



Azure Active Directory Requirements for People First Configuration Instructions

Version: 2

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Date Reviewed: August 2024

Classification: Company Confidential

people first


Powered by MHR International

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1 Summary

This document provides information on how to:

- Create a new Azure Active Directory
- Configure the People First application registration

Whilst progressing through this document some key information will need to be retained and sent to us in order for us to configure your people first system to work with your Azure Active Directory.

----- KEY INFORMATION REQUIRED BY MHR -----

Key information required by MHR in order to configure your People First to work with your Azure Active Directory :-

Your People First Application Registration ID : (Section 3.11) :

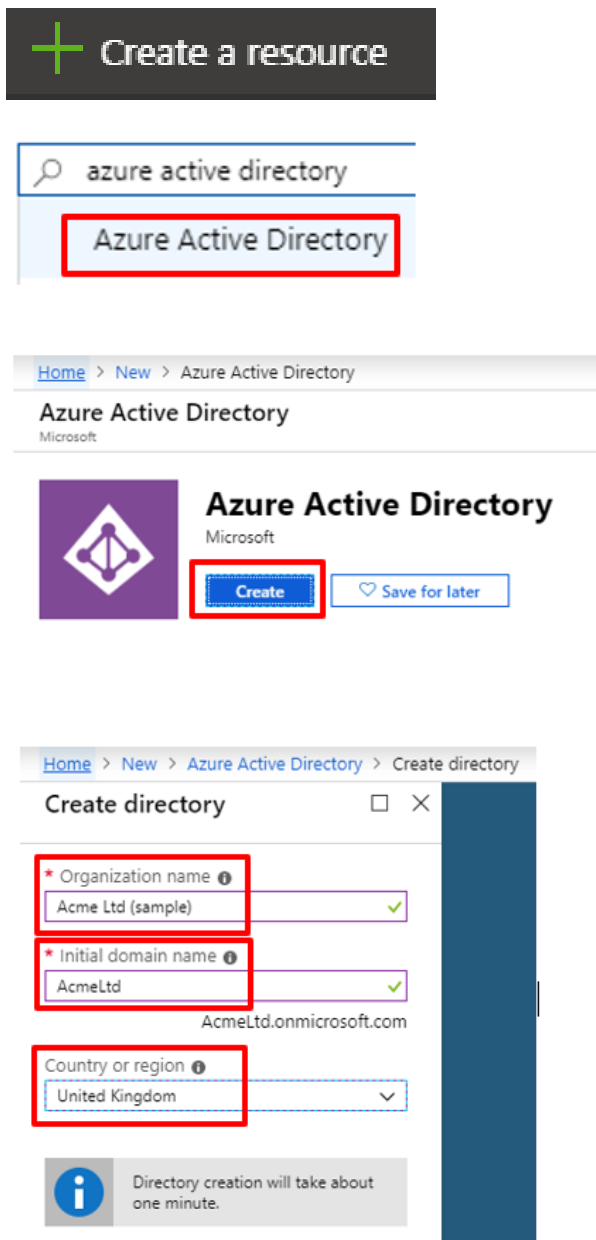
Your People First Application Registration Metadata URL : (Section 3.13) :

Please forward the above information to MHR.

2 Creating a new Azure Active Directory

If you already have an Azure Active Directory, you can skip to Section “3. Creating the people first application registration”, if not, then follow the instructions in this section.

- 1) Log into your azure portal
- 2) Create an *Azure Active Directory* resource using ‘*Create a resource*’



The image shows a sequence of three screenshots from the Azure portal illustrating the steps to create a new Azure Active Directory resource.

The first screenshot shows the 'Create a resource' button in the top navigation bar. Below it, a search bar contains the text 'azure active directory', and the search results list 'Azure Active Directory' as the top result, which is highlighted with a red box.

The second screenshot shows the 'Azure Active Directory' page in the portal. The breadcrumb navigation is 'Home > New > Azure Active Directory'. The page title is 'Azure Active Directory' with the Microsoft logo. Below the title, there is a purple icon representing Azure Active Directory, a 'Create' button (highlighted with a red box), and a 'Save for later' button.

The third screenshot shows the 'Create directory' form. The breadcrumb navigation is 'Home > New > Azure Active Directory > Create directory'. The form has three input fields, each highlighted with a red box: 'Organization name' (containing 'Acme Ltd (sample)'), 'Initial domain name' (containing 'AcmeLtd'), and 'Country or region' (set to 'United Kingdom'). Below the form, there is an information icon and a message: 'Directory creation will take about one minute.'

- 3) Enter your company name and required domain name, this will need to be globally unique within the azure infrastructure. Select the representable region for this Azure Active Directory.

