



# Microsoft Entra ID SSO & SCIM Guide (OIDC)

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## Getting Started

### Accessing your user-based license

You can find your new SSO/SCIM User Licensing subscription in My Account:

- Navigate to [www.snapgene.com/account](http://www.snapgene.com/account)
- Log in with your existing credentials
- From the header drop down, select your user based subscription

### Preparing SnapGene

In order to follow the below steps to enable your SSO/SCIM configuration, you will need to be using at least version 8.0 (or 8.1 for Ubuntu) of SnapGene, and have deactivated your existing SnapGene activation.

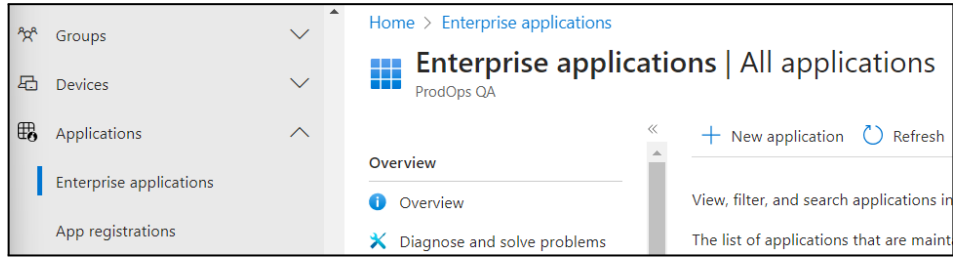
- To download the latest version, visit our [Updates](#) page, or update via the in-app updates feature
- Deactivate your current license by following **Help -> Manage License...**
- Let the SnapGene team know if your deactivation limit needs to be extended
- After deactivation, SnapGene should display the activation screen, or reopen in Viewer mode.  
You are now ready to apply your SSO and/or SCIM configuration following the steps below.

### Microsoft Entra ID Configuration

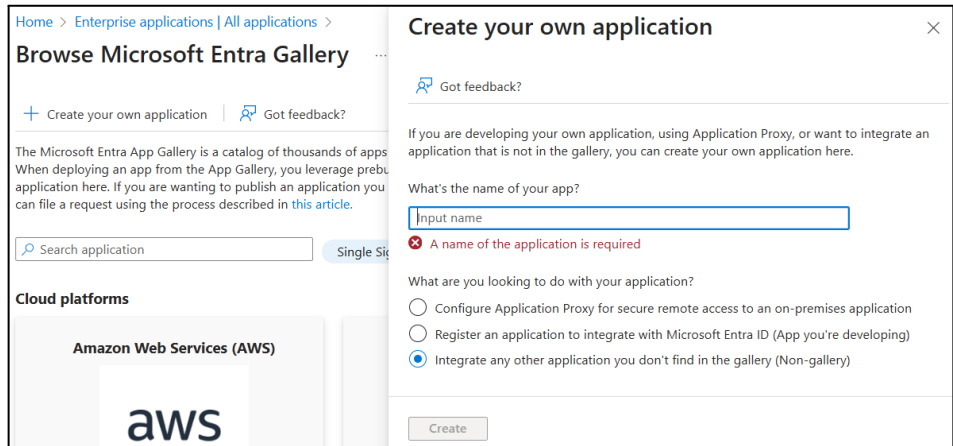
To use Microsoft Entra ID as your vendor, please follow the steps below to configure your application. The first two sections detail instructions for setting up SnapGene as an SSO application in Entra ID, while the third configures SCIM for identity management.

## Creating an Application in Microsoft Entra ID

1. From the **Applications** side menu, select **Enterprise applications**. From here, select **New application**:

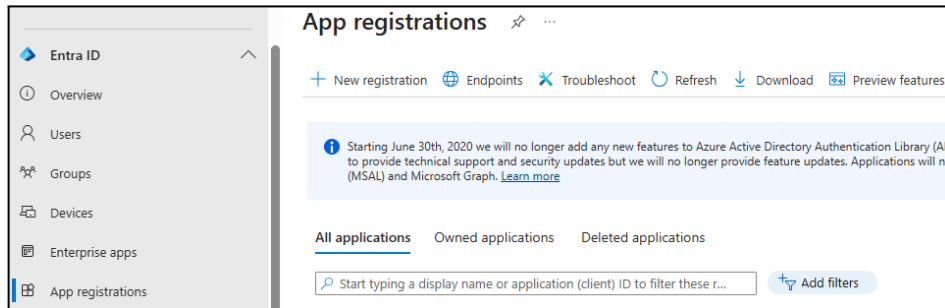


2. Select **Create your own application**. Enter your application name e.g. "SnapGene", select the **Non-gallery** application option, and click **Create**:

