

SSO login via Okta to Pando

To set up Okta SSO with Pando, follow the instructions given below.

1. Requirements

To proceed with configuring Pando login with SSO through Okta, you need to have the following requirements:

- You must have access to an Okta tenant.
- You must be an Okta administrator to that tenant.
- Your company must already be a Pando customer who has undergone initial onboarding by our Customer Success team.
 - If you are not a Pando customer, you can request a demo here: <https://info.pando.com/demo>.
 - If you are a new Pando customer still waiting for initial onboarding, contact our CS team at support@pando.com.
- For every employee that will have access to Pando through Okta, their Pando account email must exactly match their Okta account email.

2. Supported Features

- Service Provider (SP)-Initiated Authentication (SSO) Flow — This authentication flow occurs when the user attempts to log in from the Pando application site at app.pando.com.

3. Configuration Steps

You will need to provide credentials from Okta app integration to Pando. Follow these steps to set up Okta SSO for Pando authentication.

1. In the Okta dashboard, open the “*Applications*” menu on the left bar and select “*Applications*” in the sub-menu.
2. On the “*Applications*” page, click the “*Browse App Catalog*” button.

3. Search for “**Pando HR**”, select our integration, and click the “*Add integration*” button to add our app integration to your Okta tenant.
4. In the “*General Settings*” tab, click the “*Done*” button (no changes are necessary here).
5. On the application page, go to the “*Sign-On*” tab and copy your “**Client ID**” and “**Client Secret**” (you will have to send this information to us later).
6. Still on the same page, click the “OpenID Provider Metadata” link inside the *OpenID Connect* section. This will open a page with data in the JSON format. Find the value next to the label “*issuer*”. That is your Okta domain (it looks like acme.okta.com). Copy it as well.
7. Still on Okta Dashboard, assign the users or groups that should be able to log into Pando.
8. Contact the Pando support team at support@pando.com with the following information:
 - Okta Domain
 - Client ID
 - Client Secret
9. We will reply confirming that your employees are ready to log into Pando using Okta SSO.

4. SP-initiated SSO

After our Customer Success team confirms that your company and Okta integration are set up on Pando, you can use Okta to log into Pando.

1. Go to our app at <https://app.pando.com>
2. Enter your email address and click the “*Next*” button.
3. If you are prompted for your Okta username and password, enter them.
4. If the credentials above are valid, you will be redirected to Pando and logged into our application.

5. Notes

Once enabled, users can only log into the Pando account through Okta or, if your company has enabled it, Google Sign-in. Old passwords will no longer work for existing users.

If you encounter any issues or have any questions, please do not hesitate to contact support@pando.com.