



ADP Single Sign-on (ADP Canada Marketplace)

Edge Integration Guides



Table of contents

Table of contents	1
Version history	2
Overview	3
Considerations	3
Prerequisites	4
Install & setup instructions	5
Step I: assign users to the app in ADP Marketplace	5
Method 1: Assign App to Select Users	5
Method 2: Assign App to Everyone	7
Step II: Setup steps in Cornerstone	8
Integration workflow	9
Appendix	10
A. Security Permissions	10
B. Subscription Token Email Notification	10

Version history

VERSION	DATE	DESCRIPTION
1.0	February 2021	• Document creation and updates
2.0	July 2021	• Updated Considerations section

Overview

The ADP Single Sign-on (ADP Canada Marketplace) integration is a one-way authentication that allows users to access Cornerstone from within ADP without having to enter another set of credentials.



Considerations

1. The integration is only available to clients whose portal reside in the LAX data center.
2. The SSO integration is only available to practitioners.
3. The integration is only available to clients who have access to the ADP Canada Marketplace.
4. The integration is a one-way SSO from ADP Marketplace to Cornerstone.
5. The integration does NOT support deep link and mobile.
6. The integration uses the user's ADP-generated Associate OID (AOID) to authenticate a user in Cornerstone. This AOID must exist in Cornerstone as the user's User ID or Username.
7. The integration needs to be purchased/installed/configured in both ADP Marketplace and Cornerstone Edge Marketplace.
8. The integration is only available to clients that subscribes to the "Cornerstone Core Data Connector for ADP Workforce Now" app in ADP Marketplace.

9. In ADP, the integration is only available to users (i.e. practitioners) who have been assigned to the “Cornerstone Core Data Connector for ADP Workforce Now” app.
10. This integration is separate from the existing “ADP Workforce Now SSO” integration which requires clients to work with their ADP Client Services Team to enable in ADP.

Please consult with your Account Manager should you need a custom solution to meet your business requirements.

Prerequisites

1. Cornerstone product
2. ADP account
3. Users must exist in both systems
4. Client’s Cornerstone portal must reside in the LAX data center
5. Subscription to the “Cornerstone Core Data Connector for ADP Workforce Now” app in ADP Marketplace

Install & setup instructions

It is strongly recommended to test the integration in either your Cornerstone Pilot or Stage environment before setting it up in Production. Testing the SSO in Pilot or Stage will log in users from your ADP production environment to either your **Cornerstone Pilot** or **Stage** environment.

NOTE: After you complete your testing in Pilot or Stage, **DISABLE** the integration in your Cornerstone Pilot or Stage environment before enabling the integration in the production environment. **Failure to do this may cause issue with the integrations.**

You must have a subscription to the “Cornerstone Core Data Connector for ADP Workforce Now” app in the ADP Marketplace before you can proceed with the setup below.