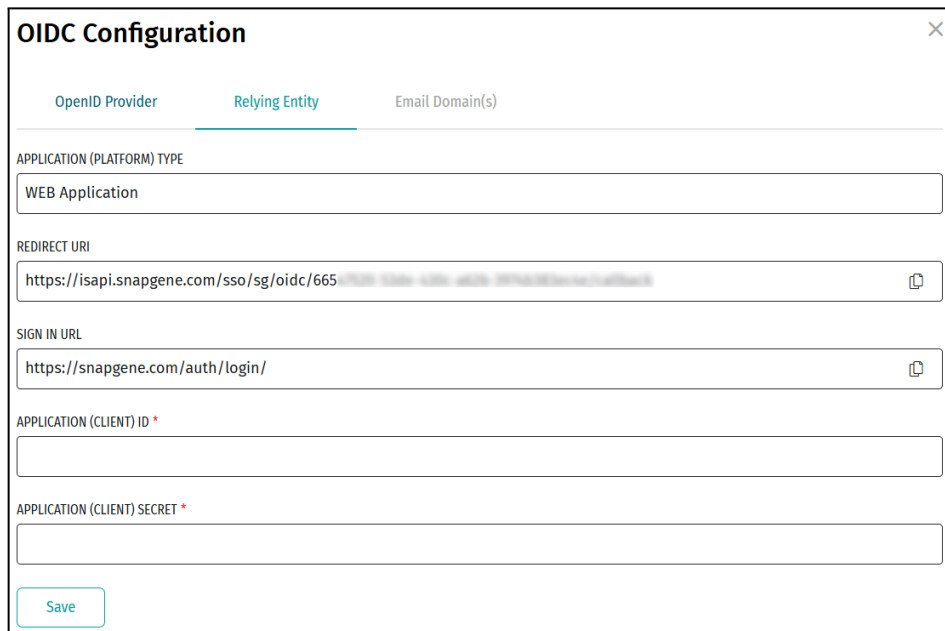


## Single sign-on (SSO) Configuration

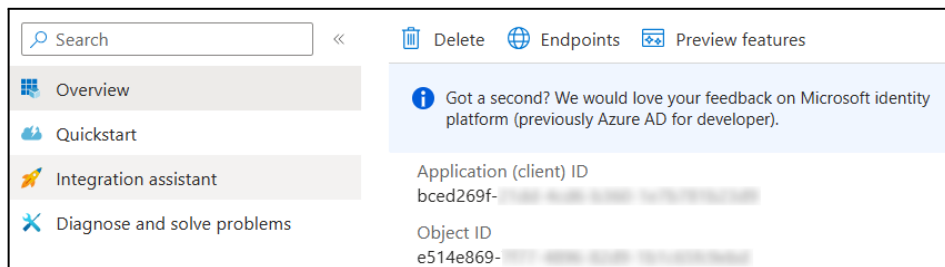
Once created, use the **App registrations** menu on the left, then find your application under **All applications**. Before continuing here, you will need to configure SnapGene's [My Account](#), and use information from here to configure Entra ID.



1. From My Account, select **Manage Seats**, then **Authentication**
2. Add an **OIDC ID Provider**
3. Switch to the **Relying Entity** tab

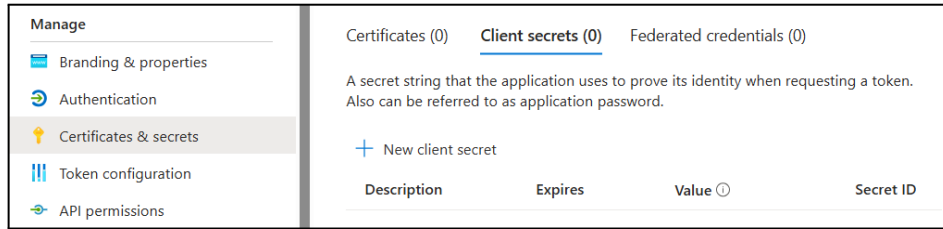
The screenshot shows the 'OIDC Configuration' dialog box with the 'Relying Entity' tab selected. The dialog has three tabs: 'OpenID Provider', 'Relying Entity', and 'Email Domain(s)'. The 'Relying Entity' tab contains several input fields: 'APPLICATION (PLATFORM) TYPE' with 'WEB Application' entered; 'REDIRECT URI' with 'https://isapi.snapgene.com/sso/sg/oidc/665...'; 'SIGN IN URL' with 'https://snapgene.com/auth/login/'; 'APPLICATION (CLIENT) ID \*' (empty); and 'APPLICATION (CLIENT) SECRET \*' (empty). A 'Save' button is at the bottom left.

