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**TALEO  
CLOUD SERVICE**

**ORACLE TALEO BUSINESS EDITION  
SINGLE SIGN ON SERVICE PROVIDER  
REFERENCE GUIDE  
RELEASE 15.A2**

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## ADVISORY

**Please ensure that you are working with the latest version of the Oracle TBE SSO Service Provider Set Up Guide.**

The latest version is available on the Oracle Technology Network at <http://www.oracle.com/technetwork/documentation/default-1841567.html>

Alternately, you can go to the Technical Topics for Midsize Forum under in the Human Capital Mgmt Forums Page in the Talent Management for Midsize on the Oracle Applications Customer Connect.







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You can join Customer Connect from the Resource Center or by visiting <http://appsconnect.custhelp.com>

# WELCOME

## Audience and Background

This guide is intended for information technology professionals who plan to configure Oracle Taleo Business Edition single sign on service provider support with a their corporate single sign on identity access portal.

## Required Knowledge and Skills

Use of this guide assumes you are already familiar with the following:

- Oracle Taleo Business Edition (click Knowledgebase & Help sections from your Taleo instance)
- SAML 2.0
- SSO Identity Portal (IdP) setup experience (with your identity management solution)
- SSO Service Provider (SP) setup experience (with other/similar applications)

An identity provider (IdP) can be purchased by a number of vendors or custom built by/for your organization, Oracle Taleo cannot be responsible for providing IdP set-up support or code. Oracle Taleo assumes that your sso set-up delegates are experts in their platform of choice. If assistance is needed, please contact your IdP providers/developers or post your question on Oracle Applications Customer Connect for potential feedback by other customers.

## Support

Contact Oracle Support for any technical issues as they pertain to the SSO Setup and troubleshooting or to provide feedback regarding this documentation.

- **Online:** Go to [Information Center Portal](#) to submit, update or review a Service Request. You can also access our Knowledge Base, Oracle Applications Customer Connect and our Status Center.
- **Phone:** Call the appropriate phone number based on your location found at [Oracle Support](#).

To ensure that the Service Request is routed correctly right away, please use the **Service Type: Oracle TBE Integration Cloud Service** and the **Problem Type: SSO Setup**.

Customers should be prepared to provide the following information to help expedite the service request:

1. Have you downloaded the SSO guide and completed the initial setup prescribed?
2. What is your Company Code?
3. What SSO Identity Provider (IdP) are you using (ADFS, Okta, SecureAuth, Oracle IF, etc)?
4. Will the SSO connection be used for users, employees, or both?
5. Will there be new users/employees created via the New User/Employee provisioning feature?
6. Will the users/employees be access TBE only via SSO?

## QUICK START NOTES

<b>Enabling Service</b>	Access to Single Sign On should be enabled for your Oracle TBE instance.  To enable additional Single Sign On connections in your Oracle TBE instance or if Single Sign On is not currently enabled for your Oracle TBE instance, please log a service request with Oracle Support.
<b>Required to Start Setup</b>	<ul style="list-style-type: none"><li>• Make sure your Identity Provider supports the SAML 2.0 protocol.</li><li>• Ensure you have licensed enough IdP connection licenses for service.</li><li>• Have your Host name, Identity Provider ID, and Port details ready.</li><li>• Have your Identity Provider SSL certificate ready.</li><li>• Understand what Taleo field will uniquely identify the individual for login.</li></ul>
<b>Authentication Support</b>	IdP initiated and SP initiated SSO supported.
<b>Versioning</b>	SAML 2.0.
<b>SAML Key</b>	Identity Provider SSL certificate.
<b>Supported Access Points</b>	<ul style="list-style-type: none"><li>• TBE platform (USER access).</li><li>• TBE employee "self service" website EWS (Employee website access for Taleo Perform and OnBoard customers).</li></ul>
<b>SSO Capabilities</b>	<ul style="list-style-type: none"><li>• Access of existing TBE system account holder (User and/or Employee depending on access URL).</li><li>• New account provisioning (when SAML attributes sent through that meets minimum requirement for record creation).</li><li>• If provisioning both new Users and new Employees using the SSO connections, different SAML attribute names must be used as the primary identifier of each.</li></ul>

## INTRODUCTION

Single Sign On (SSO) enables users to automatically login to Taleo Business Edition and/or employees automatically login to an Employee Website bypassing the TBE login pages. The user is first verified by their company network, then they access their single sign on identity portal, and by clicking the pre-configured Taleo Business Edition access link, they can then login to Taleo Business Edition automatically. The authentication occurs in the background and is handled by a SAML certificate and a unique user identifier, most commonly the individual's email address.

Additionally, if attempting to access a URL resource within TBE and your Company Code is identified in the request, users and/or employees will first need to be authenticated in their single sign on identity portal before access is granted. This will require that the single sign on configuration contains the URL of the SSO identity provider (IdP URL).

Having an SSO infrastructure provides the following benefits:

- Productivity and usage improves as users don't have to remember separate login step and password.
- TBE Administrators spend less time managing users and resetting passwords.
- Ensures Taleo solution aligns with your corporate password and security policies.
- Provides a single place to report on user activity through your Identity Provider (IdP).

The Oracle Taleo Business Edition SSO Service Provider option requires a connection to an existing single sign on corporate infrastructure. The Oracle TBE SSO Service Provider provides the following functionality:

- An SSO Setup Wizard for configuring your IdP attributes and SAML certificates.

- The ability to receive SAML assertions from a configured IdP.
- Direct authentication/login based on SAML assertion success.
- Direct User and/or Employees to the specified IdP for Authentication on attempted access to TBE resources, if configured to do so.