NB. Selecting a region does not restrict global access to the Azure Active Directory.

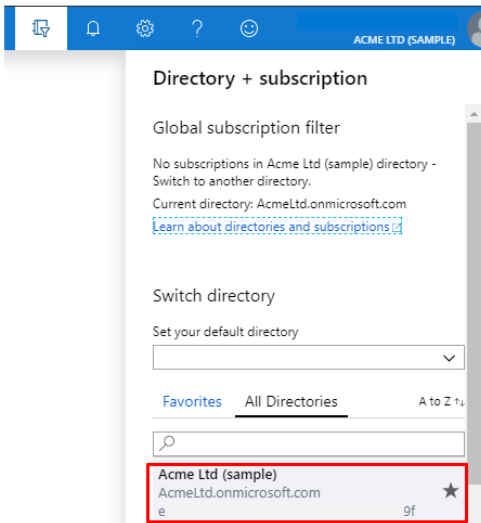
Click "Create"



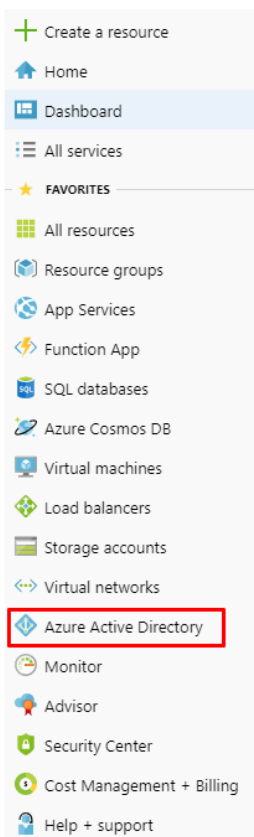
Once the Azure Active Directory has been created, you may need to log out of the Azure portal and log back in to see the newly created azure active directory in your available directory list.


3 Creating the people first application registration

- 1) Select the newly created Azure Active Directory from the *Directory & Subscription* menu item:

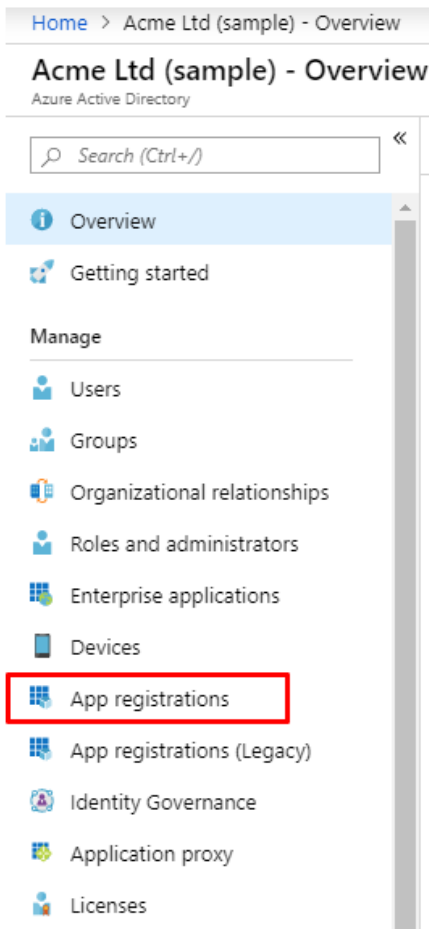


- 2) Select Azure Active Directory from the navigation blade:

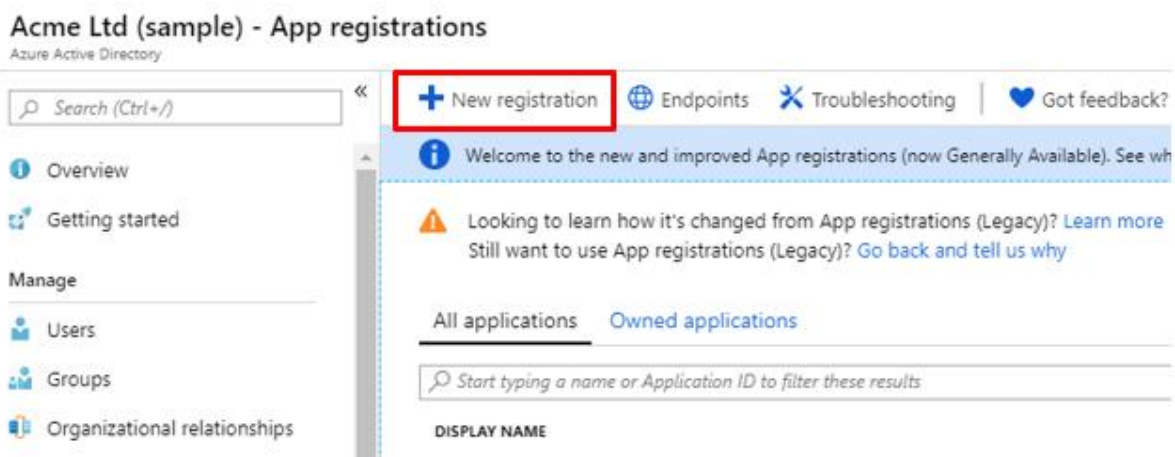


If the Azure Active Directory service is not shown on the navigation blade, like above, it can be found searching within “  All services ” option.

