

Training Scheduling

# Configuring SignifyHR for Teams Integration



West End Office Park, Block C, 1st Floor, 54 Hall Street, Die Hoewes, Centurion, South Africa

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## USERS

The Signify Technical support team completes the configuration for Microsoft Teams on Signify after the client provides the information required in the section **Information needed by Signify to configure Teams Integration**.



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### CONFIGURATION FOR MICROSOFT TEAMS

Path to screen: System Administration | Tools | Configuration | Framework

#### **Microsoft Teams Settings**

• In the description search, type in <u>Teams</u> and click on the search button.

CONFIGURATION MODULE SETTING DETAIL					
Description Teams Section All Sections V Module All Modules	✓ Q Search	C Clear			
Update Settings Clear Application Cache					
Selected setting and direct children					
Description		Module		Setting Value	
MS Teams Active		Training Scheduling			
Teams Api Key		Training Scheduling	GzX7Q~LJqt2yowdY5Rgm3H		
Teams Id to create virtual meeting		Training Scheduling	e3f89385-4106-4797-bb6d-d7		
()					
Update Settings Clear Application Cache	2				

- MS Teams Active setting should be checked (on).
- Teams API Key This value is client specific and is the client secret of a secret linked to an App Registration created on Azure.
- Teams Id to create virtual meeting a client specific value. The user/identity's id on whom the meetings in the system will be booked on.



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### Information needed by Signify to configure Teams Integration

Informatio	What is	Where do you get this?					
n	this?						
1. Tenant	This is the	<ul> <li>Login to the Azure Portal <u>https://portal.azure.com/</u></li> </ul>					
Id	tenant id	Go to Azure Active Directory					
	of the	Copy the Tenant ID					
	client's	Signify Software   Overview					
	tenant on	Azure Active Directory					
	Azure						
		Preview features     Microsoft Entra has a simpler, integrated experience for managing a					
		X Diagnose and solve problems					
		Manage Monitoring Properties Recommendations 1					
		Search your tenant					
		Groups     Basic information					
		External Identities					
		Roles and administrators           Name         Signify Software					
		Administrative units Tenant ID a94ed6b1-9207-4541-971d-b295c3436fe4					
2. Client Id	This is the	<ul> <li>Login to the Azure Portal <u>https://portal.azure.com/</u></li> </ul>					
	client id of	Go to App Registrations					
	the App	<ul> <li>Click on + New Registration</li> </ul>					
	Registratio	App registrations 🖈					
	n created	+ New registration 🕀 Endpoints					
	for Teams	<ul> <li>Type the name Signify Teams Integration, select the and click on</li> </ul>					
	Integration	Register					
	on Azure	Register an application					
		* Name					
		Signify Teams Integration					
		Supported account types					
		Who can use this application or access this API?           Accounts in this organizational directory only (Signify Software only - Single tenant)         Image: Software only - Single tenant)					
		After creating the registration the client id can be found in the					
		Overview section					
		Signify leams integration 🖉					
		✓ Search « Î Delete ⊕ Endpoints  Preview features					
		Overview     Fesentials					
		Quickstart     Display name : Signify Teams Integration					
		Integration assistant         Application (client) ID         2851aa43-493c-4d35-8b13-f599dbc850a6					



