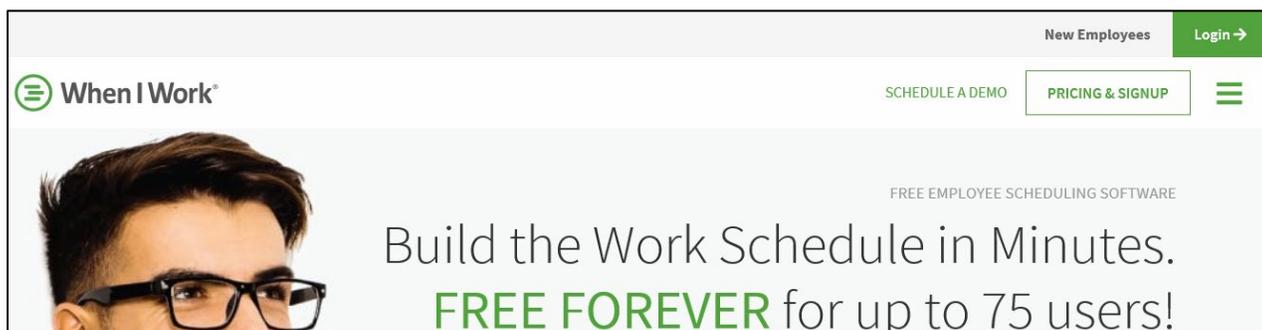


Configuring When I Work

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

To configure When I Work for SSO through SAML, follow the steps below:

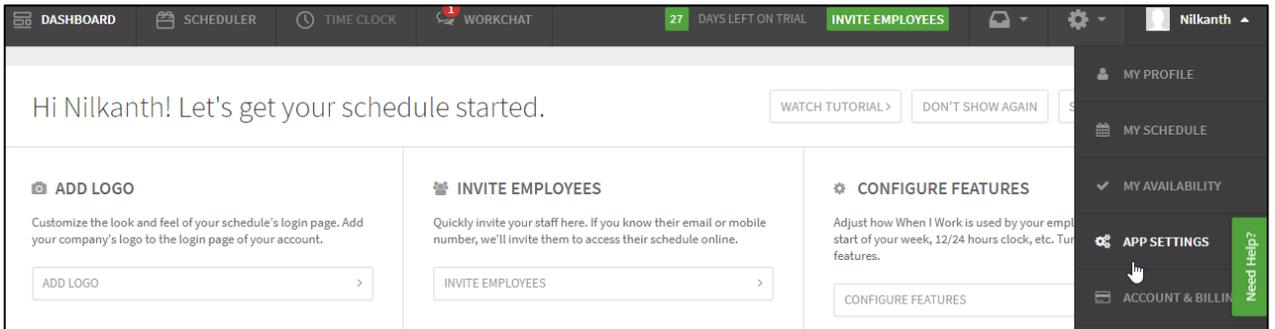
1. In a browser, type the URL, <https://wheniwork.com/> and press **Enter**. On the Landing page, click **Login**.



2. Type your credentials and click **Log In**.

A screenshot of the When I Work login form. The form includes the 'When I Work' logo, a 'LOG IN WITH GOOGLE' button, an 'OR' separator, an 'EMAIL ADDRESS' input field, a 'PASSWORD' input field, a 'LOG IN' button, and links for 'FORGOT PASSWORD?' and 'SIGN UP'.

3. On the Dashboard page, click on your profile name at the top right corner. From the drop-down list, click **App Settings**.



4. On the App Settings page, click **SAML SSO** in the left pane.
5. On the SAML SSO Settings page, type the following information:

A screenshot of the 'SAML SSO Settings' page. The page has a 'SAVE' button in the top right corner. It is divided into two main sections: 'IDENTITY PROVIDER SETTINGS' and 'SERVICE PROVIDER SETTINGS'. Under 'IDENTITY PROVIDER SETTINGS', there are three input fields: 'ISSUER URL (ENTITY ID)' with a red circle '1' next to it, 'ENDPOINT URL (SSO)' with a red circle '2' next to it, and 'CERTIFICATE FINGERPRINT (SHA256)' with a red circle '3' next to it. Under 'SERVICE PROVIDER SETTINGS', there are two input fields: 'CONSUMER URL' and 'ENTITY ID' with a red circle '4' next to it. The 'ENTITY ID' field contains the text 'https://saml.wheniwork.com/...'.

- i. **Issuer URI (Entity ID):** type a unique issuer ID. For example: yourcompany_NS_Confluence
- ii. **Endpoint URL (SSO):** enter the IdP URL, SAML 2.0 endpoint, for example, https://example.com/saml/login
- iii. **Certificate Fingerprint (SHA256):** enter the IDP certificate fingerprint, 0a0c1434f8c8e825fa6f833a296dc0624be1fbca37f6f17e804f20b0059f24b4

- iv. **Entity ID:** Type a unique issuer ID. For example, `https://app.wheniwork.com/rest/saml/meta/<accountID>`

6. Click **Save**.

The SAML SSO settings are completed.

For SP Initiated Flow:

After you log in to the application, a Third-Party Connect page appears. Click **SAML**.

The SP initiated flow is completed.

