

SSO Setup Guidance for Microsoft Entra (formerly Azure)

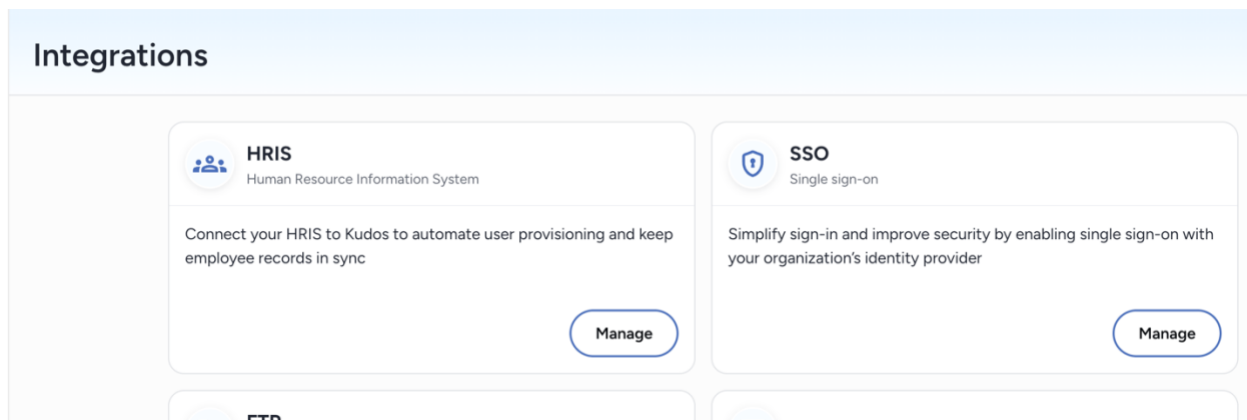
The following instructions apply to Microsoft Entra. For provider-agnostic guidance on setting up SSO, consult our SSO setup guide for all providers.

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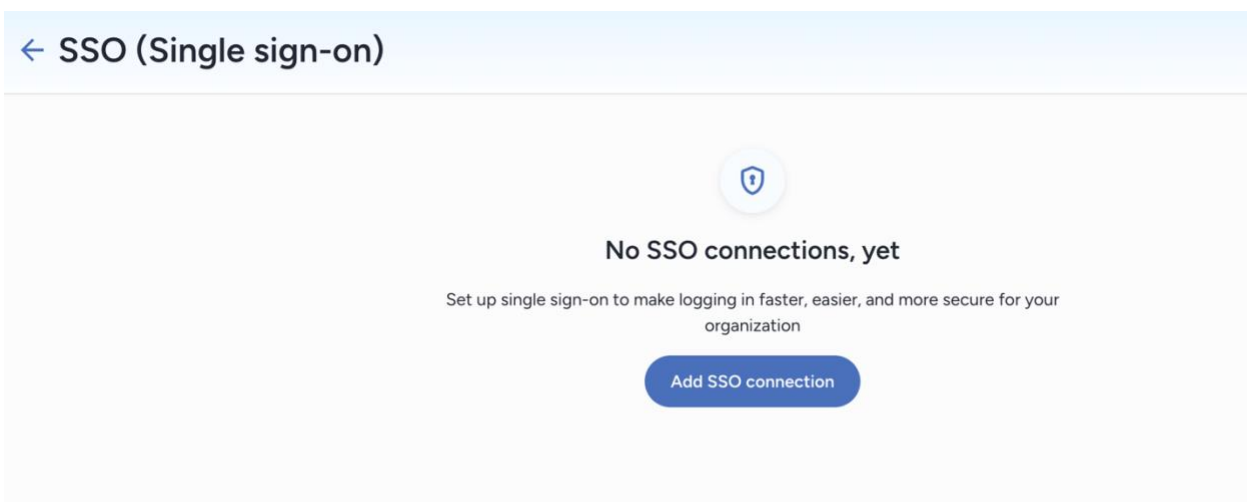
Step 1

From within your Kudos account (you must be logged in as an Admin), go to:

- Admin menu
 - Integrations
 - Click “Manage” on the SSO tile



Then click “Add SSO connection” to create a new connection:



Take note of the Kudos provider information section. [Download this file.](#)

Kudos provider information

You can either download this information to upload to your SSO provider, or copy and paste it directly into your provider's setup fields

