

Single Sign-On Readiness Guide



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Introduction

This document describes the steps needed to turn on and Single Sign-On (SSO). This integration is to allow users to use their NSW Department of Education portal credentials to seamlessly login into the Sentral platform. This document also describes changes to existing processes that will need to be made from a school perspective.

Pre-Requisites and Considerations

This section highlights the key areas that the school administration staff need to consider prior to setting up SSO.

2.1 Pre-Requisite 1 – User Profile Synchronisation

For the switchover to Single Sign-On to be as seamless as possible, its best to do a review of all users that have been manually created in Sentral. The username in Sentral **MUST** be the same as the username provided by the Department of Education. Please See *Appendix A* on how to change usernames in Sentral.

Failure to do this step will result in a user information such as access permissions, defined roles etc. being lost.

2.2 Consideration 1 – Remove Legacy Sentral User Accounts

It is conceivable over time that a school may have a number of local Sentral users that are non-current. These users may be using credentials that are non-Department of Education and hence non-SSO compliant. These users could pose a potential security risk. As a result, a clean-up/review of all users created within Sentral would be advised and the legacy users removed. Please See *Appendix B* on removing non-current user accounts

2.3 Consideration 2 – Change to Groups Menu

If you are involved in the setting up user accounts and groups, you will notice a new menu. You will now need to access this via menu item “DET NSW SSO” instead of the previous “DET NSW Directory”. Please see *Figure A*.

2.4 Consideration 3 – Edval – LISS Synchronisation

This is mainly applicable to high schools using Edval timetabling integrated with the LISS protocol. In order to ensure that this integration continues to work, it is recommended to setup a service account and use the password generated for this account. This setup can be used for any other applications that use LISS. Please See *Appendix C* on setting up a service account for LISS synchronisation.

Please Note: If your LISS profiles are currently set up against an “actual persons’ user profile”, then you must follow the above steps. However, if your LISS profiles are setup against a generic names eg. LISS_[School Name] then you may continue use this as a “manual account” in the short term See 2.6 Consideration 5. Please advise us if this is the case for your school and we will be able to convert these to service accounts on the backend with no impact to you once SSO is complete.

2.5 Consideration 4 – Kiosks

If your school is using the Sentral Kiosk, it is recommended to setup a service account and use the password generated for this account. Please See *Appendix D* on setting up a service account for Kiosk.

2.6 Consideration 5 – Contractors / Third Parties / Helpers

Some schools use external contractors from time to time that may need temporary access to the Sentral platform. As they will not have Department of Education credentials, they must be setup manually as SSO will not work for them. They will also need to login via a separate URL. Please See *Appendix E* on setting up an external user and granting them access to Sentral.

2.7 Consideration 6 – Student Portal

At this stage, SSO will not be available for the student portal. There will be no change to them.

Turning on SSO

SSO cannot be turned on for a small group of users. When turned on it is on for all. Additionally, as soon as SSO is turned on it will take effect immediately for new logins. Any users on the platform at the time of switch over will not be affected. They will only notice the change after they have logged out or timed out and re looking to log back in.

To enable SSO, please go to the settings cog and navigate to Manage User Accounts → Manage Providers and you will see the option to enable SSO:

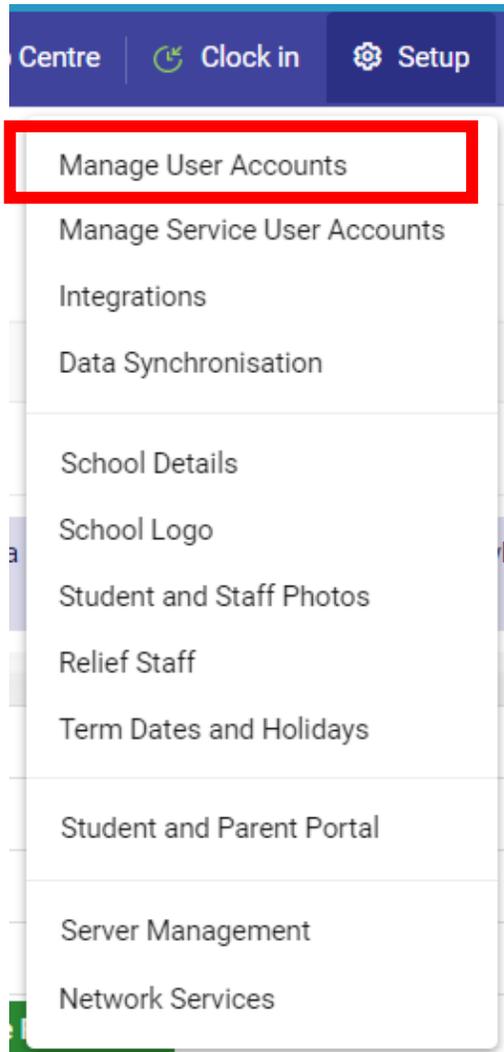
Manage Providers			
Warning!			
<p>The Sentral Authentication Providers system allows you to integrate authentication with your existing school-based systems. If you are unsure about any of the settings or options here, it is strongly recommend you contact the Sentral Helpdesk before making changes, as incorrect configuration of these may leave your users unable to login or allow students to access the system!</p>			
Order	Authentication Provider	Status	Settings
↓	Local Global Administrators Sentral global administrator accounts (always enabled)	✔ Enabled	
↓	Active Directory Authenticate against a local Windows server	✘ Disabled	Enable Settings
↓	Novell Netware Authenticate against a local Netware server	✘ Disabled	Enable Settings
↓	Apple OpenDirectory Authenticate against a local OS X server	✘ Disabled	Enable Settings
↓	NSW DET Staff (Deprecated) Authenticate NSW DET staff using their Portal accounts	✘ Disabled	Enable Settings
↓	DET NSW Authenticate DET NSW users using their Portal accounts	✘ Disabled	Enable Settings
↓	SAML Authenticate to a third party SAML provider	✘ Disabled	Enable Settings
↓	DET NSW SSO Authenticate DET NSW users using their Portal accounts via SSO	✘ Disabled	Enable
↓	Local User Locally created Sentral user accounts (always enabled)	✔ Enabled	

Appendix A – User Profile Synchronisation

To update usernames in Sentral to sync with usernames provided by the Department of Education, firstly log into Sentral, and click on '**Setup**', which is around the top right-hand corner as shown in the screenshot below.



