

## How can we help you?



Ask a Question

Greenhouse Support › Recruiting › Recruiting Integrations › Single Sign-On (SSO)

# Configure Single Sign-On in Greenhouse Recruiting

Last Updated On: July 21, 2020

Follow



Permissions

Basic and above, who can manage and configure SSO



Product Tier

Available for Advanced and Expert subscription tiers

Greenhouse Recruiting provides your team with the ability to log in via Single Sign-On (SSO). With SSO enabled, your users can access your organization's Greenhouse Recruiting account through your Identity Provider (IdP) of choice.


Enabling SSO requires your team to complete the following steps:

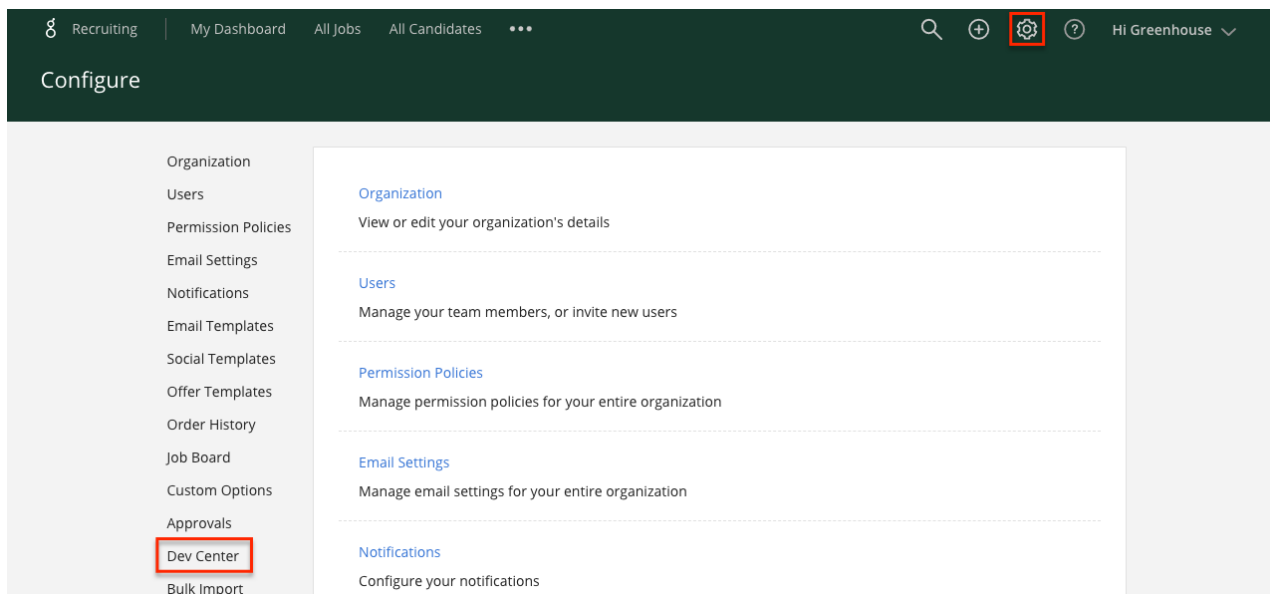
1. Add the Greenhouse Recruiting application to your IdP.
2. Upload (or manually enter) IdP metadata to Greenhouse Recruiting.
3. Soft-enable and test SSO login.
4. Hard-enable SSO.

In this article, we will cover:

