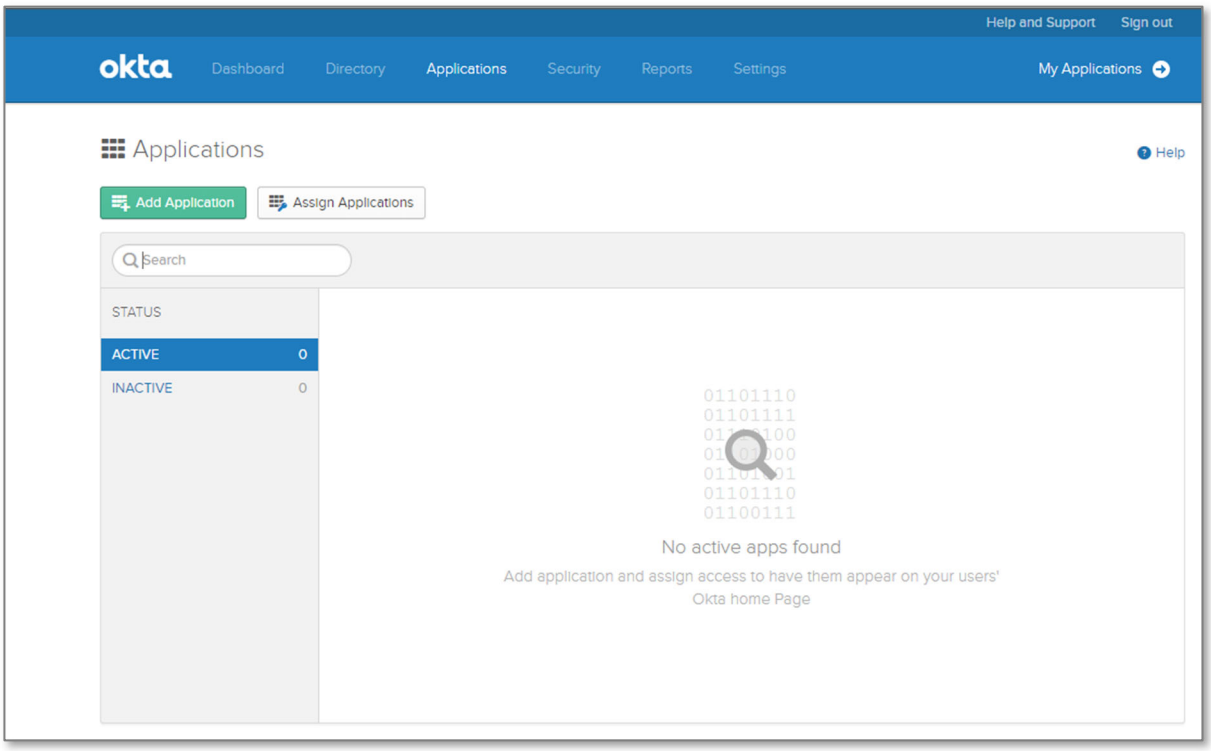
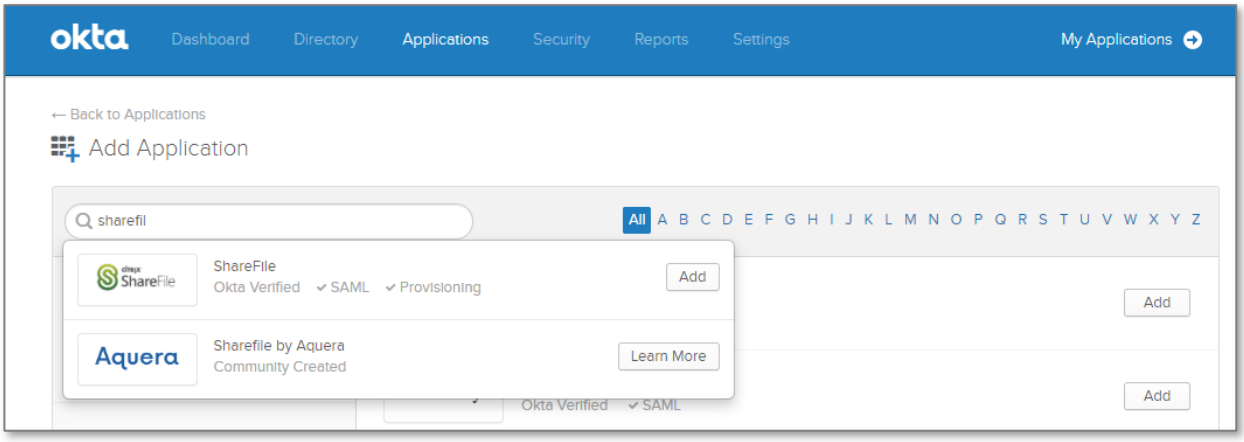
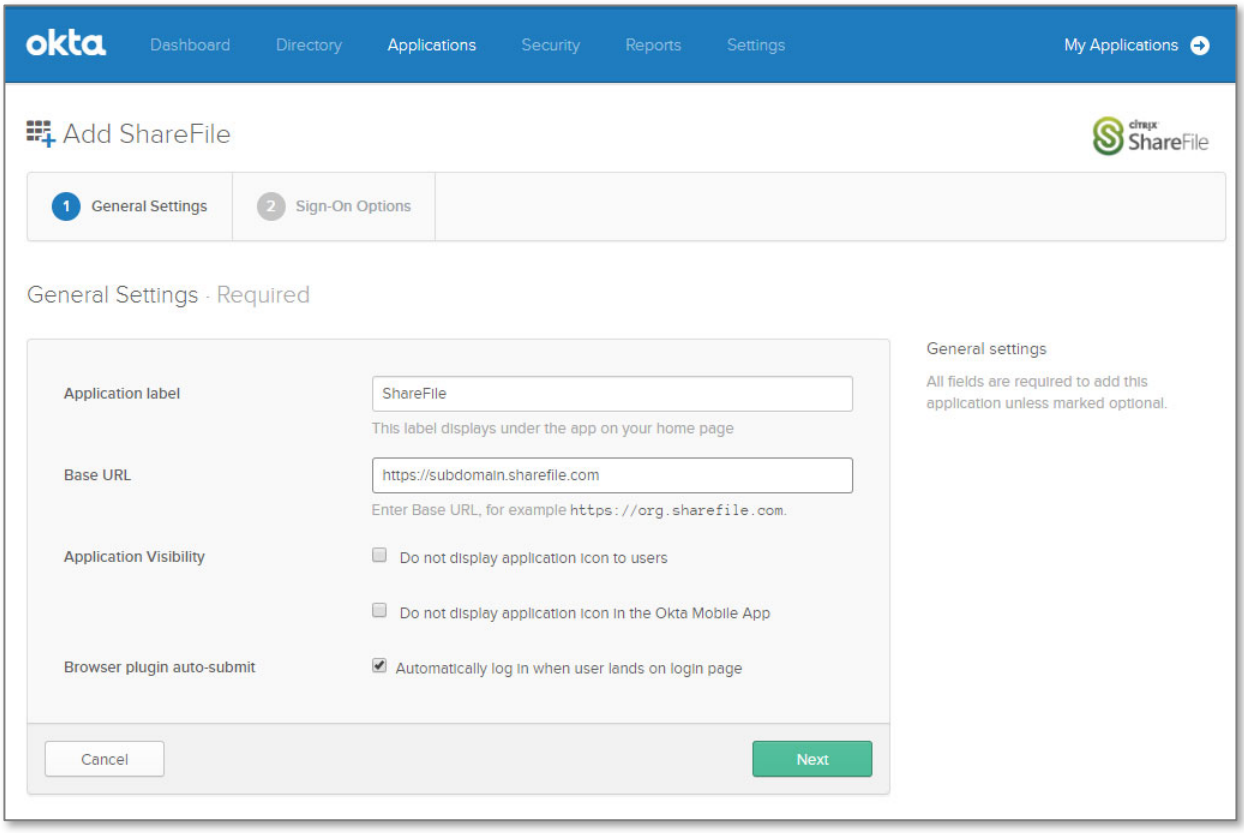
Content Collaboration: Single Sign-On Configuration Guide

