Creating your SSO

Create the SSO

PickAtime can link directly from the **Blackbaud Resource Board** to your Parent-Teacher Conference event via Single Sign-On. *(For help building a Resource Board, see Blackbaud's Resource Board help file.)*

Choose your path:

- **New schools** *(no existing pickAtime/Blackbaud integration)* — follow **Part 1** and **Part 2A** below.
- **Current schools** *(already integrated, updating your SSO link)* — follow **Part 1** and **Part 2B** below.

> Unless you are directed otherwise, you only need to do this **once**. **Not** annually or per event.

Part 1: Establish the SSO Connection Between Blackbaud and pickAtime

> ***(This part is identical whether you're setting up SSO for the first time or updating an existing connection.)***

This requires copying a **Redirect URL** from pickAtime into Blackbaud, then copying a **Secret Key** from Blackbaud back into pickAtime. You'll need to be logged into both accounts to copy/paste between them.

1. Log into pickAtime, go to **Global Setup / Business / Show Advanced Options**, and under **Single Sign On Options**, select **Blackbaud** as your SSO Provider.
2. Copy the **Redirect URL** shown — you'll need it in step 4.
3. In Blackbaud (as a Platform Manager), go to **Core / Security / Authentication Settings / SSO Settings**.
4. Click **Add New**.

5. Enter a **Name** for your SSO — saving will auto-generate a **Slug** based on this name.
6. Paste your **Redirect URL** (from step 2) into the appropriate field.
7. Be sure to include the `{token}` placeholder, **with the curly braces**.
8. Check **Allow Impersonation**.
9. Click **Save**.
10. Edit the item you just created, then select and copy the **Secret Key**.
11. Return to pickAtime, go to **Global Setup / Business / Show Advanced Options**, and paste the Secret Key into the **SSO Secret Key** field.

> **Tip:** The Secret Key is 88 characters — longer than the visible field. Triple-click the text field to select the entire string.

You've now connected Blackbaud and pickAtime. Next, you'll need a **Blackbaud Resource Board tile** that points to pickAtime — see Part 2 below.

Part 2A: Add the SSO Link to a Resource Board *(New Schools)*

Watch our video: Setting Up Your School's Single Sign-On

1. From **SSO Settings**, copy the URL next to the SSO item you just created.
2. As a Platform Manager or Content Editor, go to **Core / Content / Additional Content Types / Links**.
3. Click **Add New Category**, and name it.
4. Click **Save & Add Link**.
5. Enter a **Title**.
6. In the **URL** field, combine your school's app URL with the SSO segment from step 1, replacing the slug: `https://SCHOOLNAME.myschoolapp.com/app/sso/auth/SLUG`
7. Click **Save**.
8. Go to **Core / Content / Resource Boards**.
9. Next to **View Boards**, choose the relevant role/security group (e.g., **Parent**).
10. Click **Add Post**.
11. Enter a **Title**, **Description**, and **Cover Photo**.
12. For **Post Cover**, select **Direct Link**.
13. Select the **Category** you created earlier.
14. Select your **Link** (the SSO link from step 6).
15. Click **Save**.

Part 2B: Update Your Resource Board *(Current Schools)*

🎥 ***Watch our video: Setting Up Your School's Single Sign-On***

1. From **SSO Settings**, copy the URL next to the SSO item you just created.
2. As a Platform Manager or Content Editor, go to **Core** / **Content** / **Additional Content Types** / **Links**.
3. Locate and click your existing pickAtime link.
4. Click the **edit icon**, locate the link destination, and click **Change**.
5. Select **Link** / **URL**.
6. In the **URL** field, combine your school's app URL with the SSO segment from step 1, replacing the slug: `https://SCHOOLNAME.myschoolapp.com/app/sso/auth/SLUG`
7. Click **Save**.

Testing Your SSO

1. Go to **Security** / **Authentication Settings** / **SSO Settings**, and edit your SSO link to confirm **Allow Impersonation** is enabled.
2. Under your profile menu, select **Impersonate User**.
3. Find a user to impersonate. *(Make sure this user also exists in pickAtime — Blackbaud User IDs determine the user's role in pickAtime.)*
4. While impersonating, go to that user's **Resource Board**.
5. Click the pickAtime link to confirm it opens the event correctly.

Notes

- The relevant board(s) must be selected for the SSO link post to appear under the **Resources** tab.
- When manually adding users to pickAtime, you'll need their **First/Last Name**, **Email**, and their **Teacher ID** or **Parent ID**.
- For more on Blackbaud SSO, see Blackbaud's SSO Tutorial.

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