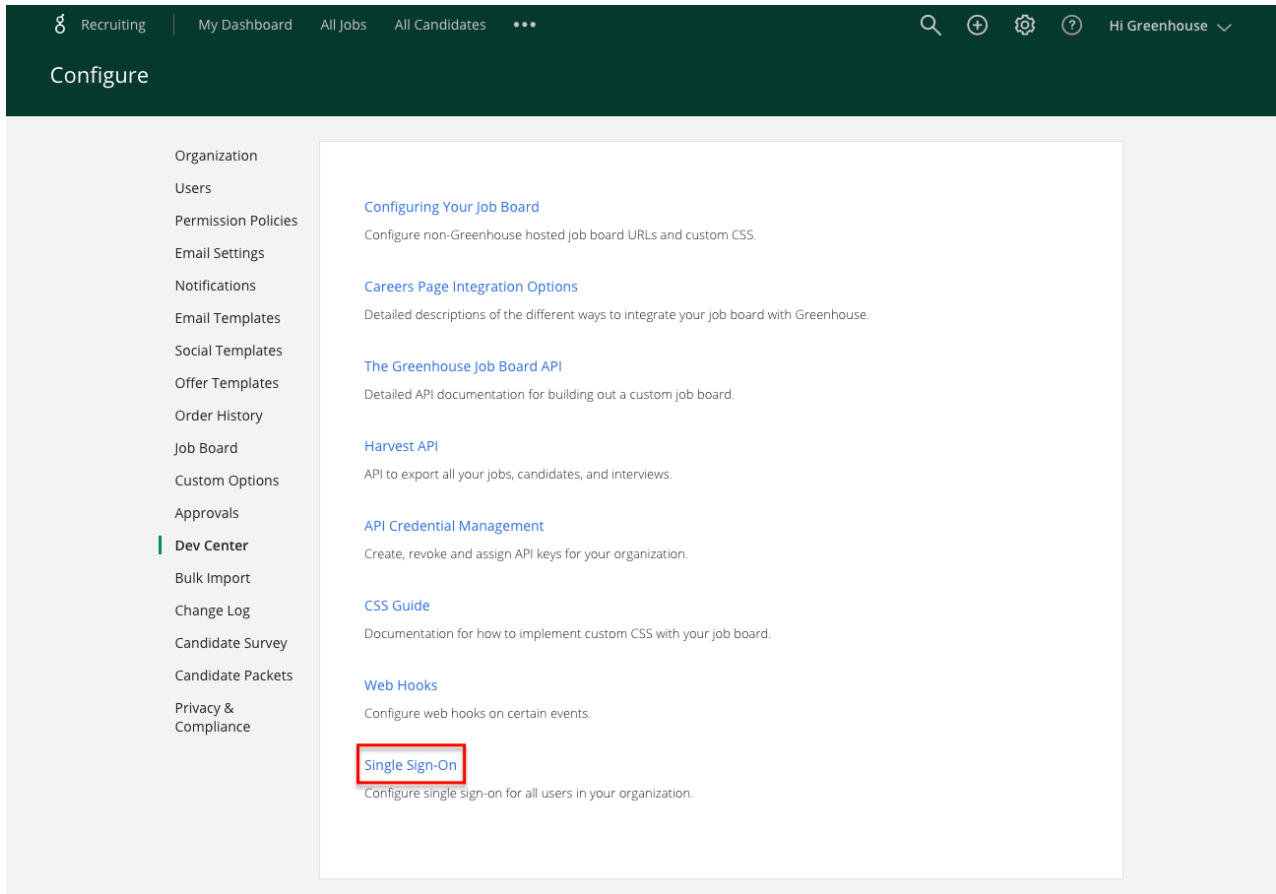
- [Prepare Greenhouse Recruiting to Integrate with Single Sign-On Provider](#)
- [Add Greenhouse Recruiting to Single Sign-On Provider](#)
- [Add Single Sign-On Provider Metadata to Greenhouse Recruiting](#)
- [Test Single Sign-On Configuration in Soft-Enabled State](#)
- [Finalize Configuration and Move to Hard-Enabled State](#)
- [Update Single Sign-On Configuration](#)

## Prepare Greenhouse Recruiting to Integrate with Sign-On Provider

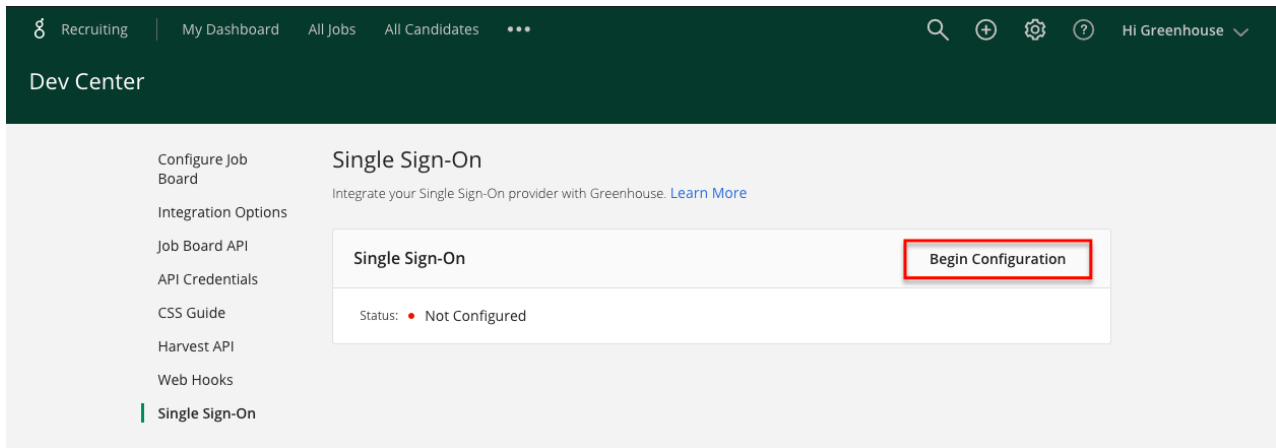
To begin the process of enabling a new SSO configuration, have a user with the Developer Permission **Can manage and configure SSO** click the **Configure** icon  in the upper right-hand corner and navigate to **Dev Center** in the left-hand panel.



