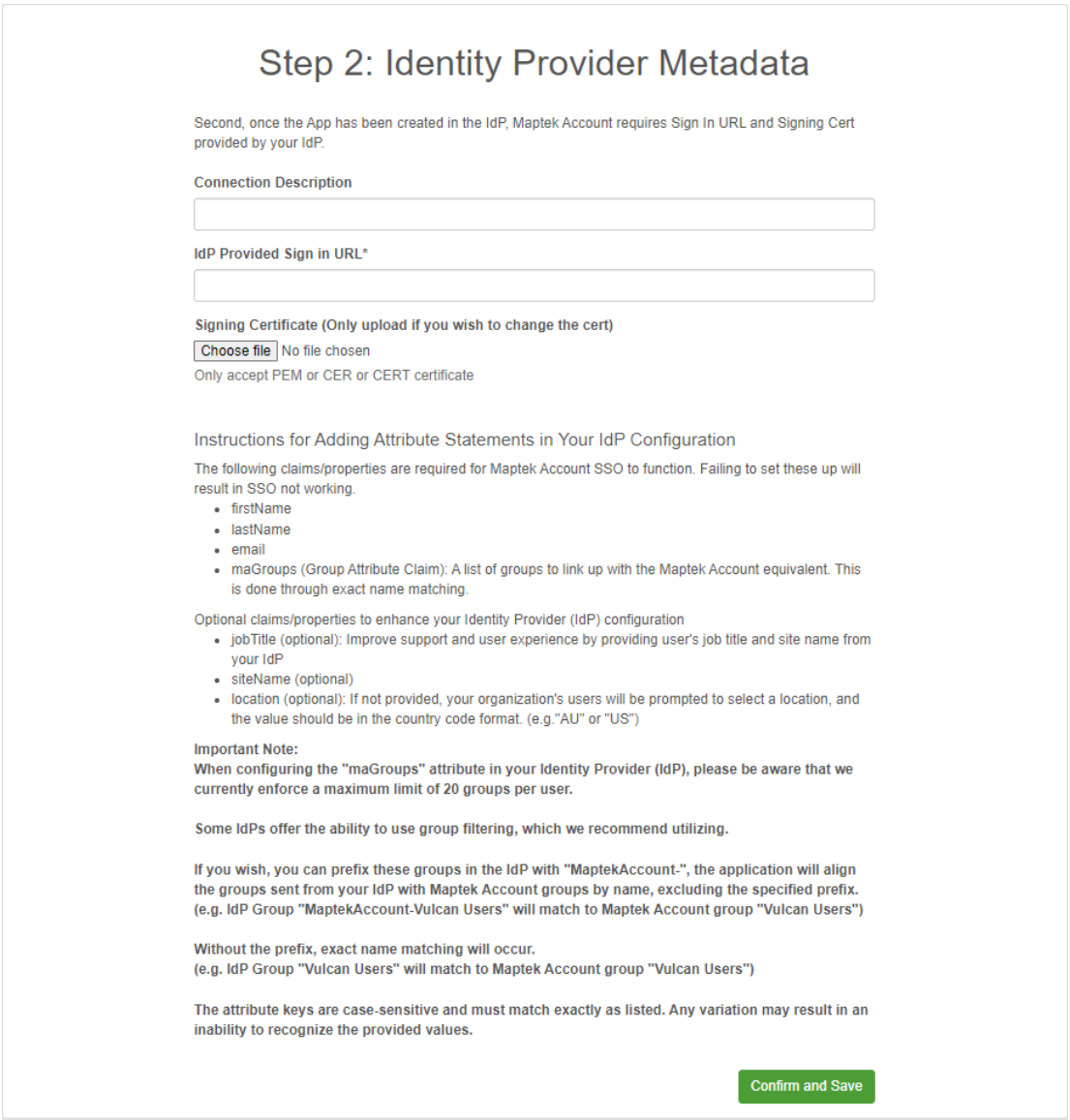
6. Under **SSO Connections**, click **Create SSO Connections**.



7. Follow the instructions on the page under **Step 1: Service Provider Metadata** to establish a trust relationship in your IdP with Maptek Account as a service provider.



8. Follow the instructions on the page under **Step 2: Identity Provider Metadata** to configure Maptek Account with your IdP sign-in URL and signing certificate.



9. Click **Confirm and Save**. SSO will now be enabled.