

IDAttend SSO Configuration Guide

Single Sign-On Setup Instructions

Overview

This guide walks you through the one-time setup required to enable Microsoft Entra Single Sign-On (SSO) for IDAttend. Once configured, IDAttend will authenticate you automatically using your EQ credentials.

⚠ Note: Please review all steps before proceeding. This setup only needs to be completed once per user workstation.

Step 1 Update IDAttend to the Latest Version

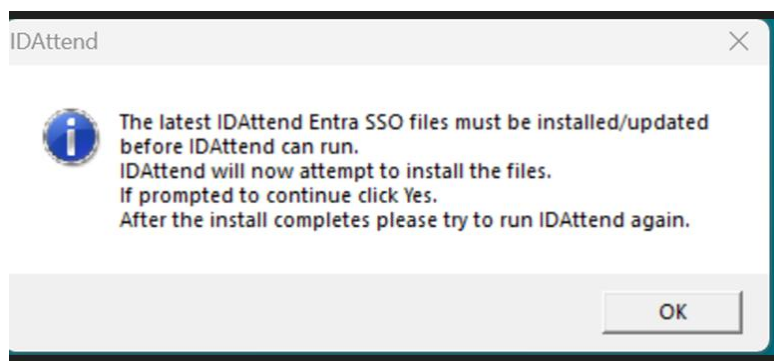
1. Open IDAttend and navigate to **Tools** → **Check for Updates**.
2. Install the latest version **6.7.016**.

If you are currently on version **6.7.011** or higher continue with update and simply close and reopen IDAttend then continue to **step 2**.

If you are on a lower version follow the extra steps below

💡 Tip: To check your current version at any time, go to Help → About in IDAttend.

3. When prompted, click **OK** to begin the update process.

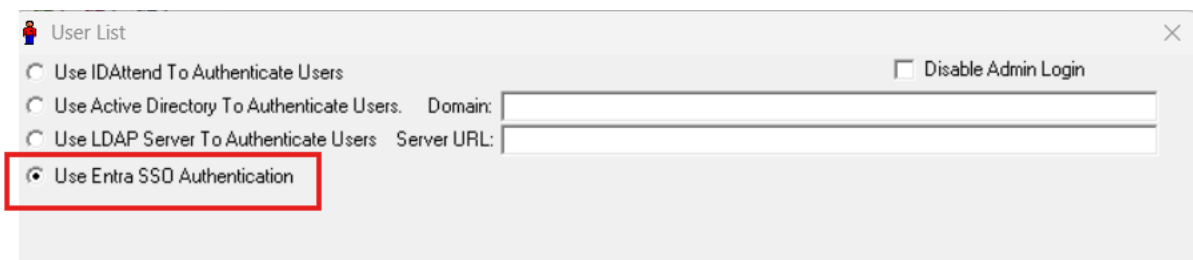


⚠ Note: Your IT administrator may need to enter their credentials to allow the SSO files to install on your computer. These files need to be installed on each workstation.

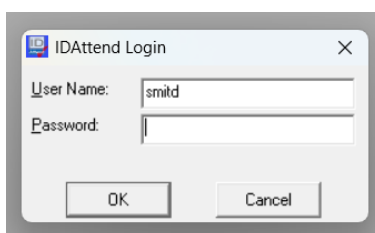
4. Once the update is complete, **close and reopen IDAttend**.

Step 2 Enable Entra SSO Authentication

1. Confirm you are running version **6.7.016** by going to **Help** → **About**.
2. Navigate to **Tools** → **Lists** → **User List**.
3. At the top of the User List window, change the authentication setting to **Entra SSO Authentication**. **(only one user needs to do this)**

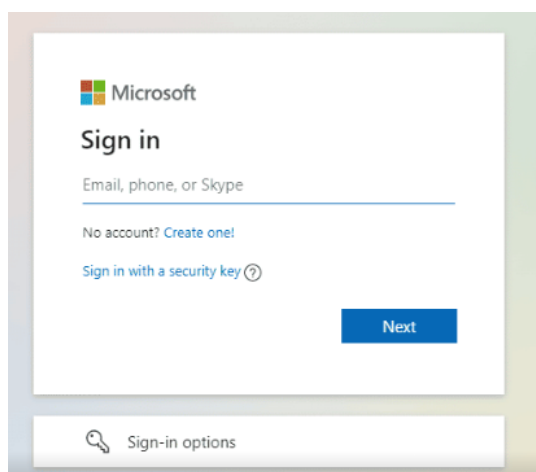


4. Click **Save**.
5. **Close and reopen IDAttend**. Your username will now be entered automatically.




Step 3 Complete Microsoft Sign-In

1. When IDAttend reopens, a Microsoft login page will open automatically in your web browser



2. Enter your **email address** and click **Next**.

3. If prompted, enter your email address again and click **Next**.
4. Once authentication is successful, a blank page will appear with the message **"OAuth token Granted"** in the top-left corner.
5. **Close the browser tab.**
6. **Close and reopen IDAttend.** You will now be logged in automatically.

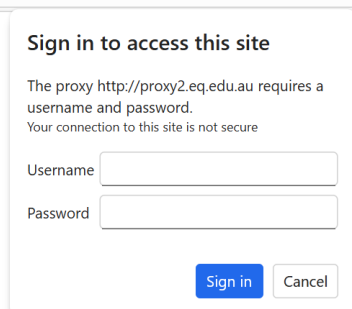
 **Tip:** From this point forward, IDAttend will sign you in automatically each time you open it.

Troubleshooting

Microsoft login prompts do not appear

If the browser opens but shows a different login page (such as your organisation's portal), complete that login first. Once signed in to your organisation's portal, the Microsoft login prompts should appear. Proceed with Step 3 as normal.


q=google&cid=at310100023420177/7700030402C11C&gs_lci



No login prompts appear at all

If no prompts appear when IDAttend reopens:

1. **Restart your computer** (do not simply sign out or switch users).
2. Open IDAttend and repeat **Step 3** above.

 **Note:** A full restart is required—signing out or switching users will not resolve this issue.

Need further assistance?

Contact your IT administrator or IDAttend support for help.