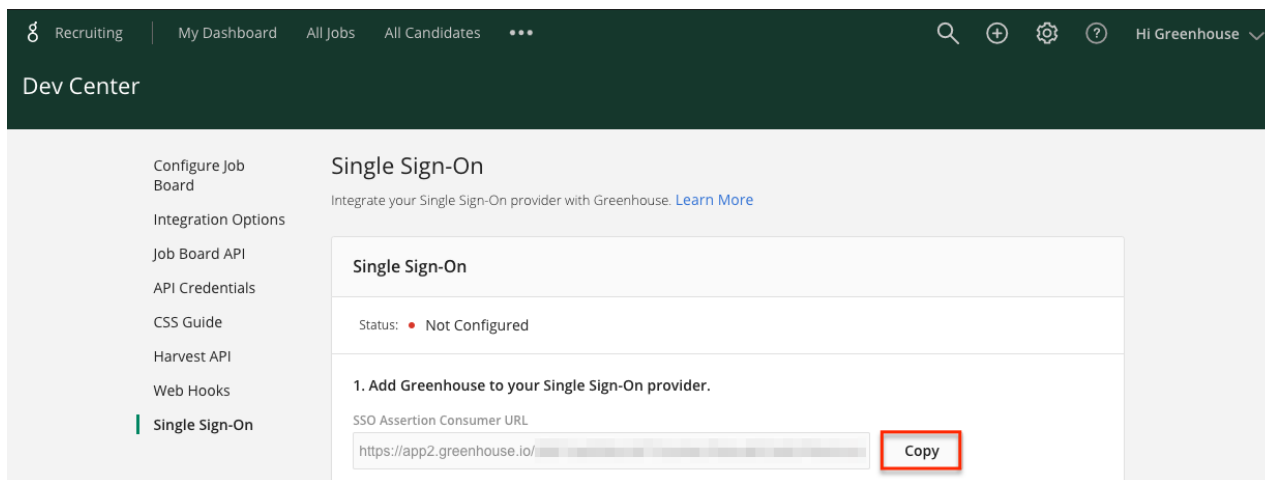
On the subsequent page, click **Single Sign-On**.



From the *Single Sign-On* page, click **Begin Configuration**.



Greenhouse Recruiting will auto-populate the *Assertion Consumer URL* field. Click the **Copy** button next to the *SSO Assertion Consumer URL* field and save the information to provide to your SSO provider.



Recruiting | My Dashboard | All Jobs | All Candidates | ...

Dev Center

Configure Job Board  
Integration Options  
Job Board API  
API Credentials  
CSS Guide  
Harvest API  
Web Hooks  
Single Sign-On

### Single Sign-On

Integrate your Single Sign-On provider with Greenhouse. [Learn More](#)

Status: ● Not Configured

1. Add Greenhouse to your Single Sign-On provider.

SSO Assertion Consumer URL

Copy

**Note:** Custom subdomains are not supported for new SSO configurations. Your organization must use the auto-generated SSO Assertion Consumer Service (ACS) URL provided.

To learn more about the ACS URL value, please see the following Help Center article: [Assertion Consumer URL and Entity Issuer Fields](#)

## Add Greenhouse Recruiting to Single Sign-On Provider

The next step is to add the Greenhouse Recruiting application to your Identity Provider; this process will vary based on your IdP.