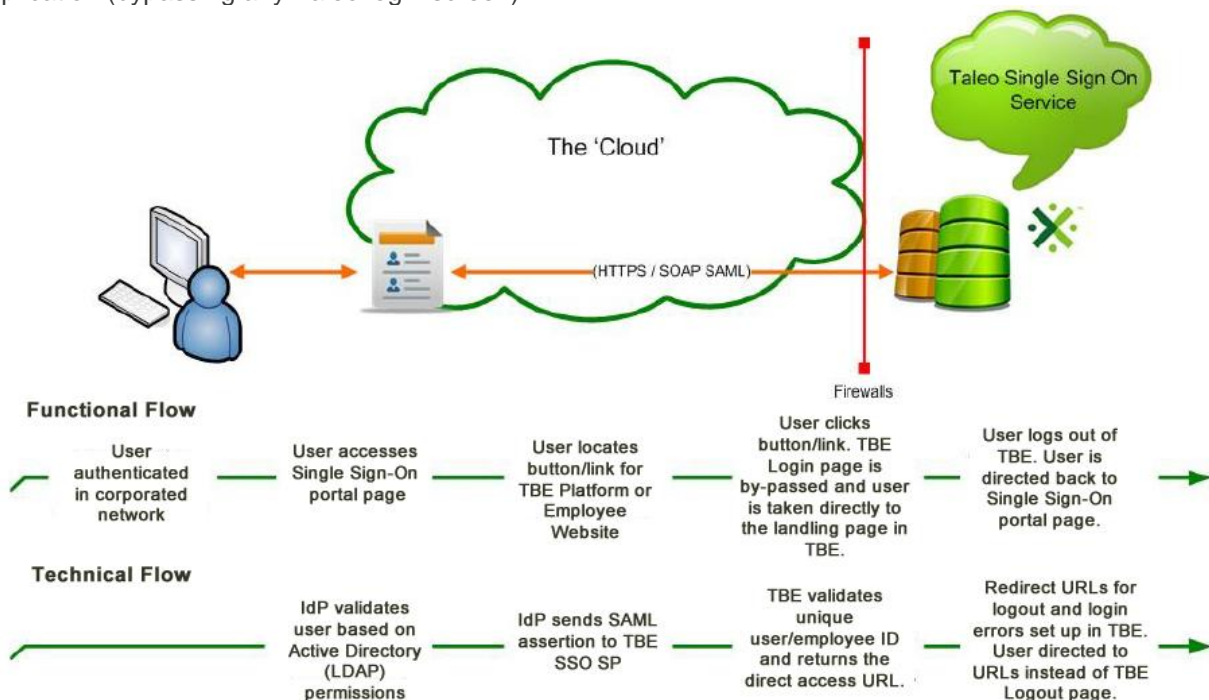
This is a free service offered to Oracle TBE Premium Service. It is activated for one connection on set up of your environment. Additional connections can be added by submitting a Service Request to Oracle Support.

## HOW IT WORKS

Single Sign On contains two major components:

- An Identity Provider (IdP), also known as Identity Assertion Provider; which is an authentication module verifying users with their corporate network and also providing single click access to other permission based corporate applications based on permissions.
- A Service Provider (SP) that supports receiving SSO SAML assertions/messages. In this case, Taleo Business Edition is the SSO Service Provider.

From a functional standpoint, a user is permitted to login to their corporate network, from their they will access their IdP which includes a link to either or both the Taleo platform and employee self-service website (for onBoard and Perform customers), and clicking the link provides direct access to the Taleo application (bypassing any Taleo login screen):



From a technical perspective, your IdP sends Taleo a SAML assertion, Taleo responds with authentication and a direct access link. This process requires a supporting infrastructure for SAML 2.0.

Taleo (TBE) also supports Service Provider initiated Single Sign On where attempts to access a resource within Taleo directly, for example from a URL in an Email or from a bookmarked URL, will redirect the user or employee to the customers Identity Provider to first authenticate before granting access.



Please Note: Taleo Single Sign On service is not a mapping or an integration of user details and passwords from a customer's Active Directory or LDAP instance to Taleo. In fact, for security reasons, Taleo does not expose passwords through any system manner (API, reports, merge fields, on-demand backup, etc.) nor does Taleo recommend customers to share externally their LDAP or corporate network details. Instead, Taleo Single Sign On is for customers who have an existing SSO SAML infrastructure that can send SAML assertions for credentialing and identity matching, which corresponds to the SSL certificate and configurations in Taleo.

Customers are responsible for providing the identity provider portal that will send Taleo the SAML assertion/request for single sign on handshaking. Technically apt folks may build their own however there are many benefits to purchasing a provider solution.

## CONFIGURING YOUR CONNECTION IN ORACLE TBE

Once turned on, a single sign on wizard will be enabled within your Oracle Taleo Business Edition instance. This wizard is available to Administrators under the Administration, Organization settings page (underneath your Security Level settings):

The screenshot shows the Oracle Taleo Business Edition Administration interface. At the top, there is a navigation bar with various menu items: Pipeline, Requisitions, Candidates, Accounts, Contacts, Employees, Onboard/Offboard, Reviews, Compensation, Users, Reports, Tab 1, Position Control, and Social Sourcing. Below this is a search icon and the main heading "Administration: Organization Setup" with a "Back To Administration" link. The main content area contains a list of configuration options:

- **Company Profile** : Configure company information and default settings.
- **System & Email Settings** : Configure system options and email settings.
- **Security Level** : Configure system security level currently set to **Medium**.
- **Single Sign-On** : Configure Single Sign-On Service
- **Region, Location, Division and Department Settings** : Configure company Regions, Locations, Divisions and Departments
- **Company Goals** : Configure company goals

Below the list, there are two footnotes:

- To add Departments, Groups, Subsidiaries, and other organizational information associated with requisitions, see [Requisition Fields](#). In the "Requisition Custom Fields" section, click **New Field** and select data type "picklist" to create a new drop-down list in your requisition form.
- To modify the available values in the **Country** and **State/Territory** picklists, see [Candidate Fields](#).

At the bottom right, there is a copyright notice: "Copyright ©2002-2013 Taleo Corporation. All rights reserved. Privacy / Security | Terms of Use"



**Please Note:** If you do not see the 'Single Sign-On' link under Administration → Organization Setup, then please contact Oracle Support to turn on the feature.

By clicking on the Single Sign-On link you will be taken to your SSO connections listing page.

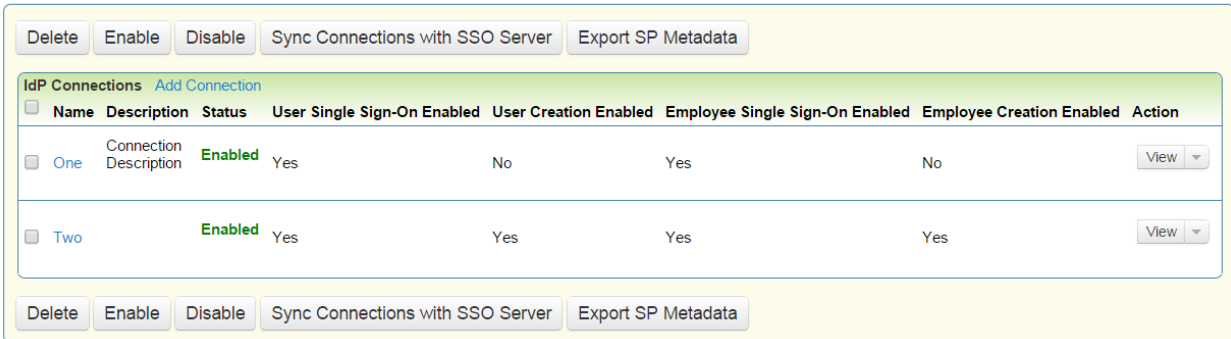
The top of the page displays the number of connections you have available; this represents the amount of concurrently 'Enabled' IdP connections that are available for your Taleo Business Edition instance. Most customers will have one SSO connection available. You may want to use more than one if your corporation manages more than one IdP for different subsets of users. Additional SSO Connections can

be enabled for your Oracle TBE instance at no cost if requested through an Oracle Support service request.