Then you should now see a drop-down box. Click on **Manage User Accounts** (first on the list from top down).



The following 'Manage Sentral User Accounts' page will appear.

Sentral Setup > Authentication > Users > Manage Users

Manage Sentral User Accounts

[+ New User](#)

i Active users in Sentral are displayed in the listing below. Modify user properties using the *Edit* button, and assign privileges as needed. **You are encouraged to use groups instead of assigning permissions directly to users to simplify tracking of privileges.** A red asterisk (*) next to a user indicates they have per-module permission – click the *Access* button for details.

Name / Email	Username	Linked To	Access Level	Options
<i>Be sure to click 'Save' after changing any default access levels.</i>				

[Save Levels](#)



Go through the entire list of users and identify the ones that have a number at their end of their username (e.g. john.smith3), who is an also a Local User. Please see the screenshot below as an example.

<input type="checkbox"/>	Mr John Smith john.smith3@det.nsw.edu.au	john.smith3 Local User	-	Teacher	Edit	Password	Access	Remove User
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Once you have the list of this type of Local Users with a number at the end of their Sentral username, you need to check their Sentral usernames against their DoE usernames. If there is any discrepancy, you need to update their Sentral username to be the same as their DoE username. By doing this, when they SSO through DoE login into Sentral, Sentral won't automatically create another user profile under the same user due to the username difference.

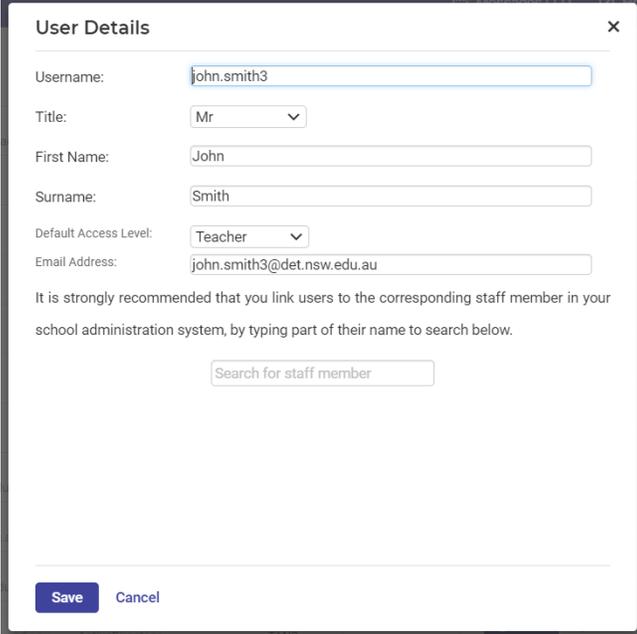
Here are the steps for you to quickly update their usernames.

1. Click on the 'Edit' button for the user you would like to update their username for.

<input type="checkbox"/>	Mr John Smith john.smith3@det.nsw.edu.au	john.smith Local User	-	Teacher	Edit	Password	Access	Remove User
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2. A pop-up window should appear.

A screenshot of a 'User Details' pop-up window. The window has a title bar with 'User Details' and a close button (X). It contains several form fields: 'Username' with the value 'john.smith3', 'Title' with a dropdown menu showing 'Mr', 'First Name' with 'John', 'Surname' with 'Smith', 'Default Access Level' with a dropdown menu showing 'Teacher', and 'Email Address' with 'john.smith3@det.nsw.edu.au'. Below these fields is a paragraph of text: 'It is strongly recommended that you link users to the corresponding staff member in your school administration system, by typing part of their name to search below.' followed by a search input field labeled 'Search for staff member'. At the bottom left of the window are two buttons: 'Save' and 'Cancel'.

3. Within the pop-up window, update their username in the Username field to be the same as their DoE username, then click on 'Save'.

User Details

Username:

Title:

First Name:

Surname:

Default Access Level:

Email Address:

It is strongly recommended that you link users to the corresponding staff member in your school administration system, by typing part of their name to search below.



- Once 'Save Successful' appears then disappears, check in the user list to confirm if their username has been updated correctly.

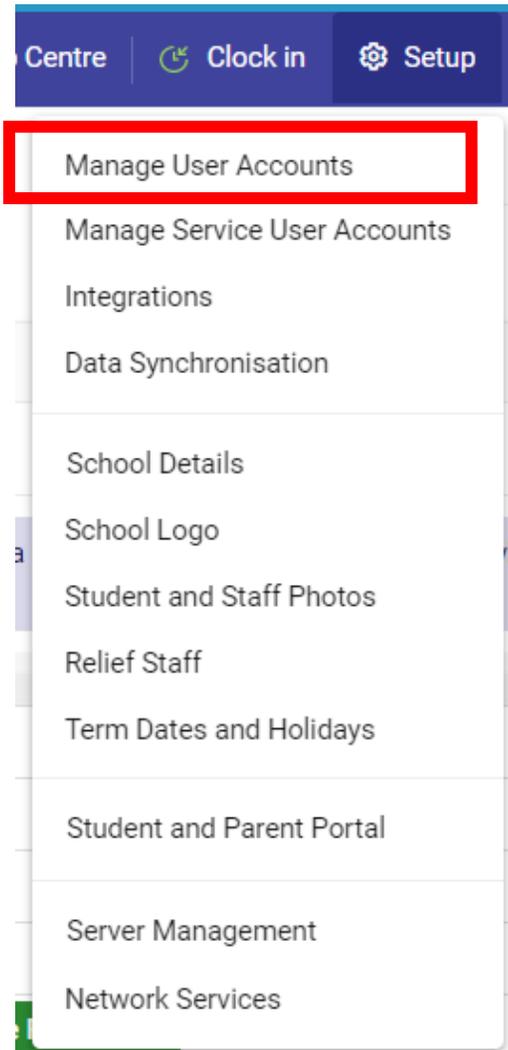
<input type="checkbox"/>	Mr John Smith john.smith3@det.nsw.edu.au	<input type="text" value="john.smith"/> Local User	-	<input type="text" value="Teacher"/>	<input type="button" value="Edit"/>	<input type="button" value="Password"/>	<input type="button" value="Access"/>	<input type="button" value="Remove User"/>
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Appendix B – Removing Legacy Sentral User Accounts

