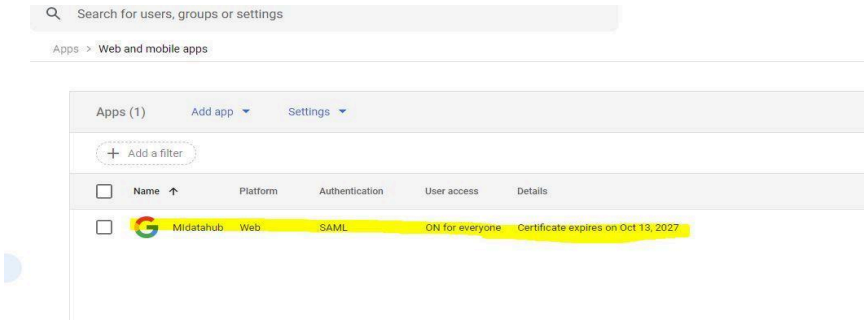
Instructions to Update a Certificate for a Custom Google SAML Application

1. Login into the google domain as an admin
2. Select the Admin icon from the waffle

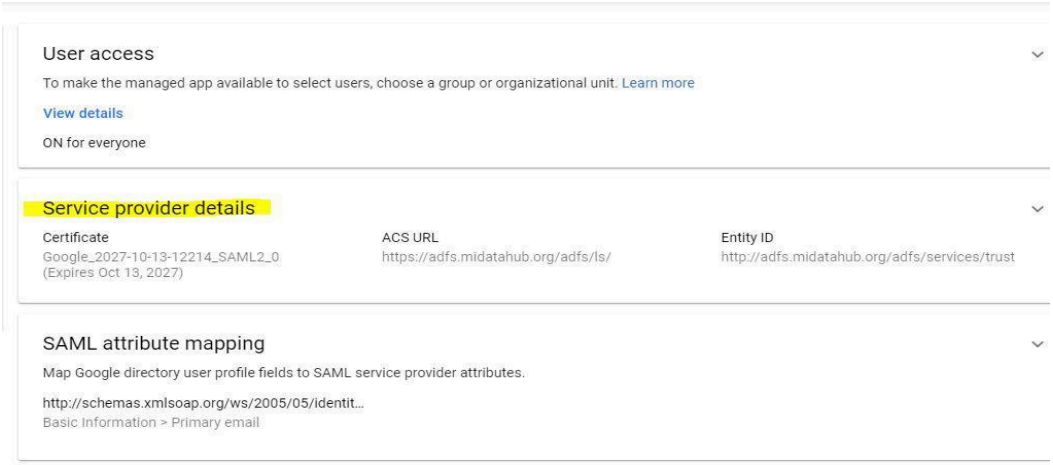
3. Use the top search bar, type web and mobile apps and select the web and mobile apps waffle.

4. Select the midatahub custom saml application*:

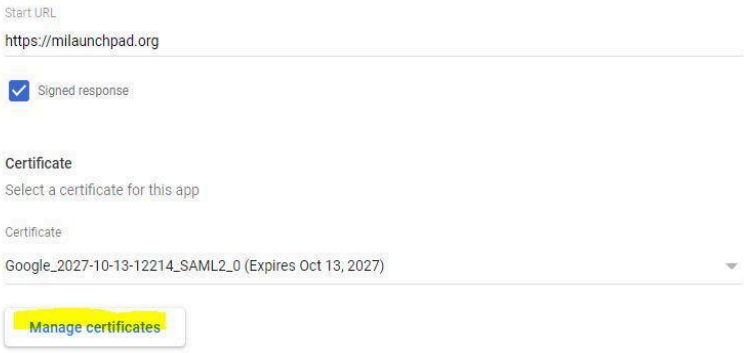


*The name may be different depending on how it was originally configured for your district.