The IdP Connections list view provides a listing of all the IdP connections that are configured in enabled and disabled status, if any, within your OracleTBE instance in a quick view format.

## Administration: Single Sign-On Configuration [Back to Organization Setup](#)

Provision connections to your Identity Providers.  
You are set up for up to 3 connection(s) enabled. You currently have 1 additional connection(s) available.



<input type="checkbox"/>	Name	Description	Status	User Single Sign-On Enabled	User Creation Enabled	Employee Single Sign-On Enabled	Employee Creation Enabled	Action
<input type="checkbox"/>	One	Connection Description	Enabled	Yes	No	Yes	No	<a href="#">View</a>
<input type="checkbox"/>	Two		Enabled	Yes	Yes	Yes	Yes	<a href="#">View</a>

The list view provides a quick link “Add Connection” which should be clicked for adding additional connections when required.

In addition, the list view provides an outline of all configured IdP connections including:

- The name of the connection
- A description of the connection
- If SSO is enabled for Users
- If SSO is enabled for new account provisioning
- Action button containing a view and edit action when the drop down arrow is clicked.



Please Note: Taleo onBoard and Perform customers will also see if Employee SSO is enabled and new employee record creation is enabled per IdP connection. By Definition: An Employee is a user who needs access to the Employee Website while A User is an individual who needs access to the Taleo Business Edition platform as an Administrator, Manager, Review Manager, Review Approver, etc.

There is also a Single Sign On ‘History Log’ at the bottom of the screen. The history log allows for better auditing and tracking of SSO communication and configuration changes. The history log will display the last 10 items with a ‘printable view’ link to access additional logs. The following items will be tracked through the SSO History Log:

IDP:

- Connection created success/error
- Connection enabled success/error
- Connection disabled success/error
- Connection deleted success/error

USER SSO:

- Record created success/error
- Login error to TBE Platform

EMPLOYEE SSO

- Record created success/error

- Login error to EWS

History Log <a href="#">Printable View</a>			
Date/Time ^	User	Content	View
9/13/13 4:22 PM	<a href="#">Cook, Mark</a>	Successfully created IdP connection Test	

When adding a new connection, you will be directed through a single sign on configuration wizard allowing you to configure your IdP within Taleo Business Edition. Start the Wizard by clicking the Add Connection link in the IdP Connections list view.

The wizard goes through a collection of screens asking you to enter in details specific to your SSO set up. The wizard flows through the following stages:



Once you have completed the wizard, the last screen prior to SAVE will display your URL connection details to be saved & configured on your IdP. If you forget to do this at the end of the wizard, you can always choose to 'View' (and Edit) your connection at a later point in time.

#### **'Export Metadata' button:**

You may use the new 'Export SSO Metadata' button on the SSO List View. This will produce an SSO Meta Data XML file containing the URL connection details you need to configure the TBE connection(s) in your IdP. Some Identity Providers (Oracle OIF for example) can import the meta data field directly.

## **Getting Started; General Information Settings**

After clicking 'Add Connection' or Edit of an existing connection, the first page you see is the General Information Settings page. This page allows you to:

- Name your connection
- Describe your connection
- Enter in your Identity Provider provided ID for this connection
- Your IdP URL (optional if utilizing SP Initated SSO)
- Identify if the Idp URL is the Default IdP (Only one Default IdP can exist at a time and will be the one that Users and/or Employees are redirected to upon accessing a TBE resource directly).
- Define the support protocol (SAML 2.0 is the current only supported version), and
- Select whether or not this connection is active/enabled.

## Single Sign-On: IdP Connection Setup Wizard

Use the following wizard to configure the connection to your Identity Provider.

### Before Starting the Connection Wizard:

1. Make sure you have your Identity Provider's PKI public certificate ready to upload.
2. Understand what Taleo field will uniquely identify the User or Employee for login.
3. Make sure your Identity Provider supports the SAML protocol.

**Next >** Reset Cancel Finish

**Step 1: General Information** Red = Required Information

**Connection Name** One  
Description

**Identity Provider ID** One  
Identity Provider URL

Default Identity Provider

Protocol

Enabled

**Next >** Reset Cancel Finish



Please Note: The IdP Connection name selected must be unique across all Oracle TBE SSO connections. If the value chosen is already used, the system will notify you when you attempt to save the SSO Connection. A new value will need to be selected that the system will validate as unique.

## Security Settings

The next page in the wizard will enable you to upload or select a previously uploaded SSL certificate:

### Single Sign-On: IdP Connection Setup Wizard

Please upload or select the PKI public certificate that will be used to validate and/or decrypt messages received from your Identity Provider.

< Previous   **Next >**   Reset   Cancel   Finish

---

**Step 2: Security Settings** Red = Required Information

**Upload New Certificate**

**... or Choose Existing Certificate**

---

< Previous   **Next >**   Reset   Cancel   Finish

## User Configuration & Provisioning (Platform Access)

The user configuration and provisioning page of the SSO set-up wizard allows you to define all of the user specific attributes for single sign-on.

Not only can you turn on or off user initiated SSO from this page, but in addition are able to define your redirect URL's, define what attribute will unique identify your incoming user and lastly enable you to configure new account provisioning feature of Oracle TBE SSO support.

# Single Sign-On: IdP Connection Setup Wizard

Please specify the Single Sign-On configuration settings that apply to Taleo users.

< Previous
Next >
Reset
Cancel
Finish

**Step 3: User Preferences** Red = Required Information

Enable Single Sign-On for Users:

Logout Page URL:

Error Page URL:

**Step 4: Attribute Mappings** Red = Required Information

**Identity Provider Attribute Name**

**Taleo User Field Name**

**Step 5: Optional New User Provisioning** Red = Required Information

Allow Creation of New Users

**Default Role for Created Users**

New User Email Notifications:

< Previous
Next >
Reset
Cancel
Finish

Specifically here is an outline of the available settings on the User configuration page:

<b>Enabling Single Sign-On for Users</b>	Boolean Value: Allows you to enable or disable SSO for platform access. Platform access is for system 'USERS' as visible on the USERS tab of Taleo Business Edition.
<b>Logout Redirect URL</b>	String Value: This is the URL that an IdP initiated user will be redirected too if they have clicked the Taleo logout button. If no IdP redirect URL has been defined, Taleo default logout page will display when the user logs out.
<b>Error Redirect URL</b>	String Value: This is the URL that an IdP initiated user will be redirected too if they have encountered an application error. If no IdP redirect URL has been defined, Taleo default error page will display with the appropriate error message.
<b>Unique Identity Attribute Name</b>	String Value: Allows you to define the name of the SAML attribute that will house the unique identifier you have selected in the "Taleo User Field Name" picklist for uniquely identifying users. <b>Note:</b> If creating new users AND employees in TBE via the SSO connection, you will need to specify unique SAML Attributes for the unique identifier for each type – user and employee.
<b>Taleo User Field Name</b>	Picklist Value: Allows you to select the unique identifier in Taleo that you would like to identify users coming in through the SAML assertion. Taleo user unique values are: email and user name.
<b>Allow Creation of Users</b>	Boolean Value: Allows Creation of New Users where Attribute that uniquely identifies an individual is not found in Taleo User table.
<b>Default Role for Created Users</b>	Picklist Value: Allows you to define what user role an individual should be

	assigned when a new user has been provisioned. Please contact your defined Taleo Administrator to ensure you are selecting the correct role they would like for assignment.
<b>New User Email Notifications</b>	String Value: Allows you to enter email addresses separated by commas for the individuals that should be emailed when a new user account has been provisioned. This will typically be the Taleo Administrator(s). This notifies the individual to go into Taleo and ensure the user has all of the correct assignments, profile details, locale, time zone settings, etc.