4. Returning to Entra ID, copy across the **Application (client) ID** into My Account:



5. In Entra ID, create an **Application (Client) Secret** by following the **Certificates & secrets** menu.

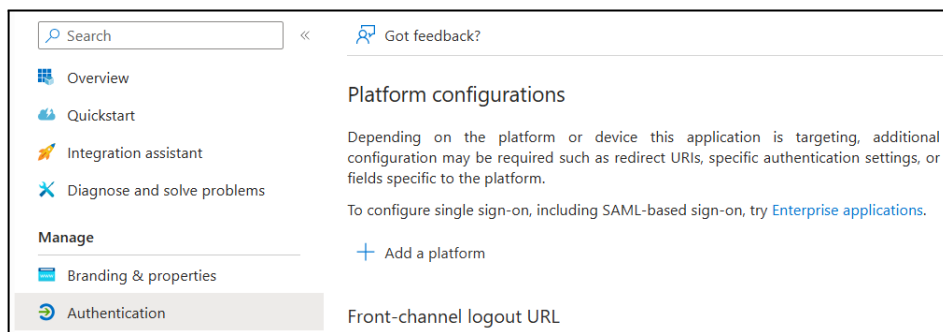
Copy this into My Account. Click **Save**:



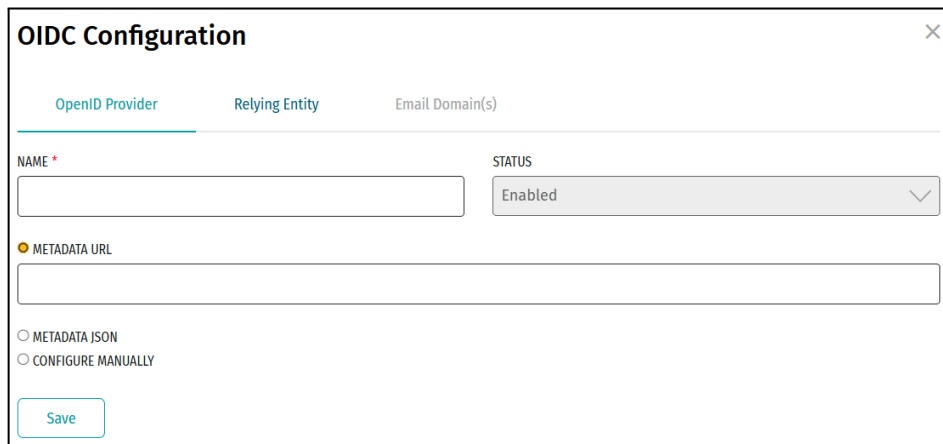
6. Next, the **Redirect URI** must be shared with Entra ID.

Copy the **Redirect URI** from My Account. In Entra ID, navigate to the **Authentication** menu and select **Add a platform**.

Select **Web**, pasting in the copied **Redirect URI**, and click **Configure**:

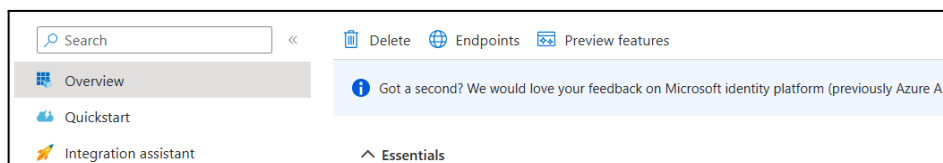


7. Returning to My Account, switch to the **OpenID Provider** tab, and enter a name e.g. SnapGene:



8. Next, the **Metadata URL** must be shared with My Account.

In Entra ID, navigate to the **Overview** menu and select **Endpoints**. Copy the **OpenID Connect metadata document** value and save this as the **Metadata URL** in My Account. Click **Save**:



9. Navigate to the **Domains** tab and add the email domain(s) that you wish to be able to use with SSO. Click **Save**:

The screenshot shows the 'Add Domain' modal in the Domains tab. The modal has a title 'Add Domain' and a close button. Below the title, there is a text input field labeled 'DOMAIN NAME' containing the text 'mycompany.com'. A 'Save' button is located at the bottom of the modal. The background shows the 'Domains' tab interface with a sidebar and a main content area.