To set up external user account access after SSO implementation, you need to firstly log into Sentral, and click on '**Setup**', which is around the top right hand corner as shown in the screenshot below.



Then you should now see a drop-down box. Click on **Manage User Accounts** (first on the list from top down).





The following 'Manage Sentral User Accounts' page will appear.

Manage Sentral User Accounts								+ New User
<small>Active users in Sentral are displayed in the listing below. Modify user properties using the <i>Edit</i> button, and assign privileges as needed. You are encouraged to use groups instead of assigning permissions directly to users to simplify tracking of privileges. A red asterisk (*) next to a user indicates they have per-module permission – click the <i>Access</i> button for details.</small>								
Name / Email	Username	Linked To	Access Level	Options				
<small>Be sure to click 'Save' after changing any default access levels.</small>								
<input type="checkbox"/> Not Availa	test.teacher Local User	-	Executive	Edit	Password	Access	X Remove User	
<input type="checkbox"/> Mr literatu principal@edu.com	literatu Local User	-	Administrator *	Edit	Password	Access	X Remove User	
<input type="checkbox"/> OOSH test@test.com	oosh ActiveDirectory	-	No Access *	Edit	Password	Access	X Remove User	
<input type="checkbox"/> Mr Demo Account	hayden.demo Local User	-	Administrator	Edit	Password	Access	X Remove User	
<input type="checkbox"/> Sentral Account	sentral Local User	-	Teacher	Edit	Password	Access	X Remove User	



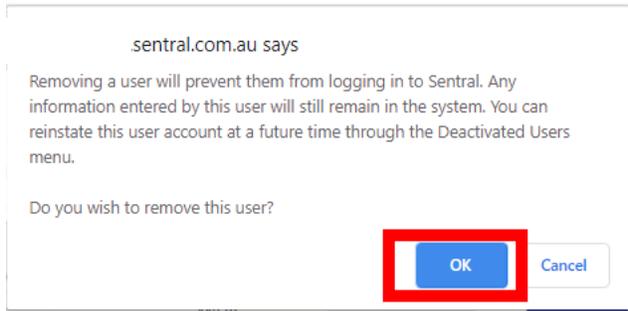
Review your user list and remove the non-current ones. You can either remove them one by one or select all the ones you would like to remove and remove them at once.

Remove user account individually

Find the user account you would like to remove, and click on 'Remove User'.

<input type="checkbox"/> Barbara SMITH	smithb ActiveDirectory	-	No Access *	Edit	Password	Access	X Remove User
<input type="checkbox"/> joe smith	jsmith ActiveDirectory	-	No Access *	Edit	Password	Access	X Remove User
<input checked="" type="checkbox"/> Mr John Smith john.smith@xyzcompany.com.au	John Smith Local User	-	Viewer	Edit	Password	Access	X Remove User

The following pop-up window will show up. Select 'OK' and the user will be removed from Sentral system.



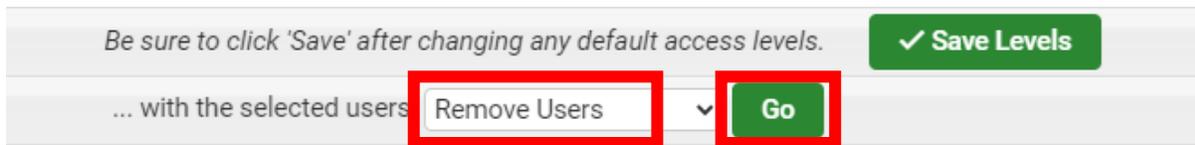
To remove multiple user accounts at once

Select all the user accounts you would like to remove by ticking their boxes on the left hand side.

<input checked="" type="checkbox"/>	Joe smith	jsmith ActiveDirectory	-	No Access	Edit	Password	Access	Remove User
<input checked="" type="checkbox"/>	Mr John Smith john.smith@xyzcompany.com.au	John Smith Local User	-	Viewer	Edit	Password	Access	Remove User



Scroll all the way to the bottom of the page then select 'Remove Users' in the second row as shown below and click on 'Go'.



The following pop-up window will show up. Select 'OK' and all the selected users will be removed from Sentral system.



