cornerstone

Cornerstone Learning
Single Sign-On for ADP Workforce Now®
(ADP Marketplace Canada)

Edge Integration Guide

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Version history

VERSION	DATE	DESCRIPTION
1.0	February 2021	• Document creation and updates
2.0	July 2021	• Updated Considerations section
3.0	June 2023	• Updated set- up instructions

Overview

The Cornerstone Learning Single Sign-on for ADP Workforce Now® integration is a one-way authentication that allows users to access Cornerstone CSX from ADP Workforce Now without having to enter another set of credentials.

Considerations

1. The integration is only available to customers whose CSX portal reside in the LAX or U.S. data center.
2. The integration is only available to customers who have access to ADP Marketplace Canada
3. The integration does NOT support deep link and mobile.
4. The integration uses the user's ADP® generated Associate OID (AOID) to authenticate a user in CSX. This AOID must exist in CSX as the user's User ID or Username.
5. The integration needs to be purchased/installed/configured in both ADP Marketplace and Cornerstone Edge Marketplace.
6. The single sign-on integration is bundled with the Cornerstone Learning Connector for ADP Workforce Now app in ADP Marketplace. Subscribing to the Cornerstone Learning Connector for ADP Workforce Now automatically subscribes your organization to the Cornerstone Learning Single Sign-on for ADP Workforce Now. However, you will need to set-up these two integrations separately in Cornerstone.
7. This integration is separate from the existing "ADP Workforce Now SSO" integration which requires customers 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 CSX product

2. ADP Workforce Now account

3. Users must exist in both systems

4. Subscription to the Cornerstone Learning Connector for ADP Workforce Now app in ADP Marketplace

5. The administrator setting up the integration must have the permissions noted under Appendix A: Security Permissions.

Install & setup instructions

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

NOTE: After you complete your testing in Pilot or Stage, **DISABLE** the integration in your CSX Pilot or Stage environment <u>before</u> 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 Learning Connector for ADP Workforce Now app in ADP Marketplace before you can proceed with the setup below.

Setup Steps in ADP

There are two ADP setup processes described below. You only need to follow one set of instructions; choose accordingly.

1. Log in to your ADP Workforce Now portal.
2. Click on Configure homepage.
3. Click + Add New Tile or edit an existing tile by clicking Edit under the Action column.
4. Under the Content section, add the appropriate Cornerstone URL below.
    - Stage: https://adpgateway-stg.csod.com/singleSignOn.aspx?ouid=205
    - Pilot: https://adpgateway-pilot.csod.com/singleSignOn.aspx?ouid=4
    - Production: https://adpgateway.csod.com/singleSignOn.aspx?ouid=5

    You may set up the tile as either a Rich Text or Links. If the latter, add the URL under the **External Link** tab.
5. Under the Visibility section, select the appropriate security profiles. The link will be visible to users that belong to the selected security profiles. The link will allow users to access CSX via SSO from Workforce Now.
6. Configure the tile as desired, activate the tile, then save the page.

Setup Steps in Cornerstone

There are two ADP setup processes described below. You only need to follow one set of instructions; choose accordingly.

1. Log in to your Cornerstone portal.

2. Navigate to the Edge Marketplace (Admin Tools > Edge > Marketplace).

3. Search for **Cornerstone Learning Single Sign-on for ADP Workforce Now** 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.

   - **Subscription Token:** This is the subscription token that was provided via email after purchasing the Cornerstone Learning Connector for ADP Workforce Now app in ADP Marketplace. This field is required to save the page.

   - **Notification Email:** An email notification is sent if an issue comes up during setup (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.

   - **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 the Settings page.

8. Click **Save Settings** which will then take you to the **Manage Integrations** page.

9. Search for **Cornerstone Learning Single Sign-on for ADP Workforce Now** and verify that the toggle switch has been automatically enabled.

Integration workflow

This is a one-way SSO integration from ADP Workforce Now to CSX.

Step 1: Log into your ADP Workforce Now portal

Step 2: Click on the SSO link on the homepage.

Step 3: You will be directed to your CSX portal without having to enter your Cornerstone credentials

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 Learning Connector for ADP Workforce Now** app in ADP Marketplace. You may use the same subscription token when setting up the SSO integration in Cornerstone.

From: IntegrationCenter@csod.com <IntegrationCenter@csod.com>
Sent: Monday, February 6, 2023 10:04 AM
To:
Subject: Cornerstone Learning Connector for ADP Workforce Now® Next Generation Subscription Notification [Stage] ◄ **Cornerstone portal environment in which the subscription token is only valid for**

Hello,

Thank you for subscribing to the Cornerstone Learning Connector for ADP Workforce Now Next Generation. The token below is required to complete the configuration process for this integration in Cornerstone Edge Marketplace.

Please note that in ADP Marketplace, subscribing to the Cornerstone Learning Connector for ADP Workforce Now Next Generation automatically subscribes you to the Single Sign-on (SSO) Integration. You may use the same token below to configure the SSO integration in Cornerstone Edge Marketplace.

Subscription Token: 4f400dc2-0368-483c-978d-f22605757c3b ◄ **Enter this subscription token value on the Edge Settings page**

*** This is an automatically generated email. Please do NOT reply to this email as this address is not monitored.***