SAML Single Sign-On User Guide

PowerSchool
Student Information System

Contents

Preface

Use this guide to assist you while navigating PowerSchool. This guide is based on the PowerSchool online help, which you can also use to learn the PowerSchool Student Information System (SIS) and to serve as a reference.

The PowerSchool online help is updated as PowerSchool is updated. Not all versions of the PowerSchool online help are available in a printable guide. For the most up-to-date information, click **Help** on any page in PowerSchool.

Referenced Sections

This guide is based on the PowerSchool online help, and may include references to sections that are not contained within the guide. See the PowerSchool online help for the referenced section.

Security Permissions

Depending on your security permissions, only certain procedures may be available to you.

Navigation

This guide uses the > symbol to move down a menu path. If instructed to "Click **File > New > Window**," begin by clicking **File** on the menu bar. Then, click **New** and **Window**. The option noted after the > symbol will always be on the menu that results from your previous selection.

Notes

It is easy to identify notes because they are prefaced by the text "**Note:**."

Introduction

PowerSchool includes SAML Single Sign-On, which allows authorized users to sign in to a central location and then seamlessly navigate to any of their Pearson systems with that single set of credentials.

Setup

Before you can begin using SAML Single Sign-On, you must perform the following setup items:

- Enable SAML Single Sign-On
- Enable SAML Single Sign-On for Users

Enable SAML Single Sign-On

Using the Plugin Management Dashboard page, you can enable a SAML Service Provider plugin. Enabling the plugin establishes PowerSchool as a SAML service provider (rather than an identity provider).

How to Enable SAML Single Sign-On

1. On the start page, choose **System** from the main menu. The System Administrator page appears.
2. Click **System Settings**. The System Settings page appears.
3. Click **Plugin Management Configuration**. The Plugin Management Dashboard page appears.
4. Select the **Enable/Disable** checkbox for the SAML Service Provider plugin. The Enable Plugin pop-up appears.

   Note: Alternatively, deselect the **Enable/Disable** checkbox for the SAML Service Provider plugin to disable SAML Single Sign-On.

5. Click **Yes**. A confirmation message appears.

Configure Providers Settings

Using the SAML Service Provider Setup page, you can configure the settings needed for establishing a successful SSO connection between an identity provider and PowerSchool as the service provider.

How to Configure External Identity Provider Settings

Use this section to set up the SSO connection from the identity provider to PowerSchool as the service provider.

1. On the start page, choose **System** from the main menu. The System Administrator page appears.
2. Click **System Settings**. The System Settings page appears.
3. Click **Plugin Management Configuration**. The Plugin Management Dashboard page appears.
4. Click the SAML Service Provider plugin. The SAML Service Provider Setup page appears.

5. Click **SAML Service Provider**. The SAML Service Provider Setup page appears.
6. Use the following table to edit information in the External Identity Provider Settings fields:

Field	Description
Name	The external identity provider's name. **Note:** This field is read-only.
Entity ID	The external identity provider's public URL.
Metadata URL	The service provider's metadata URL. The value is supplied by the service provider, which allows the IDP to communicate with the service provider application.
View IDP Metadata	The external identity provider's IDP Metadata must match what is stored in PowerSchool. This information can be used to diagnose communication issues. a. Click to view. A separate window appears. b. When done viewing, close the window.

7. Click **Save**. A confirmation message appears.

How to Configure Local Service Provider Settings

Use this section to configure PowerSchool as the service provider.

1. On the start page, choose **System** from the main menu. The System Administrator page appears.
2. Click **System Settings**. The System Settings page appears.
3. Click **Plugin Management Configuration**. The Plugin Management Dashboard page appears.
4. Click the SAML Service Provider plugin. The SAML Service Provider Setup page appears.
5. Click **SAML Service Provider**. The SAML Service Provider Setup page appears.
6. Use the following table to edit information in the Local Service Provider Settings fields:

Field	Description
Name	The local service provider's name.
Base URL	The local service provider's base URL. **Note:** This field is read-only.
Metadata URL	The local service provider's metadata URL. **Note:** This field is read-only.