## Employee Configuration & Provisioning (EWS Access for Perform & Onboard Customers)

The employee configuration and provisioning page **will only display if you have Taleo Perform and/or Onboard enabled** within your Taleo Business Edition instance. This is enabled for profiles defined in the Employee Tab.



Please Note: Taleo has two different account profiles: Users and Employees. Users are any profiles that require access to the Taleo Business Edition core platform (URL), including recruiters and hiring managers who overlook processes, jobs and subordinates. In addition to Users, Taleo includes an account type of Employees who represents themselves to complete their self-service tasks. Employees access a self-service module called the Employee Website (vs. the platform). Users and Employees are mutually exclusive.

This part of the SSO set-up wizard allows you to define all of the Employee specific attributes for single sign-on. You are able to enable and disable employee SSO from this page. In addition you can define your redirect URL's, define what attribute will unique identify your incoming employees and lastly enable you to configure new employee creation through SAML.

## Single Sign-On: IdP Connection Setup Wizard

Please specify the Single Sign-On configuration settings that apply to Taleo employees.

< Previous
Next >
Reset
Cancel
Finish

**Step 6: Employee Preferences**
Red = Required Information

Enable Single Sign-On for Employees

Logout Page URL

Error Page URL

**Step 7: Attribute Mappings**
Red = Required Information

**Identity Provider Attribute Name**

**Taleo Employee Field Name**

**Step 8: Optional New Employee Provisioning**
Red = Required Information

Allow Creation of New Employees

**Default Status for Created Employees**

New Employee Email Notifications

< Previous
Next >
Reset
Cancel
Finish

Specifically here is an outline of the available settings on the Employee configuration page:

Enabling Single Sign-On for Employees	Boolean Value: Allows you to enable or disable SSO for Employee website (EWS) self-service access. EWS access is available for system 'Employees' as visible on the EMPLOYEES tab of Taleo Business Edition.
Logout Redirect URL	String Value: This is the URL that an IdP initiated employee will be redirected too if they have clicked the Taleo EWS logout button. If no IdP redirect URL has been defined, Taleo default logout page will display when the employee logs out.
Error Redirect URL	String Value: This is the URL that an IdP initiated employee will be redirected too if they have encountered an application error. If no IdP redirect URL has been defined, Taleo default error page will display with the appropriate error message.
Unique Identity Attribute Name	String Value: Allows you to define the name of the SAML attribute that will house the unique identifier you have selected in the "Taleo Employee Field Name" picklist for uniquely identifying employees. <b>Note:</b> If creating new users AND employees in TBE via the SSO connection, you will need to specify unique SAML Attributes for the unique identifier for each type – user and employee.
Taleo User Field Name	Picklist Value: Allows you to select the unique identifier in Taleo that you would like to identify employees coming in through the SAML assertion. Taleo employee unique values are: email, EWS Username, and Employee Code Number.
Allow Creation of New	Boolean Value: Allows Creation of New Employees where Attribute that



## INFORMATION FOR YOUR IDP SET UP

Once you have completed setting up your SSO connection in TBE, you can display your URL connection details to be saved & configured on your IdP. You can always choose to 'View' (and Edit) your connection at any time in the Single Sign On screen in TBE.

You will need the following data points to configure the connection with Oracle TBE SSO SP in your chosen IdP.

### 1. Identity Provider ID

**General Information** [Edit](#)

Connection Name: **Test**

Description: **Test Connection Setup**

Identity Provider ID: **MCOOK**

Service Provider ID: **http://www.oracle.com/tbe/sp**

Protocol: **SAML 2.0**

Status: **Enabled**

### 2. Service Provider ID

**General Information** [Edit](#)

Connection Name: **Test**

Description: **Test Connection Setup**

Identity Provider ID: **MCOOK**

Service Provider ID: **http://www.oracle.com/tbe/sp**

Protocol: **SAML 2.0**

Status: **Enabled**

### 3. Endpoint/Base URL

**Single Sign-On Access URLs**

User Access URL (Platform): **https://chssso.tbe.taleo.net:443/fed/sp/authnResponse20?RelayState=https%3A%2F%2Ftbe.taleo.net%2FMANAGER%2Fdispatcher%2FServlet%2FDispatcherServlet%3Forg%3DMCOOK%26act%3DredirectOrg%26redirectUrl%3D%252Fats%252FmyView%252FmyView.jsp**

Employee Access URL (EWS): **https://chssso.tbe.taleo.net:443/fed/sp/authnResponse20?RelayState=https%3A%2F%2Ftbe.taleo.net%2FMANAGER%2Fdispatcher%2FServlet%2FDispatcherServlet%3Forg%3DMCOOK%26act%3DredirectOrg%26redirectUrl%3D%252FCH06%252Fats%252Fews%252FEmployeeWebsiteLogin.jsp%253Forg%253DMCOOK%2526ewslid%253D3**

### 4. Relay State (TBE Platform/User log in)

\*\* Must be encoded.

User Access URL (Platform): **https://chssso.tbe.taleo.net:443/fed/sp/authnResponse20?RelayState=https%3A%2F%2Ftbe.taleo.net%2FMANAGER%2Fdispatcher%2FServlet%2FDispatcherServlet%3Forg%3DMCOOK%26act%3DredirectOrg%26redirectUrl%3D%252Fats%252FmyView%252FmyView.jsp**

### 5. Relay State (Employee Website)

\*\* Must be encoded.