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3. Client	This is the	<ul> <li>Login to the Azure Portal <u>https://portal.azure.com/</u></li> </ul>						
Secret	secret	Go to App Registrations						
	value of a	Select Signify Teams Integration						
	secret	• Select Certificates & secrets, select Client secrets and click on +						
	linked to	New client secret						
	the App	Certificates (0) Client secrets (1) Federated credentials (0)						
	Registratio	Certificates & secrets     A secret string that the application uses to prove its identity when requesting						
	n created	Token configuration						
	previously	API permissions     How client secret						
		<ul> <li>Type the name of the secret Signify Teams Integration Secret,</li> </ul>						
		select Expires as <b>Recommended: 180 days (6 months)</b> and click						
	Add.							
		Add a client secret ×						
		Description Signify Teams Integration Secret						
		Expires						
		• Very important. copy the secret value, this is the client secret						
		Description Expires Value O Secret ID						
		Signify Teams Integration Secret 8/29/2023 2yuMWz 🗅 38568c4a-38f1-4a66-950c-e0bbd09f53de 🗈 💼						
		Click on + New Registration						
4. User	This is the	Login to the Azure Portal <u>https://portal.azure.com/</u>						
Obiect Id	Object ID	a Coto Azuro Activo Directory						
)	Object ID	• Go to Azure Active Directory						
	on Azure	Go to Azure Active Directory     Select Users						
<b>j</b>	on Azure for the	<ul> <li>Go to Azure Active Directory</li> <li>Select Users</li> <li>Create a new user or select an existing user e.g. Signify Teams</li> </ul>						
	on Azure for the user on	<ul> <li>Go to Azure Active Directory</li> <li>Select Users</li> <li>Create a new user or select an existing user e.g. Signify Teams User.</li> </ul>						
	on Azure for the user on who's	<ul> <li>Go to Azure Active Directory</li> <li>Select Users</li> <li>Create a new user or select an existing user e.g. Signify Teams User.</li> <li>Important: Make sure MFA is turned off for this user</li> </ul>						
	on Azure for the user on who's behalf	<ul> <li>Go to Azure Active Directory</li> <li>Select Users</li> <li>Create a new user or select an existing user e.g. Signify Teams User.</li> <li>Important: Make sure MFA is turned off for this user</li> <li>Select the user and copy the Object ID</li> </ul>						
	on Azure for the user on who's behalf meetings	<ul> <li>Go to Azure Active Directory</li> <li>Select Users</li> <li>Create a new user or select an existing user e.g. Signify Teams User.</li> <li>Important: Make sure MFA is turned off for this user</li> <li>Select the user and copy the Object ID</li> <li>Home &gt; Signify Software [Users &gt; Users &gt;</li> <li>Signify Master Test Account</li></ul>						
	on Azure for the user on who's behalf meetings will be	<ul> <li>Go to Azure Active Directory</li> <li>Select Users</li> <li>Create a new user or select an existing user e.g. Signify Teams User.</li> <li>Important: Make sure MFA is turned off for this user</li> <li>Select the user and copy the Object ID</li> <li>Home &gt; Signify Software [Users &gt; Users &gt;</li> <li>Signify Master Test Account</li> </ul>						
	on Azure for the user on who's behalf meetings will be scheduled	<ul> <li>Go to Azure Active Directory</li> <li>Select Users</li> <li>Create a new user or select an existing user e.g. Signify Teams User.</li> <li>Important: Make sure MFA is turned off for this user</li> <li>Select the user and copy the Object ID</li> <li>Home &gt; Signify Master Test Account</li> <li>Signify Master Test Account</li> <li>Search C Edit properties Delete C Refersh Q Reset passworc</li> </ul>						