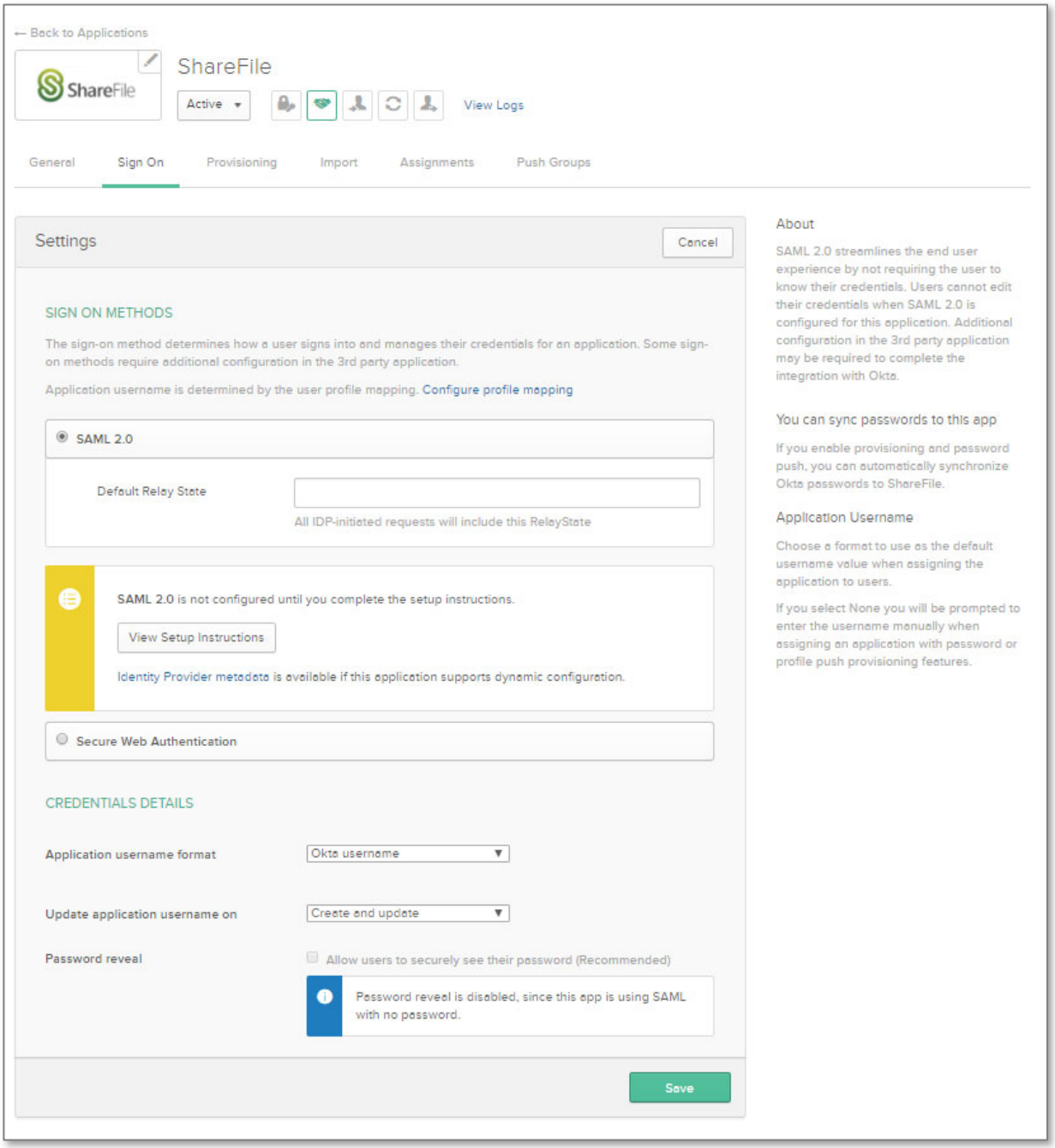
Okta

Last Revised: May 2019

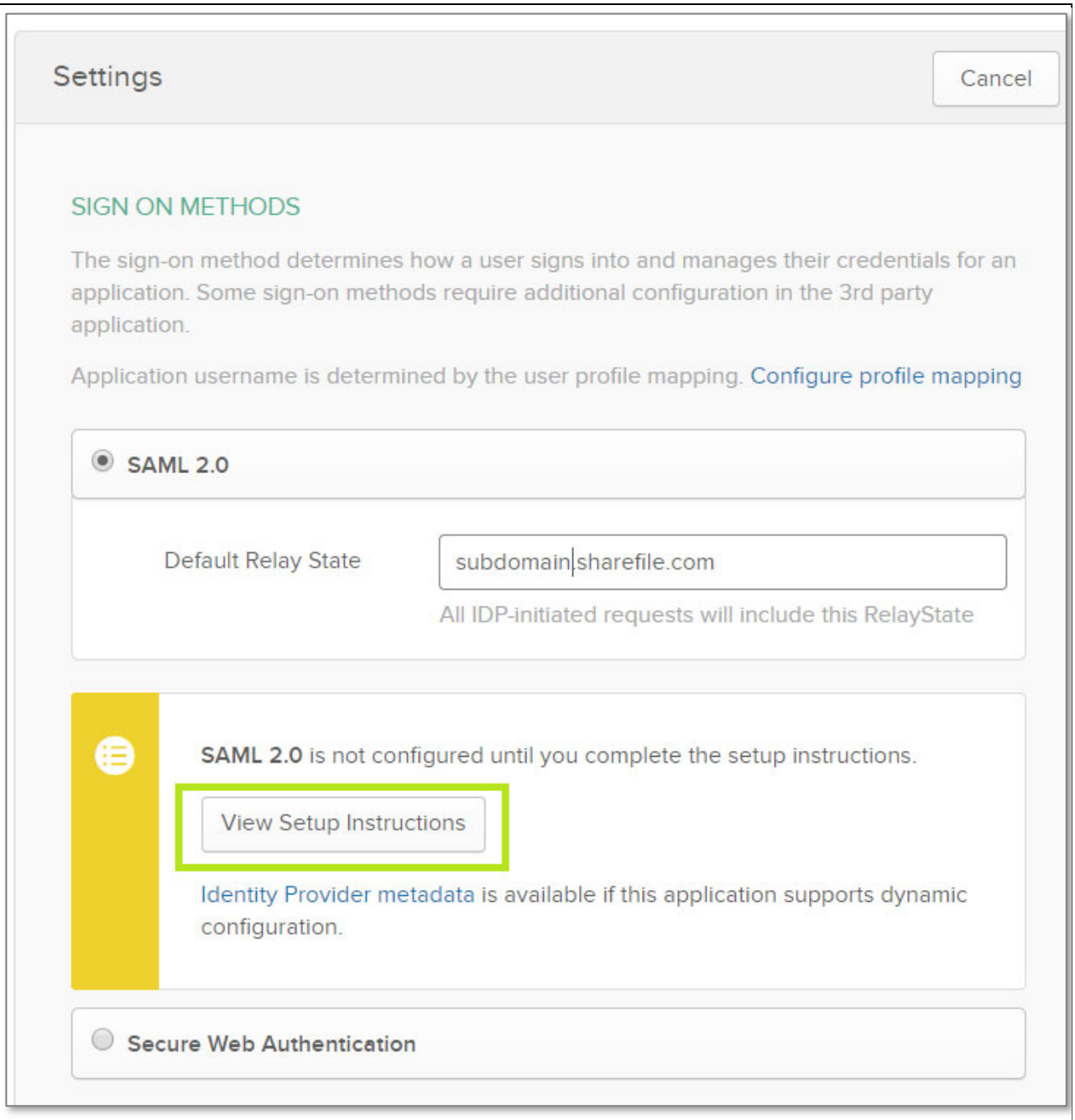
LEGAL NOTICE

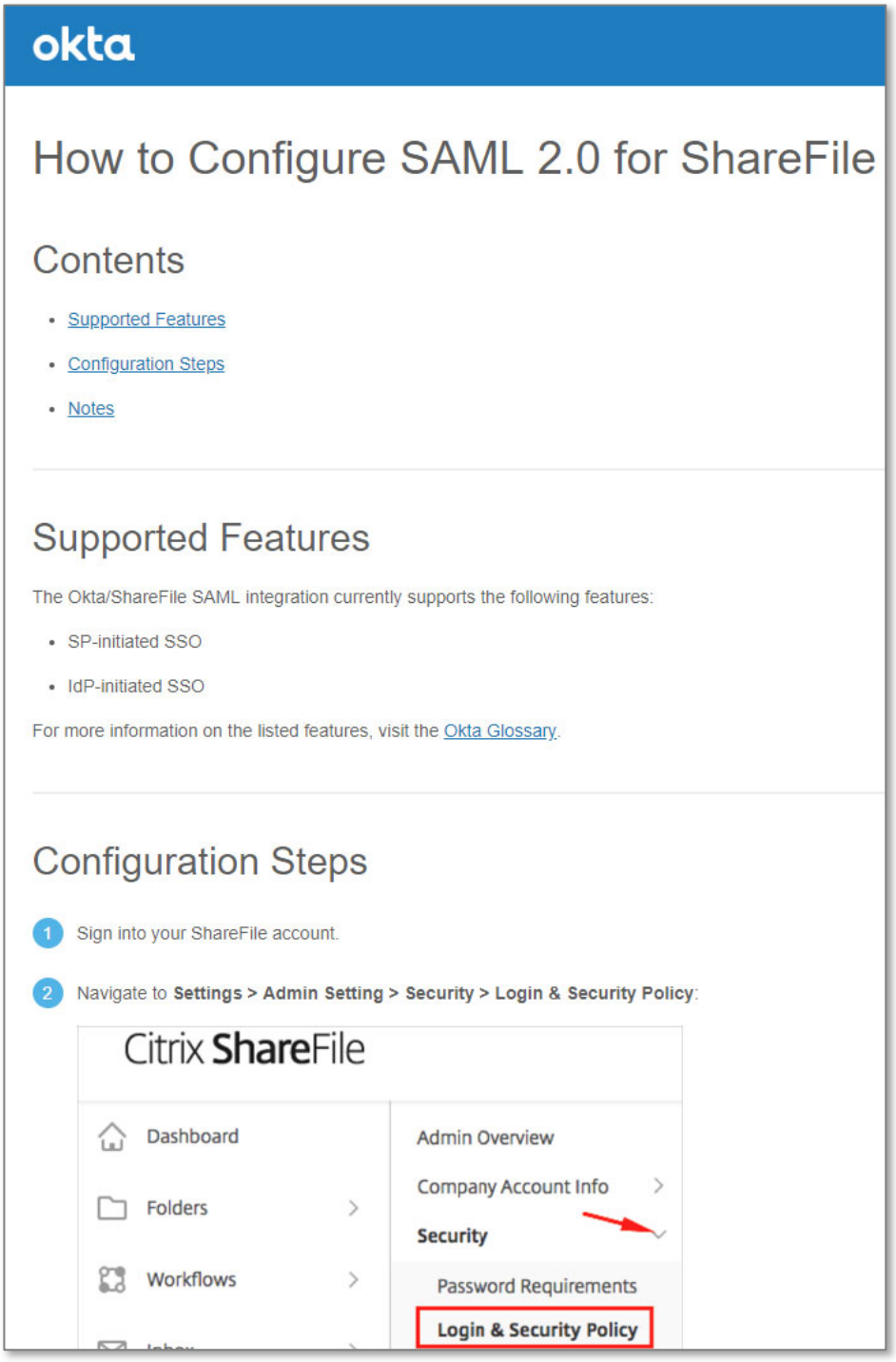
Steps	Description
1.	Log in to the Okta site. For example, login to **https://company-admin.okta.com**.
2.	Click on **Applications**, click **Add Application**. 