Employee Access URL (EWS): **https://chssso.tbe.taleo.net:443/fed/sp/authnResponse20?RelayState=https%3A%2F%2Ftbe.taleo.net%2FMANAGER%2Fdispatcher%2FServlet%2FDispatcherServlet%3Forg%3DMCOOK%26act%3DredirectOrg%26redirectUrl%3D%252FCH06%252Fats%252Fews%252FEmployeeWebsiteLogin.jsp%253Forg%253DMCOOK%2526ewslid%253D3**

## SAML SAMPLE XML

The following section provides an example of a SAML assertion as expected with Taleo Business Edition SSO SP support. The three items important to note are:

- Taleo expects the IdP issuer ID and SP ID to match what was presented on the last page of the wizard. Taleo expects the unique attribute assignment to be provided within the SAML attributes section.
- Taleo expects the SAML attributes section to include all values sent through for new user/employee provisioning.

```
SAML XML <saml:Assertion Version="2.0" IssueInstant="2012-01-16T21:41:24.203Z" ID="dVHYlrE_uwPwJi7y500un6b8-8M"
xmlns:saml="urn:oasis:names:tc:SAML:2.0:assertion">
  <saml:Issuer><<IDP_Issuer_ID>></saml:Issuer>
  <saml:Subject>
    <saml:<<Unique_User_Attribute>>Format="urn:oasis:names:tc:SAML:1.1:<<Unique_User_Attribute>>
-format:unspecified"><<Unique_User_Identifier>></saml:<<Unique_User_Attribute>>>
  <saml:SubjectConfirmation Method="urn:oasis:names:tc:SAML:2.0:cm:bearer">
    <saml:SubjectConfirmationData NotOnOrAfter="2012-01-16T21:46:24.204Z"
      Recipient="https://chssso.tbe.taleo.net:443/fed/sp/authnResponse20"/>
    </saml:SubjectConfirmation>
  </saml:Subject>
  <saml:Conditions NotOnOrAfter="2012-01-16T21:46:24.204Z" NotBefore="2012-01-16T21:36:24.204Z">
    <saml:AudienceRestriction>
      <saml:Audience><<SSO_SP_ID>></saml:Audience>
    </saml:AudienceRestriction>
  </saml:Conditions>
  <saml:AuthnStatement AuthnInstant="2012-01-16T21:41:24.203Z" SessionIndex="dVHYlrE_uwPwJi7y500un6b8-8M">
    <saml:AuthnContext>
      <saml:AuthnContextClassRef>urn:oasis:names:tc:SAML:2.0:ac:classes>Password</saml:AuthnContextClassRef>
    </saml:AuthnContext>
  </saml:AuthnStatement>
  <saml:AttributeStatement xmlns:xs="http://www.w3.org/2001/XMLSchema">
    <saml:Attribute NameFormat="urn:oasis:names:tc:SAML:2.0:attrname-format:basic"
      Name="<<New_User_Creation_Attribute>>">
      <saml:AttributeValue xsi:type="xs:string" xmlns:xsi="http://www.w3.org/2001/XMLSchemainstance"><<
        New_User_Creation_Value>></saml:AttributeValue>
    </saml:Attribute>
    <saml:Attribute NameFormat="urn:oasis:names:tc:SAML:2.0:attrname-format:basic"
      Name="<<New_User_Creation_Attribute>>">
      <saml:AttributeValue xsi:type="xs:string" xmlns:xsi="http://www.w3.org/2001/XMLSchemainstance"><<
        New_User_Creation_Value>></saml:AttributeValue>
    </saml:Attribute>
    <saml:Attribute NameFormat="urn:oasis:names:tc:SAML:2.0:attrname-format:basic"
      Name="<<New_User_Creation_Attribute>>">
      <saml:AttributeValue xsi:type="xs:string" xmlns:xsi="http://www.w3.org/2001/XMLSchemainstance"><<
        New_User_Creation_Value>></saml:AttributeValue>
    </saml:Attribute>
    <saml:Attribute NameFormat="urn:oasis:names:tc:SAML:2.0:attrname-format:basic"
      Name="<<New_User_Creation_Attribute>>">
      <saml:AttributeValue xsi:type="xs:string" xmlns:xsi="http://www.w3.org/2001/XMLSchemainstance"><<
        New_User_Creation_Value>></saml:AttributeValue>
    </saml:Attribute>
    <saml:Attribute NameFormat="urn:oasis:names:tc:SAML:2.0:attrname-format:basic"
      Name="<<New_User_Creation_Attribute>>">
      <saml:AttributeValue xsi:type="xs:string" xmlns:xsi="http://www.w3.org/2001/XMLSchemainstance"><<
        New_User_Creation_Value>></saml:AttributeValue>
    </saml:Attribute>
  </saml:AttributeStatement>
</saml:Assertion>
```

## SAML SP METADATA XML

The following section provides an output metadata of our SAML SP XML:

### META DATA EXAMPLE XML

```
<md:EntityDescriptor entityID="IDTSAMLIDT" cacheDuration="PT1440M" ID="Gk21m3vsC.wEy8YbCioUdOtcZz8"
xmlns:md="urn:oasis:names:tc:SAML:2.0:metadata">
  <md:SPSSODescriptor protocolSupportEnumeration="urn:oasis:names:tc:SAML:2.0:protocol">
    <md:AssertionConsumerService isDefault="true" Binding="urn:oasis:names:tc:SAML:2.0:bindings:HTTP-
      POST" Location="https://chssso.tbe.taleo.net:443/fed/sp/authnResponse" index="0"/>
    <md:AssertionConsumerService Binding="urn:oasis:names:tc:SAML:2.0:bindings:HTTP-Artifact"
      Location="https://chssso.tbe.taleo.net:443/fed/sp/authnResponse" index="1"/>
    <md:AttributeConsumingService index="0">
      <md:ServiceName xml:lang="en">AttributeContract</md:ServiceName>
      <md:RequestedAttribute Name="uid"/>
      <md:RequestedAttribute Name="AdminNewsletter"/>
      <md:RequestedAttribute Name="phone"/>
      <md:RequestedAttribute Name="manager"/>
      <md:RequestedAttribute Name="compContributor"/>
      <md:RequestedAttribute Name="location"/>
      <md:RequestedAttribute Name="roleVersion"/>
      <md:RequestedAttribute Name="cellPhone"/>
      <md:RequestedAttribute Name="city"/>
      <md:RequestedAttribute Name="ewsLogin"/>
      <md:RequestedAttribute Name="zipCode"/>
      <md:RequestedAttribute Name="role"/>
      <md:RequestedAttribute Name="salary"/>
      <md:RequestedAttribute Name="salaryGrade"/>
      <md:RequestedAttribute Name="loginName"/>
      <md:RequestedAttribute Name="lastName"/>
      <md:RequestedAttribute Name="GeneralNewsletter"/>
      <md:RequestedAttribute Name="fax"/>
      <md:RequestedAttribute Name="status"/>
      <md:RequestedAttribute Name="offBoardStatus"/>
      <md:RequestedAttribute Name="country"/>
      <md:RequestedAttribute Name="compManager"/>
      <md:RequestedAttribute Name="email"/>
      <md:RequestedAttribute Name="reviewManager"/>
      <md:RequestedAttribute Name="jobCode"/>
      <md:RequestedAttribute Name="payFrequency"/>
      <md:RequestedAttribute Name="startDate"/>
      <md:RequestedAttribute Name="department"/>
      <md:RequestedAttribute Name="locale"/>
      <md:RequestedAttribute Name="state"/>
      <md:RequestedAttribute Name="timeZone"/>
      <md:RequestedAttribute Name="IdPConnectionId"/>
      <md:RequestedAttribute Name="id"/>
      <md:RequestedAttribute Name="title"/>
      <md:RequestedAttribute Name="customerId"/>
      <md:RequestedAttribute Name="compApprover"/>
      <md:RequestedAttribute Name="firstName"/>
      <md:RequestedAttribute Name="employee"/>
      <md:RequestedAttribute Name="reviewApprover"/>
      <md:RequestedAttribute Name="jobTitle"/>
      <md:RequestedAttribute Name="profile"/>
      <md:RequestedAttribute Name="offerAppr"/>
      <md:RequestedAttribute Name="fileAVScanStatus"/>
      <md:RequestedAttribute Name="submittedEmail"/>
      <md:RequestedAttribute Name="approver"/>
      <md:RequestedAttribute Name="resume"/>
      <md:RequestedAttribute Name="address"/>
      <md:RequestedAttribute Name="middleInitial"/>
      <md:RequestedAttribute Name="employeeNumber"/>
      <md:RequestedAttribute Name="onBoardStatus"/>
      <md:RequestedAttribute Name="payRange"/>
      <md:RequestedAttribute Name="hiredDate"/>
    </md:AttributeConsumingService>
  </md:SPSSODescriptor>
</md:EntityDescriptor>
```

```

</md:AttributeConsumingService>
</md:SPSSODescriptor>
<md:ContactPerson contactType="administrative">
  <md:Company>Taleo</md:Company>
  <md:GivenName>Taleo</md:GivenName>
  <md:SurName>Support</md:SurName>
  <md:EmailAddress>support@oracle.com</md:EmailAddress>
</md:ContactPerson>
</md:EntityDescriptor>