10. You will need to verify ownership of this domain. Click **View** and follow the on-screen instructions to verify this, either by HTML file or DNS TXT record.
11. Once verified, return to the **Authentication** tab, and use the **Email Domain(s)** SAML tab to provide email addresses and/or email domains SSO access to SnapGene. **First, test SSO access with a single email address by adding that email address in full:**

The screenshot shows the 'SAML 2.0 Configuration' modal, specifically the 'Email Domain(s)' tab. The modal has a title 'SAML 2.0 Configuration' and a close button. Below the title, there are three tabs: 'Identity Provider', 'Service Provider', and 'Email Domain(s)'. The 'Email Domain(s)' tab is active. Below the tabs, there is a text input field labeled 'EMAIL DOMAIN' containing the text 'Email or domain...'. An 'Add' button is located to the right of the input field. Below the input field, there is a table with the following data:

EMAIL(S) / DOMAIN(S)	MODE	STATUS	
my.name@mycompany.com	Email	Enabled	<a href="#">Disable</a> <a href="#">Delete</a>

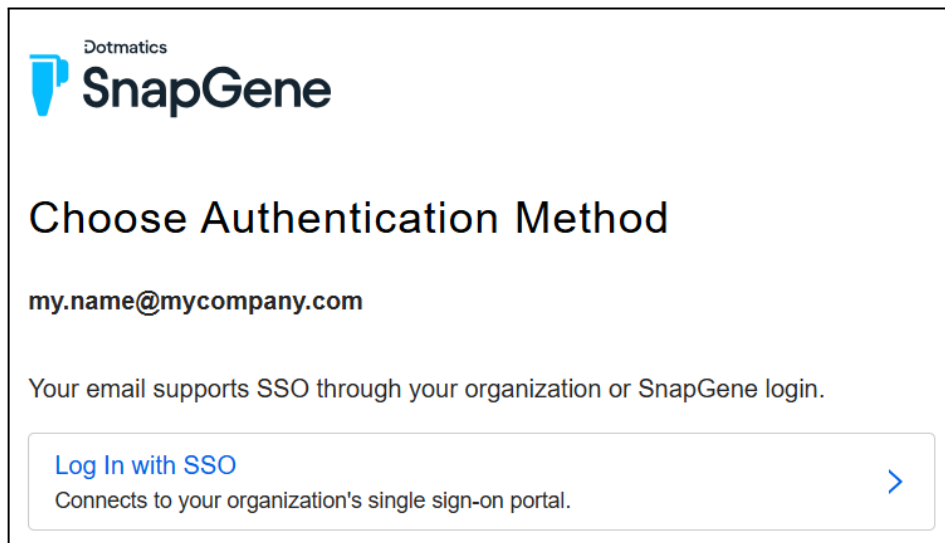
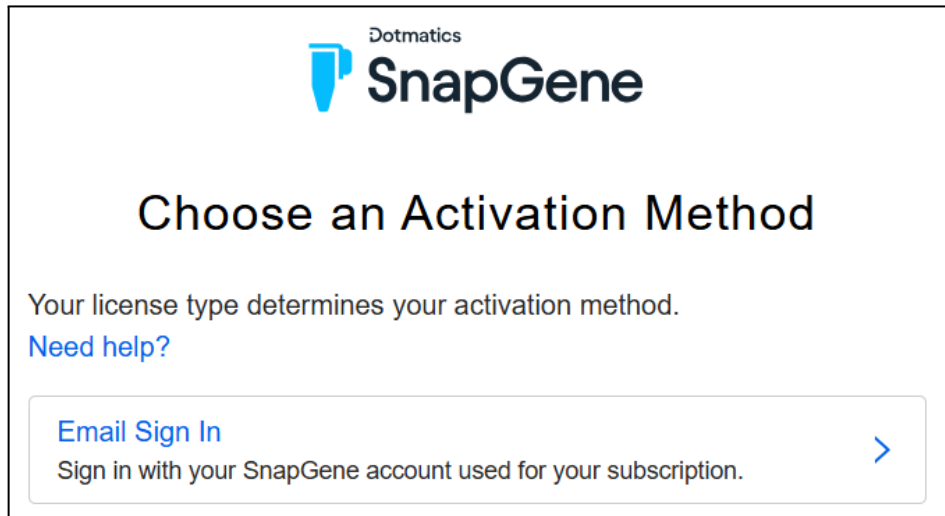
12. If you are using Entra ID only for SSO, and not SCIM, you will need to invite these user(s) under the **Users** tab in My Account. Otherwise, SCIM users will be provisioned from Entra ID in the SCIM configuration section later in this guide.