3.	In the **Search** field, type in **ShareFile**. Choose **Add** for the ShareFile SAML app. 
4.	Enter the **Base URL** as your ShareFile account URL. For example, **https://subdomain.sharefile.com**

	
5.	Choose **SAML 2.0**



6.	Click on **View Setup Instructions** for specific URLs to configure your ShareFile account.

	
7.	**Setup instructions URL** (Okta authenticated): https://saml-doc.okta.com/SAML_Docs/How-to-Configure-SAML-2.0-for-ShareFile.html?baseAdminUrl=https://**company-admin.**okta.com&app=sharefile&instanceId=**0opg2v8wYOUgWM48E356** **Setup instructions URL** (Not authenticated): https://saml-doc.okta.com/SAML_Docs/How-to-Configure-SAML-2.0-for-ShareFile.html



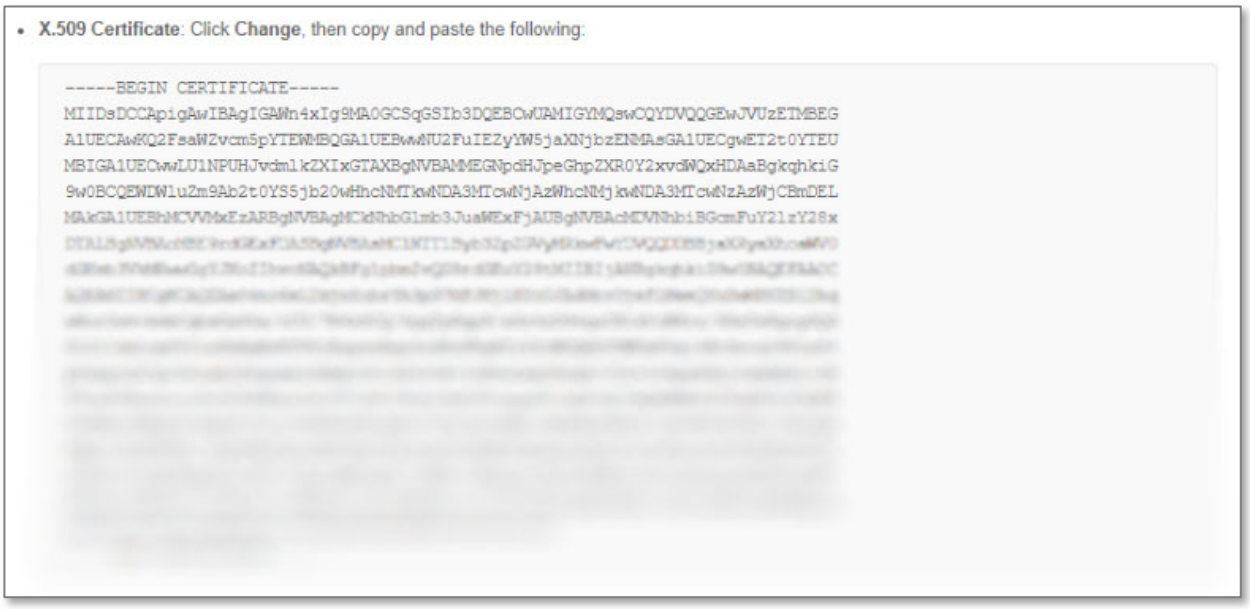
Use these settings to configure your ShareFile account.