```

## NEW ACCOUNT PROVISIONING

If choosing to enable new account provisioning (for users and/or employees), Taleo expects new account provisioning values to be provided as part of the SAML attributes section. Refer to the SAML Sample Code section for details.

At a minimum for new account provisioning, Taleo expects:

- Last Name
- Email
- User Name (for Users)
- Employee Username EWS (for Employees)

Please refer to the SAML Attributes section for details on the supported values, field types and which account provisioning type is supported for the value.

### SAML Attributes

Provision Value	Field Type	*Expected Attribute Name	Supported for Account Type
First Name	String	firstName	Users & Employees
Middle Name	String	middleInitial	Users & Employees
Last Name	String	lastName	Users & Employees
Email	String	email	Users & Employees
Phone #	String	phone	Users & Employees
Mobile #	String	cellPhone	Users & Employees
Fax #	String	fax	Users & Employees
Street	String	address	Users & Employees
City	String	city	Users & Employees
State/Territory	String (Match Configured Picklist)	state	Users & Employees
Country	String (Match Configured Picklist)	country	Users & Employees
Postal/Zip	String	zipCode	Users & Employees
Status*	String (Match Status Table values)	status	Users & Employees
Region Assignment *	String (Match Region Table values)	region	Users & Employees
Department Assignment *	String (Match Department Table values)	department	Users & Employees
Division Assignment *	String (Match Division Table values)	division	Users & Employees
Location Assignment *	String (Match Location Table values)	location	Users & Employees
User Name **	String (Must be unique)	loginName	User Provision only
User role **	String (Match Role Assignment Table)	role	User Provision only
Employee Name ***	String (Must be unique)	employee	Employee Provision only

Badge Number **	String (Must be unique)	employeeNumber	Employee Provision only
Employee Username EWS **	String (Must be unique)	ewsLogin	Employee Provision only



Please Note: Taleo Business Edition allows for customization of field names and external values through the Administration panel of your Taleo instance. If any attribute mapping is not working, consult your Administration, Customize Fields, User (or Employee) fields and double check the External Field Name column matches your SAML attribute name.

## SINGLE SIGN ON ONLY SETTING

When Single Sign On is licensed, a new user permission field (and employee field for Perform and onBoard customers) will be available within Taleo Business Edition called “Access Only Through SSO”.

This Boolean permission (setting field) will enforce the user to come through the IdP solely. It handles this by the following permission restriction features:

- Prevents user to login directly to Taleo with any existing credentials a user has. Instead, will display an error notice of:

***“Your system administrator has restricted login from outside of your corporate network. Please contact your Taleo Administrator for details.”***

- Hides the user password reset control from the application (My Settings page), preventing the user the ability to reconfigure any password.
- Prevents user password reset email to be sent out if they click the “Forget your password?” from the TBE login page AND if the Taleo Administrator resets the user’s password.

## Displaying SSO Only Field on Page Layouts

To display the permission field in Taleo Business Edition for viewing and editing, you will need to add the field to your page layouts. This can be done through your Taleo Business Edition Administration panel.

Please go to the Administration tab and navigate to the Customize Recruit, Perform or OnBoard (will vary depending on what modules you have licensed). Under the Customize Pages section, click the Customize Page Layouts hyperlink.

If you want to add the User permission field, navigate to the User Pages area in the Customize Page Layouts section. Click the EDIT button on the User Page Layouts for the View and Add/Edit page layouts.

- Add/Edit User Page Layout: is the page displayed when you are editing or creating a new candidate record. Adding the field to this page layout allows a Taleo Administrator to edit the field.
- View User Page Layout: is the page displayed when you are viewing into a user record. Adding the field to this page layout allows a Taleo Administrator to just view the field.

Click insert anywhere on the page layout where you want to add this permission/setting field, choose to insert an Input Field, find the “Access Only Through SSO” field in the input field selector drop down list, and select it. The field will then be added to your page layout. You can drag the field to a new section of the page if needed by holding down your mouse button and dragging the field to your new location.

Once you have added the field to the correct spot on the page, simply click Save. Repeat this for any other User page layouts you want to add this permission field too.

Follow the same workflow to add the field on an Employee Page Layout for your employee profiles. The difference is you will need to click on the Customize Perform or OnBoard Administration sub-menu to access an employee page layout and you will need to find your employee page layouts to edit. The page layouts you will need to EDIT are:

- Add/Edit Employee Page Layout: is the page displayed when you are editing an existing or creating a new employee record. Adding the field to this page layout allows you to edit the value.
- View Employee Page Layout: is the page displayed when you are viewing in to an employee record from the platform. Adding the field to this page layout allows an approved user to just view the field / permission.

For additional details on field updates, page layouts or other Administration navigation/processing, please work through your Taleo Administrator for guidance, access the Resource Center or contact Oracle Support.