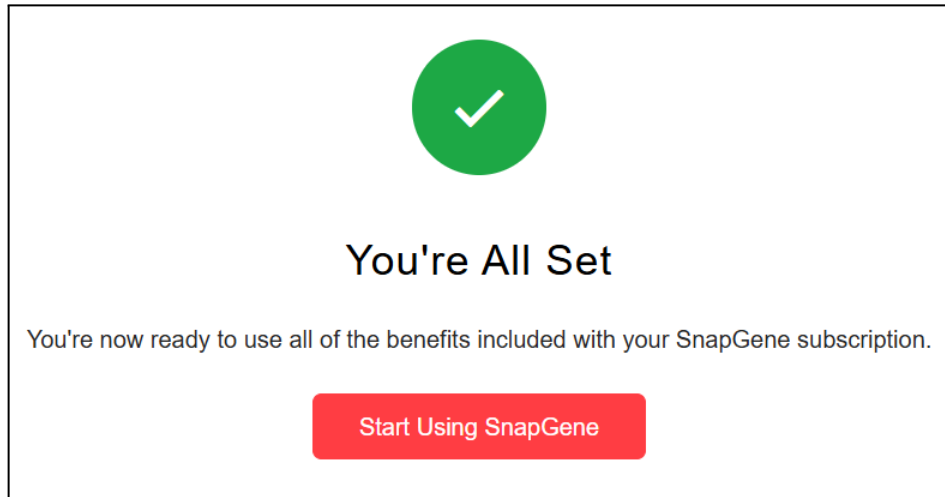
The screenshot shows the 'Invite Users' modal. The modal has a title 'Invite Users' and a close button. Below the title, there is a text input field containing the text 'my.name@mycompany.com'. Below the input field, there is a text label '19 invitations remaining'. A 'Send Invitations' button is located at the bottom of the modal. The background shows the 'Manage Your Seats' tab interface with a sidebar and a main content area.

13. If this user does not yet exist in Entra ID, create them in Entra ID now. From Entra ID, assign this user to your application from the Applications menu.

If you are also configuring SCIM, then this process will instead be done later after provisioning has been configured (see the SCIM section of this guide for provisioning users).

14. In the SnapGene application, activate your software, selecting the **Email Sign In** option. Continue through the screens, selecting **Log In with SSO** as your authentication method:





15. Once you have verified that SnapGene activates with this method, and are ready to enable SSO for your entire domain, add the email domain(s) that you wish to use with SSO. Also add the other users in both the **Users** tab of My Account, and in Entra ID as you have above:

**SAML 2.0 Configuration** ✕

Identity Provider    Service Provider    Email Domain(s)

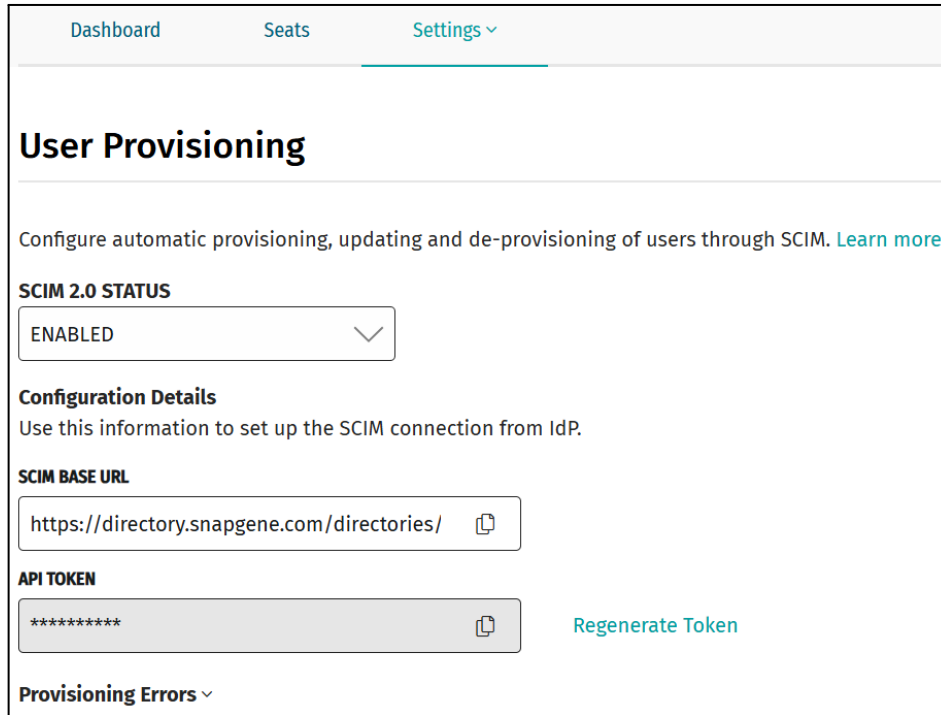
EMAIL DOMAIN

Email or domain... Add

EMAIL(S) / DOMAIN(S)	MODE	STATUS	
mycompany.com	Domain	Enabled	<a href="#">Disable</a> <a href="#">Delete</a>