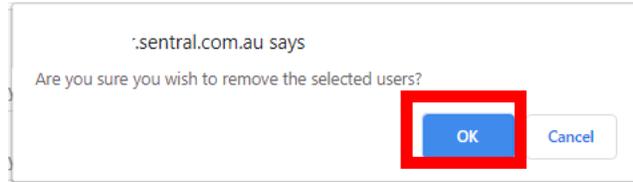
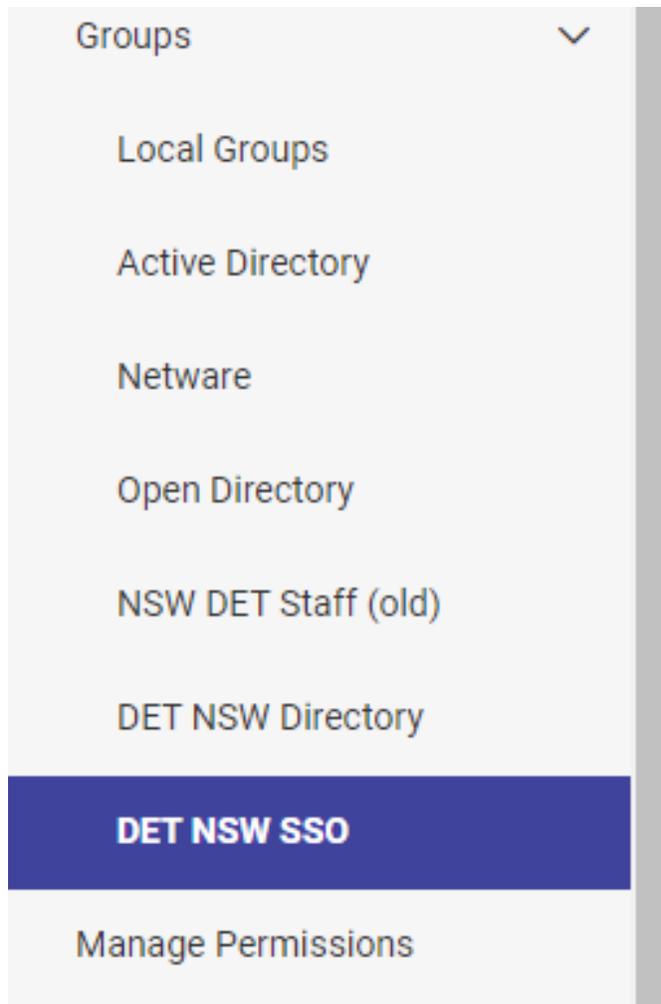


Figure 1 – Change to Groups Menu

In the Sentral Setup Menu, under Manage User Accounts you will find the Groups submenu. Instead of choosing “DET NSW Directory” after SSO is enabled use “DET NSW SSO”

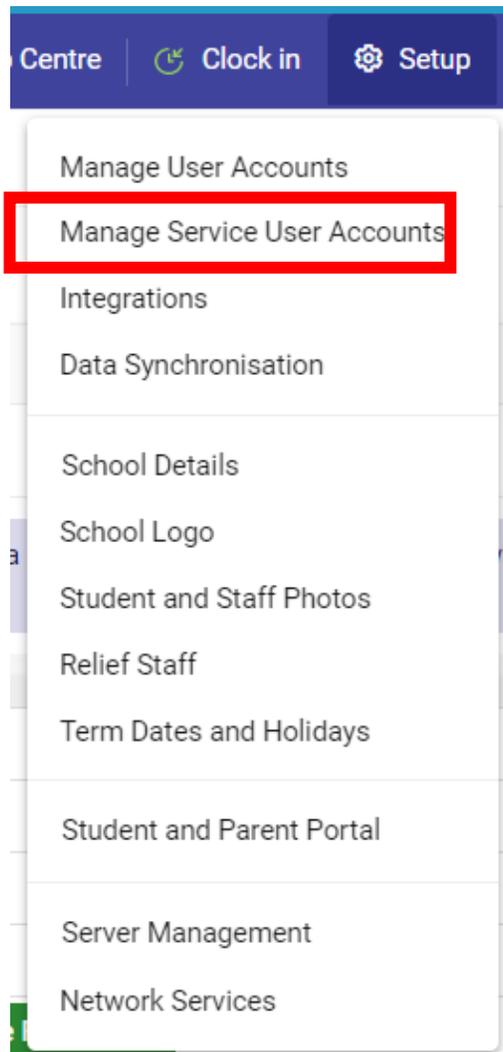


Appendix C – Setting up a Service Account for LISS Synchronisation

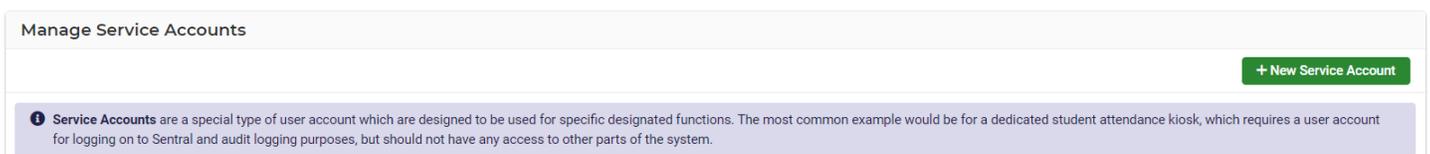
To set up a service account for LISS Synchronisation, you need to firstly log into Sentral, and click on '**Setup**', which is around the top right hand corner as shown in the screenshot below.



Then you should now see a drop down box. Click on **Manage Service User Accounts** (second on the list from top down).



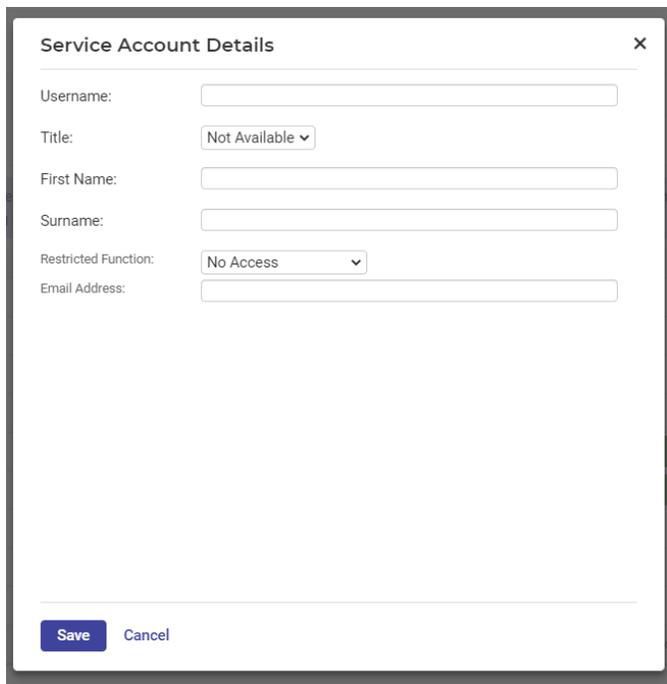
Manage Service Account page opens. Read the highlighted panel if you need an explanation about Service Accounts.