## **Single Account Update**

Once you have enabled the fields on your page layouts, a single account can be edited and/or viewed with the field permission (based on what page layouts you have placed the field on and your permissions to view that page layout).

By selecting the check box to true, the Single Sign On workflow will be active for that account once you have clicked the 'Save' button:



• To temporarily disable this user's account, select the "No Access" role.

Save Cancel Reset

**General Information:** Red = Required Information

First name: <input type="text" value="Mark"/>	Fax: <input type="text" value="555-555-1212"/>
* Last name: <input type="text" value="Cook"/>	Mobile #: <input type="text" value="555-555-1212"/>
Middle: <input type="text" value="T"/>	Requisition Approver: <input type="checkbox"/>
* Email: <input type="text" value="mark.cook@oracle.com"/>	Offer Approver: <input type="checkbox"/>
* User name: <input type="text" value="mcook"/>	Employee: <a href="#">[ Select Employee ]</a> <a href="#">Cook, Mark</a> <a href="#">Remove</a>
Title: <input type="text" value="Product Manager"/>	Performance Review Manager: <input type="checkbox"/>
Manager: <input type="text" value="Manager, Hiring"/>	Performance Review Approver: <input type="checkbox"/>
Location: <input type="text" value="Headquarters"/>	Candidates: <a href="#">[ Add ]</a> <a href="#">DOC_Candidate</a> <a href="#">Remove</a> <a href="#">PDF_Candidate</a> <a href="#">Remove</a>
* Role: <input type="text" value="Administrator"/>	Compensation Manager: <input type="checkbox"/>
* Status: <input type="text" value="Employee"/>	Compensation Approver: <input type="checkbox"/>
<b>Access only through SSO:</b> <input type="checkbox"/>	Compensation Contributor: <input type="checkbox"/>
Phone #: <input type="text" value="555-555-1212"/>	

## Mass Account Updates

There are two general methods to conducting a mass update of users and/or employees with this permission value:

- Taleo Business Edition web services API (REST and SOAP options available). Please refer to the API guide(s) for additional details. Available here: <http://www.oracle.com/technetwork/documentation/default-1841567.html>
- Taleo Business Edition import workflow which allows for upsert of fields with existing employee or user accounts.

The rest of this section discusses the later method, using Taleo's import workflow to mass update your accounts with the new permission.



Please Note: Conducting a mass update of any records within the system is not undoable. Taleo recommends you first test the process with a created test record first, and then a subset of test records second. Only after should you try this method with actual live users/employee records and only take a subset of records to update at any one given time. Any user initiated error can affect your profiles in the system permanently - PLEASE BE AWARE.

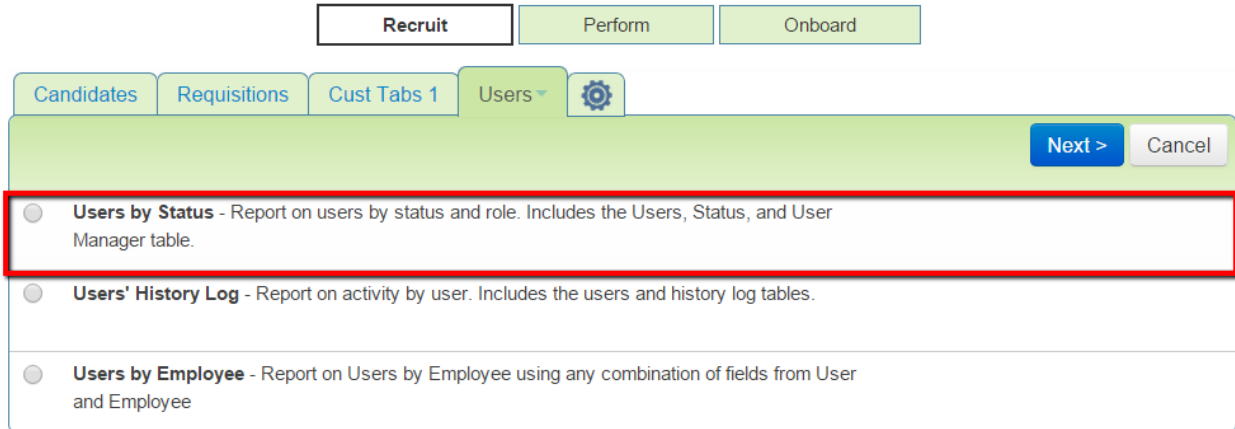
The process of conducting a mass update requires:

- Add/Edit Employee Page Layout: is the page displayed when you are editing an existing or creating a new employee record. Adding the field to this page layout allows you to edit the value.
- Running a Taleo Insight report to extract the required fields of your accounts


- Exporting that report to Excel
- Adding an additional field of 'SSO' with the correct value of True/False
- Saving that Excel worksheet as a CSV file
- Importing the CSV into Taleo through the Import Wizard with your new permission set

To start the process, assuming it is users you would like to mass update, you will create a user report for export. Navigate to the Reports tab within Taleo Business Edition and select the Create Report option / sub-menu. Choose your topic of Users by Status:

## Create Report: Select Topic



Recruit Perform Onboard

Candidates Requisitions Cust Tabs 1 Users 

Next > Cancel

- Users by Status** - Report on users by status and role. Includes the Users, Status, and User Manager table.
- Users' History Log** - Report on activity by user. Includes the users and history log tables.
- Users by Employee** - Report on Users by Employee using any combination of fields from User and Employee

Click the next button to continue to your report builder.

You can name the report whatever your preference is, select the Layout 'Very Wide Table'.

Ensure your selected Display Fields are:

- userName
- lastName
- role
- status
- email

You can choose a Parameter field of any value that you want to filter out your Users on. Status parameter (of Employee) is what Taleo recommends.

Click the Next button once your report has been configured:

## Select Fields and Parameters

Add a report name and description and then select the display fields and parameter fields to include in your custom report.

By clicking, next you will have access to the Insight Report Studio where you can simply drag and drop your display fields on to the report and click the Save button:

## Design Report Layout

Report Name: User Export  
Report Description: User report used for mass update of User accounts

Note: The data set that displays in the right panel is a sample data set only.

Refine Fields Assign Access Run Report

Users - User Name	Users - Last Name	Users - Email	Users - Role
manager	MANAGER	smanager@invalidemail.com	Hiring Manager
samplehr	HUMAN RESOURCES	samplehr@invalidemail.com	Hiring Manager
mcook	Cook	mark.cook@oracle.com	Administrator
tbe00043	Molly	imp05071@ivaid.com	Hiring Manager
mcook2	User2	mark.cook22@oracle.com	Agency
rvellaisamy	Vellaisamy	rajkumar.vellaisamy@oracle.com	Administrator
mcooksso	mcook_sso	mark.cook+sso@oracle.com	Administrator
gnowak3	Gnowak3	gnowak3@oracle.com	Administrator

Once your report is saved, you can then run your report by navigating back to the Run Reports tab and clicking under the Users section and highlighting your created report. Notice on the right an Run button will display that needs to be clicked:

# Run Report

Recruit Perform Onboard

★ Favorites Candidate Requisition User ⚙️

★ Favorites Only

History Logs - Report on the action logs for each candidate, requisition and user.