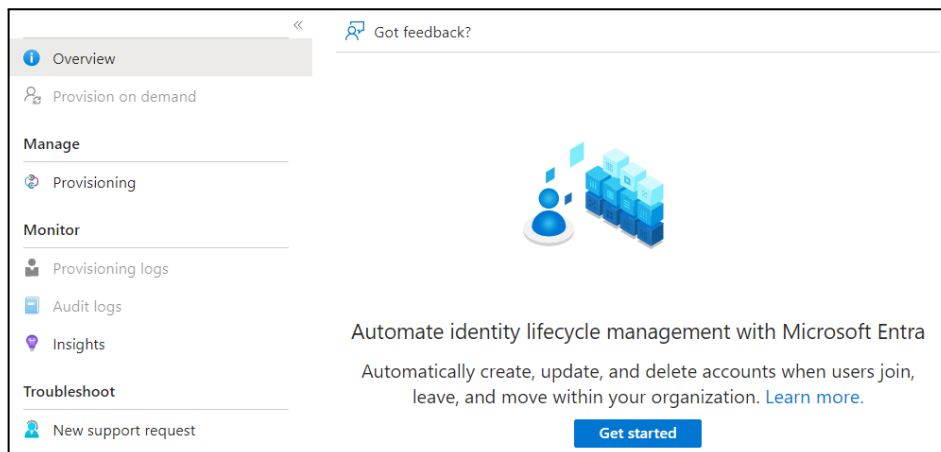
## SCIM Identity Management Configuration

1. To configure SCIM, you will first need to retrieve your SnapGene connection details from [My Account](#)
  1. From My Account, select **Manage Seats**, then **User Provisioning**
  2. Enable SCIM 2.0 and keep your **SCIM Base URL** and **API Token** handy for the next step:

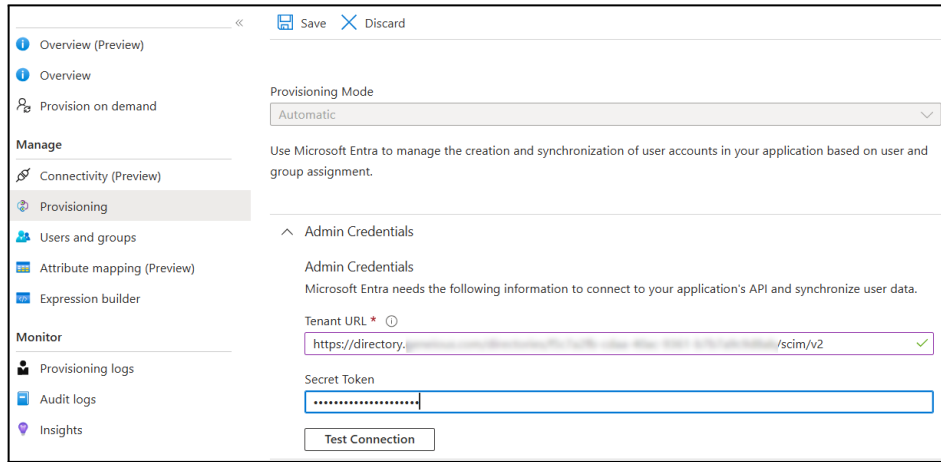


The screenshot shows the 'User Provisioning' settings page. At the top, there are navigation tabs for 'Dashboard', 'Seats', and 'Settings'. The main heading is 'User Provisioning'. Below the heading, there is a sub-heading 'SCIM 2.0 STATUS' with a dropdown menu set to 'ENABLED'. Underneath, there is a section for 'Configuration Details' with the instruction 'Use this information to set up the SCIM connection from IdP.' This section includes a 'SCIM BASE URL' field containing 'https://directory.snapgene.com/directories/' and an 'API TOKEN' field with masked characters '\*\*\*\*\*'. A 'Regenerate Token' button is located to the right of the API token field. At the bottom, there is a 'Provisioning Errors' dropdown menu.

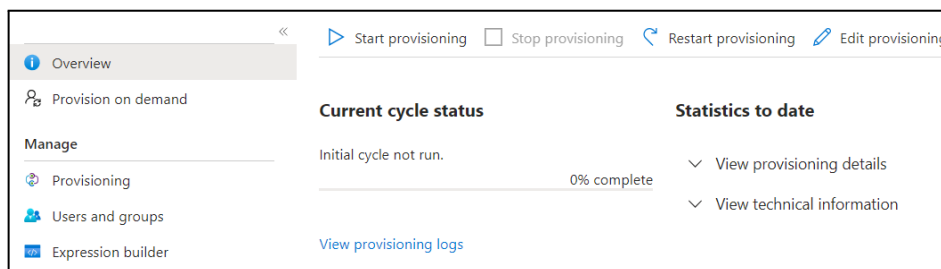
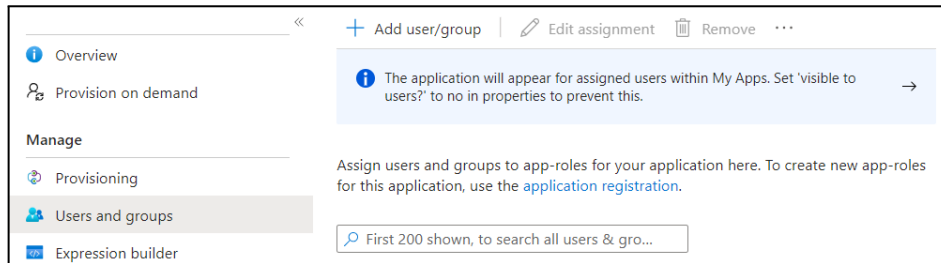
2. Then in the **Provisioning** menu of your Entra ID **Enterprise** application:
  1. Select **Get started**
  2. Select **Automatic** as your **Provisioning Mode**
  3. Add your **SCIM Base URL** and **API Token Key**, copied from My Account, as the **Tenant URL** and **Secret Token**, respectively
  4. Click **Test Connection**
  5. Click **Save**