	on Azure for the user on who's behalf meetings will be scheduled in	<ul> <li>Go to Azure Active Directory</li> <li>Select Users</li> <li>Create a new user or select an existing user e.g. Signify Teams User.</li> <li>Important: Make sure MFA is turned off for this user</li> <li>Select the user and copy the Object ID</li> <li>Home &gt; Signify Master Test Account User</li> <li>Search</li> <li>Edit properties</li> <li>Delete C Refresh</li> <li>Reset passworc</li> <li>Overview Monitoring Properties</li> </ul>						
	on Azure for the user on who's behalf meetings will be scheduled in SignifyHR	<ul> <li>Go to Azure Active Directory</li> <li>Select Users</li> <li>Create a new user or select an existing user e.g. Signify Teams User. Important: Make sure MFA is turned off for this user</li> <li>Select the user and copy the Object ID</li> <li>Home &gt; Signify Master Test Account User</li> <li>Signify Master Test Account User</li> <li>Search Vertice Monitoring Properties</li> <li>Signific Basic info</li> </ul>						
	on Azure for the user on who's behalf meetings will be scheduled in SignifyHR	<ul> <li>Go to Azure Active Directory</li> <li>Select Users</li> <li>Create a new user or select an existing user e.g. Signify Teams User. Important: Make sure MFA is turned off for this user</li> <li>Select the user and copy the Object ID</li> <li>Home &gt; Signify Master Test Account User</li> <li>Signify Master Test Account User</li> <li>Signify Master Test Account Deter Oreview Monitoring Properties</li> <li>Signify Master Test Account Signify Master Test Account</li> </ul>						
	on Azure for the user on who's behalf meetings will be scheduled in SignifyHR	<ul> <li>Go to Azure Active Directory</li> <li>Select Users</li> <li>Create a new user or select an existing user e.g. Signify Teams User. Important: Make sure MFA is turned off for this user</li> <li>Select the user and copy the Object ID</li> <li>Hone &gt; Signify Master Test Account User</li> <li>Search </li> <li>Edit properties Detec O Refresh </li> <li>Reset passworc</li> <li>Overview Monitoring Properties</li> <li>Audit logs</li> <li>Signify Master Test Account </li> <li>Manage </li> <li>Assigned roles </li> </ul>						
	on Azure for the user on who's behalf meetings will be scheduled in SignifyHR	<ul> <li>Go to Azure Active Directory</li> <li>Select Users</li> <li>Create a new user or select an existing user e.g. Signify Teams User. Important: Make sure MFA is turned off for this user</li> <li>Select the user and copy the Object ID</li> <li>Home &gt; Signify Master Test Account User</li> <li>Search ( Cerview Monitoring Properties Basic info Basic info Basic info Signify Master Test Account Member</li> <li>Signify Master Test Account Monitoring Properties Basic info Signify Master Test Account Member</li> <li>Signify Master Test Account Monitoring Properties Basic info Master Test Account Member</li> </ul>						
	on Azure for the user on who's behalf meetings will be scheduled in SignifyHR	<ul> <li>Go to Azure Active Directory</li> <li>Select Users</li> <li>Create a new user or select an existing user e.g. Signify Teams User. Important: Make sure MFA is turned off for this user</li> <li>Select the user and copy the Object ID</li> <li>Hone &gt; Signify Master Test Account User</li> <li>Signify Master Test Account User</li> <li>Search &lt;  C Edit properties Delete C Refesh &lt;  Reset passworc</li> <li>Overview Monitoring Properties</li> <li>Signify Master Test Account materiest@signify.co.za</li> <li>Addinistrative units</li> <li>Assigned roles</li> <li>Administrative units</li> <li>Groups User principal name matertest@signify.co.za</li> <li>Object ID Ubstd1-cfe3-4bfb-8053-1bd2574544c</li> </ul>						