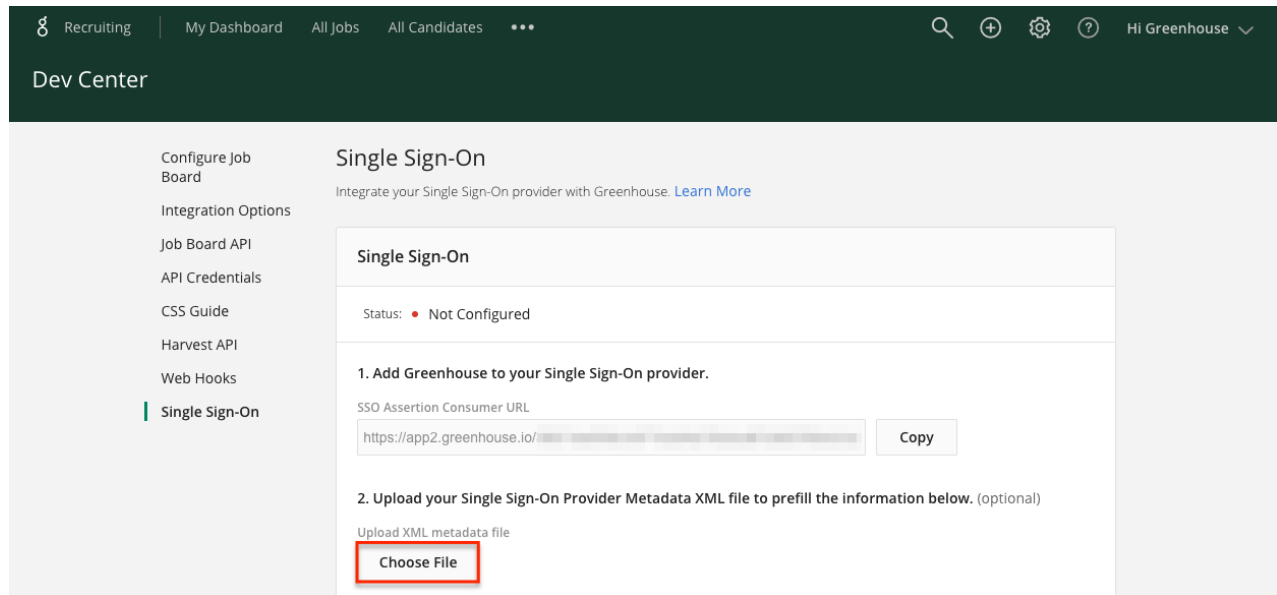
The following Help Center article includes links to step-by-step guides for completing this process with IdPs that offer preconfigured integrations with Greenhouse Recruiting, as well as general guidelines for integrating with other IdPs: [Use Single Sign-On \(SSO\) with Greenhouse Recruiting](#)

## Add Identity Provider (IdP) Metadata to Greenhouse Recruiting

Once you have added Greenhouse Recruiting to your IdP, you next will add your Single Sign-On metadata information to Greenhouse Recruiting. This information is provided to you by your IdP, and can be added to Greenhouse Recruiting in one of two ways:

- Upload your metadata XML file, or
- Manually enter metadata details

If your SSO provider has issued you a metadata XML file, you can upload that file in Greenhouse Recruiting to populate configuration information automatically. To upload a metadata file, on the *Single Sign-On* page, click the **Choose File** button.



Uploading the metadata XML file will assist with auto-populating the following information:

- Entity ID / Issuer
- Single sign-on URL
- Single logout URL (optional)
- Name Identifier Format
- IdP Certificate Fingerprint

If you do not have a metadata XML file, or prefer to enter these details manually, you can do so by typing the requested information in the fields pictured below.

### 3. Fill out the information below.

Entity ID / Issuer \*

Single sign-on Url \*

Single logout url (optional)

IdP Certificate Fingerprint \*

Name Identifier Format \*

Employee log in method ⓘ

**Note:** Both SHA-256 and SHA-1 are accepted for the Fingerprint, but we recommend SHA-256.

Greenhouse Recruiting uses Email Address as the default employee login method. Organizations with an Expert subscription have the option to use Employee ID for the employee login method instead. To learn more about using Employee ID to log in, [click here](#).

When finished, confirm you have entered the correct details in all fields, then move on to the next section.

## Test Single Sign-On Configuration in Soft-Enabled State

After you have entered the the metadata XML information and confirmed it is correct, click the **Begin Testing** button at the bottom right of the page.