8.	Go to your ShareFile account: https://subdomain.sharefile.com > Login with Administrator account > **Settings** > **Admin Settings** > **Security** > **Login & Security Policy** > scroll down on this page to **Single sign on / SAML 2.0 Configuration.**

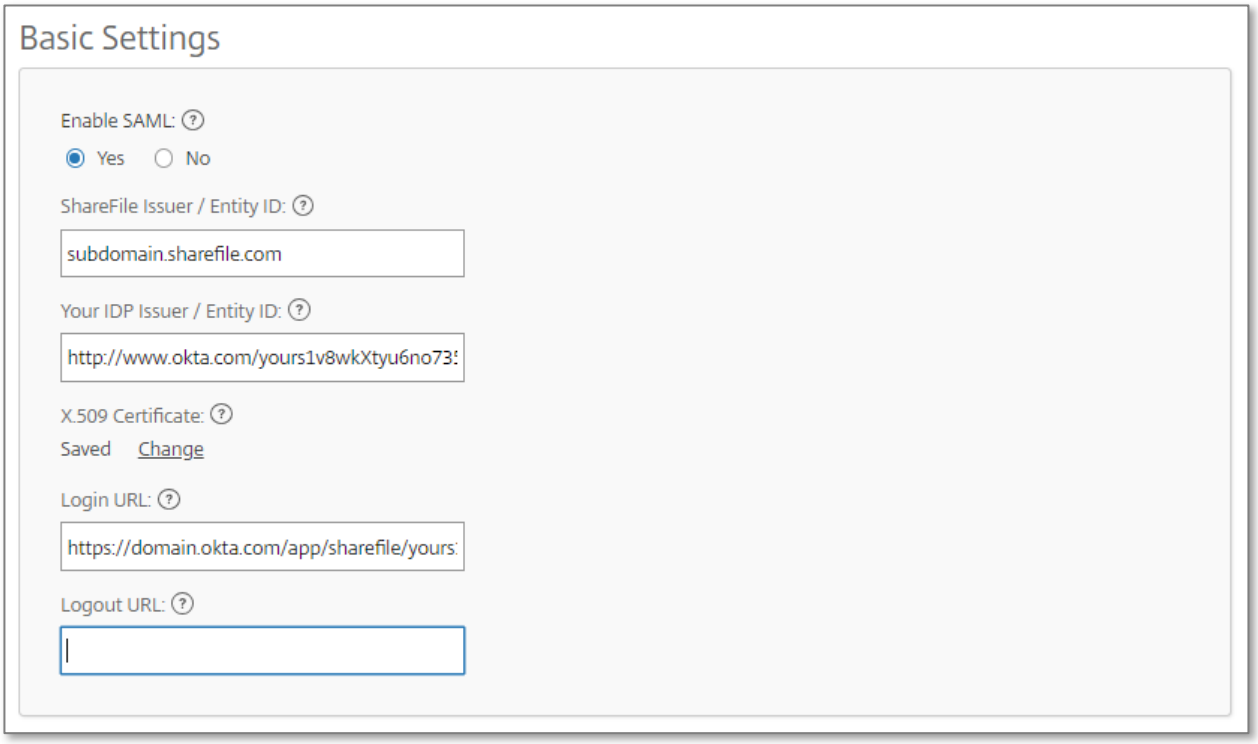
Use OKTA Setup instructions to configure **Single sign on / SAML 2.0 Configuration**:

Basic Settings

- **Enable SAML**: Select **Yes**
- **ShareFile Issuer / Entity ID**: Leave default value. Make a copy of this value (i.e. *subdomain.sharefile.com*) to validate Okta has the same Entity ID
- **Your Issuer / Entity ID**: Copy and paste from Okta Setup Instructions
- **X.509 Certificate**: Click **Change**, then copy and paste the certificate from Okta Setup instructions:



- **Login URL**: Copy and paste from Okta Setup Instructions (i.e. *https://domain.okta.com*)
- **Logout URL**: Leave blank is recommended
  (When users log out of ShareFile, they will be redirected to ShareFile login page https://subdomain.sharefile.com.)



9.

Optional Settings

- **Require SSO Login**: *Optional*
  After single-sign-on is successfully validated, checking **Yes** for this option will require all non-admin Employees to log in using Okta.

  Admins will have the choice to login using Okta (on the left) or their email address as the username and a native ShareFile password (on the right).

