

# SAML Admin Guide (Terena)

*Version 1.3*

## Table of Contents

1	SAML Service Workflow .....	3
1.1	Step 1: Terena Level.....	3
1.2	Step 2: NREN Level .....	3
1.3	Step 3: Participant Level.....	3
1.4	Step 4: New Login URL.....	3
2	SAML Role and Account Access .....	4
2.1	SAML Admin Role.....	4
2.1.1	Terena Level SAML Admin Role .....	4
2.1.2	NREN Level SAML Admin Role.....	4
2.1.3	Participant Level SAML Admin Role.....	4
2.2	Managing SAML Admins .....	5
2.2.1	How to Create a SAML Admin Account/Add the SAML Admin Role.....	5
2.2.2	How to Edit an Existing Account to Add the SAML Admin Role/Change the Account to a SAML Admin Account.....	6
3	Managing SAML Settings.....	8
3.1	IPD Manager .....	8
3.1.1	How to Configure the IDP Manager (Terena SAML Admin) .....	8
3.2	Attribute Mapping.....	8
3.2.1	How to Set Up Attribute Mapping (Terena or NREN SAML Admin).....	9
3.3	IDP Mapping .....	10
3.3.1	How to Configure IDP Mapping (NREN SAML Admin) .....	10
3.4	Organization Mapping .....	11
3.4.1	How to Add an Organization Mapping (Participant SAML Admin) .....	11
	About DigiCert.....	12

# 1 SAML Service Workflow

## 1.1 Step 1: Terena Level

The Terena SAML admin configures the full list of allowed IDPs (identity providers) via a single URL that contains multiple IDPs.

## 1.2 Step 2: NREN Level

After the Terena SAML admin downloads the IDPs, each NREN SAML administrator must configure their own Registration Authority to specify which of the IDPS their Participants (below them) may use.

## 1.3 Step 3: Participant Level

Once the NREN SAML admin configures the Registration Authority, each Participant can then create an IDP Attribute Mapping between the DigiCert Validated Organization and the organization identifier sent in the SAML assertion.

## 1.4 Step 4: New Login URL

Along with the new SAML process changes, we have changed the login URL to

<https://www.digicert.com/sso>

## 2 SAML Role and Account Access

The SAML admin role is available at the Terena, NREN, and Participant levels. However, what the SAML admin can do at each level is different.

### 2.1 SAML Admin Role

The primary function of the SAML Admin role is to allow an administrator to manage their SAML settings for their account. A SAML administrator's tasks may include configuring allowed IDPs, configuring their Registration Authority, creating an attribute mapping, etc. To access the **SAML** settings (**IDP Manager**, **IDP Mapping**, **Attribute Mapping**, and **SAML Organization Mapping**), you must be assigned the **SAML Admin** role or have the **SAML Admin** role as one of your roles (e.g., *SAML Admin* or *Administrator + SAML Admin*).

#### 2.1.1 Terena Level SAML Admin Role

This SAML Admin can access the **IDP Manager**, which they use to configure the allowed IDPs for the entire Terena system.

This admin can also access **Attribute Mapping**, which they uses to configure the default attribute mappings for the entire Terena system.

#### 2.1.2 NREN Level SAML Admin Role

This SAML Admin can access **IDP Mapping**, which they can use to configure their Registration Authority for their NREN. They can enable any IDPs from the Terena level list of allowed IDPs.

This SAML Admin can also access **Attribute Mapping**, which they can use to override any of the default attribute mappings set up by the Terena SAML admin.