5. Once the application is open select service provider details:

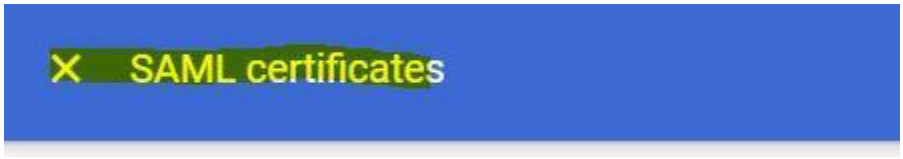


6. Select manage certificates:



7. Select add certificate

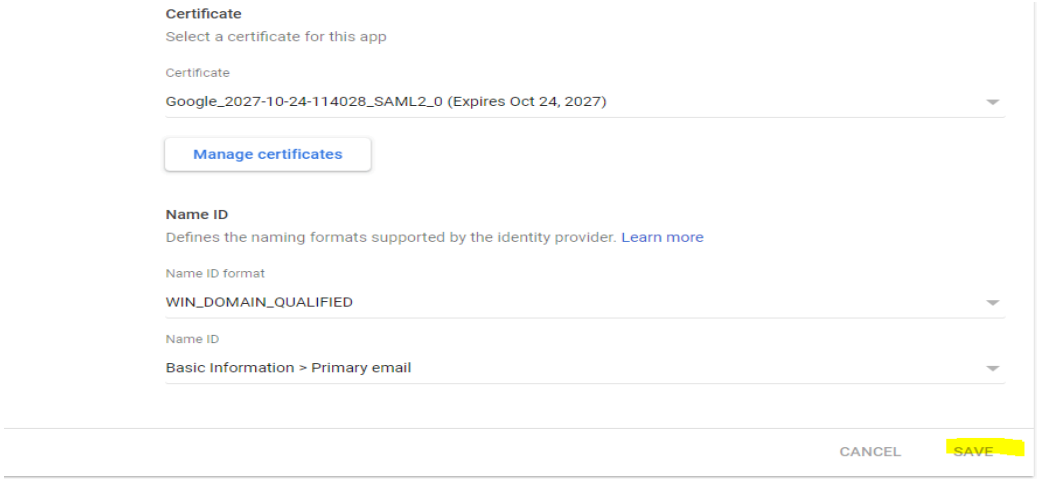
8. Once the new cert is added close the SAML Certificates window:



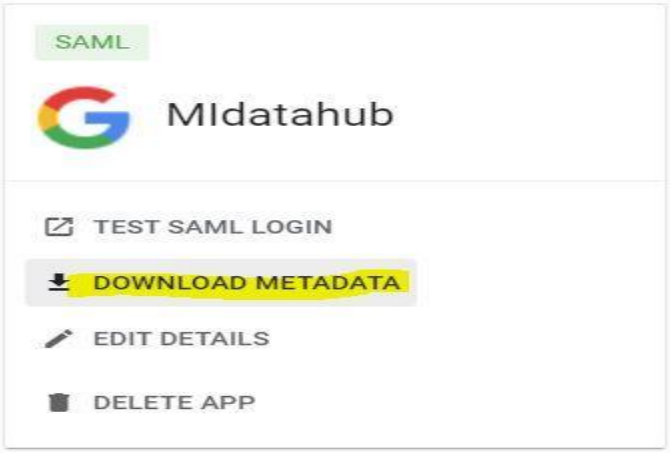
9. Under service Provider details select the Certificate dropdown:

10. Select the newly generated certificate (if the newly generated cert is not available refresh the page):

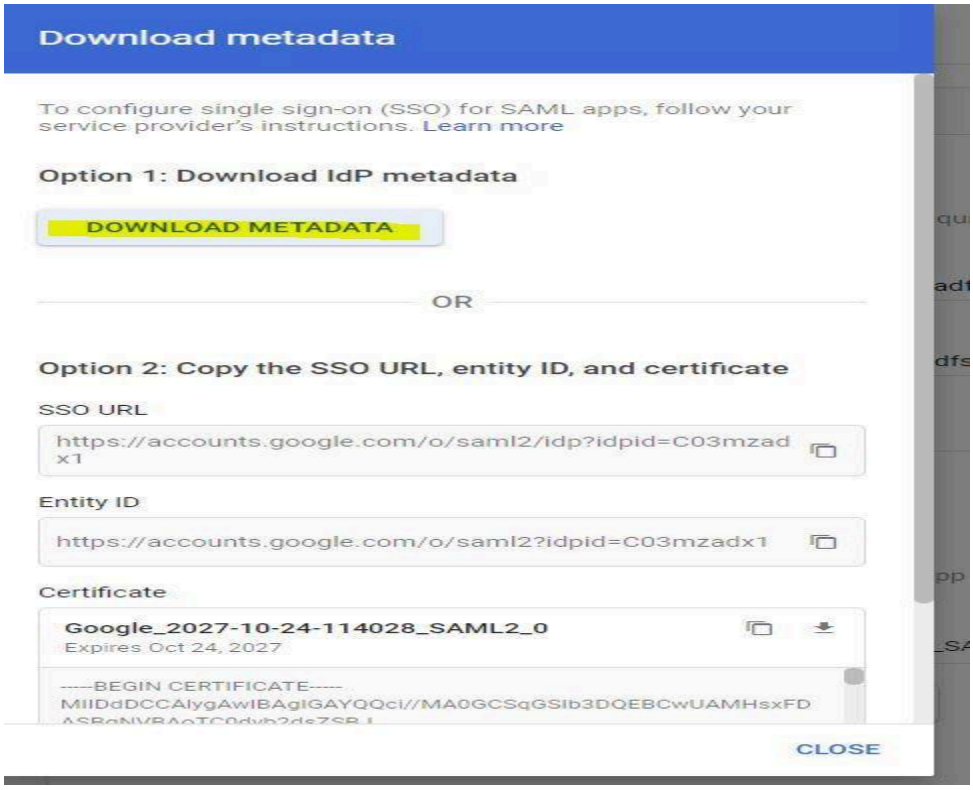
11. Select Save at the bottom of the page



12. Select download metadata from the left navigation:


SAML
MIdatahub
TEST SAML LOGIN
DOWNLOAD METADATA
EDIT DETAILS
DELETE APP

13. The following dialog is presented – select the download metadata button



14. Confirm the metadata has the new cert data by navigating to the downloaded metadata file and open it in a text or html browser window you should see the valid until tag reflects the new cert's expiration date:

15. Once confirmed that the new cert is contained in the file, please open a ticket to miServiceDesk requesting the federation be updated and attach the file.