

Introduction

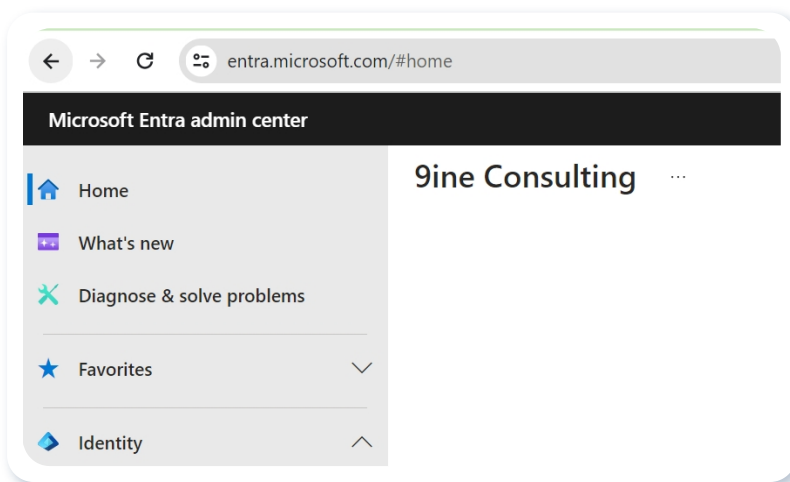
This guide provides a summary of how to integrate your 9ine Platform with Microsoft 365 using Microsoft Entra. Step 1 should be shared with your IT department, step 2 should be followed by a 9ine Platform administrator and step 3 is a user guide.

A separate user guide is available to download in '**Organisation Profile**'.

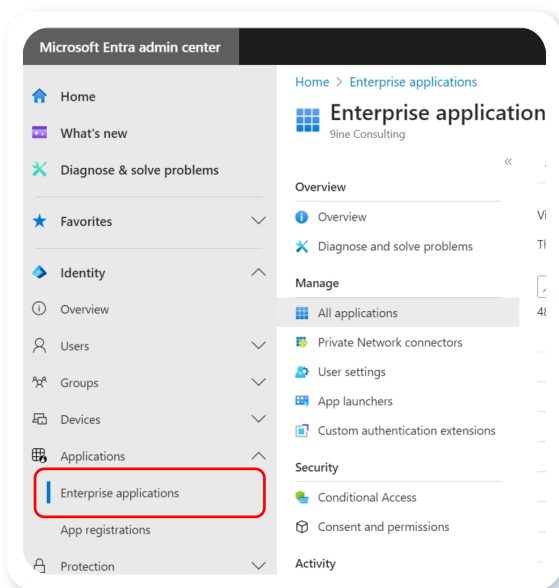
Step 1 - Microsoft 365 (Entra) Admin Console

Begin by asking a member of your IT department who has administrative permissions to Microsoft Entra to approve the 9ine Platform, following the instructions below:

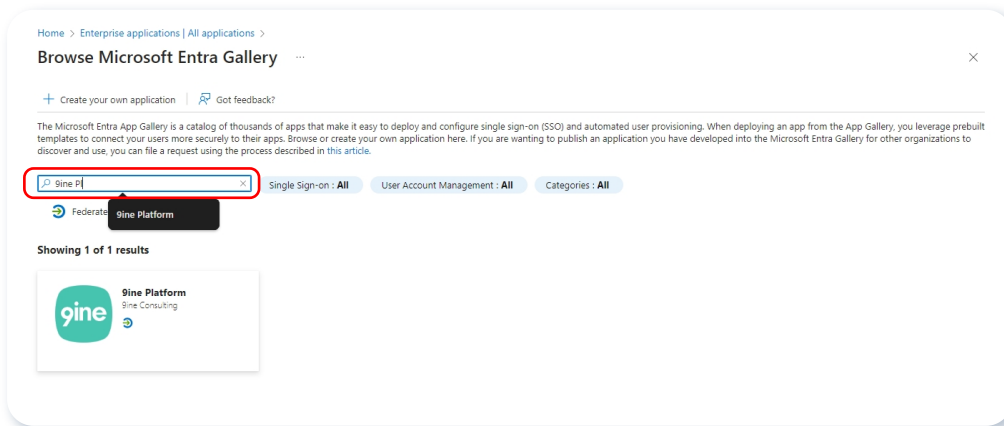
A. Sign in to the **Microsoft Entra admin center** as at least a **Cloud Application Administrator**.