Click on **+ New Service Account** button.



A **'Service Account Details'** dialog box opens as shown below.



The screenshot shows a dialog box titled "Service Account Details" with a close button (X) in the top right corner. The form contains the following fields:

- Username:
- Title:
- First Name:
- Surname:
- Restricted Function:
- Email Address:

At the bottom left, there are two buttons: "Save" and "Cancel".



Fill in the relevant details (the screenshot below is an example only).

Service Account Details ✕

Username:

Title:

First Name:

Surname:

Restricted Function:

Email Address:

Tips:

1. When coming up with a username for a Service Account, it is recommended that you somehow use the word LISS in the name (e.g. Edval/LISS). It will be quite helpful for identification purposes later on especially when you are setting up a large number of service accounts.
2. For a Service Account to have a LISS Synchronisation functionality; you must select LISS Synchronisation for the Restricted Function field. All other details can contain your own internal references.
3. You don't need to put anything in the 'Email Address' field.



Once you finish inputting the details, click on **Save**.

Save



Dialog box closes after '**Save Successful!**' message flashes. You have now successfully set up a service account for LISS Synchronisation.



A green highlighted section should appear above the heading Manage Service Accounts. Safely record the default password assigned to this new service account, which is shown in this green highlighted section.

Sentral Setup > Authentication > Users > Manage Service Accounts

✔ Service Account added with the following password. Copy this password down as once this message is removed the password cannot be retrieved: ff77a9b8-e61e-459a-bb2b-e3a8321f1fb7

Manage Service Accounts

[+ New Service Account](#)



Please feel free to check on the Manage Service Account page to make sure your recently created service account is there and all the details are correct.

Manage Service Accounts

[+ New Service Account](#)

Service Accounts are a special type of user account which are designed to be used for specific designated functions. The most common example would be for a dedicated student attendance kiosk, which requires a user account for logging on to Sentral and audit logging purposes, but should not have any access to other parts of the system.

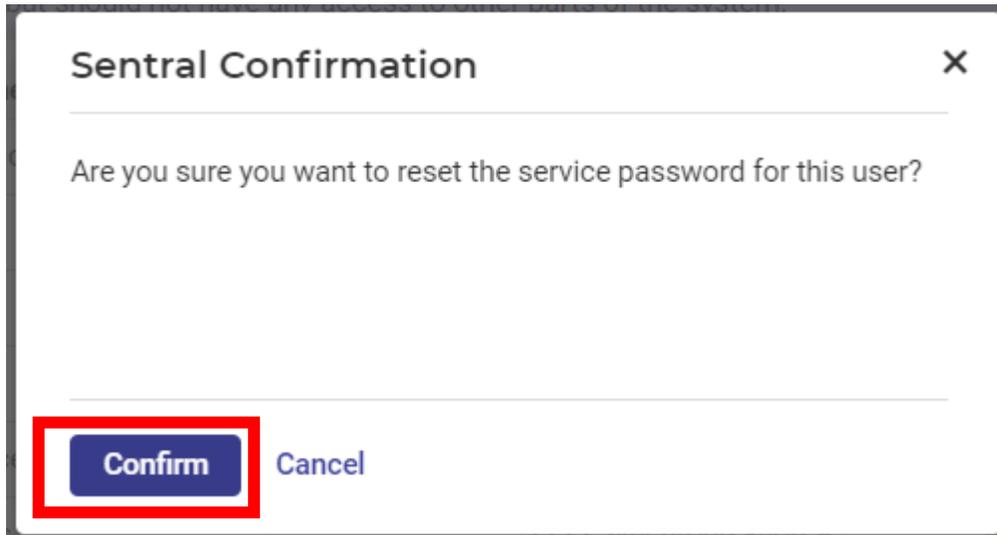
Name	Username	Restricted Function	Options
The Front Office Kiosk	Front office kiosk	Attendance Kiosk	Edit
The Library Kiosk	LibKiosk	Attendance Kiosk	Edit
The Sick Bay Kiosk	SickBay	Attendance Kiosk	Edit
The Visitor Kiosk	Visitor	Attendance Kiosk	Edit
Mr Front Office Kiosk Menu	frontoffice.kioskmenu	Attendance Kiosk	Edit
The Edval LISS	edval.liss	LISS Synchronisation	Edit Reset Service Password



If you forgot the assigned default password, you can always click on the **'Reset Service Password'** button and create another default password accordingly.



Once you click on 'Reset Service Password', the following confirmation screen will show up. Click on **'Confirm'**



Then safely record the new default password assigned to this new service account, which is shown in this green highlighted section.





Sentral LISS Synchronisation Service Account can allow users to log into a number of 3rd party Sentral partnered software providers' platform and perform data synchronisation with Sentral with the LISS Synchronisation Service Account login set up for the user.