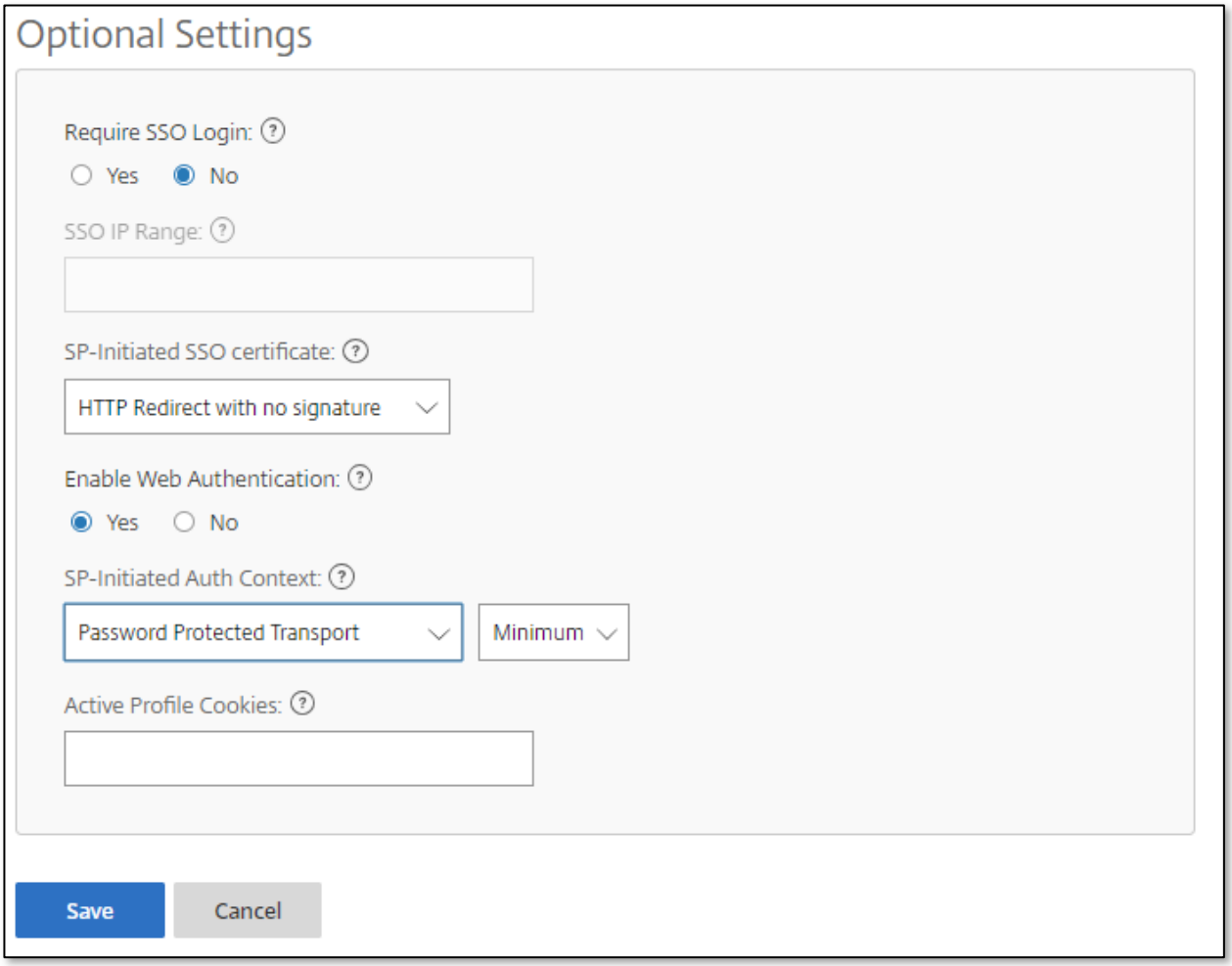
- **SSO IP Range**: *Optional*
  (Limit requiring non-admin Employees to login from a specific IP range. Employees outside of this specified range will not be required to use Okta to login.)