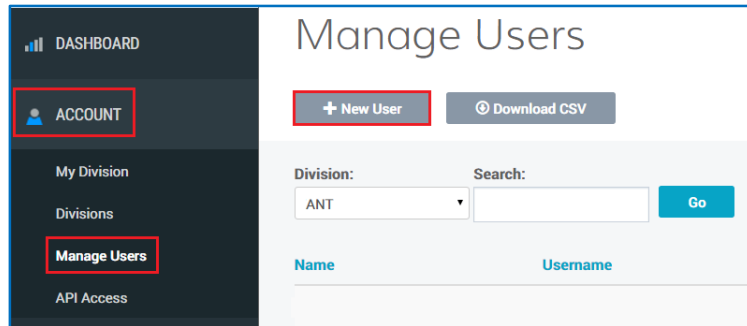
#### 2.1.3 Participant Level SAML Admin Role

This SAML Admin can access **SAML Organization Mapping**, which they can use to map a validated organization from the DigiCert system to an organization that is specified in the SAML assertion (*schacHomeOrganization*).

## 2.2 Managing SAML Admins

### 2.2.1 How to Create a SAML Admin Account/Add the SAML Admin Role

1. In your account, in the sidebar menu, click **Account > Manage Users**.



2. On the **Manager Users** page, click **+ New User**.
3. On the **New User** page, provide the following details for the user:

**\*First Name:** Type the user's first name.

**\*Last Name:** Type the user's last name.

**\*Email:** Type an email address at which the user can be contacted.

The user will be sent an email with instructions for creating a password to log into their account.

**Phone:** Type a phone number at which the user can be reached.

A phone number is only required if the user will be an **EV Verified User**, an **EV CS Verified User**, and/or a **CS Verified User**.

**Job Title:** Type the user's job title.

A job title is only required if the user will be an **EV Verified User**, an **EV CS Verified User**, and/or a **CS Verified User**.

**\*Username:** Type the username for the user.

Although you can create a unique username for each user, we recommend using their email address (e.g., *john@example.com*).

**\*Division:** In the drop-down list, select the Division or Subdivision to which you want to assign the user.

**\*Role** Select a role(s) for the new user:

**SAML Admin or Administrator + SAML Admin.**

**Note:** To access the **SAML** settings in your account, the user must be assigned the **SAML Admin** role.

**New User**

**\* First Name:** John

**\* Last Name:** Doe

**\* Email:** jd@digicert.com

**Phone:** 555-555-5555

**Job Title:** Head

**\* Username:** jd@digicert.com

**\* Division:** ANT

**\* Role:**

Administrator

**SAML Admin**

NOTE: A phone number is required if this user will be approving requests for EV or Code Signing certificates.

NOTE: A job title is required if this user will be approving requests for EV or Code Signing certificates.

This user will receive an email with instructions for setting his or her password

**Save User** Cancel

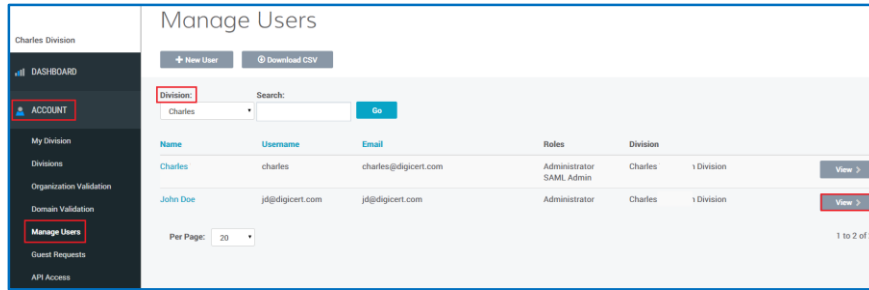
4. When you are finished, click **Save User**.

The newly added user will be sent an email that contains a link, which lets them create a password to log into the account.

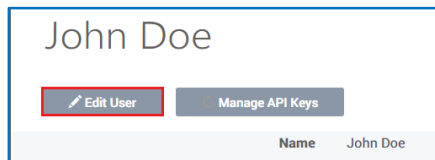
## 2.2.2 How to Edit an Existing Account to Add the SAML Admin Role/Change the Account to a SAML Admin Account

If you are an administrator and need the SAML Admin role added to your account or need your account changed to a SAML Admin account, you must get another administrator to edit your account and make those changes. You cannot change or add roles to your own account.

