

Loops – Single Sign-on

Microsoft 365

Introduction

For an organization with users in a Microsoft 365 environment, the easiest way to administer users in Loops is to use AzureAD as an Identify Provider (IDP) and login with Single Sign-on. That way, the user can login to Loops using their Microsoft account and don't have to remember a separate set of credentials.

The organization needs a bit of support from Loops to be configured for SSO. Loops needs a Microsoft 365 tenant ID or the email domain used for the Microsoft365 accounts.

As soon as we have prepared the organization, someone with administrator rights in AzureAD needs to approve the app and grant permissions.

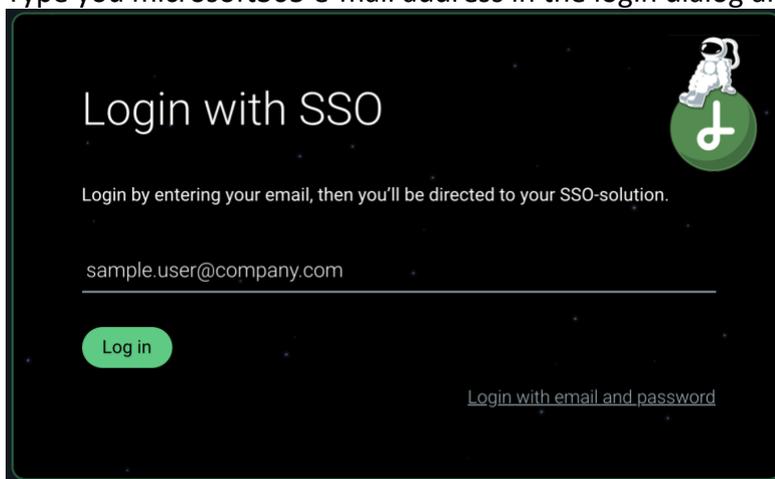
When logging in with SSO, the user is let in after a successful login with Microsoft. If the user doesn't exist in in Loops, an account will be created.

Approve and Grant Access to Loops' AzureAD Enterprise Application

To complete the setup of SSO, we need an approval from and AzureAD admin that they trust us to use the Microsoft 365 environment for login, this is because we request information about the user. The easiest way to start that process is to attempt a login. The first attempt will fail, because access has not yet been granted but it will prepare the AzureAD for what needs to be done.

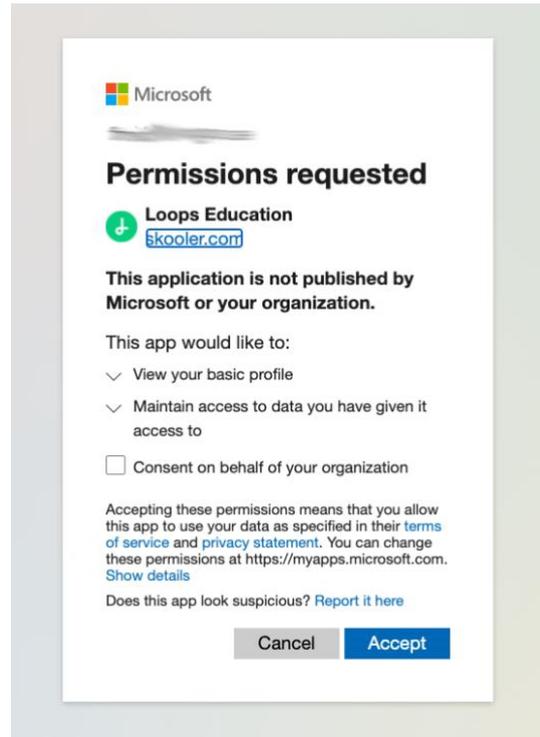
Step by step, this is what you need to do:

1. Go to <https://loops.education> to log in. If you are already logged in to Loops, please logout.
2. Type you microsoft365 e-mail address in the login dialog and click "Login with SSO".



3. Press the green button "Log in"

- You will now be redirected to the usual Microsoft dialog to login, if this is the first time, you will then get a permission request like in the picture to the right
- Check "Consent on behalf of your organization" and then click "Accept".



This is when the login to loops will probably fail.

Next step is to log in, as an AzureAD admin, to AzureAD to complete the final steps.

Setting up the Enterprise Application
In AzureAD, you need to go to "Enterprise Applications".

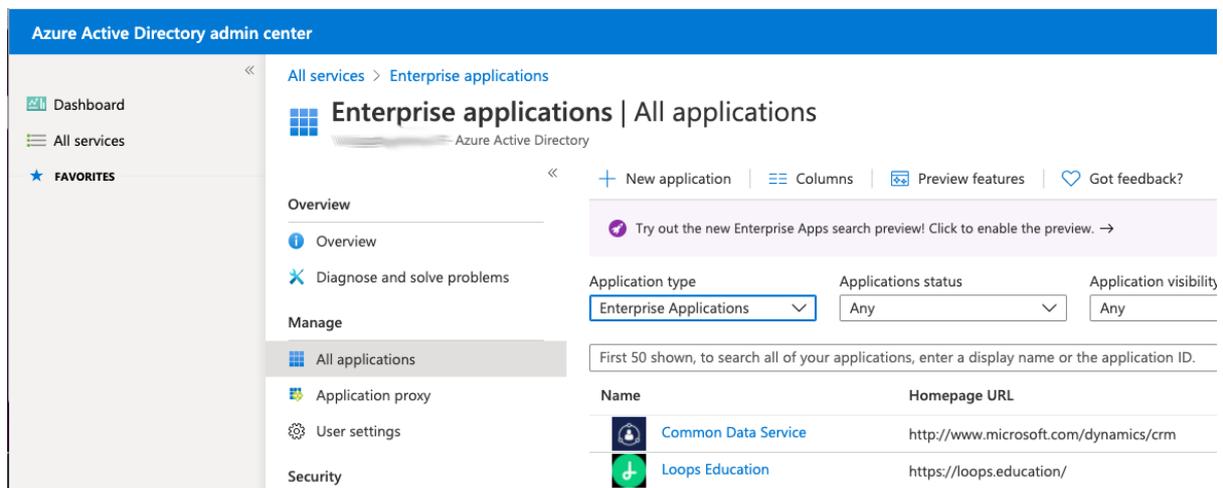
This link will take you there:

https://aad.portal.azure.com/#blade/Microsoft_AAD_IAM/StartboardApplicationsMenuBlade/AllApps

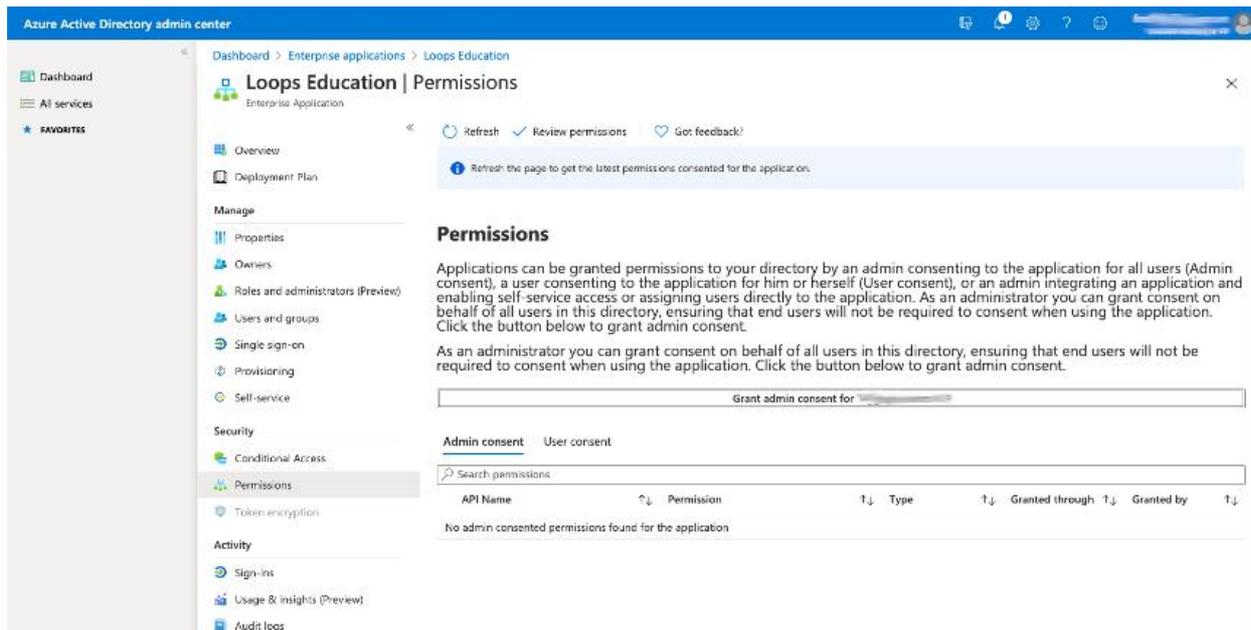
If the link doesn't work, open the menu panel and select the "Admin" app. You will be redirected to the Microsoft 365 Admin Center.

In the Admin Center, you select "Azure Active Directory". If you cannot see it in the menu, you need to select "Show all" to reveal it.

In the Azure AD admin center, click "All services" to get to the screen below. Select "Enterprise applications", then select "All applications" and you will see a list with Apps. In that list, you should now have an app called "Loops Education".



Select the app "Loops Education", and then pick "Permissions" in the menu to the left. The screen you get to will look like this:



Click “Grant admin consent for” and accept the requested rights.

To login with SSO

There are two ways to initiate a login process using SSO.

The first one we have already used above, to let the user type in their email address and click “login with SSO”. However, if you are already logged in to the Microsoft environment, you probably don’t want to type your email address. To handle that, Loops provides you with a unique login link that you can put on your intranet, school portal or wherever the users can easily find it to get into Loops.

Following that link normally takes the user straight into Loops.

The link will look something like the below, where the last part is what makes it unique.

<https://loops.education/oidc/example.com>

If the user is logged in on several Microsoft accounts, Microsoft will first ask which account to use for the login.

Setup role mapping.

To assign the correct role to a user, Loops can be configured in a few different ways.

If your organization is a school with Education licenses, you normally don’t need to do anything. If we detect a student license the user will be assigned the role of a pupil and if the license is a faculty license, the user will be assigned the role of a teacher.

If you are not using Microsoft Education licenses, the easiest way is to define a group in AzureAD where you include all teachers/leaders. We can then configure Loops to let users belonging to that group, be assigned the correct role.