Field	Description
Entity-ID	The local service provider's public URL. **Note:** This field is read-only.

7. Click **Save**. A confirmation message appears.

How to View PowerSchool User Identifying Elements for SSO

Use this section to view the SAML SSO attributes used for establishing successful SSO connection between the identity provider and PowerSchool as the service provider.

1. On the start page, choose **System** from the main menu. The System Administrator page appears.
2. Click **System Settings**. The System Settings page appears.
3. Click **Plugin Management Configuration**. The Plugin Management Dashboard page appears.
4. Click the plugin with SAML Service Provider function. The SAML Service Provider Setup page appears.
5. Click **SAML Service Provider**. The SAML Service Provider Setup page appears.
6. Scroll to the PowerSchool User Identifying Elements for Single Sign-On section.
7. Click **Cancel** when done viewing.

Enable SAML Single Sign-On for Users

Once the SAML Service Provider plugin is enabled, the SAML Authentication Setup page is made available. Using the SAML Authentication Setup page, you can enable SAML Single Sign-On, which allows authorized users to use PowerSchool, PowerTeacher and student access to the PowerSchool public portal as the central location from which to access their Pearson systems with a single set of credentials.

How to Enable SAML Single Sign-On for Admin Users

Use this procedure to enable SAML Single Sign-On for PowerSchool.

1. On the start page, choose **System** from the main menu.
2. Click **Security**. The Security page appears.
3. Click **SAML Authentication Setup**. The SAML Authentication Setup page appears.
4. Select the **Enable SAML Authentication for Admin Users** checkbox to enable.

   Note: Alternatively, deselect the **Enable SAML Authentication for Admin Users** checkbox to disable.

5. Click **Submit**. The Security page appears.

How to Enable SAML Single Sign-On for Teacher Users

Use this procedure to enable SAML Single Sign-On for PowerTeacher.

1. On the start page, choose **System** from the main menu.
2. Click **Security**. The Security page appears.
3. Click **SAML Authentication Setup**. The SAML Authentication Setup page appears.
4. Select the **Enable SAML Authentication for Teacher Users** checkbox to enable.

   Note: Alternatively, deselect the **Enable SAML Authentication for Teacher Users** checkbox to disable.

5. Click **Submit**. The Security page appears.

How to Enable SAML Single Sign-On for Student Users

Use this procedure to enable SAML Single Sign-On for student access to the PowerSchool public portal.

1. On the start page, choose **System** from the main menu.
2. Click **Security**. The Security page appears.
3. Click **SAML Authentication Setup**. The SAML Authentication Setup page appears.
4. Select the **Enable SAML Authentication for Student Users** checkbox to enable.

   Note: Alternatively, deselect the **Enable SAML Authentication for Student Users** checkbox to disable.

5. Click **Submit**. The Security page appears.

Sign In to PowerSchool

Once the plugin with SAML Service Provider function and SAML Single Sign-On are enabled, authorized users can use PowerSchool, PowerTeacher and student access to the PowerSchool public portal as the central location from which to access their Pearson systems with a single set of credentials.

How to Sign In as an Admin User

Note: The **Enable SAML Authentication for Admin Users** checkbox on the SAML Authentication Setup page must be enabled.

Open your Web browser to your school's PowerSchool URL ([IP]/admin). Your school's sign in page appears.

How to Sign In as a Teacher User

Note: The **Enable SAML Authentication for Teacher Users** checkbox on the SAML Authentication Setup page must be enabled.

Open your Web browser to your school's PowerTeacher URL ([IP]/admin). Your school's sign in page appears.

How to Sign In as a Student User

Note: The **Enable SAML Authentication for Student Users** checkbox on the SAML Authentication Setup page must be enabled.

Open your Web browser to your school's PowerSchool public portal URL ([IP]/student). Your school's sign in page appears.