[↓ Download](#)

Entity ID

https://api.kudosapp.dev/ide

Audience (ACS)

https://api.kudosapp.dev/ide

Name ID format

urn:oasis:names:tc:SAML:2.0:

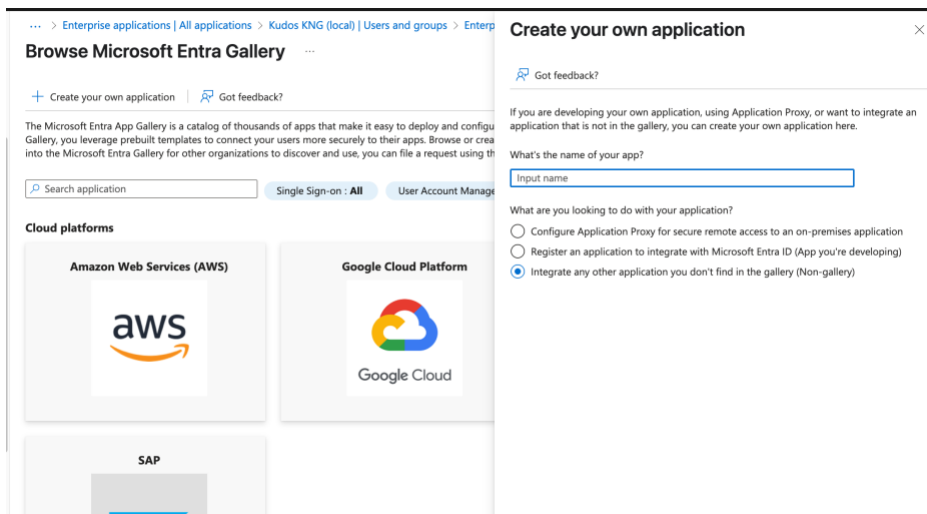
Do not save or close this form yet, we will return to it in a later step!

Step 2

Within your Microsoft Entra account, go to:

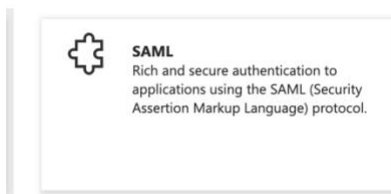
- Enterprise applications
 - New application
 - Create your own application
 - Integrate any other application you don't find in the gallery (Non-gallery)

Enter a name for this app. e.g. Kudos and click “create”.



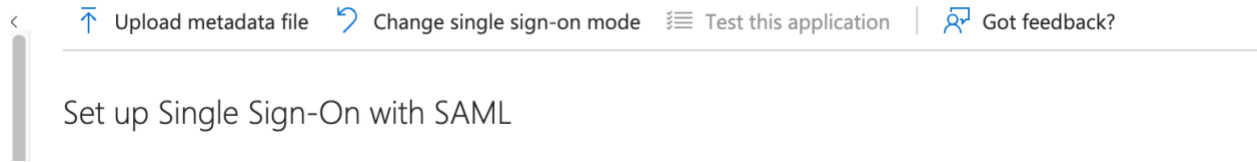
Step 3

From the “Single sign-on” tab select SAML



Step 4

Click on the “Upload metadata file” button:



