



AcquireTM Single Sign-on Setup Guide

Applicant Tracking and Onboarding Software

AcquireTM recruiting and human resource management tools for applicant tracking and job requisition management.

SINGLE SIGN-ON (SSO)

Before enabling single sign-on please review this guide carefully.

What is Single Sign-On?

Single sign-on (SSO) is an authentication method that enables users to securely authenticate with multiple applications and websites by using just one set of credentials. AcquireTM supports multiple SSO providers. Review this document to learn more.

IMPORTANT: This document focuses on integration with Okta as the Identity Provider to power Single Sign-On and related features. For help with other services, please refer to setup documentaiton found in settings help.

For questions or help, please contact AcquireTM technical support: support@acquiretm.com

SUPPORTED FEATURES

- Service Provider (SP)-Initiated Authentication (SSO) Flow – This authentication flow occurs when the user attempts to log in to the application from the AcquireTM user login page.
- Automatic account creation in AcquireTM on initial SSO (when enabled in the AcquireTM Settings.)

REQUIREMENTS

In order to proceed with configuring login with SSO through Okta, you must:

- Have access to an Okta tenant.
- Be an Okta administrator to that tenant.
- HR or Administrator access to your AcquireTM account.

CONFIGURATION STEPS

PART 1 - ADDING ACQUIRETM TO OKTA

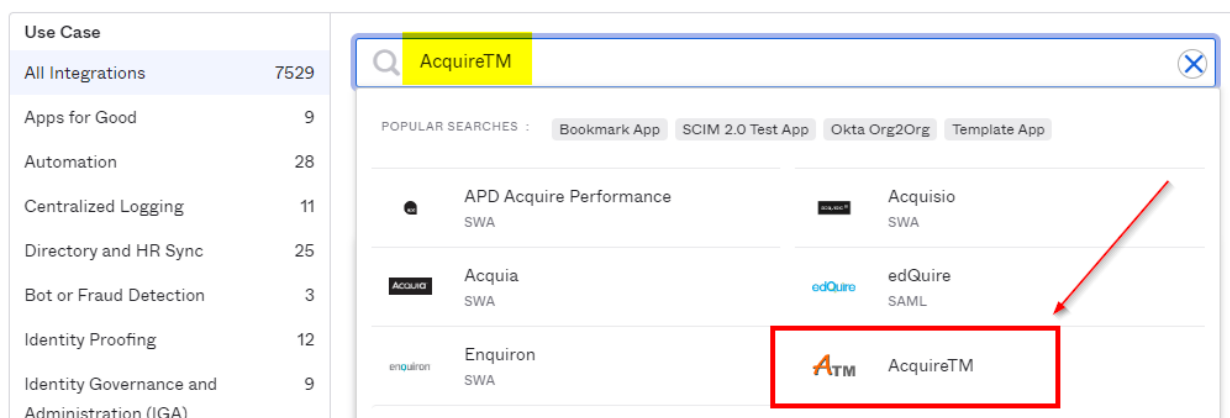
The following outlines the steps for settings up the OIDC integration between AcquireTM and Okta. Okta is the Identity Provider (IDP) and will be redirected to Okta for authentication if no session has been established.

To begin configuration start with adding AcquireTM App to Okta using the following steps:

1. Login to your organization's Okta tenant.
2. Navigate to Applications > Applications and select the Browse App Catalog button.
3. In the search field enter "AcquireTM" and select the AcquireTM app:

Browse App Integration Catalog



Create New App



4. Click the “Add Integration” button:

[Applications](#) > [Catalog](#) > [Private Apps](#) > [AcquireTM](#)

Last updated: February 27, 2023



AcquireTM

Use Case

[Private Apps](#)

Functionality

Overview

AcquireTM Applicant Tracking and Onboarding Software single sign-on integration with Okta. Enable users to access AcquireTM from any device with a single entry of their Okta user credentials. Securely manage user access and provisioning from one application using Okta.

- Next, check the “Do not display application icon to users” and click the “Done” button:

ATM

Add AcquireTM

1 General Settings

General settings Required

Application label

AcquireTM

This label displays under the app on your home page

Application Visibility

1

☒ Do not display application icon to users

Cancel

2

 Done

- Assign users and groups by selecting the “Assignments” tab:

AcquireTM

Active

View Logs Monitor Imports

General Sign On Import

1

 Assignments Okta API Scopes


Assign
Convert assignments

Search...
Groups


Filters	Priority	Assignment
<div>2</div> People Groups		01101110 01101111 01101100 01101100 01101101 01101110

7. Next, click on the “Sign On” tab and copy the “Client ID” and “Client secret” values.
These values will be added to the setting in AcquireTM later:

[← Back to Applications](#)



Active ▾

 [View Logs](#) [Monitor Imports](#)

General **1 Sign On** Import Assignments Okta API Scopes

Settings

[Edit](#)

Sign on methods

The sign-on method determines how a user signs into and manages their credentials for an application. Some sign-on methods require additional configuration in the 3rd party application.