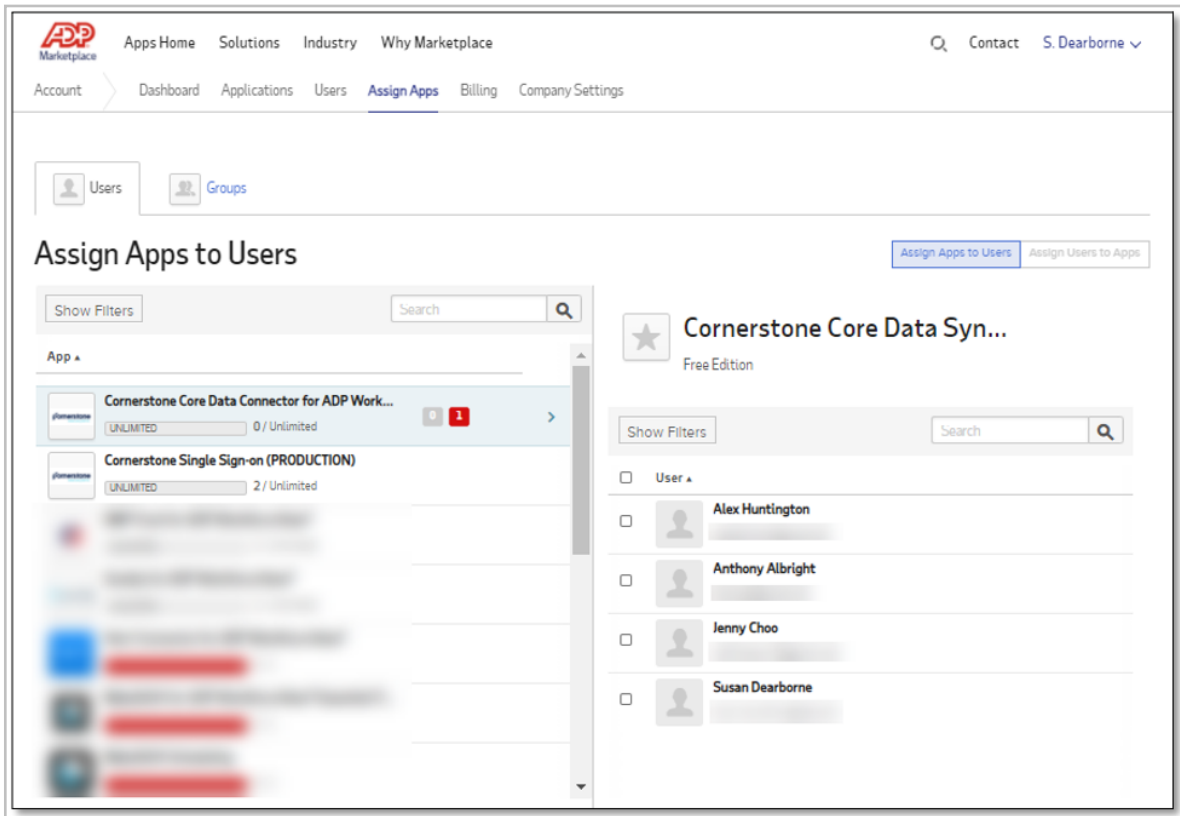
Step I: assign users to the app in ADP Marketplace

This step is required to make the app available in “My Apps” section which gives users ability to SSO into Cornerstone. There are two methods to assign users to an app in ADP Marketplace.

- Method 1: Assign the app to select users
- Method 2: Assign the app to everyone

Method 1: Assign App to Select Users

1. Log in to the [ADP Canada Marketplace](#).
2. Navigate to Assign Apps to Users (Manage > Account > Assign Apps > Assign Apps to Users).



3. Select the appropriate Cornerstone app in the left panel then select the appropriate users in the right panel.

- Production: Cornerstone Core Data Connector for ADP Workforce Now®
- Pilot: Cornerstone Core Data Connector for ADP Workforce Now® (PILOT)
- Stage: Cornerstone Core Data Connector for ADP Workforce Now® (STAGE)