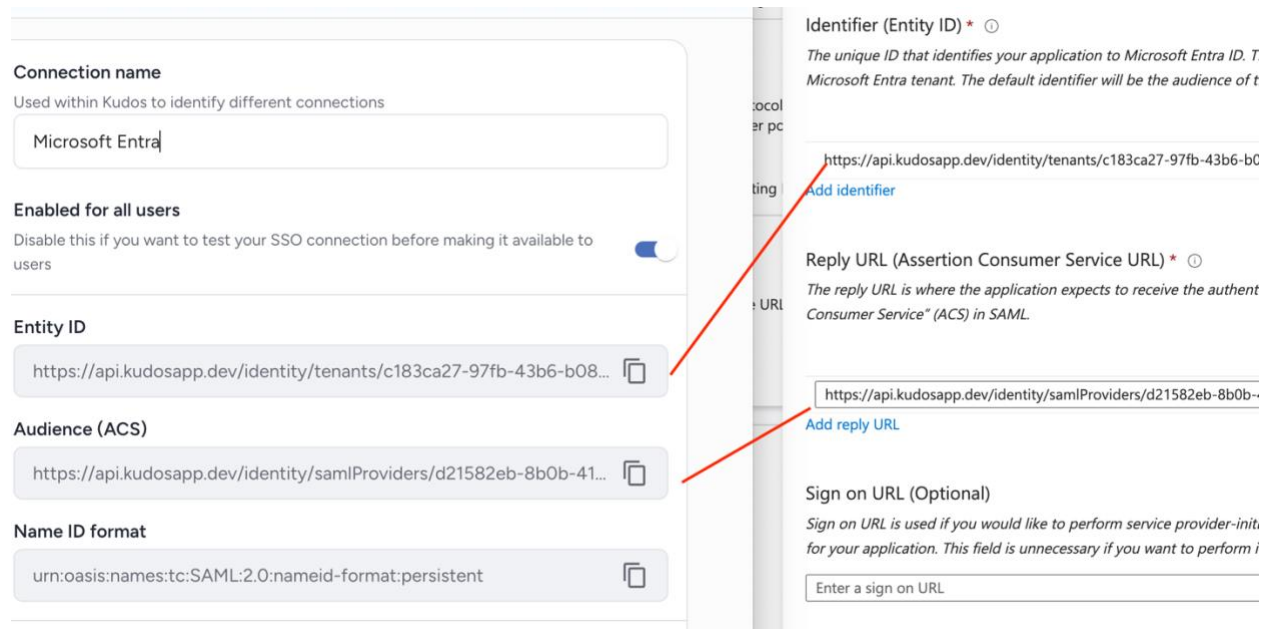
Select the file you just downloaded from the Kudos platform

The URLs should have been automatically populated for:

- Entity ID
- Reply URL

All other fields must be left blank in this form. Click Save once you have confirmed.


If for some reason the file upload is unsuccessful, you can copy these two values directly from the SSO Connection form in Kudos Platform as shown below:





Step 5

Scroll down to the “SAML Certificates” section and download the metadata XML file:

SAML Certificates

Token signing certificate  Edit

Status	Active
Thumbprint	B41EE907D464C27B5208EBE5AF9372DE614526B4
Expiration	5/15/2028, 4:01:25 PM
Notification Email	ms-user-1@kudosnow-demo.com
App Federation Metadata Url	<input type="text" value="https://login.microsoftonline.com/8955f7ce-3a35-..."/> 
Certificate (Base64)	Download
Certificate (Raw)	Download
Federation Metadata XML	Download

Verification certificates (optional)  Edit

Required	No
Active	0
Expired	0

Note: Make sure you download the XML file and not the certificate files. Keep track of where this file was downloaded.

Step 6

Back on the Kudos platform, upload the file you just downloaded from Microsoft here:

Identity provider information

You can either download this information and upload here, or manually copy and paste these fields from your identity provider

Upload identity provider information (metadata.XML)

Enter identity provider information manually

[Select a file](#)

Click “Save” to complete the Kudos setup.

Step 7

Back in Microsoft Entra, from the “SAML Certificates” section, click “Edit”. Then configure the following fields exactly as shown:




Signing Option	<input type="text" value="Sign SAML response and assertion"/>
Signing Algorithm	<input type="text" value="SHA-256"/>

Note: You should not need to create a new certificate or import a certificate. Microsoft automatically created one when the app was created.

Step 8

Navigate to the Attributes & Claims section and click “Edit”. Set the “Unique User Identifier (Name ID)” claim as follows (must exactly match):

Manage claim ...

 Save  Discard changes |  Got feedback?

Name

Namespace

^ Choose name identifier format

Name identifier format *

Source * Attribute Transformation Directory schema extension

Source attribute *

∨ Claim conditions

∨ Advanced SAML claims options

Note: Do not use an email address for the source attribute. An attribute that will not change for the lifetime of the user is recommended. The user object ID is the best choice.

Step 9

From the same Attributes & Claims section, locate the “Additional claims” section and ensure that claims are specified for:

- Email (required)
- FirstName (optional)
- LastName (optional)

No other claims are required or used by our application. Claim details for each of these are shown below:

Email claim settings

Save Discard changes Got feedback?

Name * Email ✓

Namespace Enter a namespace URI ✓

Choose name format

Source * Attribute Transformation Directory schema extension

Source attribute * user.userprincipalname ✓

Claim conditions

Advanced SAML claims options

First name claim settings

Manage claim ... ×

Save Discard changes Got feedback?