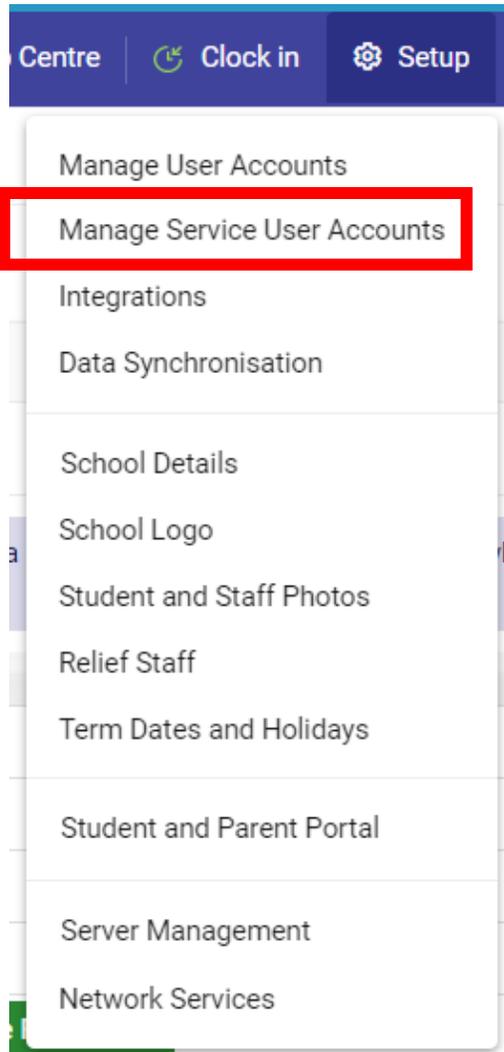
To find out how to log into Edval with your new Edval LISS Service Account details and synchronise your Edval timetable data with Sentral, please check out the 'Edval Sync Instructions' also been provided to you.

Appendix D – Setting up a Service Account for Kiosk

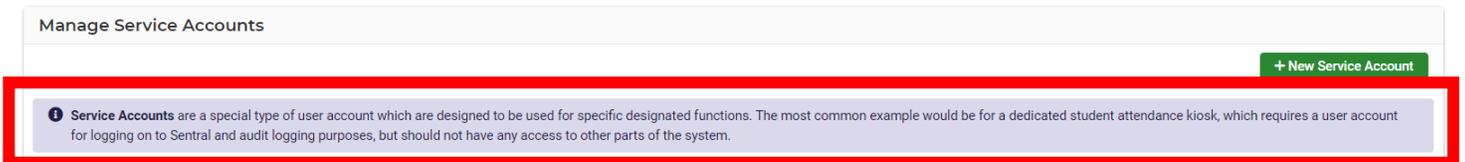
To set up a service account for kiosk, you need to firstly log into Sentral, and click on '**Setup**', which is around the top right hand corner as shown in the screenshot below.



Then you should now see a drop down box. Click on **Manage Service User Accounts** (second on the list from top down).



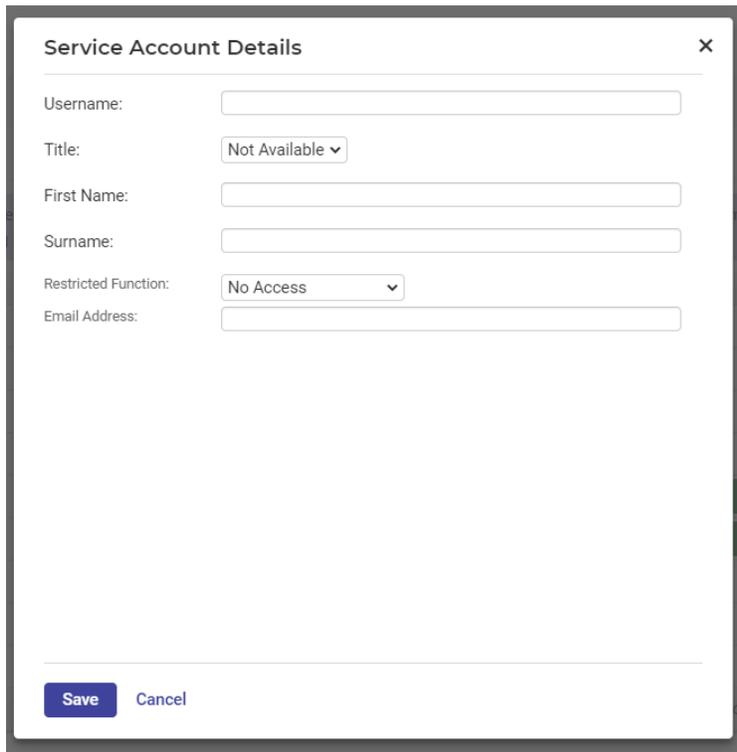
Manage Service Account page opens. Read the highlighted panel if you need an explanation about Service Accounts.



Click on **+ New Service Account** button.



A **'Service Account Details'** dialog box opens as shown below.



The screenshot shows a dialog box titled "Service Account Details" with a close button (X) in the top right corner. The form contains the following fields:

- Username:
- Title:
- First Name:
- Surname:
- Restricted Function:
- Email Address:

At the bottom left, there are two buttons: "Save" and "Cancel".



Fill in the relevant details for your kiosk (the screenshot below is an example only).

Service Account Details ✕

Username:

Title:

First Name:

Surname:

Restricted Function:

Email Address:

Tips:

1. When coming up with a username for a Service Account, it is recommended that you somehow use the word 'kiosk' in the username. It will be quite helpful for identification purposes later on.
2. For a Service Account to have a Student Kiosk functionality; you must select Attendance Kiosk for the Restricted Function field. All other details can contain your own internal references.
3. You don't need to put anything in the 'Email Address' field.



Once you finish inputting the details, click on **Save**.



Dialog box closes after '**Save Successful!**' message flashes.

You have now successfully set up a service account for your school kiosk. Please feel free to check on the Manage Service Account page to make sure your recently created kiosk service account is there and all the details are correct.