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#### **API Permissions**

The following API permissions need to be granted (together with Admin consent on the **Signify Teams Integration** App Registration.

- Login to the Azure Portal <u>https://portal.azure.com/</u>
- Go to App Registrations
- Select Signify Teams Integration
- Select API Permissions
- Click + Add a permission
- Select the following
  - o Microsoft Graph



### Microsoft Graph

Take advantage of the tr Access Azure AD, Excel, I single endpoint.

• Application permissions

#### Application permissions

Your application runs as a b signed-in user.

- o Application.Read.All
- o OnlineMeetings.Read.All
- o OnlineMeetings.ReadWrite.All
- o User.Read.All
- Remember to Grant admin consent for these 4 permission after adding them



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#### Application access policy

Microsoft requires an application access policy to access online meetings on behalf of a user. In short, the **Signify Teams User** on whose behalf meetings are going to be added needs to grant permission to the **Signify Teams Integration** App Registration created.

https://learn.microsoft.com/en-us/graph/cloud-communication-online-meeting-application-access-policy

Execute the following as an admin user in powershell:

- Install the Teams module
   Install-Module MicrosoftTeams
- Import the module after installation and connect (enter the Signify Teams User credentials here) Import-Module MicrosoftTeams \$userCredential = Get-Credential Connect-MicrosoftTeams -Credential \$userCredential
- Create a new application access policy and link it to the client id of the Signify Teams Integration App Registration
   New-CsApplicationAccessPolicy -Identity Signify-Teams-Integration Policy -Applds "{client id of the App Registration goes here" -Description "Teams Integration Policy" See Information needed by Signify to configure Teams Integration (2. Client id) Grant access to Signify-Teams-Integration-Policy for Signify Teams User Grant-CsApplicationAccessPolicy -PolicyName Signify-Teams-Integration-Policy -Identity "{Object ID of Signify Teams User goes here}"

See Information needed by Signify to configure Teams Integration (4. User Object id)



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### <sub>ə</sub> Signify Teams Integration | API permissions 👒 …

	◯ Refresh   🖗 Got feedback?							
Sverview	A You are editing permission(s) to your application, users will have to consent even if they've already done so previously.							
🐸 Quickstart								
🚀 Integration assistant								
Manage	The "Admin consent required" of will be used. <u>Learn more</u>	column shows th	e default value for an organization. However, user consent can b	e customizeo	l per permission, user, or app. This column may not refl			
Branding & properties								
Authentication	Configured permissions							
📍 Certificates & secrets	Applications are authorized to call APIs when they are granted permissions by users/admins as part of the consent process. The list of configured permissions should include all the permissions the application peeds learn more about permissions and concept							
Token configuration								
→ API permissions	+ Add a permission 🗸 Grant	+ Add a permission 🧹 Grant admin consent for Signify Software						
<ul> <li>Expose an API</li> </ul>	API / Permissions name	Туре	Description	Admin	consent requ Status			
App roles	∽ Microsoft Graph (4)							
A Owners	Application.Read.All	Application	Read all applications	Yes	Granted for Signify Soft •••			
Roles and administrators	Online Meetings. Read. All	Application	Read online meeting details	Yes	Granted for Signify Soft ***			
10 Manifest	Online Meetings. Read Write. All	Application	Read and create online meetings	Yes	Granted for Signify Soft ***			
Support + Troubleshooting	User.Read.All	Application	Read all users' full profiles	Yes	Granted for Signify Soft •••			



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# USING MICROSOFT TEAMS AS A ONLINE EVENT PLATFORM

Path to screen: Main Menu | LMS Portal | Book a Course | View available Training Courses

Please note: This path above is for an Event Manager role

Training Details							
Training Intervention *	Customer Handling Skills			<b>₽ 0</b>			
Start Date	2022/10/11	End Date	2022/10/11	<b>#</b>	Include non working days		
Start Time	00:80	End Time	16:30				
Provider	CTI Education Group			\$ <u>\$</u>			
Venue/Room 0				\$ <u>\$</u>	Virtual Event		
Virtual Platform	Microsoft Teams			~			
Coordinator	Zoom	2					
	Send event notifications from coordinator email address.						
Campus				P P			
Facilitator				ê <u>ê</u>			
Attendance Requirements							
Attendance	0						
Attendees allowed	Attendees allowed Min 0 Max 0 Wait List 0 Include online bookings as part of the maximum attendees ()						
Attendee Booking and Cancellation limits							
Attendee bookings will be accepted up to 0 day(s) before the start of the event.							
Attendee cancellations will be accepted up to 0 day(s) before the start of the event.							

- When creating a new event, select the Virtual Event checkbox
- Select the Microsoft Teams Virtual Platform
- Click on Save
- In the background, a new online meeting is created in Microsoft Teams