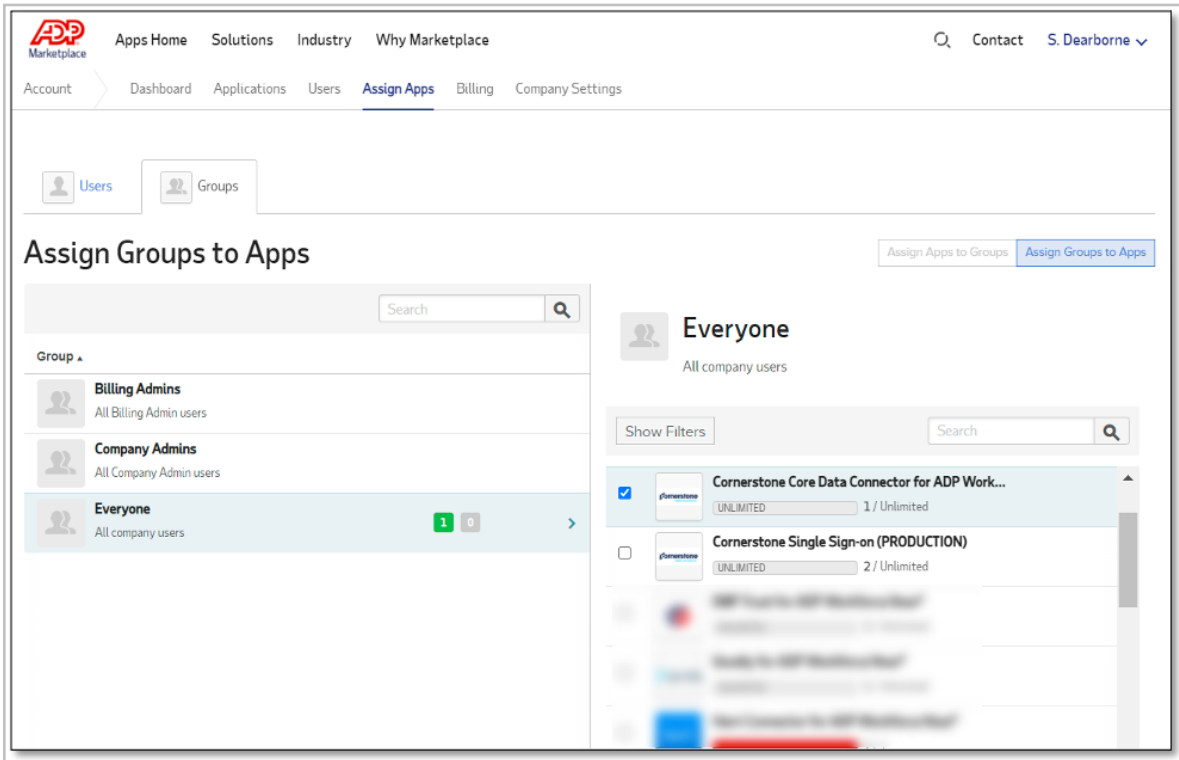
If the user is not available in the right panel, perform the following:

1. Make sure that the employee has an ADP SSO credentials in ADP Security Management System (SMS). If not, create the ADP SSO credentials for them.
2. Ask the employee to sign into [ADP Marketplace](#) once then sign-out. This will trigger the new employee to be added into the user list.

4. Click **Next** then **Submit**.

Method 2: Assign App to Everyone

1. Log in to the [ADP Canada Marketplace](#).
2. Navigate to Assign Groups to Apps (Manage > Account > Assign Apps > Assign Group to Apps > Groups)



3. Select “Everyone” in the left panel.
4. Select the appropriate Cornerstone app in the right panel.
 - Production: Cornerstone Core Data Connector for ADP Workforce Now®
 - Pilot: Cornerstone Core Data Connector for ADP Workforce Now® (PILOT)
 - Stage: Cornerstone Core Data Connector for ADP Workforce Now® (STAGE)
5. Click **Next** then **Submit**.

NOTE: To verify that the app has been assigned to all employees, navigate to Manage > Account > Assign Apps to Users. Select the appropriate Cornerstone app in the left panel. Then, verify the selected users that has been assigned to the Cornerstone app in the right panel.

If the user is not available in the right panel, perform the following:

1. Make sure that the employee has an ADP SSO credentials in ADP Security Management System (SMS). If not, create the ADP SSO credentials for them.
2. Ask the employee to sign into ADP Marketplace (<https://apps.adp.com>) once then sign-out. This will trigger the new employee to be added into the user list and will automatically assign the app listing to the new employee.

Step II: Setup steps in Cornerstone

1. Log in to your Cornerstone portal.
2. Navigate to the **Edge Marketplace** (Admin Tools > Edge > Marketplace).
3. Search for **ADP Single Sign-on (ADP Canada Marketplace)** then click on the integration tile.
4. Click on **Install**.
5. Review the terms and conditions then select the checkbox for **I have read, understand, and agree to the above terms and conditions**. Click on **Install**.
6. Click on **Configure Now**. You will be directed to the **Settings** page.
7. Configure the integration on the Settings page.
 - a. **Subscription Token:** This is the subscription token that was provided via email after purchasing the Cornerstone Core Data Connector for ADP Workforce Now in the ADP Marketplace. This field is required to save the page.
 - b. **Notification Email:** An email notification is sent if an issue comes up during set-up (e.g. when the ADP Consent Form is not provided). The email will be delivered to the specified email address(es). If entering multiple email addresses, separate each with a comma (,). The field is required to save the page.
 - c. **Organization OID (OOID):** This is your organization's unique ID in ADP. You do NOT need to enter any value in this field. The field will be auto populated upon saving of the Settings page.
8. Click **Save Settings** which will direct you to the Manage Integrations page.
9. Search for **ADP Single Sign-on (ADP Canada Marketplace)** and verify that the toggle switch has been automatically enabled.