User Activity - Report on how often our users are using the system.

User Export - User report used for mass update of User accounts

▶ Run ⌚ Schedule ★ Favorite ↻

Once the report has been executed, select Excel from the menu in the top righthand corner of the report:

Reports will return a maximum of 20,000 rows of data.

Modify Parameters Edit Report Edit Layout Access BIP

**User Export**

Users - User Name	Users - Last Name	Users - Email	User
manager	MANAGER	smanager@invalidemail.com	Hirin
samplehr	HUMAN RESOURCES	samplehr@invalidemail.com	Hirin
mcook	Cook	mark.cook@oracle.com	Adm
tbe000043	Molly	imp05071@ivalid.com	Hirin
mcook2	User2	mark.cook22@oracle.com	Ager
rvellaisamy	Vellaisamy	rajkumar.vellaisamy@oracle.com	Administrator
mcooksso	mcook_sso	mark.cook+sso@oracle.com	Administrator
gnowak3	Gnowak3	gnowak3@oracle.com	Administrator

Interactive PDF HTML RTF **Excel (\*.xlsx)** PowerPoint (\*.pptx)

The report will automatically open to your local instance in Excel where you can choose to save it on your desktop. The Excel report will need to be manipulated by:

- Adding a column called SSO
- Adding values in your SSO column with either True or False if SSO-Only Permission is checked or not.

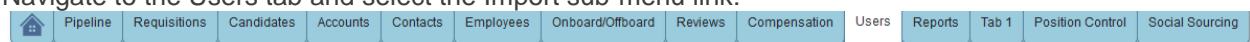
\* These changes are depicted in Red in the following screenshot:

	A	B	C	D	E
1	Users - User Name	Users - Last Name	Users - Email	Users - Role	SSO
2	manager	MANAGER	smanager@invalidemail.com	Hiring Manager	TRUE
3	samplehr	HUMAN RESOURCES	samplehr@invalidemail.com	Hiring Manager	TRUE
4	mcook	Cook	mark.cook@oracle.com	Administrator	TRUE
5	tbe000043	Molly	imp05071@ivalid.com	Hiring Manager	TRUE
6	mcook2	User2	mark.cook22@oracle.com	Agency	TRUE
7	rvellaisamy	Vellaisamy	rajumar.vellaisamy@oracle.com	Administrator	TRUE
8	mcooksso	mcook_sso	mark.cook+sso@oracle.com	Administrator	TRUE
9	gnowak3	Gnowak3	gnowak3@oracle.com	Administrator	TRUE

Click the Save As and choose to save the Excel report as a CSV file. Choose OK to the removal of formatting warning message.

You can now go through the Taleo Business Edition Import Wizard to process your mass account update.

Navigate to the Users tab and select the Import sub-menu link:



## Users: Import Wizard

Use this wizard to import User data from Excel. [Read More!](#)

### Prepare To Import:

1. If you plan to import User records from a CSV file, please see the TBE video for Importing Candidates on the [Resource Center](#) as it will guide you through how to configure a CSV file for upload.
  - \* When importing from a CSV file, compare your data to the available User Fields. Check with your Administrator if you need custom fields or custom picklist values.
2. You can use the Upload to maintain your Users. If the upload includes the User Login Name, it will match on the existing User and update the User. If the User Login Name does not match with an existing record, a new User will be created. You can use this to set a User to 'No Access' when the User leaves your organization.
3. Make sure the file you plan to import is less than 4 megabytes. (a CSV file with 5000 or fewer records)

\* CSV import recommendation: import a small test file of 5 records before importing all of your data to ensure that your file is properly formatted.

Next >
Cancel

**User Creation Import Options**

This option will allow you to copy configuration and settings from a specific user that currently exists in Taleo Business Edition

Copy settings from existing User: [\[Select User\]](#)

**Employee Creation Import Options**

Create an Employee - Select this option if you would like the import to create an Employee record and associate it with the User you are uploading. It is a best practice that all Users should have a corresponding Employee record.

Connect Existing Employees - If checked, the system will expect the CSV to include a column for Employee Code. It can use the Employee Code to connect Users within the import file with Employees that already exist. If there is no Employee Code provided, a new Employee Record will be created.

Next >
Cancel

Follow the following steps:

- Click Import
- Uncheck any/all Employee Creation Import Options
- Select your CSV file for import
- Do not select any default Role or Statuses
- Map User name to the correct column of your CSV file
- Map Last name to the correct column of your CSV file
- Map Role name to the correct column of your CSV file
- Map Status name to the correct column of your CSV file
- Map Email to the correct column of your CSV file
- Map the "Access Only through SSO" field to the correct column of your CSV file
- Select the Update All option and Proceed.
- Click OK




Please Note: Updating of records occurs in the background however you will be emailed once the process has completed. This can take seconds to minutes depending on the number of records you are updating.

Follow the same process for Employee mass updates, however the following differences are noted:

- The Report will be an Employees report under Perform and/or Onboard:

## Run Report

Recruit
Perform
Onboard

Employee
Onboard/Offboard
User
More ▾


★ Favorites Only

<p><b>Employee Packets</b> - Report on onboarding and offboarding activities by employee. Includes the employees, employee's manager, activity packets, activity packet creators, and locations tables.</p>
<p><b>Employee Packets - Current User Subordinates</b> - Report on onboarding and offboarding activities by employee. Includes the employees, employee's manager, activity packets, activity packet creators, and locations tables.</p>
<p>★ <b>Employees</b> - View employees by status.</p>
<p>★ <b>Employees - Current User Subordinates</b> - View employees by status filtered by subordinates.</p>

- The only fields you require in your report are
  - Employee Code
  - Last Name
- The Import function for Employees is under the Employees tab in Taleo Business Edition
- Choose to "Import Employee data from CSV file" and ensure no status or role values are selected.



Please Note: Conducting a mass update of any records within the system is not undoable. Taleo recommends you first test the process with a created test record first, and then a subset of test records second. Only after should you try this method with actual live users/employee records and only take a subset of records to update at any one given time. Any user initiated error can affect your profiles in the system permanently - PLEASE BE AWARE.

## Document History

Date	Changed By	Comments	Version
11/11/2013	Mark Cook	Corrected the base URL examples in the Sample SAML XML and Sample SAML Metadata XML	V135_1
4/17/2015	Mark Cook	Updated with SP Initiated SSO configuration options. Clarification of SAML Attribute Name usage if	

		provisioning both Users and Employees using SSO Added Export Meta Data Button description. Updated Mass User/Employee Update section to reflect new Reporting usage.	