Manage Service Accounts			
			+ New Service Account
<p>Service Accounts are a special type of user account which are designed to be used for specific designated functions. The most common example would be for a dedicated student attendance kiosk, which requires a user account for logging on to Sentral and audit logging purposes, but should not have any access to other parts of the system.</p>			
Name	Username	Restricted Function	Options
The Front Office Kiosk	Front office kiosk	Attendance Kiosk	Edit

Note:

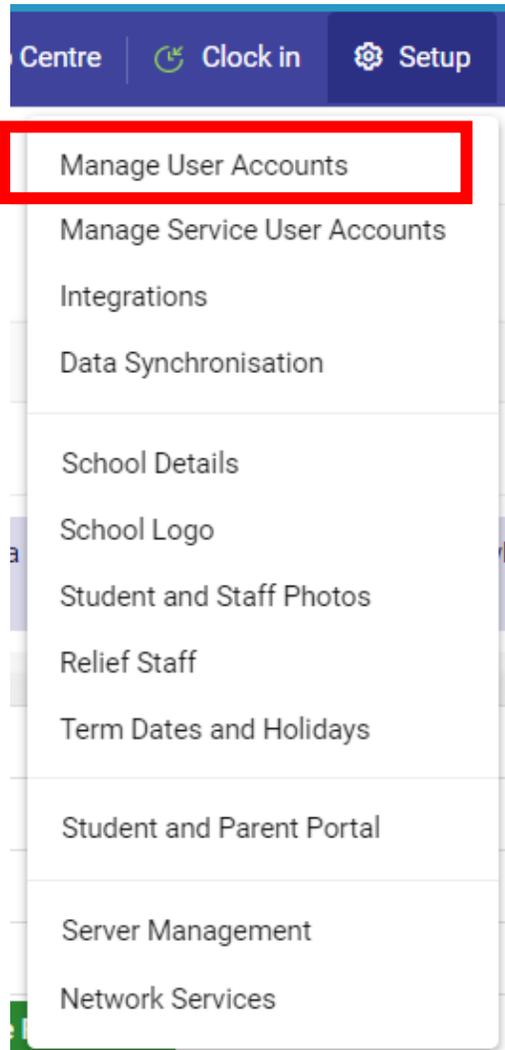
You will need to repeat this process (setup a Service Account) for each physical kiosk you wish to create (e.g. a kiosk machine at the Front Office; a kiosk machine at medical office and so forth). A kiosk can have multiple menus (linked to its Service Account) but it cannot have multiple service accounts built into the kiosk.

Appendix E – Setting up External User Account Access

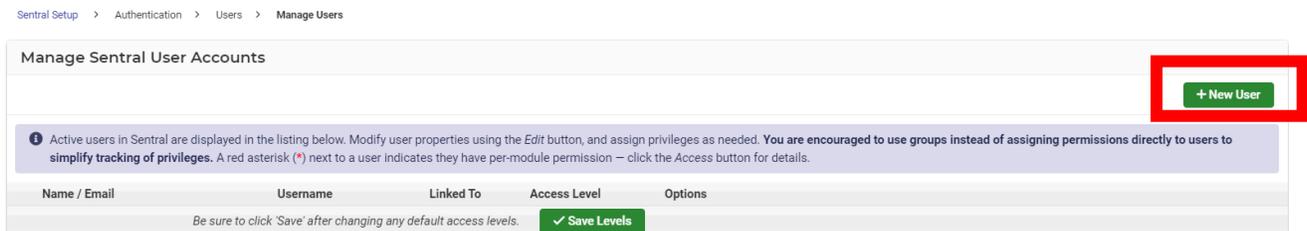
To set up external user account access after SSO implementation, you need to firstly log into Sentral, and click on '**Setup**', which is around the top right hand corner as shown in the screenshot below.



Then you should now see a drop-down box. Click on **Manage User Accounts** (first on the list from top down).



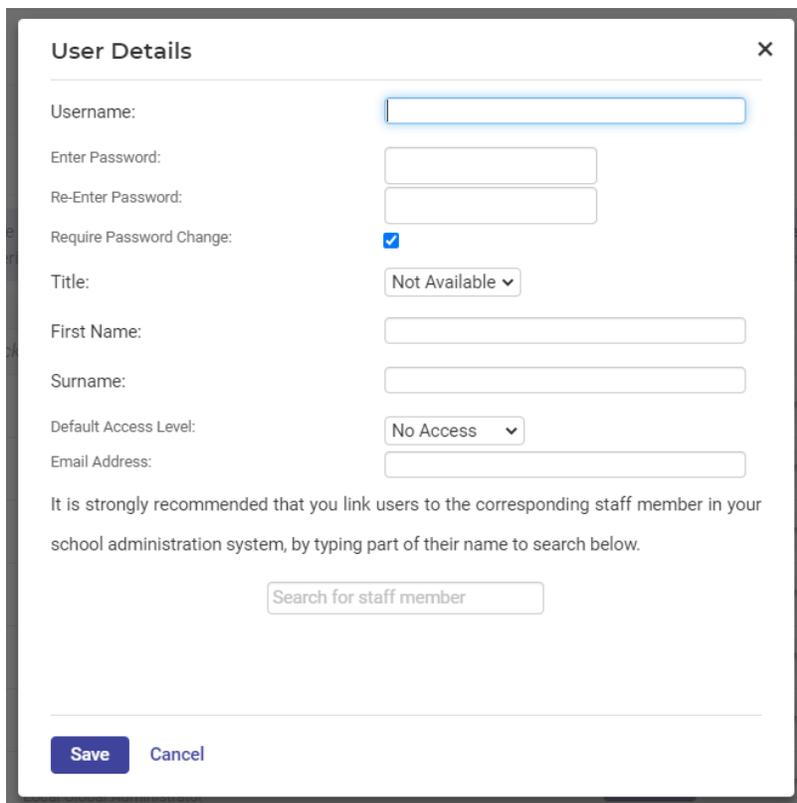
The following 'Manage Sentral User Accounts' page will appear.



Click on '+ New User'



Then the following 'User Details' pop-up window will show up.