1. In your account, in the sidebar menu, click **Account > Manage Users**.



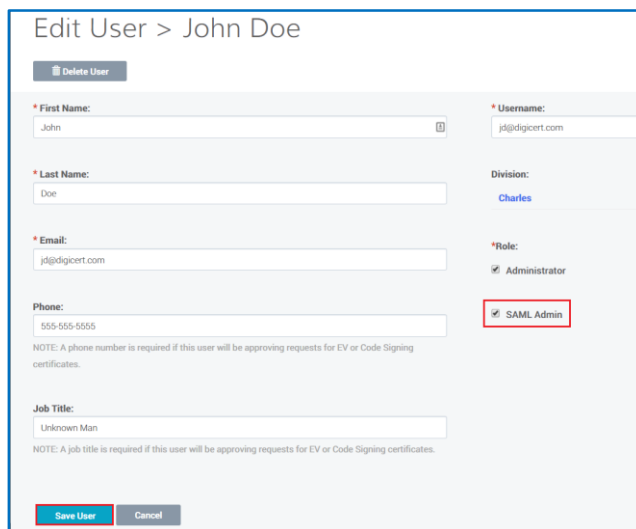
2. On the **Manage Users** page, in the **Division** drop-down list, select division or subdivision to which the user belongs.
3. To the right of the user account whose role you want to modify, click **View**.
4. On the **"User's Name"** page, click **Edit User**.



5. On the **Edit User > "User's Name"** page, under **Role**, do one of the following:

Add the **SAML Admin** role to the account (e.g., *Administrator + SAML Admin*):      Check **SAML Admin**.

Change the account to a SAML Admin account (i.e., *change from Administrator to SAML Admin*):      Uncheck the current role and then check **SAML Admin**.



6. When you are finished, click **Save User**.

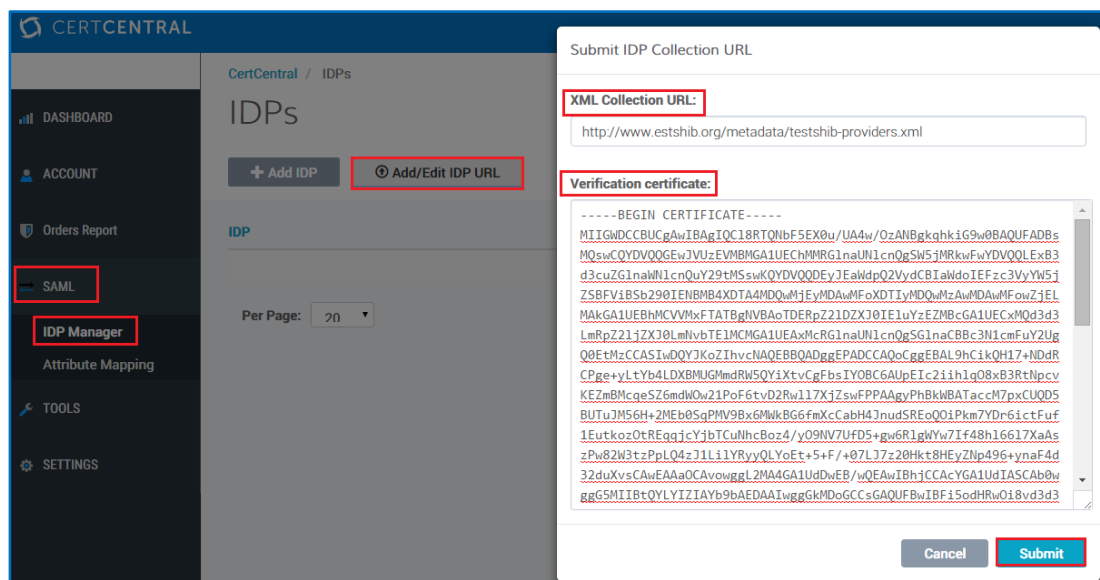
## 3 Managing SAML Settings

### 3.1 IPD Manager

This function is used to configure the IDP URL that contains all the allowed IDPs for the whole Terena system. The XML file containing the IDPs at this URL will be downloaded once a day; any new IDPs will be added automatically while any old IDPs will be removed. The process is done in the background; it may take a few minutes to pull down the new XML file and process it.

