BoardBook®

Using Single Sign On With BoardBook Premier

Overview of SSO:

SSO was developed with the intent of adding both convenience and security to the sign on process for different applications and sites.

Note: This overview presumes SSO has already been set up for the account.

- A user signs into their Google or Microsoft account, or is already signed in.
- User navigates to the BoardBook login screen and clicks the 'Log On Via 3rd Party' option for Google.
- The user is logged directly into BoardBook without providing any further information.

Note: Users can still login to BoardBook normally if desired.

In short, when the user successfully logs into the authenticating account (Google or Microsoft), an authentication token is created. This token acts as proof that the user has already been verified. When the user logs into an application or site using SSO, the site only needs to confirm that the user account exists as the token itself verifies that the user has already proven who they are. Think of a movie theater where you might purchase a ticket online or when entering the building, then show the ticket to get into a specific showing. The ticket is your 'token'.

If you are already logged into your Google or Microsoft account, your computer has the previously mentioned token and can present it when asked by BoardBook, or other sites or applications using SSO.

Note: Different sites or applications may have different requirements for configuring individual accounts to work with SSO.

Ideally, as SSO allows users to manage fewer passwords, the quality of those passwords can be higher. Please ensure that the passwords used for your SSO accounts (Google / Microsoft) are secure and meet password best practices.

Requirements for using SSO with BoardBook:

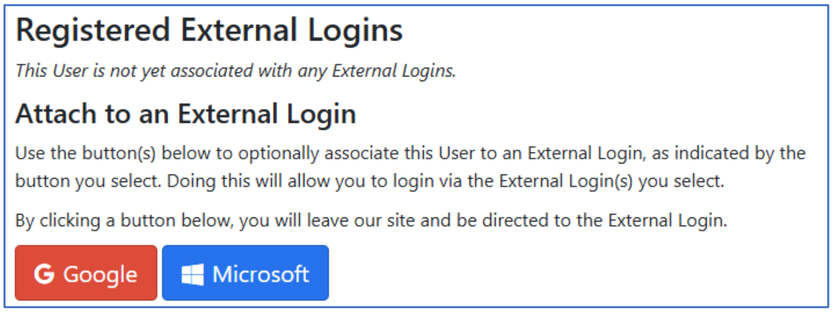
- You must have a Google or Microsoft account to act as the authenticating account.
- You must have a BoardBook account.

Setting up SSO:

SSO is initially configured from within BoardBook. The instructions below will walk you through setting up your BoardBook user account for SSO.

- You will need to be logged into BoardBook and have your Google or Microsoft credentials handy.
- In the upper left of the BoardBook screen click on your name.
- Choose Manage Your Information
- Scroll down to 'Attach to an External Login'

- Click on whichever account (Google or Microsoft) you wish to use to authenticate your BoardBook login.
- Follow the directions



Registered External Logins

This User is not yet associated with any External Logins.

Attach to an External Login

Use the button(s) below to optionally associate this User to an External Login, as indicated by the button you select. Doing this will allow you to login via the External Login(s) you select.

By clicking a button below, you will leave our site and be directed to the External Login.

- You will be asked to log into your Google or Microsoft account if not already logged in.

- You will likely receive an email, text message, or other contact to confirm this login.

- You will see a notification screen that your authenticating account (Google or Microsoft) will be allowing sparqdata.com / boardbook.com access to information about your account.

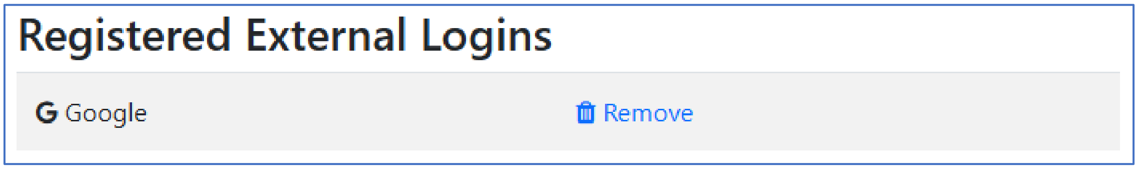
Going forward to log into BoardBook using SSO you will simply click Google or Microsoft in the 'Or Log On Via a 3rd Party' section.

Note: You will still be able to login normally if you wish.

Removing or changing SSO from your BoardBook account:

You will need to be logged into BoardBook.

- In the upper left of the BoardBook screen click on your name.
- Choose Manage Your Information.
- Scroll down to 'Registered External Logins'
- Click 'Remove' next to the account you no longer wish to use to log into BoardBook via SSO.



Registered External Logins

Google	Remove

SSO and Password Best Practices:

When you may not wish to use SSO:

In situations where you do not have ongoing control of the device (phone, tablet, or computer), such as when using a borrowed device, you may wish to log directly into BoardBook rather than logging into Google, or Microsoft just to log into BoardBook. Once you are done in BoardBook remember to log off by clicking on your name in the upper left and choosing 'Log Out'

Passwords:

When using a single sign on, remember that protecting access to the authenticating account, Google or Microsoft, becomes even more important. The National Institute of Standards and Technology (NIST) states that the most important part of a good password is length. The longer a password is, the harder it is to guess, even with a computer. NIST recommends a password of at least 15 characters which may seem intimidating but as length is now considered more important than complexity users often use what are called pass phrases. Pass phrases are unrelated words simply stuck together such as coconutpencilfish. Pretty easy to remember but very resistant to guessing and because of the length resistant to even computer efforts to bypass. For more information, please see the NIST's article on the subject: https://www.nist.gov/cybersecurity/how-do-i-create-good-password