The screenshot shows the Microsoft Entra Provisioning configuration page. On the left, there is a navigation menu with options: 'Overview', 'Provision on demand', 'Manage' (with sub-items 'Provisioning'), 'Monitor' (with sub-items 'Provisioning logs', 'Audit logs', 'Insights'), and 'Troubleshoot' (with sub-item 'New support request'). The main content area features a blue 3D bar chart icon and the text: 'Automate identity lifecycle management with Microsoft Entra. Automatically create, update, and delete accounts when users join, leave, and move within your organization. [Learn more.](#)' A blue 'Get started' button is positioned at the bottom right of the main content area.



3. You have now successfully configured your user provisioning connection between Entra ID and SnapGene. You can now provision users from Entra ID into SnapGene by
  1. Returning to the **Provisioning** menu
  2. Select **User and groups**
  3. Click **Add user/group**
  4. **Select** and **Assign** those users/groups
  5. Return to the **Overview** of the **Provisioning** menu and click **Start provisioning**
  6. Click **Refresh** in the top right to see the provisioning complete



Start provisioning  Stop provisioning  Restart provisioning  Edit provisioning

Overview

Provision on demand

Manage

- Provisioning
- Users and groups
- Expression builder

Monitor

- Provisioning logs

**Current cycle status**

Initial cycle completed.

100% complete

**Statistics to date**

- View provisioning details
- View technical information

Users

1

[View provisioning logs](#)

- Returning to My Account after provisioning is complete will show the end user(s) ready to activate SnapGene in the **Seats** tab - please reload the page:

**Manage Your Seats**

1 of 20 seats used | [Download XLSX](#)

Users

[Add](#)

Showing 1 to 1 of 1 seats

EMAIL	NAME	ACTIVATED ON	DEVICES USED	STATUS
my.name@mycompany.com			0 / 2	PENDING

- In the SnapGene application, activate your software, selecting the **Email Sign In** option. Continue through the screens, selecting **Log In with SSO** as your authentication method:

Dotmatics

**SnapGene**

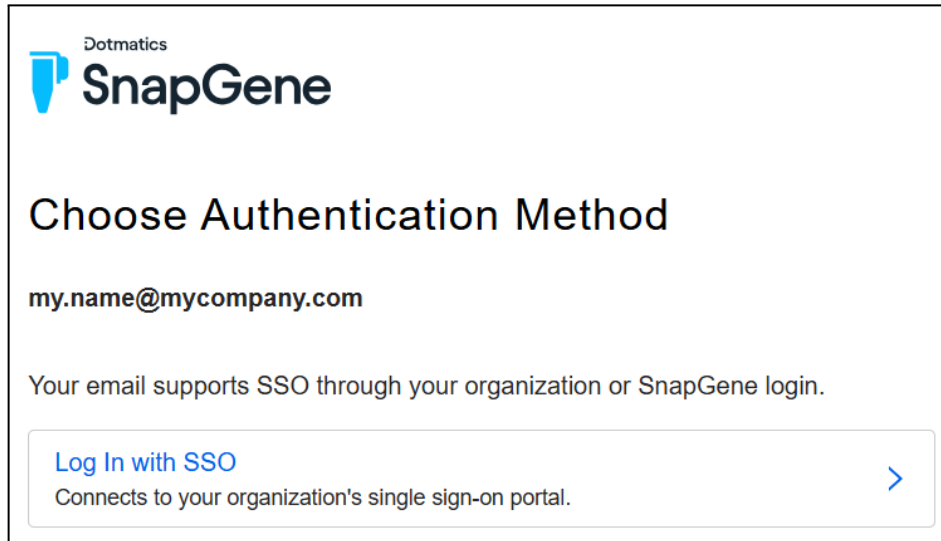
**Choose an Activation Method**

Your license type determines your activation method.

[Need help?](#)

**Email Sign In** [>](#)

Sign in with your SnapGene account used for your subscription.