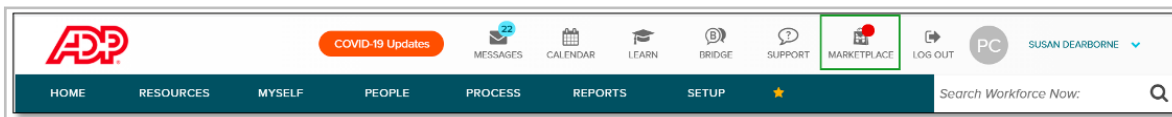
Integration workflow



This is a one-way SSO integration from ADP to Cornerstone.

Step 1: Log into your ADP application.

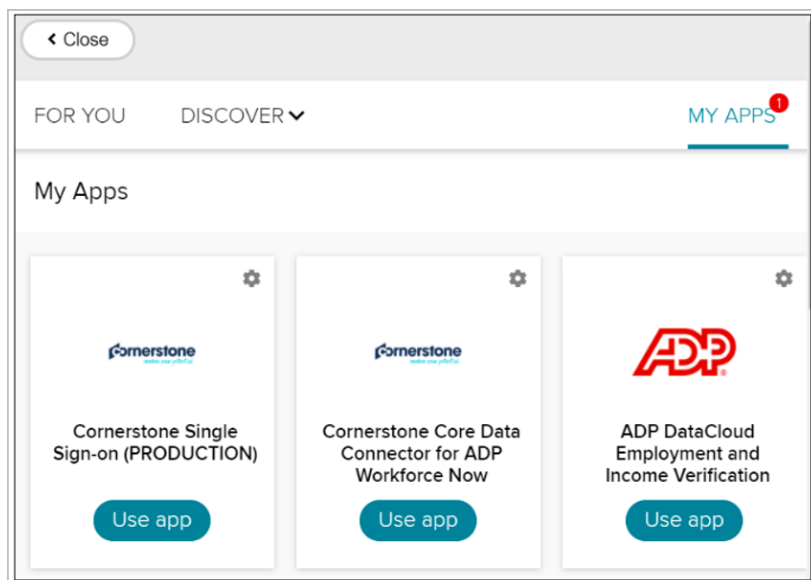
Step 2: Click on the Marketplace shopping bag icon



Step 3: On the ADP Marketplace panel, click on **MY APPS**

Step 4: Click on **Use app** on the Cornerstone Core Data Connector for ADP Workforce Now app listing which will direct you to your Cornerstone portal.

- **Production:** Cornerstone Core Data Connector for ADP Workforce Now®
- **Pilot:** Cornerstone Core Data Connector for ADP Workforce Now® (PILOT)
- **Stage:** Cornerstone Core Data Connector for ADP Workforce Now® (STAGE)



Appendix

A. Security Permissions

Permission Name	Permission Description	Category
Edge Marketplace - Manage	Grants access to the Marketplace service for Edge Integrate where the administrator can browse and purchase third-party integrations that can be used to extend the Cornerstone system. This permission cannot be constrained. This is an administrator permission.	Edge
Edge Integrations - Manage	Grants access to the Integrations service for Edge Integrate where the administrator can configure, enable, and disable their third-party integrations that are used within the Cornerstone system. This permission cannot be constrained. This is an administrator permission.	Edge

B. Subscription Token Email Notification

Email received when you subscribe to the Cornerstone Core Data Connector for ADP Workforce Now app in ADP Marketplace. You may use the same subscription token when setting up the SSO integration in Cornerstone.