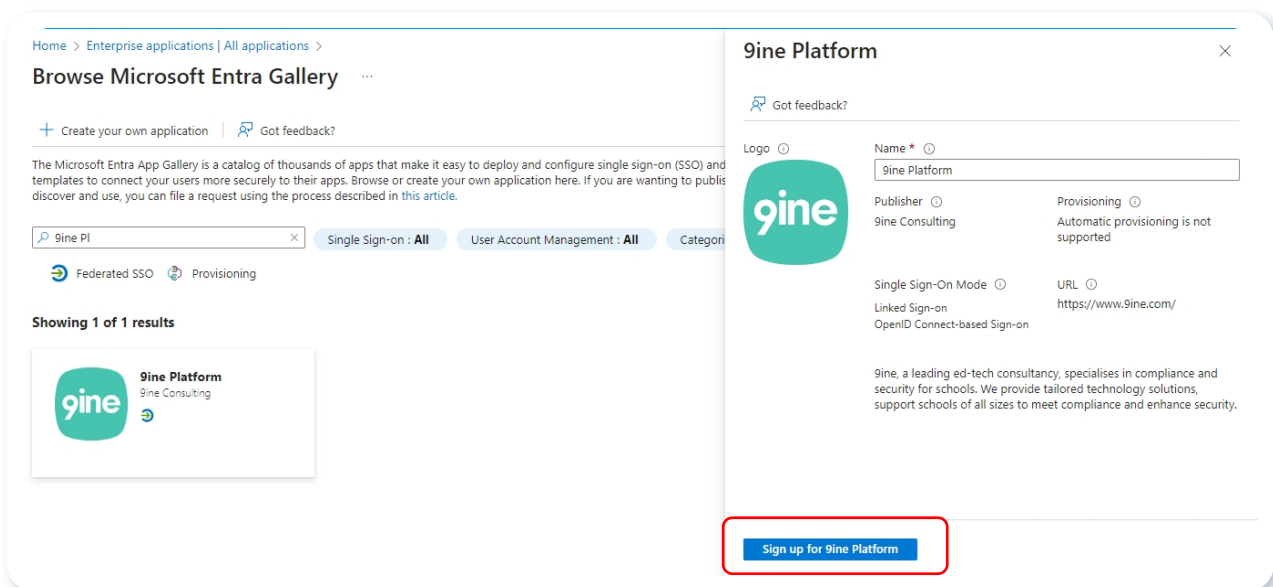
B. Browse to **Identity > Applications > Enterprise applications > New application**.



C. In the Add from the Gallery section, type **9ine Platform** Software in the search box



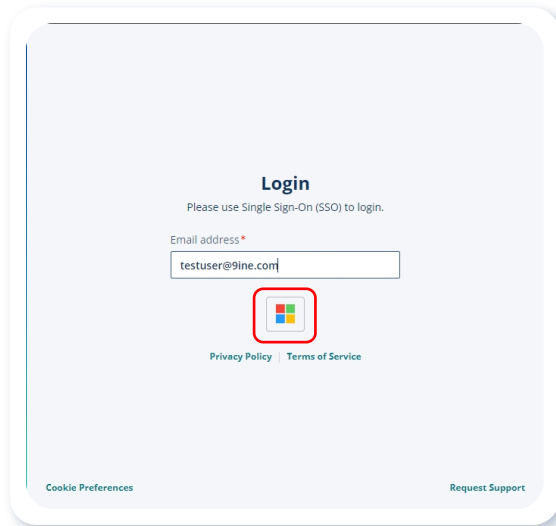
D. Select **9ine Platform** from the results panel and click on the Sign up 9ine platform button.