Application username is determined by the user profile mapping. [Configure profile mapping](#)

☒ OpenID Connect

Client ID

0c4d1e1d-1a1d-4a1d-8a1d-1a1d-1a1d-1a1d-1a1d-1a1d

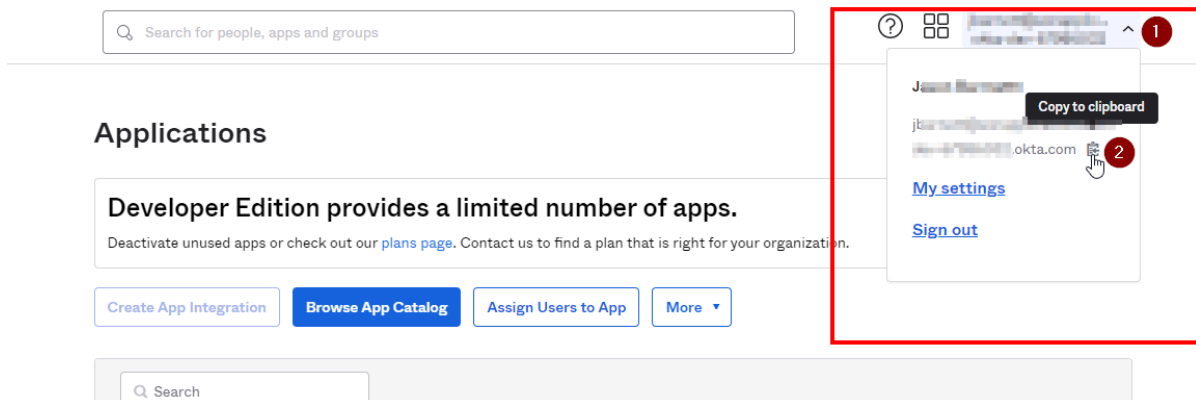
Public identifier for the client that is required for all OAuth flows.

Client secret

.....

Secret used by the client to exchange an authorization code for a token. This must be kept

8. Finally, copy the Okta domain by clicking your user information in the top right of the Okta Admin page and clicking the clipboard icon next to the Okta domain. Save as this will be added to the AcquireTM settings later:



PART 2 – SETTING UP OKTA IN ACQUIRETM

1. Login to AcquireTM and navigate to the “Settings” page. Select “Single Sign-On (SSO) Settings” in the “Company Settings” section.
2. In the Okta | Sign in section do the following:
 - a. Check the “Allow Okta Single Sign-on”.
 - b. Input your Okta account domain, Client ID and Client Secret (previously copied in Part 1 of this setup guide.) Click the “Save Okta Credential Settings” when complete.
 - c. Optional, check the “Allow Okta authenticated hiring managers to self-register?” For more details on this option see “Allow user self registration” found in this document.

okta Okta | Sign In

☒ Allow okta Single Sign-on

1

Okta account domain:

mydomain.okta.com

2

Client ID:

0a1b2c3d4e5f6g7h8i9j0k1l2m3n4o5p6q7r8s9t0u1v2w3x4y5z6

3

Client Secret:

.....

