**brand-guidelines**

**Sona Systems SSO Configuration**

Single Sign-On (SSO) is an optional feature so that users on your site can log in using their university ID and not have to remember another password to use your Sona site. Our [SSO Integration Guide](https://www.sona-systems.com/help/sso_integration.aspx) explains this feature in more detail.

Once we receive this completed form, we will have SSO ready on a test site in 1-2 business days. We will then ask you to test the integration so we can make sure it works before applying it to your real site.

Please be aware that SSO authentication relies on the stability and reliability of your university’s SSO services, so you may experience a service disruption using your Sona site if those university services become unavailable.

If you have any questions, please email [support@sona-systems.com](mailto:support@sona-systems.com).

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| **Configuration Item** | **Your Setting** |
| What is the URL of your Sona site? | https://yourschool.sona-systems.com |
| What is the name and email address of the person in your IT department responsible for SSO integration? |  |
| Once SSO is set up on a test site and we confirm it works, would you like us to apply it to your real site as soon as possible, or wait until a specific date? |  |
| Do you want SSO to be required on your site? If Yes, then users can only log in using SSO and cannot have a separate username/password for the site. You may want to set this to No if you plan to allow users from outside the university to use the system also. If @ Suffix is enabled on your site (see System Settings), you will probably want to choose Yes. | Yes / No |
| What is the name of your SSO ID? Most universities have a term for their SSO system, like “Eagle ID” or “Panther ID”, often named after the university mascot. |  |
| What is the EntityID for your university’s IDP server? This should be the EntityID as it is listed in eduGAIN (via your [country-specific federation](https://edugain.org/participants/federations-in-edugain/)). |  |

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