



Training Scheduling

Configuring SignifyHR for Teams Integration





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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 'Teams' and click on the search button.

CONFIGURATION MODULE SETTING DETAIL

Description: Teams Section: All Sections Module: All Modules

Selected setting and direct children

Description	Module	Setting Value
MS Teams Active	Training Scheduling	<input checked="" type="checkbox"/>
Teams Api Key	Training Scheduling	<input type="text" value="GzX7Q-LlqI2yowdY5Rgm3H"/>
Teams Id to create virtual meeting	Training Scheduling	<input type="text" value="e3f89385-4106-4797-bb6d-d7"/>

- 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.

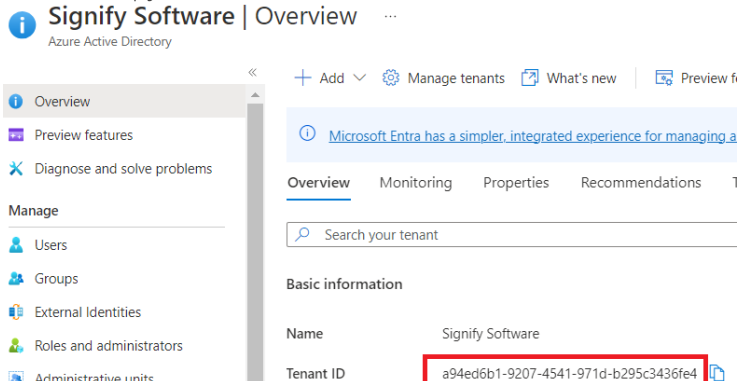
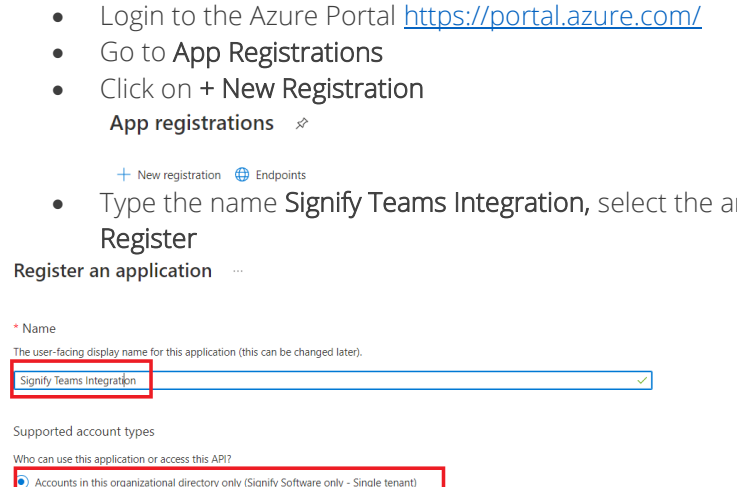
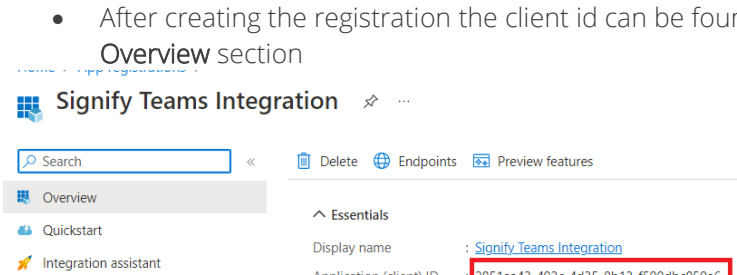


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Information needed by Signify to configure Teams Integration

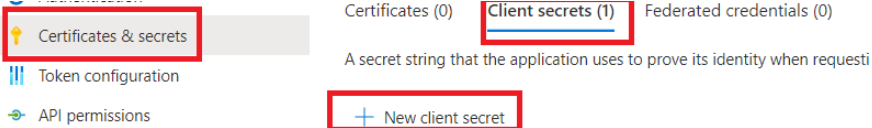
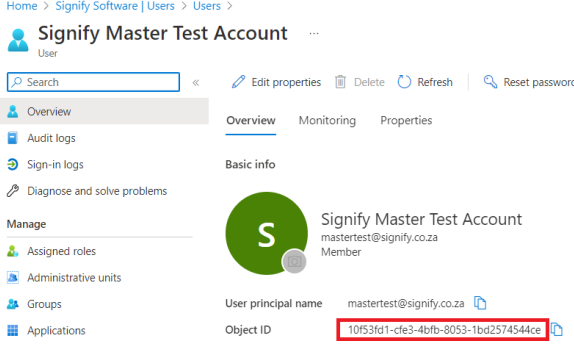
Information	What is this?	Where do you get this?
1. Tenant Id	This is the tenant id of the client's tenant on Azure	<ul style="list-style-type: none"> Login to the Azure Portal https://portal.azure.com/ Go to Azure Active Directory Copy the Tenant ID  <p>The screenshot shows the Azure Active Directory Overview page for 'Signify Software'. The 'Basic information' section displays the 'Tenant ID' as 'a94ed6b1-9207-4541-971d-b295c3436fe4', which is highlighted with a red box.</p>
2. Client Id	This is the client id of the App Registration created for Teams Integration on Azure	<ul style="list-style-type: none"> Login to the Azure Portal https://portal.azure.com/ Go to App Registrations Click on + New Registration Type the name Signify Teams Integration, select the and click on Register  <p>The screenshot shows the 'Register an application' form. The 'Name' field is set to 'Signify Teams Integration' and is highlighted in red. The 'Supported account types' section has 'Accounts in this organizational directory only (Signify Software only - Single tenant)' selected and highlighted in red.</p> <ul style="list-style-type: none"> After creating the registration the client id can be found in the Overview section  <p>The screenshot shows the Overview page for 'Signify Teams Integration'. The 'Application (client) ID' is '2851aa43-493c-4d35-8b13-f599dbc850a6', which is highlighted with a red box.</p>