Name * FirstName ✓

Namespace Enter a namespace URI ✓

Choose name format

Source * Attribute Transformation Directory schema extension

Source attribute * user.givenname ✓

Claim conditions

Advanced SAML claims options

Last name claim settings

Manage claim ...



Save Discard changes | Got feedback?

Name *	<input type="text" value="LastName"/>
Namespace	<input type="text" value="Enter a namespace URI"/>
Choose name format	
Source *	<input checked="" type="radio"/> Attribute <input type="radio"/> Transformation <input type="radio"/> Directory schema extension
Source attribute *	<input type="text" value="user.surname"/>
Claim conditions	
Advanced SAML claims options	

Step 10

Review the claims summary, which should look like this:

Attributes & Claims ...

Add new claim Add a group claim Columns | Got feedback?

Required claim

Claim name	Type	Value	
Unique User Identifier (Name ID)	SAML	user.objectid [nameid-format:persistent]	...

Additional claims

Claim name	Type	Value	
Email	SAML	user.userprincipalname	...
FirstName	SAML	user.givenname	...
LastName	SAML	user.surname	...

Step 11

Your SAML integration is now configured. You can test it from the log-in screen of the kudos app or by clicking the test button in Microsoft. Make sure you are not already logged into Kudos before doing this test.

Test single sign-on with Kudos KNG (local)

Test to see if single sign-on is working. Users will need to be added to Users and groups before they can sign in.

Test

Step 12

Once you have successfully tested your SSO integration and you are ready to grant everyone access to the Kudos platform, you will need to add all relevant users to your integration. This can be done from the “Users and groups” tab for the application in Microsoft Entra, using the “Add user/group” form (see below).

This step is critical - if you do not grant access, users will not be able to log in via your SSO integration. Alternatively, it’s important to only grant access once you’re ready to launch and welcome users to the platform, to avoid users gaining early access through your SSO integration.

Kudos KNG (local) | Users and groups ...

Enterprise Application

Overview
Deployment Plan
Diagnose and solve problems

Manage

Properties
Owners
Roles and administrators
Users and groups
Single sign-on
Provisioning

+ Add user/group Edit assignment Remove assignment Update credential Refresh Manage view ...

The application will appear for assigned users within My Apps. Set 'visible to users?' to no in properties to prevent this.

Assign users and groups to app-roles for your application here. To create new app-roles for this application, use the [application registration](#)

First 200 shown, search all users & groups

	Display name	Object type
<input type="checkbox"/>	D1 Developer 1	User
<input type="checkbox"/>	D2 Developer 2	User

Example of a completed setup screen

Note: The URLs are different for every tenant. The values for your tenant are shown on the “Kudos provider information” screen displayed in the Kudos app after you uploaded the metadata file.

[↑ Upload metadata file](#) [↶ Change single sign-on mode](#) [☰ Test this application](#) | [🗨 Got feedback?](#)

Read the [configuration guide](#) for help integrating Kudos KNG (local).

1

Basic SAML Configuration		Edit
Identifier (Entity ID)	https://api.kudosapp.dev/identity/tenants/958f43ec-4123-47ba-bc4c-5b78ebed7b01/metadata	
Reply URL (Assertion Consumer Service URL)	https://api.kudosapp.dev/identity/samlProviders/518163a7-6107-421a-91a6-41f17c434cfe/saml	
Sign on URL	Optional	
Relay State (Optional)	Optional	
Logout Url (Optional)	Optional	

2

Attributes & Claims		Edit
Email	user.userprincipalname	
FirstName	user.givenname	
LastName	user.surname	
Unique User Identifier	user.objectid	

3

SAML Certificates		Edit
Token signing certificate		
Status	Active	
Thumbprint	DD753836D54908A597E7F93434632670D3806247	
Expiration	5/7/2028, 5:59:13 PM	
Notification Email	ms-user-1@kudosnow-demo.com	
App Federation Metadata Url	https://login.microsoftonline.com/8955f7ce-3a35-...	
Certificate (Base64)	Download	
Certificate (Raw)	Download	
Federation Metadata XML	Download	
<hr/>		
Verification certificates (optional)		Edit
Required	No	
Active	0	
Expired	0	