Name Identifier Format \*

Select... ▼

Employee log in method ⓘ

Email ▼

---

Once you begin testing your SSO configuration, users will have the option to log in either using your SSO Identity Provider or using a Greenhouse Recruiting password. Users will no longer be able to log in using the Sign in with Google button. Users who do not have a Greenhouse Recruiting password can set one by clicking the Forgot Password button on the Greenhouse Recruiting login page. Once you have confirmed all users can log in via SSO, you can make SSO login required for all users by finalizing your SSO configuration.

---

Cancel

Begin Testing

**Note:** Once you begin testing your SSO configuration, users will have the option to log into Greenhouse Recruiting either using your SSO Identity Provider (IdP) or using a Greenhouse Recruiting password. Users will no longer be able to sign into Greenhouse Recruiting via the **Sign in with Google** button. Users who do not have a Greenhouse Recruiting password may set one by [clicking the Forgot Password button](#) on the Greenhouse Recruiting login page. Once you have confirmed all users can log in via SSO, you can require all users to log in using SSO moving forward by finalizing your SSO configuration.

In the subsequent dialog box, click **Proceed**.

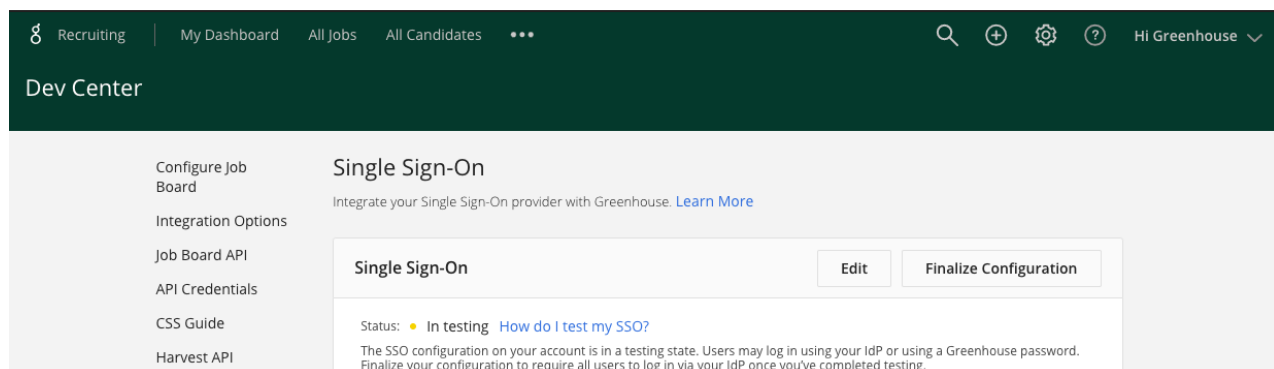
## Begin Testing Single Sign-On ✕

Testing SSO allows users in your organization to confirm they can log in via Single Sign-On without issue. Once testing is enabled, if a user attempts to log into your Greenhouse Recruiting instance via SSO with an email address that isn't associated with a Greenhouse Recruiting user, we will use Just In Time provisioning to create a user account with Basic permissions for that individual. Note: Once you begin testing, users will no longer be able to log in using the Sign in with Google button, and can log in only through your IdP or using a Greenhouse Recruiting password.

Cancel

Proceed

Once you click **Begin Testing**, your Greenhouse Recruiting account will be in a soft-enabled SSO state. Use this testing state to ensure all users can log in via SSO, and that no service interruptions occur. We recommend keeping your account in a soft-enabled state only as long as is necessary to test SSO functionality. While you are in this soft-enabled state, you will see your Single Sign-On Status reflected as *In testing*.



Recruiting | My Dashboard | All Jobs | All Candidates | ... | HI Greenhouse

Dev Center

- Configure Job Board
- Integration Options
- Job Board API
- API Credentials
- CSS Guide
- Harvest API

### Single Sign-On

Integrate your Single Sign-On provider with Greenhouse. [Learn More](#)

Single Sign-On Edit Finalize Configuration

Status: ● In testing [How do I test my SSO?](#)

The SSO configuration on your account is in a testing state. Users may log in using your IdP or using a Greenhouse password. Finalize your configuration to require all users to log in via your IdP once you've completed testing.