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<p>3. Client Secret</p>	<p>This is the secret value of a secret linked to the App Registration created previously</p>	<ul style="list-style-type: none"> • Login to the Azure Portal https://portal.azure.com/ • Go to App Registrations • Select Signify Teams Integration • Select Certificates & secrets, select Client secrets and click on + New client secret  <ul style="list-style-type: none"> • Type the name of the secret Signify Teams Integration Secret, select Expires as Recommended: 180 days (6 months) and click Add. <p>Add a client secret</p> <p>Description: <input type="text" value="Signify Teams Integration Secret"/></p> <p>Expires: <input type="text" value="Recommended: 180 days (6 months)"/></p> <ul style="list-style-type: none"> • Very important: copy the secret value, this is the client secret required. <table border="1"> <thead> <tr> <th>Description</th> <th>Expires</th> <th>Value</th> <th>Secret ID</th> </tr> </thead> <tbody> <tr> <td>Signify Teams Integration Secret</td> <td>8/29/2023</td> <td><input type="text" value="..._2yuMWz..."/></td> <td>38568c4a-38f1-4a66-950c-e0bbd09f53de</td> </tr> </tbody> </table> <p>Click on + New Registration</p>	Description	Expires	Value	Secret ID	Signify Teams Integration Secret	8/29/2023	<input type="text" value="..._2yuMWz..."/>	38568c4a-38f1-4a66-950c-e0bbd09f53de
Description	Expires	Value	Secret ID							
Signify Teams Integration Secret	8/29/2023	<input type="text" value="..._2yuMWz..."/>	38568c4a-38f1-4a66-950c-e0bbd09f53de							
<p>4. User Object Id</p>	<p>This is the Object ID on Azure for the user on who's behalf meetings will be scheduled in SignifyHR</p>	<ul style="list-style-type: none"> • Login to the Azure Portal https://portal.azure.com/ • Go to Azure Active Directory • Select Users • Create a new user or select an existing user e.g. Signify Teams User. • Important: Make sure MFA is turned off for this user • Select the user and copy the Object ID  <p>Signify Master Test Account</p> <p>User principal name: mastertest@signify.co.za</p> <p>Object ID: <input type="text" value="10f53fd1-cfe3-4bfb-8053-1bd2574544ce"/></p>								



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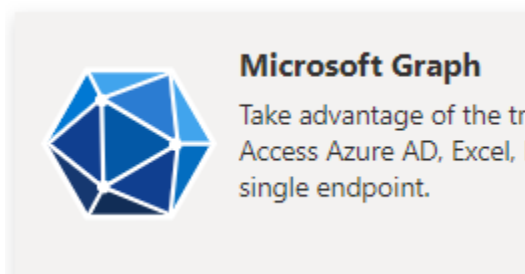
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API Permissions

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

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



- Application permissions
-
- Application.Read.All
 - OnlineMeetings.Read.All
 - OnlineMeetings.ReadWrite.All
 - 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 -AppIds "{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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Signify Teams Integration | API permissions

- Search
- Refresh
- Got feedback?
- Overview
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- Integration assistant
- Manage
 - Branding & properties
 - Authentication
 - Certificates & secrets
 - Token configuration
 - API permissions**
 - Expose an API
 - App roles
 - Owners
 - Roles and administrators
 - Manifest
- Support + Troubleshooting

⚠ You are editing permission(s) to your application, users will have to consent even if they've already done so previously.

ℹ The "Admin consent required" column shows the default value for an organization. However, user consent can be customized per permission, user, or app. This column may not reflect the actual status. [Learn more](#)

Configured permissions

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 needs. [Learn more about permissions and consent](#)

+ Add a permission Grant admin consent for Signify Software

API / Permissions name	Type	Description	Admin consent requ...	Status
Microsoft Graph (4)				
Application.Read.All	Application	Read all applications	Yes	✔ Granted for Signify Soft... ***
OnlineMeetings.Read.All	Application	Read online meeting details	Yes	✔ Granted for Signify Soft... ***
OnlineMeetings.ReadWrite.All	Application	Read and create online meetings	Yes	✔ Granted for Signify Soft... ***
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

The screenshot shows the 'Training Details' form in the Signify system. The form is for a training intervention titled 'Customer Handling Skills'. Key fields include Start Date (2022/10/11), End Date (2022/10/11), Start Time (08:00), and End Time (16:30). The Provider is 'CTI Education Group'. The 'Virtual Platform' dropdown menu is open, showing 'Microsoft Teams' selected. The 'Virtual Event' checkbox is checked. Below the form, the 'Attendance Requirements' section is visible, showing 'Attendees allowed' (Min 0, Max 0, Wait List 0) and 'Attendee bookings/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