

# Single Sign-On (SSO)

By Axios Solutions • Mar 01, 2023

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**SSO is an authentication** that allows a user — someone who will write, edit, or send your newsletters — to log in with just their email address and the click of a button. No password necessary!

Implementing this method allows for an easy sign on for employees with particular credentials, and provides security when off-boarding those you no longer wish to have access.

## 1. Who has access to Axios HQ



**To get started**, identify who on your team should have access to Axios HQ. We recommend provisioning an *All Staff* list in order to streamline setup.

**If you prefer a specific user pool**, create a list of users who will be writing, editing, or sending newsletters.

## 2. Connecting SSO

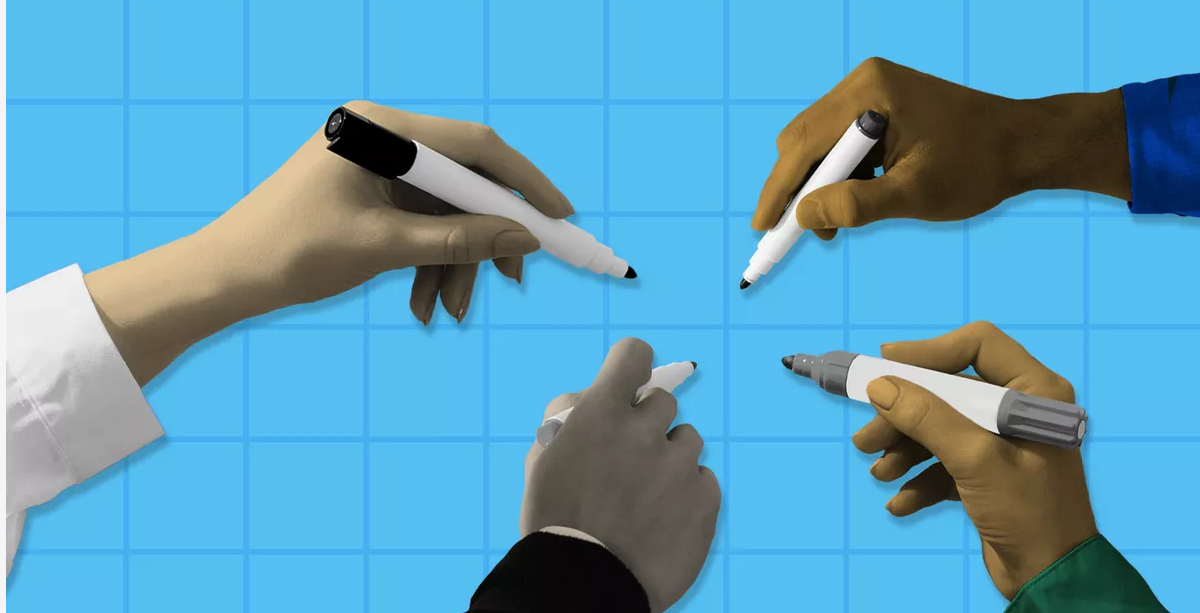


To set up SSO, you'll walk through the relevant steps for your provider as laid out by WorkOS, the platform we partner with to facilitate most of our integrations. We currently support the following providers:

AD FS SAML	Duo SAML	Microsoft OAuth	PingOne SAML
ADP OIDC	Firebase	miniOrange SAML	React Native Expo
Auth0 SAML	Generic SAML	NetIQ	Rippling SAML
Azure SAML	Google OAuth	Okta SAML	Salesforce
CAS SAML	Google SAML	OneLogin SAML	Shibboleth Generic SAML
ClassLink SAML	JumpCloud SAML	OpenID Connect	Shibboleth Unsolicited SAML
Cloudflare SAML	Keycloak SAML	Oracle SAML	SimpleSAMLphp
CyberArk SAML	LastPass	PingFederate SAML	VMWare SAML

**We will provide a custom link for your integration**, where you can choose your provider, authenticate your connection, and set up the integration!

## 3. Signing in to Axios HQ



**Axios HQ does not automatically provision users**, so your team will still need to be added to the platform by an existing user.

**Invite additional users** by selecting “Add user” on your Organization page, adding a collaborator to a particular newsletter in that newsletter's Settings, or contacting your account manager to help! Anyone within the organization can invite new members.

## 4. Customizing your connection



After your connection is finalized, you have two options when it comes to how you want your team members to be able to sign in. Let us know which you'd prefer:

- **SSO Required:** Employees can *only* sign in using SSO

- **SSO Optional:** Employees can sign in using *either* SSO *or* a password

**SSO Optional** is the default setting, and what we will initially implement.

### ⚠ Keep in mind



**Whoever you provision in the first step is who will have access to login to the platform.** If you try to add a new user who has not been provisioned and you are set to *SSO: Required*, that user will not be able to access anything in Axios HQ.

Being unable to sign in can be frustrating for users, and often results in a support ticket with HQ and ultimately your IT team.

**Remove the possibility of interruption** by provisioning an *All Staff* list instead. Users still need to be invited to collaborate on a newsletter, so you will have control over who has access to the platform based on their HQ credentials.

*Axios HQ partners with hundreds of clients, Fortune 500 companies, and small nonprofits alike. We have a dedicated security specialist on staff and have completed a SOC2 Type 2 audit.*