How do we get started with SSO?

1. Prerequisites

For a user to be able to log in via SSO, the user in question must have verified their email in Flex HRM and that email address must belong to the domain verified in step 3 of this guide.

If you have questions about Visma Connect and how users verify their email, you can read more about it at the following link: https://www.flexapplications.se/en/azure-visma-connect

2. Authentication Settings

Authentication Settings is a self-service portal where you as an administrator can manage and configure Single Sign-On (SSO).

If you are an administrator in Flex HRM, you can assign permissions to Authentication Settings under "General > Security" in Flex HRM.

So, for example, if you want to give IT personnel permission to set up SSO, click on "Add row" as shown in the image above and search for the user you want to give permission to. Then click "Save" in the upper left corner.

Please note that if you want to have permission to Authentication Settings yourself, you also need to grant your own account permissions there.

You can access Authentication Settings at the following link:
https://authenticationsettings.connect.visma.com

For more detailed information on Authentication Settings, see the documentation at the following link:
https://docs.connect.visma.com/docs/authentication-settings

3. Verify domain

Before you can set up SSO, you need to verify your domain in Authentication Settings. You can do this by following the guide at the following link: https://docs.connect.visma.com/docs/domains

4. SSO setup

To set up SSO for Visma Connect, you can follow the guide below:
https://docs.connect.visma.com/docs/single-sign-on

How do I ensure that our users can only log in with SSO?

By default, your users will be able to log in both via SSO and with a Visma Connect password. **If you want your users to be able to use both login methods, you can ignore this part of the guide.**

To restrict login to SSO only, two settings need to be made:

1. Choose which domains are allowed to connect to Visma Connect

- Connect to Flex HRM and go to "General > Security".
- At the bottom of the page, there is a box called "Allowed domains when connecting to Visma Connect".
- Click "Add row" and enter your domain name. E.g., "example.com".


   In this example, only users with a verified email from "example.com" are allowed to log in.
- Click "Save" in the upper left corner.

2. Turn off Visma in Authentication Settings

- Connect to Authentication Settings at https://authenticationsettings.connect.visma.com
- Go to the "Policies" menu. Note that you must have permission to Authentication Settings as instructed earlier in the guide to do this.
- Click "Identity Providers".
- Set Visma to "OFF" (see image below).
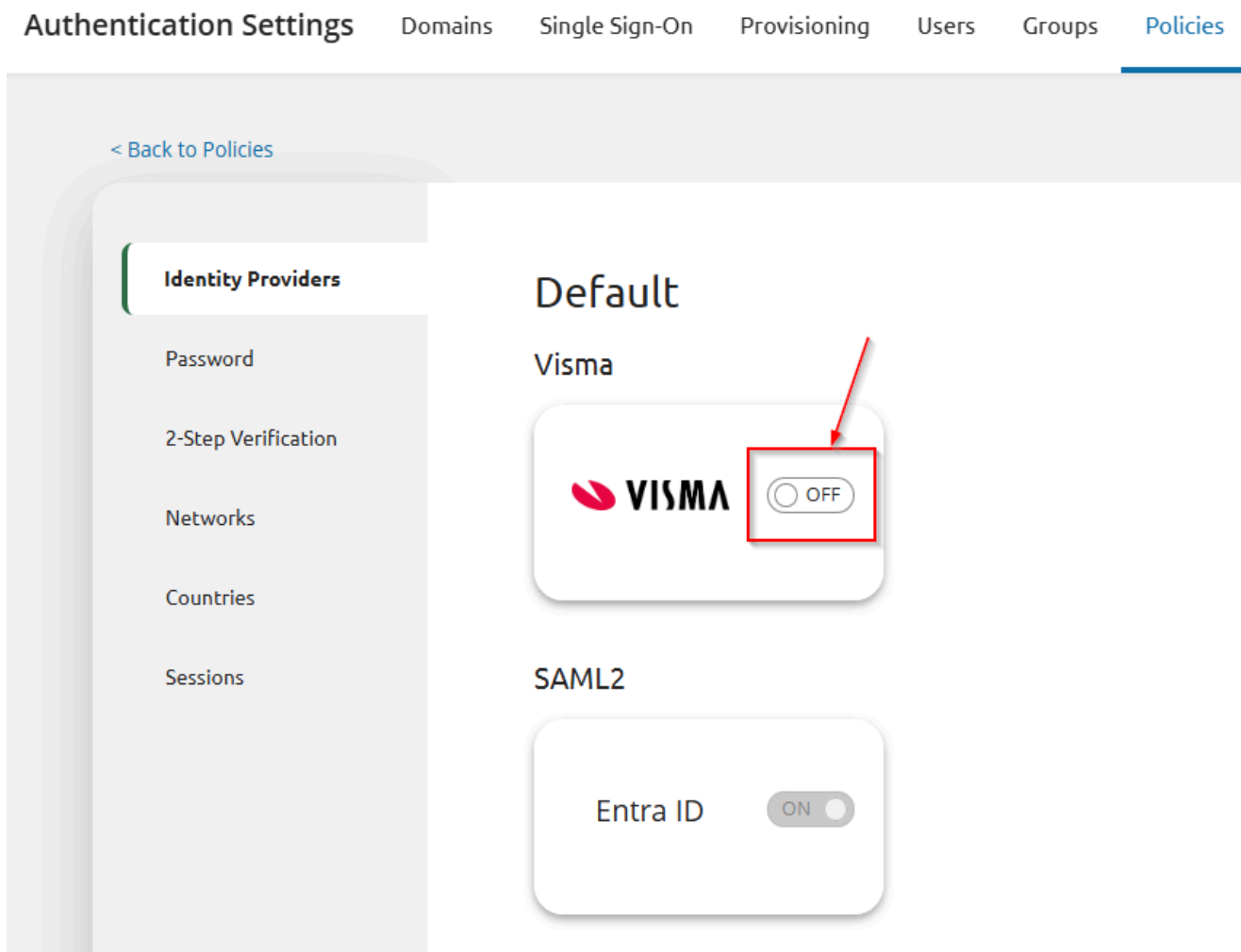
Now your users can only log in with SSO and will no longer be able to enter a password when connecting to Flex HRM or Mobile.

Questions and answers

How do I get SSO working on Mobile?

If you have followed all the steps in the guide and verified that SSO works in Flex HRM, you also have SSO enabled in Mobile. It therefore requires no extra steps.

Does this affect the API and Timeclock?

No, it is not possible to enable SSO for the API or Timeclock. The login procedure there works as usual.

One of our users has verified an email with a different domain than the one SSO is connected to, how can I change the user's email?

An administrator with permission to the "Users" view needs to remove the current Visma Connect link. Then enter the new email address for the user and send a new verification email to the new address. The user then clicks on the link in the verification email to confirm the email address.