#### 3.1.1 How to Configure the IDP Manager (Terena SAML Admin)

1. In your account, in the sidebar menu, click **SAML > IDP Manager**.



2. On the IDPs page, click **Add/Edit IDP URL**.
3. In the **Submit IDP Collection URL** window, enter the following information:

**XML Collection URL:** Enter the IDP URL that contains all the IDPs metadata.

**Verification certificate:** Enter the certificate that was used to sign the IDP xml file.

4. When you are finished, click **Submit**.

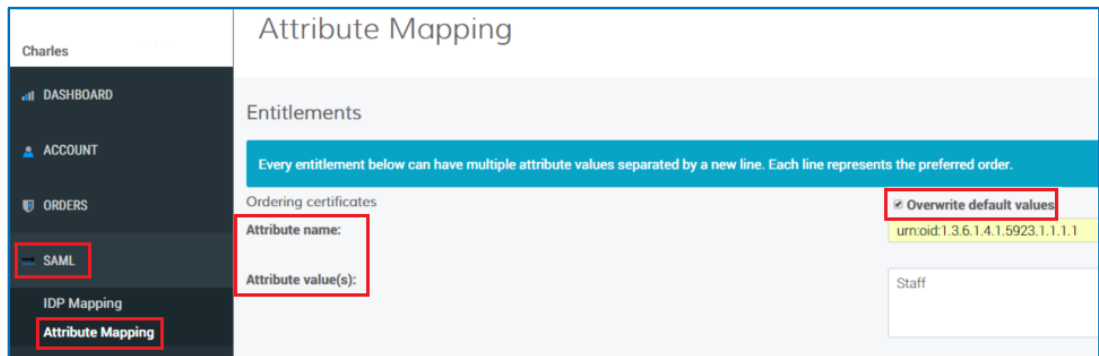
### 3.2 Attribute Mapping

At the Terena level, this can be used to set up the default attribute mappings for the entire Terena System. At the NREN level, this can be used to change/overwrite the default attribute mappings if needed.



### 3.2.1 How to Set Up Attribute Mapping (Terena or NREN SAML Admin)

1. In your account, in the sidebar menu, click **SAML > Attribute Mapping**.



2. On the **Attribute Mapping** page, under **Entitlements**, enter the following information for **Ordering certificates**:

**Note:** You can enter multiple values. Make sure that each value is on its own line, where each line represents the preferred order.

**Attribute name:** Enter the attribute name(s).

**Attribute value(s):** Enter the attribute value(s) you want to associate with the attribute name.

**Overwrite default values** Check this box to overwrite the default values.

3. Under **IDP Attribute Map**, enter the following information for the attributes to which you want to map:

**Note:** You can enter multiple values. Make sure that each value is on its own line, where each line represents the preferred order.

**Common Name:** Enter the value for the common name or name to be displayed

**Email Address:** Enter the value for the email address.

**Organization:** Enter the value for the organization (e.g., *schacHomeOrganization*).

**Person ID:** Enter the value for the person's personal ID.

**Username:** Enter the value for the person's username.

**Overwrite default values** Check this box to overwrite the default values.

The screenshot shows the 'IDP Attribute Map' configuration page. At the top, a blue banner states: 'Every attribute map below can have multiple attribute names separated by a new line. Each line represents the preferred order.' Below this, there is a table with columns for attribute names and their corresponding URNs. The 'Common Name' attribute is highlighted with a red box. To the right of the table, there is a checkbox labeled 'Overwrite default values' which is checked and also highlighted with a red box. At the bottom right of the form, there is a 'Save Changes' button highlighted with a red box.

