

Costpoint Cloud Configuring ADFS

Set Up Your Costpoint User Accounts for ADFS



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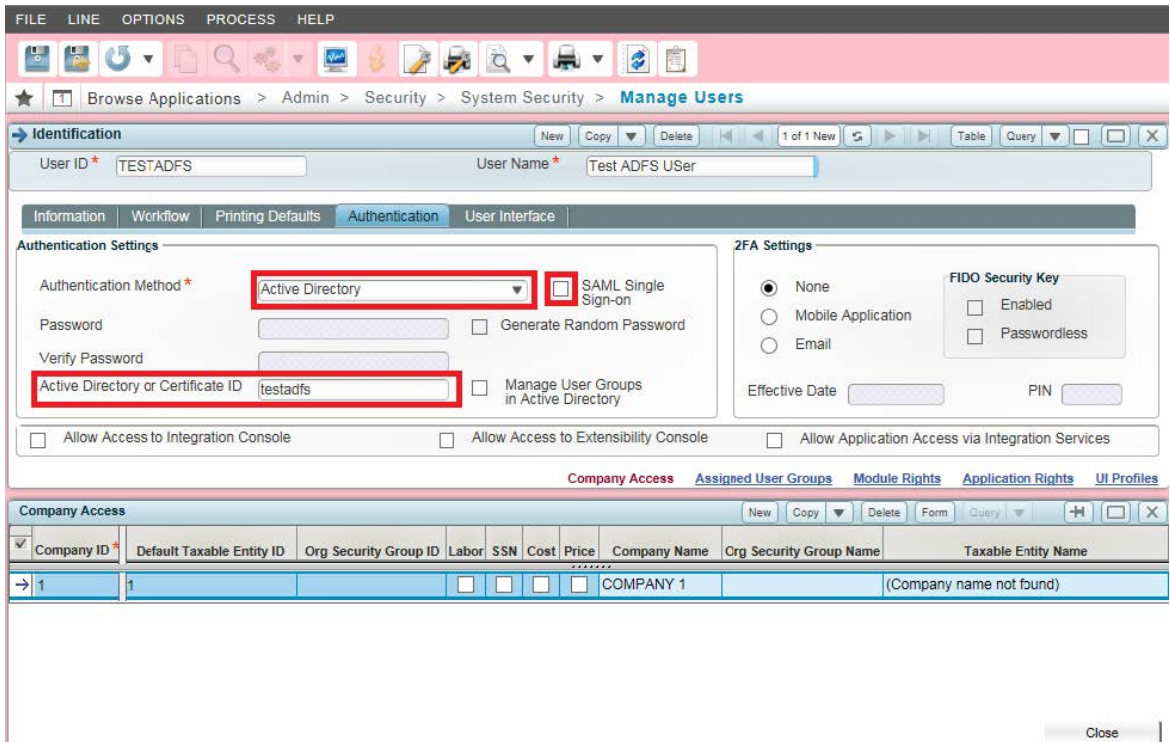
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In order to log into Costpoint with your ADFS credentials, you must first modify the authentication properties of your Costpoint user account.

To modify the authentication properties:

1. Log into your Costpoint systems using a Cloud Active Directory (User Manager) account that has access to the Manage Users application within Costpoint.
2. Navigate to **Admin » Security » System Security » Manage Users** and locate the account to modify.
3. Click the Authentication tab.



4. In **Authentication Method**, select **Active Directory**.

5. In the **Active Directory** or **Certificate ID** field, enter the user's Active Directory user name in your domain.
This can be the username or the username in UPN format (for example, `user@mydomain.local`).
6. If the user will be using SAML, select the **SAML Single Sign-on** check box.
7. Save the record.
8. Repeat steps 3 through 7 for each user in each Costpoint system who want to use the ADFS authentication.

Note: Repeat steps 3 through 7 for each user in the Costpoint Mobile T&E system who want to use the ADFS authentication.