Configure Single Sign-On (SSO)

Last Modified on 18/10/2024 3:07 pm BST

Step 1 - Access Role Setup | Step 2 - Configure SSO Settings

Permissions

You will require an Access Role with the following permissions:

- Single Sign-On
- Initial Configuration Required - Contact your Account Manager

In order for a user to be able to view and have access to the Single Sign-On menu in Assure Expenses, it must be licenced for your company and the correct Access Role and permission assigned.

1. Navigate to from the homepage to **Administrative Settings | User Management | Access Roles**. You can then either create a new Access Role specifically for the SSO users or edit an existing role by clicking adjacent to the Access Role name.

2. Under the 'System Options' subheading is the Single Sign-On element. Select the checkbox to provide the assigned users with all of the permissions that they require to use the functionality within the Single Sign-on menu.

3. Click **save** at the bottom of the page to store the changes.

> **Note:** The Single Sign-on Access Role permission will only show if it has been activated for your organisation by RLDatix. You will need to contact your RLDatix Account Manager (accountmanagers@selenity.com) to purchase SSO or raise a ticket with our service desk if you believe this should be available.

Note: The Access Role must be assigned to the user/s that you want to have this functionality. For more information, view Add an Access Role to an Employee.