Attribute Name	URN
Common Name:	urn:oid:2.5.4.3 common-name
Email Address:	urn:oid:1.3.6.1.4.1.5923.1.1.1.6
Organization:	urn:oid:1.3.6.1.4.1.5923.1.1.1.1
Person ID:	urn:oid:2.5.4.42
Username:	

4. When you are finished, click **Save Changes**.

### 3.3 IDP Mapping

This is used to configure the Registration Authority for the NREN. The Registration Authority is where the NREN SAML admin enables which IDPs (from the list of Terena allowed IDPs) they want to use for them and their Participants.

#### 3.3.1 How to Configure IDP Mapping (NREN SAML Admin)

1. In your account, in the sidebar menu, click **SAML > IPD Mapping**.

The screenshot shows the 'IDP Mapping' configuration page within a user account. The user's name 'Charles' is visible at the top left. A dark sidebar menu on the left contains navigation options: DASHBOARD, ACCOUNT, ORDERS, SAML, and IDP Mapping (which is highlighted with a red box). Below the sidebar, the page title is 'IDP Mapping'. The main content area says 'Fill out the form below' and contains a 'Registration Authority' input field highlighted with a red box. To the right of the input field is a 'Save Changes' button highlighted with a red box.

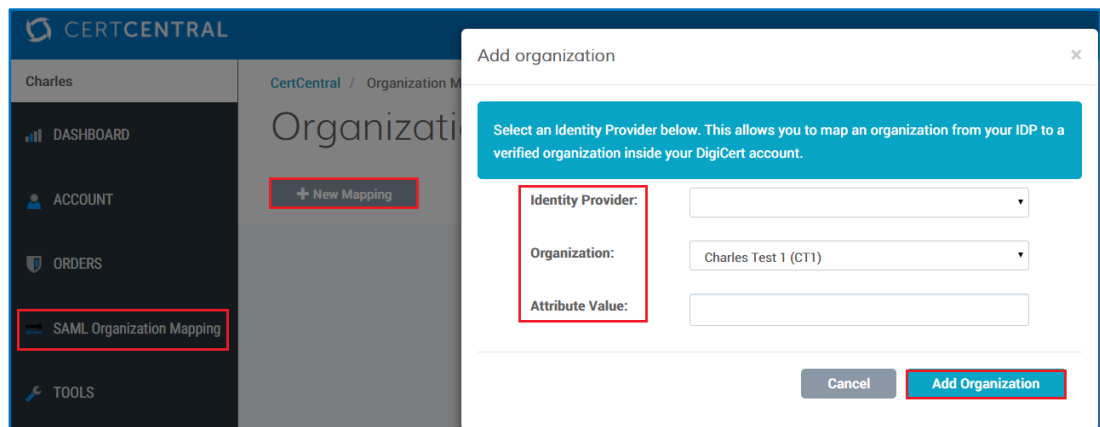
2. On the **IDP Mapping** page, in the **Registration Authority** box, enter the straight string match from the value entered in the UI form and the *registrationAuthority* in IPD metadata.
3. When you are finished, click **Save Changes**.

## 3.4 Organization Mapping

This is used to map a *Validated* Organization in the DigiCert system to an organization specified in the SAML assertion (e.g., *schachHomeOrganization*). When the Participant SAML Admin adds a mapping, they can select their IDP, their DigiCert Organization, and enter in their *schachHomeOrganization* value.

### 3.4.1 How to Add an Organization Mapping (Participant SAML Admin)

1. In your account, in the sidebar menu, click **SAML Organization Mapping**.



2. On the **Organization Mapping** page, click **+ New Mapping**.
3. In the **Add organization** window, enter the following information to map an organization from your IDP to a *Validated* organization in your DigiCert account:

**Identity Provider:** In the drop-down list, select an IDP.

**Organization:** In the drop-down list, select a DigiCert validated organization.

**Attribute Value:** Enter the organization attribute value (e.g., *schachHomeOrganization*).

4. When you are finished, click **Add Organization**.

## About DigiCert

DigiCert is a premier provider of security solutions and certificate management tools. We have earned our reputation as the **security industry leader** by building innovative solutions for SSL Certificate management and emerging markets.

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