Configuring PurelyHR

Configuring PurelyHR for SSO enables administrators to manage their users using Citrix Gateway. Users can securely log on to PurelyHR using their enterprise credentials.

To configure PurelyHR for SSO through SAML, follow the steps below:

- 1. In a browser, type the URL, <u>https://citrix.purelyhr.com/?ct=1</u> and press **Enter**.
- 2. Type your credentials, and click **Sign in**.

Sign In
Don't have a PurelyHR account? Sign up free.
COMPANY ID
USERNAME
PASSWORD
Remember me
Sign in

3. From the landing page, click 🔣 icon, to navigate to your account Dashboard page.

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						Go to vo	ur Account					
стх	Staff [Directory				Das	hboard			🔒 Print	*	Export 💌

4. On the **Dashboard** page, click **SSO Settings**.

	DASHBOARD		چ SSO SETTINGS	INVOICES	මිය බුලා ACCOUNT
Dashboard					
Modules in Trial		Upgrade Modules	Help ar	nd Suppc	ort
TIME-OFF	TIME-CLOCK	TIME-SHEET	simply cont	Phone 1 (506) 854-65	dgeable Cust

The SSO Settings page appears.

▲PurelyHR	DASHBOARD		چې SSO SETTINGS
SSO Settings			
Connector Generic SAML How to configure your generic SAML co Service Provider Metadata (XML)	1 nnector	~	
X.509 Certificate			
Paste your X.509 Certificate	here	2	

- 5. Type the following information on the SSO Settings page:
 - i. **Connector-** From the drop-down list, select the **Generic SAML** option.
 - ii. **X.509 Certificate-** To upload your IdP certificate, follow the steps below:
 - a. Remotely access your NetScaler instance using PuTTY.
 - b. Navigate to /nsconfig/ssl folder (using shell command cd /nsconfig/ssl) and press **Enter**.
 - c. Type cat <certificate-name> and press **Enter**.

1	BEGIN CERTIFICATE
2	MIIFPzCCBCegAwIBAgIQApjYl89Tw/6/mHRS5nGDUzANBgkqhkiG9w0BAQsFADBN
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10	Kjf
11	vd8
12	RK2 31K
13	RYc vQY
14	MBa
15	+C¢ /IZ
16	Y25
17	BBY 1A6
18	Lyg
19	Oi8 [BD
20	MDc 2Vy
21	dCS 4GG
22	GGr 2Nh
23	Y2V nNy
24	dD#
25	PAE
26	+Xz Np1
27	g51 3C3
28	C+F DF1
29	ODzinwimopreichajjorjnwikczckpoduśtwyenwiwyinwopaiz/m/wzogbazy4NJ cepe
34	BEDS CEDITETCATE
31	ENU CERTIFICATE
52	

d. Copy the text between -----BEGIN CERTIFICATE----- and -----END CERTIFICATE-----

IdP Issuer Url
e.g. https://www.e.g. https://www.andle.g. andle.g. and andle.g. and
Indicates the Identity Provider (IdP) who initiated the request.
IdP Endpoint Url
e.g. https:// com/trust/saml2/http-post/sso/12345
A URL pointing to the Identity Provider (IdP), used for sending Auth Requests and initiating login.
□ Force SSO 5
Check this option if you want to force your users to login through the generic SAML connector.
□ Auto-Create Users
When a user attempts to login to PurelyHR through the generic SAML connector, do you want to automatically create a matching account in PurelyHR if the user doesn't already have one? Your account's modules will automatically be upgraded to packages that can accommodate all of your users.
Save Changes

iii. **IdP issuer Url-** type a unique issuer ID. For example:

https:// example.com/saml/metadata/546600

iv. IdP Endpoint Url- type the endpoint URL. For example,

https://example.com/trust/saml2/http-post/sso/12345

- v. Force SSO- Select the checkbox to force users to login through SAML connector.
- vi. Auto-Create users- select the checkbox to auto create users.
- vii. **Sign-in page URL** enter the IdP URL, SAML 2.0 endpoint, for example, https://example.com/saml/login.
- 6. Click Save Changes.