Cornerstone Learning Single Sign-on for ADP® Next Gen HCM

Edge Integration Guides

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Overview

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

Considerations

1. The integration is only available to customers whose Cornerstone portal resides in the LAX or US data center.

2. The integration does NOT support e-signatures, deep links, and mobile.

3. The integration uses the user's ADP® generated Associate OID (AOID) to authenticate a user. This AOID must exist in Cornerstone as the user's User ID or Username.

4. The single sign-on integration is bundled with the Cornerstone Learning Connector for ADP Next Gen HCM app in ADP. Subscribing to the Cornerstone Learning Connector for ADP Next Gen HCM automatically subscribes your organization to the Cornerstone Learning Single Sign-on for ADP Next Gen HCM. However, you will need to set up these two integrations separately in Cornerstone.

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

Prerequisites

1. Cornerstone product

2. ADP Next Gen HCM account

3. Users must exist in both systems.

4. Subscription to the Cornerstone Learning Connector for ADP Next Gen HCM app in ADP Marketplace

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

Install & Setup Instructions

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

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 integration.**

You must have a subscription to the Cornerstone Learning Connector for the ADP Next Gen HCM app in ADP Marketplace before you can proceed with the setup below.

Setup Steps in ADP

1. Log in to your ADP Next Gen HCM.

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=2
    - Pilot: https://adpgateway-csod.com/singleSignOn.aspx?ouid=6
    - Production: https://adpgateway.csod.com/singleSignOn.aspx?ouid=7

    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 these users which will allow them to access Cornerstone via SSO.

6. Configure the tile as desired, activate the tile, then save the page.

Setup Steps in Cornerstone

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 Next Gen HCM** 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 Next Gen HCM app in ADP 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 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 then take you to the **Manage Integrations** page.

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

Integration Workflow

This is a one-way SSO integration from ADP Workforce Now Next Generation to Cornerstone.

Step 1: Log into your ADP Next Gen HCM portal

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

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

Appendix

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

Appendix B: Subscription Token Email Notification

Email received when you subscribe to the Cornerstone Learning Connector for ADP Workforce Now Next Generation 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.***

cornerstone