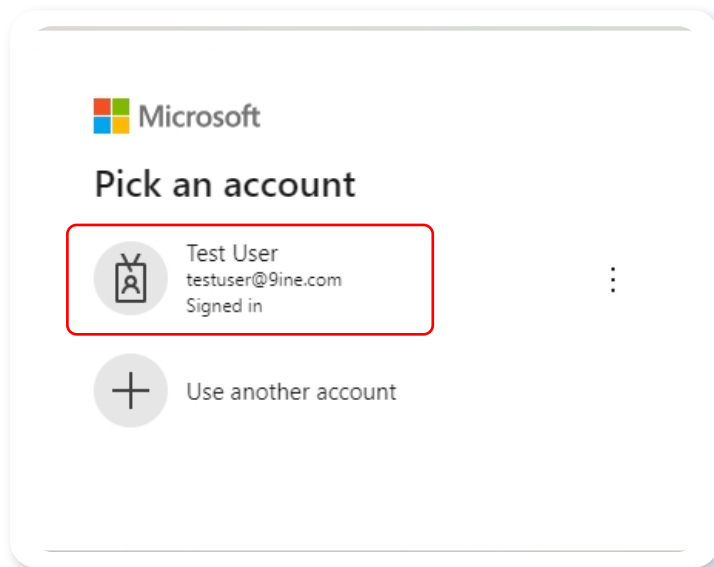
E. Note : (<https://learn.microsoft.com/en-us/entra/identity/saas-apps/openidauth-tutorial>)

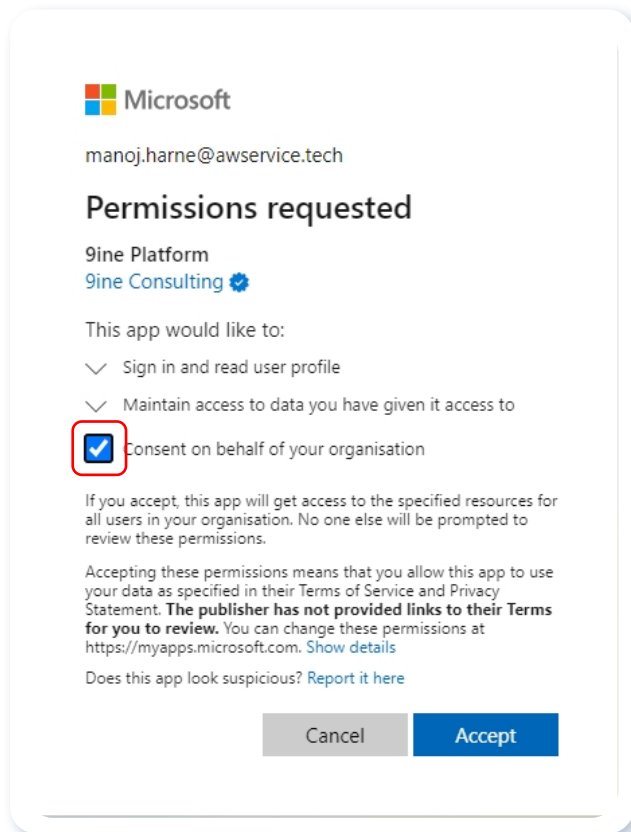
F. You're redirected to the Application Login page for sign-in credentials.

1. Sign in to the 9ine Platform using the same email address you use for administrative access to Microsoft 365. Note; this does not need to be an active 9ine Platform user.