**Note:** Once SSO is hard-enabled, users can only sign into your Greenhouse Recruiting account using Single Sign-On. Any third-party vendors who might currently access your account with an email address and password will be unable to sign in unless they are added to your IdP, as email/password login is not supported for any users once your SSO configuration is hard-enabled. If your team works with third-party vendors, prior to hard-enabling your SSO configuration, we recommend connecting with those vendors and your internal IT team to ensure the vendors will have supported a log-in option.



If your team finds any changes need to be made to your SSO configuration, click the **Edit** button to make the required changes. Be sure to click **Save Changes** when you finish editing.

Single Sign-On Edit Finalize Configuration

Status: ● In testing [How do I test my SSO?](#)

The SSO configuration on your account is in a testing state. Users may log in using your IdP or using a Greenhouse password. Finalize your configuration to require all users to log in via your IdP once you've completed testing.

## Finalize Configuration and Move to Hard-Enabled State

Once your team has confirmed users can log in via SSO without issue, return to the *Single Sign-On* page and click **Finalize Configuration** to move to a hard-enabled state.

**Note:** Once your team hard-enables SSO, all user passwords will be deleted from Greenhouse Recruiting and cannot be recovered. Should your team remove its SSO configuration in the future, every user must [request a password reset email](#) and create a new password to regain access to Greenhouse Recruiting.

### Finalize Configuration ×

By finalizing Single Sign-On, all existing user passwords will be deleted permanently. This cannot be undone.

Are you sure you want to finalize your Single Sign-On configuration?

Type "CONFIGURE" to Confirm

Cancel Finalize

Your Single Sign-On Status will update to *Configured*.

# Single Sign-On


Integrate your Single Sign-On provider with Greenhouse. [Learn More](#)

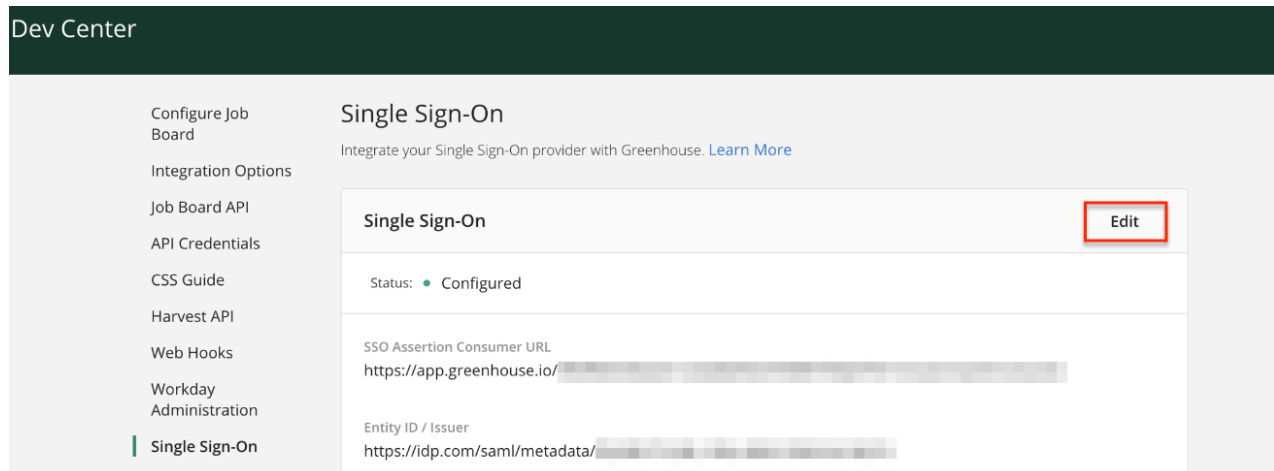
## Single Sign-On

Status: ● Configured

Your Single Sign-On configuration is complete.

## Update Single Sign-On Configuration

Should your team need to edit your SSO configuration later, such as to update a certificate or change your IdP, return to the *Single Sign-On* page (**Configure**  > **Dev Center** > **Single Sign-On**) and click **Edit** at the top-right corner.



Dev Center

Configure Job Board

Integration Options

Job Board API

API Credentials

CSS Guide

Harvest API

Web Hooks

Workday Administration

Single Sign-On

### Single Sign-On

Integrate your Single Sign-On provider with Greenhouse. [Learn More](#)

**Single Sign-On** Edit

Status: ● Configured

SSO Assertion Consumer URL  
https://app.greenhouse.io/ [redacted]

Entity ID / Issuer  
https://idp.com/saml/metadata/ [redacted]

Make any necessary changes. Click **Save** at the bottom of the page when finished.