The 'User Details' pop-up window contains the following fields and options:

- Username:
- Enter Password:
- Re-Enter Password:
- Require Password Change:
- Title:
- First Name:
- Surname:
- Default Access Level:
- Email Address:

It is strongly recommended that you link users to the corresponding staff member in your school administration system, by typing part of their name to search below.



Fill in the external user details accordingly and click on 'Save'.

User Details ✕

Username:

Enter Password:

Re-Enter Password:

Require Password Change:

Title:

First Name:

Surname:

Default Access Level:

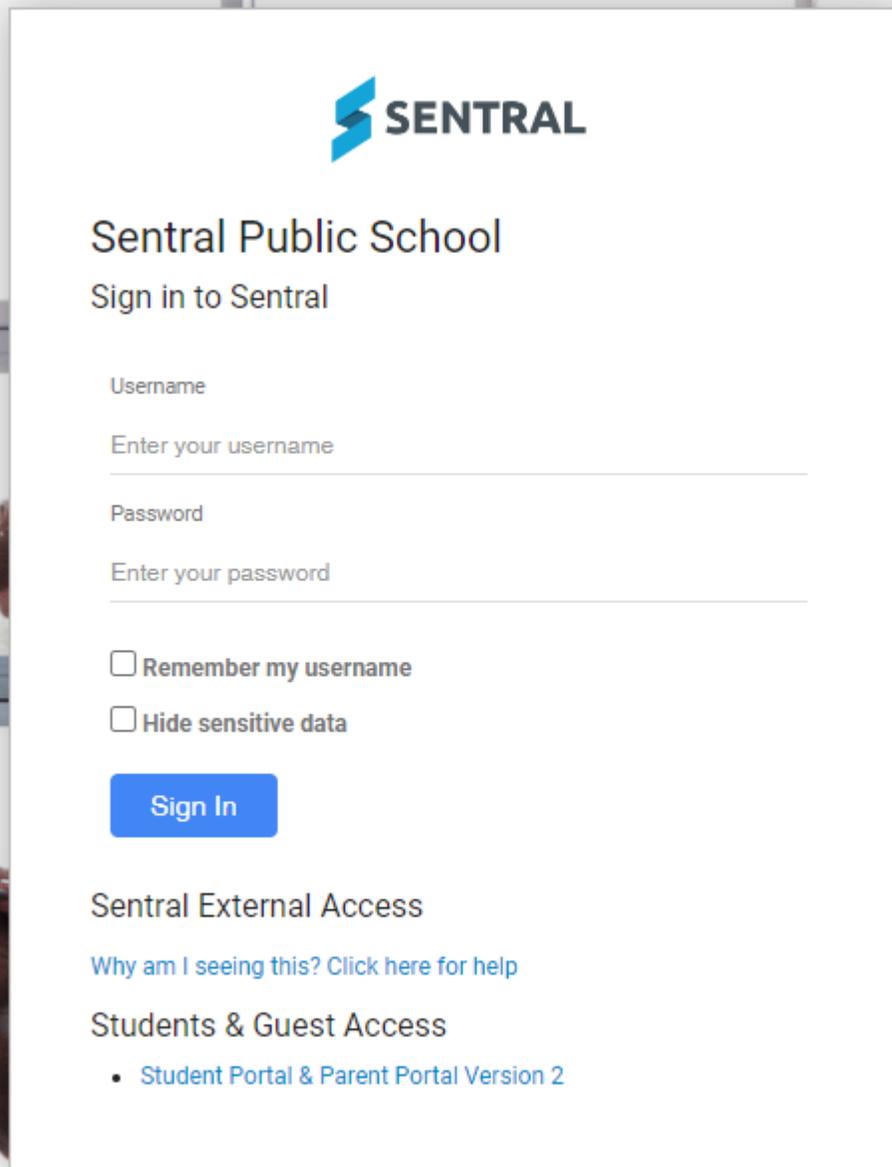
Email Address:

It is strongly recommended that you link users to the corresponding staff member in your school administration system, by typing part of their name to search below.



Once the external user account is successfully created, you can provide the Username and Password to the external user. The external user can then log into your Sentral portal with the external user login URL you will provide to them.

<https://<sentral url>/?manual=true>



The screenshot shows a login page for Sentral Public School. At the top is the Sentral logo. Below it is the school name and the instruction 'Sign in to Sentral'. There are two input fields: 'Username' with the placeholder 'Enter your username' and 'Password' with the placeholder 'Enter your password'. Below the password field are two checkboxes: 'Remember my username' and 'Hide sensitive data'. A blue 'Sign In' button is positioned below the checkboxes. At the bottom of the form area, there is a section for 'Sentral External Access' with a link 'Why am I seeing this? Click here for help', and a section for 'Students & Guest Access' with a bullet point 'Student Portal & Parent Portal Version 2'.

Appendix F – Troubleshooting User Access

In the event a user cannot get access, there are a few troubleshooting steps that can be performed

1) Access Roles.

The NSWDET Portal defines what roles a user has. For a user to successfully login to Sentral, they need to have one of the below roles defined:

- SCHOOL.TEACHER
- SCHOOL.CASUALNONTEACHER
- SCHOOL.CASUALTEACHER
- SCHOOL.SUBEXECUTIVE
- SCHOOL.TEACHER.APPLICANT
- SCHOOL.SUBEXEC
- SCHOOL.PRINCIPAL
- SCHOOL.NONTEACHER
- SCHOOL.DEPUTYPRINCIPAL
- SCHOOL.PRACTICE

If a user has the role SCHOOL.STUDENT they will be treated as a student and explicitly denied access.

2) User Attributes.

A users' login may fail if the user doesn't have a FirstName and a Surname in the directory. Note that just a "Display Name" is not sufficient. This should only be an issue for newly created user accounts.

3) If a user receives an error similar to "Metadata Not Found", please contact our Support Desk. **Please Note:** that these errors should appear for all users at your school, as they are not specific to an individual user.