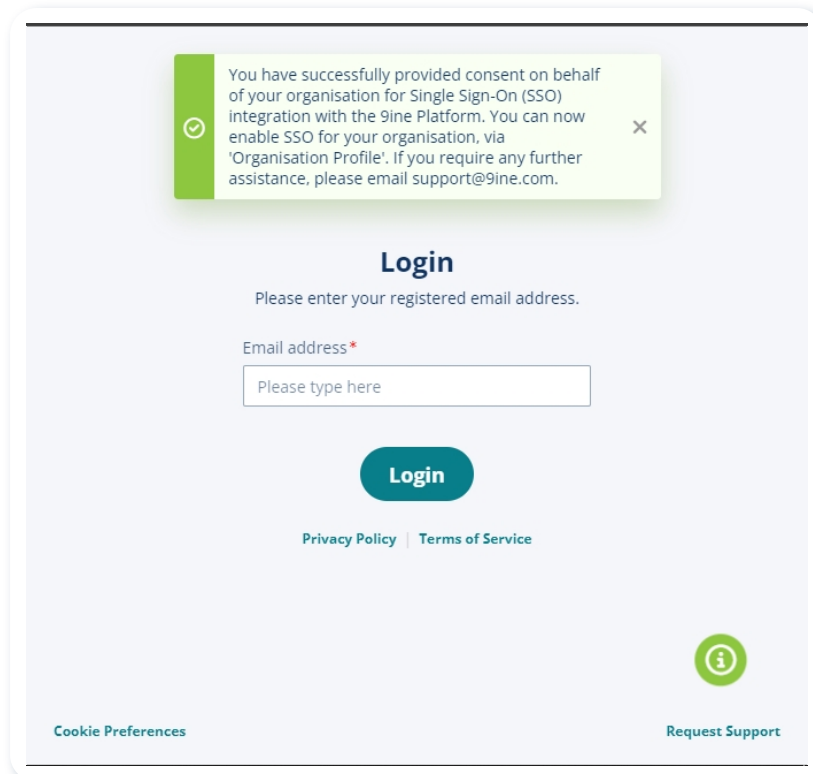


G. After successful authentication, you accept the consent from the consent page





H. After that, You're redirected to the Application Login page with toaster

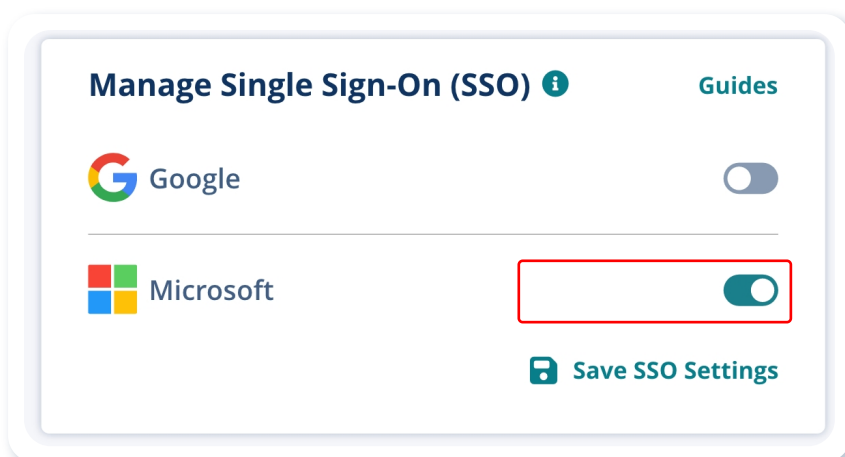


Step 2 - 9ine Platform Administrator Guide

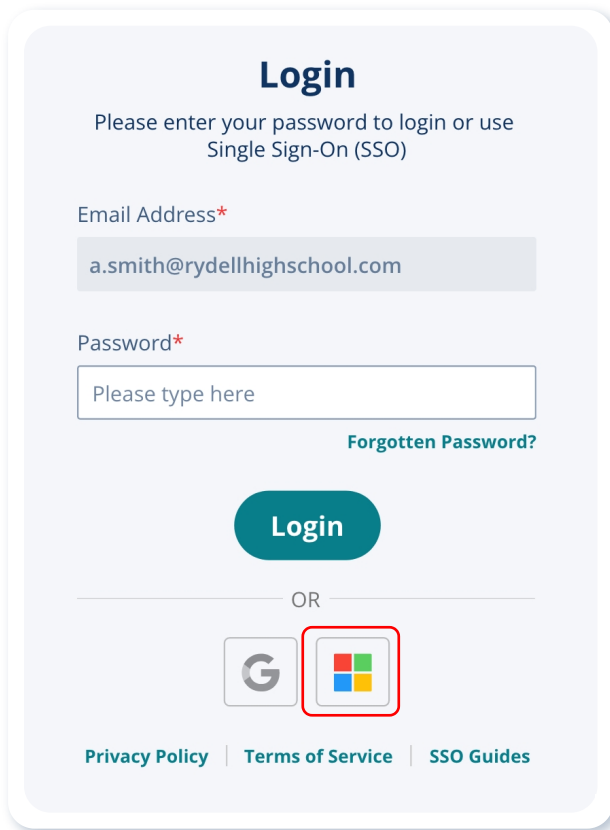
A. Once your IT department approves the 9ine Platform via Microsoft Entra, please submit a request to support@9ine.com to activate the feature. After that, an administrator of the 9ine Platform must enable SSO via your **Organisation Profile**.



B. You can toggle between enabling or disabling your organisation's preferred SSO method and click **'Save SSO Settings'** to apply the changes.



C. Once enabling SSO via **'Organisation Profile'**, the SSO buttons on **app.9ine.com** will be enabled.



The screenshot shows a login form with the following elements:

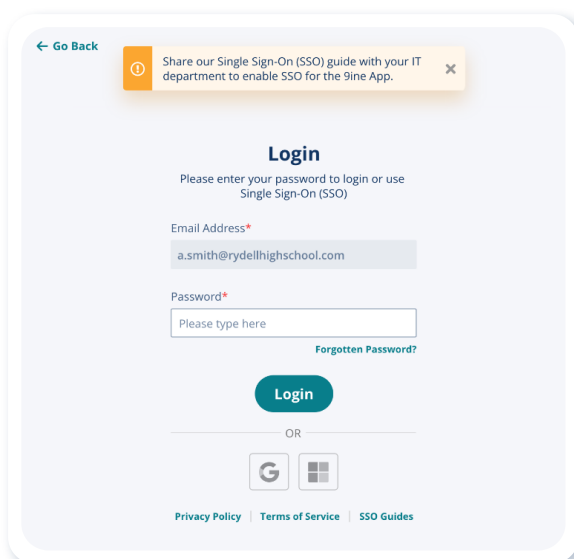
- Header:** "Login" in bold, followed by "Please enter your password to login or use Single Sign-On (SSO)".
- Form Fields:** "Email Address*" with the value "a.smith@rydellhighschool.com" and "Password*" with the placeholder "Please type here".
- Buttons:** A "Login" button and a "Forgotten Password?" link.
- SSO Options:** "OR" separator, followed by Google and Microsoft 365 icons. The Microsoft 365 icon is highlighted with a red box.
- Footer:** "Privacy Policy | Terms of Service | SSO Guides".

D. Users can now link their 9ine Platform and Microsoft 365 accounts.

E. If a user does not link their 9ine Platform account, they can continue to use their username (email address) and password.

F. To remove SSO integration, contact **support@9ine.com**.

G. Your users will no longer be presented with disabled SSO buttons or the following toaster notification:



The screenshot shows the same login form as in C, but with a toaster notification at the top left:

