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1  SAML Service Workflow

1.1  Step 1: GÉANT Level
The GÉANT 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 GÉANT 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 GÉANT, 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 GÉANT Level SAML Admin Role

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

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

2.1.2 NREN Level SAML Admin Role

This SAML Admin can access IDP Mapping, which they use to configure their Registration Authority for their NREN. They can enable any IDPs from the GÉANT 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 GÉANT 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 (schachHomeOrganization).
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.

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 GÉANT 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 (GÉANT SAML Admin)

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

2. On the IDPs page, click Add/Edit IPD 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 GÉANT level, this can be used to set up the default attribute mappings for the entire GÉANT 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 (GÉANT 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.

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 GÉANT 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.
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., schacHomeOrganization). When the Participant SAML Admin adds a mapping, they can select their IDP, their DigiCert Organization, and enter in their schacHomeOrganization 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., schacHomeOrganization).

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

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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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