3) Click on App Registrations



4) Click on the '+New Registration' button



Your <tenant code> is : X

5) Populate the fields as follows:

Home > Acme Ltd (sample) - App registrations > Register an application

Register an application

*** Name**

The user-facing display name for this application (this can be changed later).

Supported account types

Who can use this application or access this API?

Accounts in this organizational directory only (Acme Ltd (sample))

Accounts in any organizational directory

Accounts in any organizational directory and personal Microsoft accounts (e.g. Skype, Xbox, Outlook.com)

[Help me choose...](#)


Redirect URI (optional)

We'll return the authentication response to this URI after successfully authenticating the user. Providing this now is optional and it can be changed later, but a value is required for most authentication scenarios.

Web

- I. Enter the name for the app registration e.g. “people first”
- II. Select Supported account Types e.g. Accounts in this organisation directory only
- III. Enter “Web” Type and value: `https://<<tenantcode>>.people-first.com/redirect/`

NB. Note the following message in the Azure portal - selecting the correct options in the first instance is preferred.

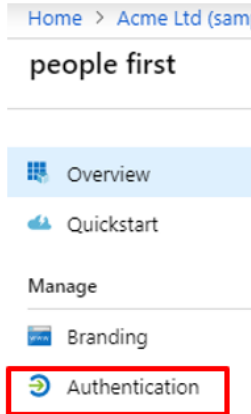
 Due to temporary differences in functionality, you may see errors if you attempt to switch between supported audiences after registering the application.

6) Click on Register

By proceeding, you agree to the [Microsoft Platform Policies](#)



7) Once registration is added, select Authentication:



You should see the first Web Redirect URI you initial added.

Click [Add URI](#) to add the additional URI required.

Add a second *Redirect URI* for Job Board: <https://<<tenantcode>>.jobs.people-first.com/redirect/>

Add a third *Redirect URI* for Login: <https://login.people-first.com/redirect/>

For example (where *acmeltd2* is the tenant name):



8) Scroll down to Implicit grants and tick ID Tokens

Advanced settings

Logout URL 

Implicit grant

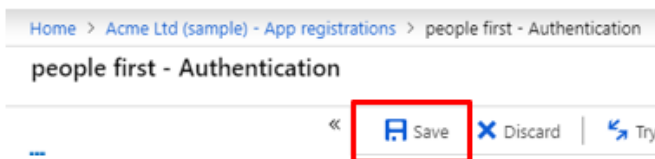
Allows an application to request a token directly from the authorization endpoint. Recommended only if the application has a single page architecture (SPA), has no backend components, or invokes a Web API via JavaScript.

To enable the implicit grant flow, select the tokens you would like to be issued by the authorization endpoint:

Access tokens

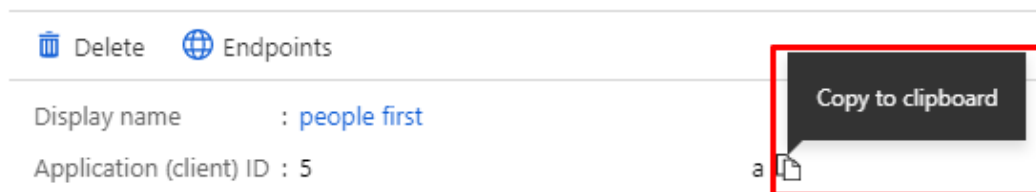
ID tokens

9) Click Save at the top of the page



10) Navigate back to Overview

11) Copy Application (client) ID using the Copy to clipboard option next to the field and paste into the table below in this document for reference



1	Application (client) ID	
---	-------------------------	--

(required by people first/MHR for the Tenant client id and audience id in people first admin portal)

12) Click on Endpoints

people first

Navigation: Overview (highlighted), Endpoints (highlighted), Delete

Display name : people first

13) Click on the copy icon next to the OpenID Connect Metadata entry and past into the table below in this document for reference

OpenID Connect metadata document

<https://login.microsoftonline.com/e>

</v2.0/.well-known/openid-configuration>



2	OpenID Connect metadata document
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(required for the Tenant metadata Address in people first admin portal)



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