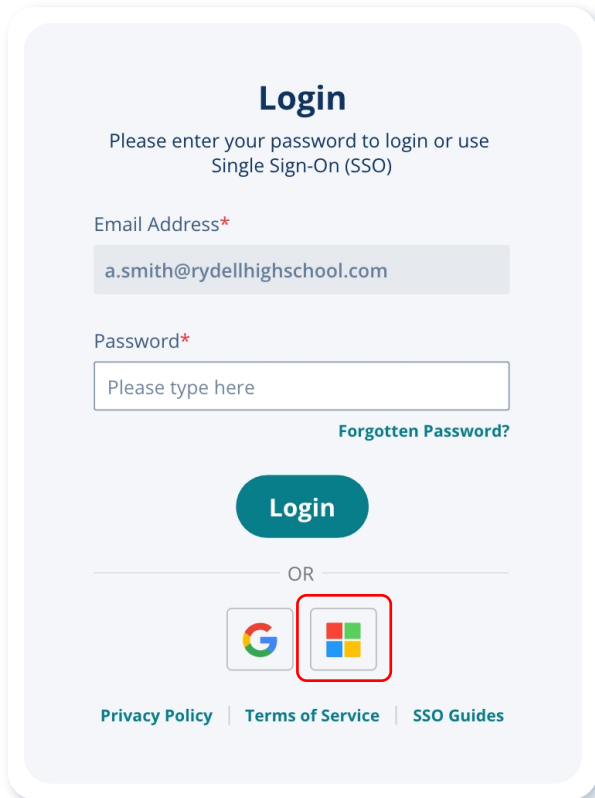
- Notification:** "Share our Single Sign-On (SSO) guide with your IT department to enable SSO for the 9ine App." with a close button (X).
- Form Fields:** "Email Address*" with the value "a.smith@rydellhighschool.com" and "Password*" with the placeholder "Please type here".
- Buttons:** A "Login" button and a "Forgotten Password?" link.
- SSO Options:** "OR" separator, followed by Google and Microsoft 365 icons. The Microsoft 365 icon is now disabled (greyed out).
- Footer:** "Privacy Policy | Terms of Service | SSO Guides".

Step 3 - 9ine Platform User Guide

To link your 9ine Platform and Microsoft 365 account, begin by navigating to app.9ine.com.

A. Enter your email address and click 'Login'

B. Select the Microsoft 365 icon:



Login

Please enter your password to login or use Single Sign-On (SSO)

Email Address*

a.smith@rydellhighschool.com



Password*

Please type here

[Forgotten Password?](#)

Login

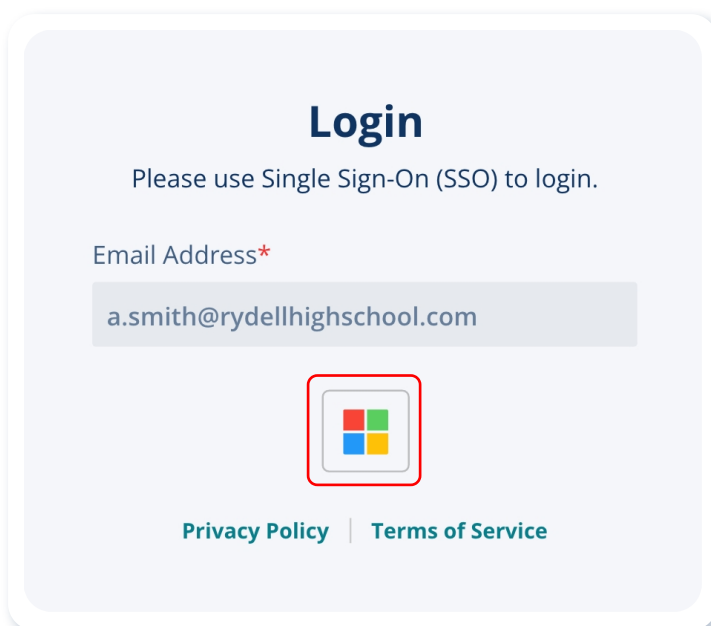
OR

[Privacy Policy](#) | [Terms of Service](#) | [SSO Guides](#)

C. Enter your Microsoft account credentials as requested.

D. On next login, when entering your email address you will be presented with the following screen




Login

Please use Single Sign-On (SSO) to login.

Email Address*

a.smith@rydellhighschool.com



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