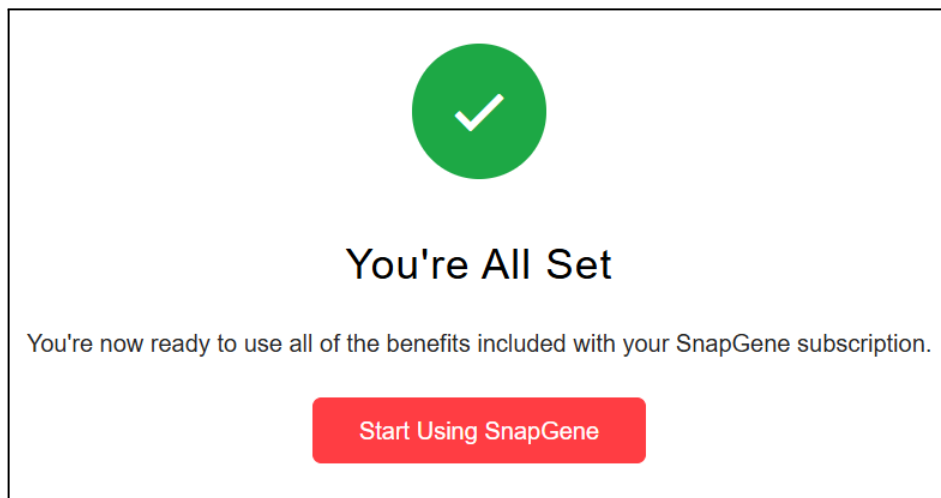
Dotmatics  
**SnapGene**


## Choose Authentication Method

**my.name@mycompany.com**

Your email supports SSO through your organization or SnapGene login.

[Log In with SSO](#) >  
Connects to your organization's single sign-on portal.





## You're All Set

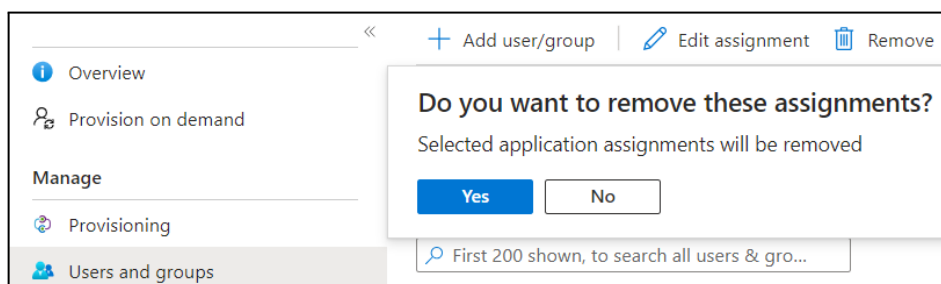
You're now ready to use all of the benefits included with your SnapGene subscription.

[Start Using SnapGene](#)

### Revoke User

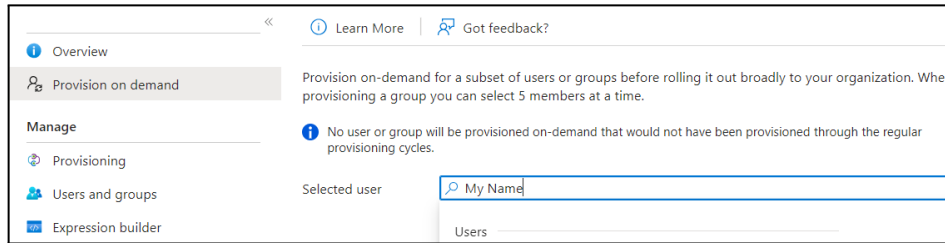
To revoke a user via Entra ID:

1. In the **Users and groups** menu within your **Enterprise application**, select the user and click **Remove** and **Yes** to remove the assignment. Alternatively, remove the group, or the user from the group, if you have assigned a group to the application instead:



The screenshot shows the Entra ID management interface. On the left, a sidebar menu includes 'Overview', 'Provision on demand', 'Manage', 'Provisioning', and 'Users and groups'. The main area shows a confirmation dialog with the title 'Do you want to remove these assignments?' and the message 'Selected application assignments will be removed'. Below the message are 'Yes' and 'No' buttons. At the bottom of the dialog is a search bar with the text 'First 200 shown, to search all users & gro...'. Above the dialog, there are navigation options: '+ Add user/group', 'Edit assignment', and 'Remove'.

2. Then from the **Provision on demand** menu, search for and select that same user, and click **Provision**:



3. Return to My Account and refresh the page. That user will now be removed from the **Users** list
4. Finally, in SnapGene, follow the **Help -> About SnapGene** menu. Here you will be notified that the activation has been revoked.