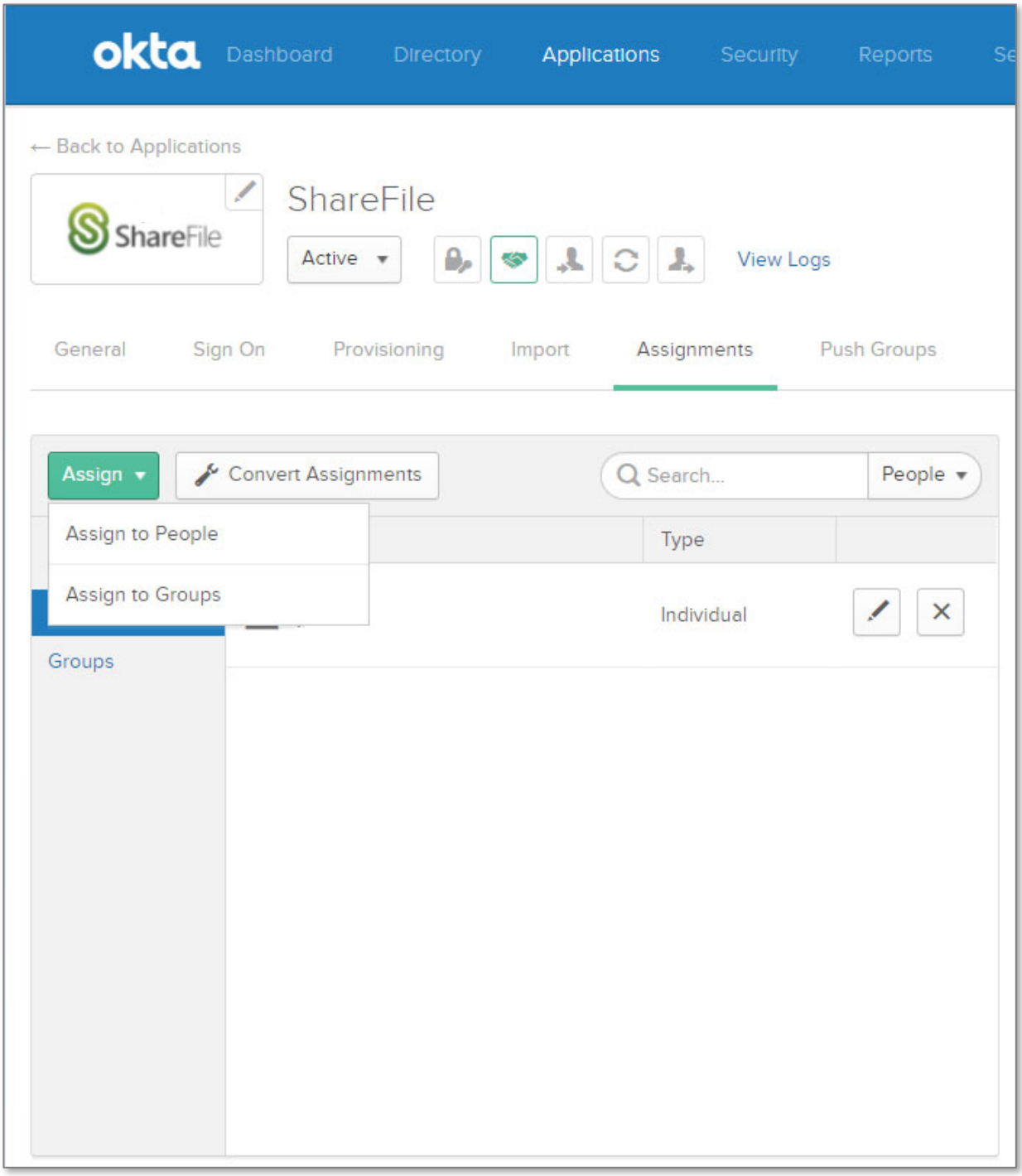
- **SP-initiated SSO Certificate**: Select **HTTP Redirect with no signature**

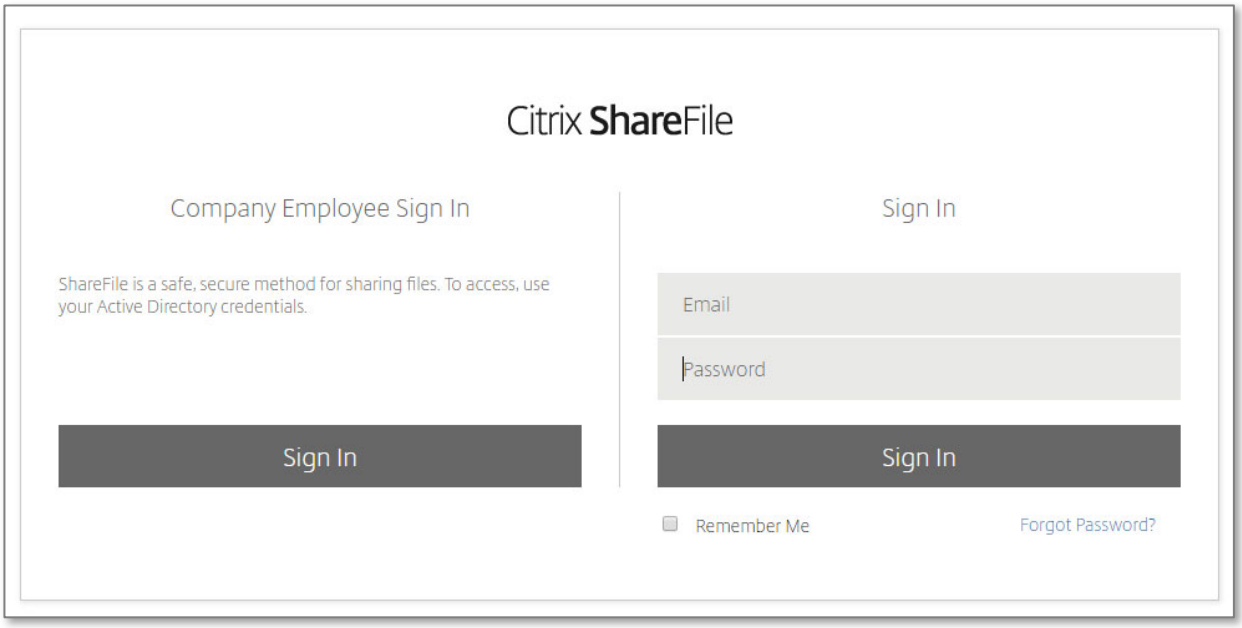
- **Enable Web Authentication**: **Yes** (Choose **No** when you do not want to allow logins via a web browser. This means Windows authentication will need to be available).

- **SP-initiated Auth Context**: Select **Password Protected Transport**.