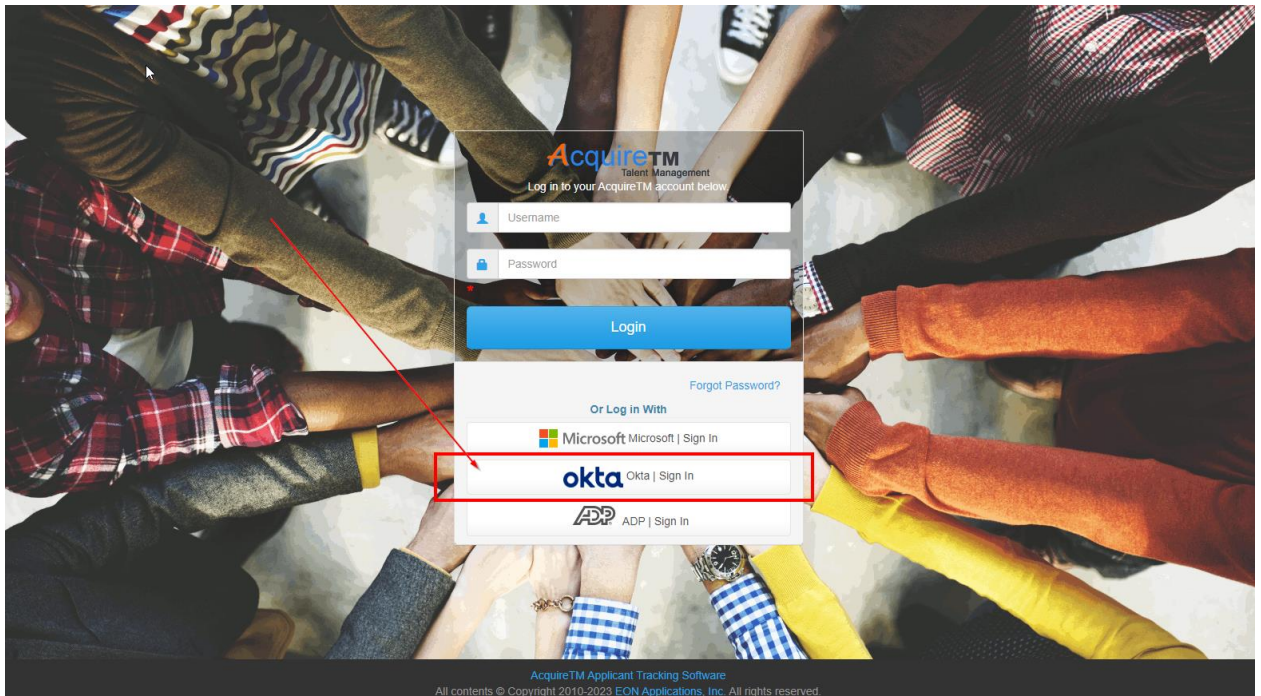
4

Save Okta Credential Settings

5

☒ Allow okta authenticated hiring managers to self-register?

3. Finally, test the integration by click the user logout in the top right of AcquireTM and login using the “Okta | Sign In” button.



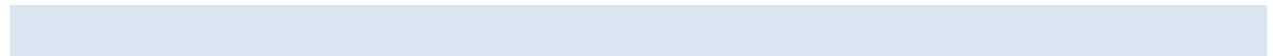
Note: User permissions are managed within AcquireTM in the user manager section.

ALLOW USER SELF REGISTRATION

Allow hiring managers to self-register when using Okta as an identity provider. This feature will create a new user in AcquireTM by simply logging in.

Enabling the option “Allow Okta authenticated hiring managers to self-register” will auto provision a User not already added to AcquireTM as a hiring manager, with “My Records Only”, access.

☒ Allow okta authenticated hiring managers to self-register?



REQUIRE SSO

Enabling this option will prevent users from logging in using a native AcquireTM user ID and password and require that they log in with one of the available SSO providers.

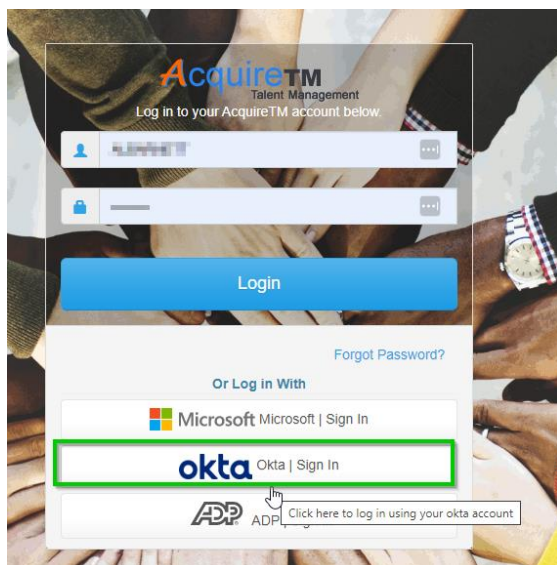
Additional Option(s)

☐ Require All users to login using Single Sign-on?

Save Settings

LOGGING IN USING OKTA

Step 1: From the Log In page click on the Okta Sign In button.



Step 2: You'll be redirected to your organization's Okta account for authentication. Provide your work account credentials to proceed. When authentication is successful, Okta will redirect you back to your AcquireTM account dashboard.