- **Active Profile Cookies**: Leave blank

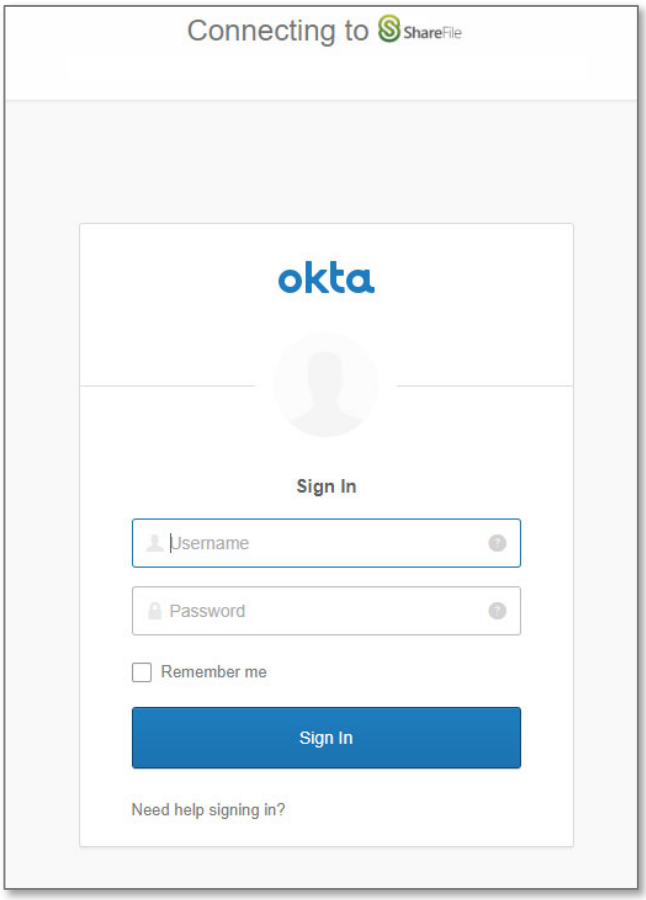
	○ Click **Save** 
10.	In Okta, select the **General** tab for the ShareFile app, then click **Edit**. Confirm the base URL of your **ShareFile Issuer/Entity ID** is value you made a copy of in **ShareFile Single Sign on** settings into the **Base URL** field. For example: https://subdomain.sharefile.com
11.	In Okta, select the **Assignments** tab in the ShareFile application, click on the **Assign** and **Assig⁻ ⁴ ⁻ People** or **Assign to Groups** to authorize these users to sign via Okta into ShareFile.

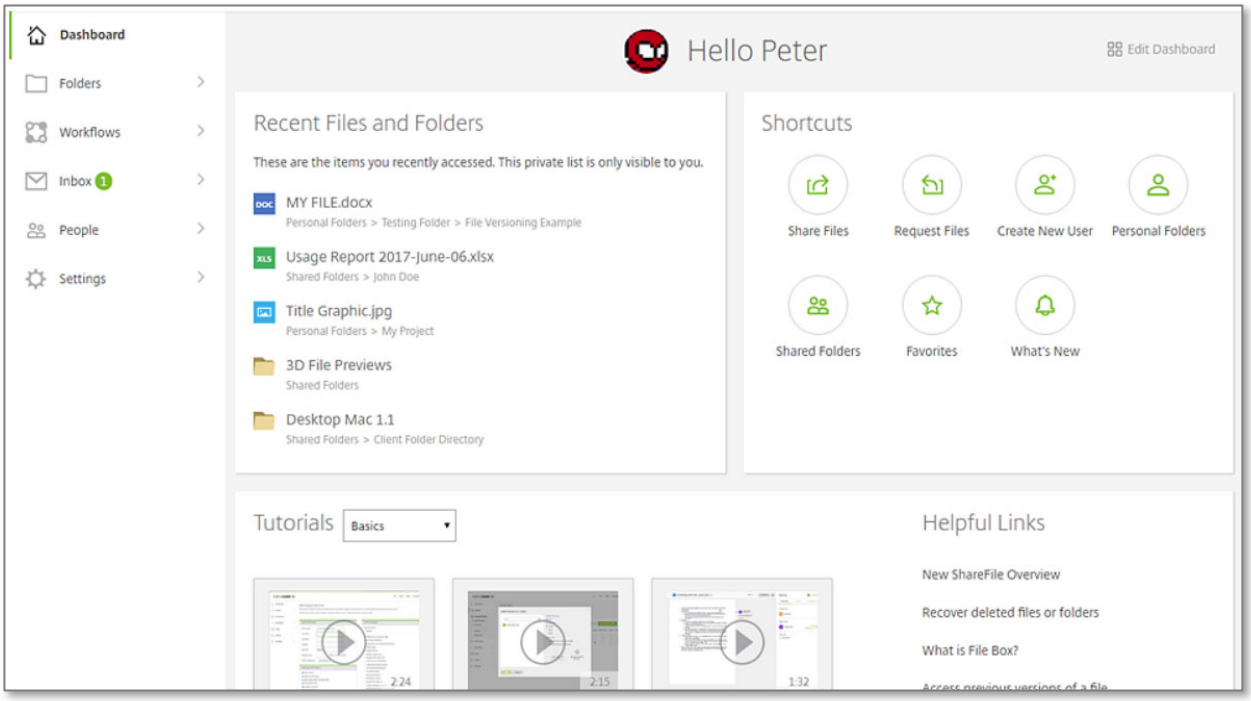
	
12.	Test successful authentication by going to your ShareFile URL: https://subdomain.sharefile.com ***Testing single-sign-on logins in private/incognito browser mode is best.* Click **Sign in** under **Company Employee Sign In**



****Make sure the user logging in with single sign-on has an Active Directory or Identity Provider email address that matches their email address in their ShareFile account.**

Sign in will redirect you Okta for sign in:



	Successful logins will authenticate users into their ShareFile account **Dashboard**. 
13.	Done!