



# BBIS Power Tools

## How to configure the “Run-As a user” feature

### Summary

The “run as a user” feature lets CRM users log into BBIS as a user with a single click. It uses Blackbaud’s inbound SSO solution. Therefore, that solution must be configured before the “run as” button can be used.

### Configure Blackbaud Single Sign-On

*If you have already configured BBIS inbound single sign-on, you can skip this section*

#### Create a secret key

Log into BBIS as an administrator.

Go to Administration>Sites & Settings

Select a site on the left hand side of the screen

Scroll to the bottom, and check the “Enable single sign-on authentication” box.

Enter a description and a shared key. In this example, I have used a guid for the key. You can use any value.

Leave the other values at their default state. Click the “Add New” hyperlink at the right edge of the grid.

#### Single sign-on authentication

Enable single sign-on authentication

To add an SSO entry enter the data in the row above and click "Add New" at the bottom right.

Description	Shared key	UserName querystring	Time querystring	MDS hash querystring	Expiration (seconds)	Include IP	Require Encryption	
Test SSO Key	~1ec08d8047a7	u	t	m	300	<input type="checkbox"/>	<input type="checkbox"/>	<a href="#">Add New</a>



## Create a login page

Create a new page in BBIS, and place a “User login” part on that page.

The screenshot shows the BBIS interface for creating a new page. The browser address bar shows `https://ssc-dev/bbis/cms/pageprops?pid=-1&md=1`. The page title is "New Page". The "Page properties" tab is active, showing fields for Page name (SSO Login Page), Folder (Website\Georgia Tech), Site to select template from (Client Testing), and Template (Georgia Tech Template). The "Targeting & security" tab is also visible, showing Part type (User Login), Part name (SSO Login), Folder (Site Content), Target language (< All >), and a checkbox for Scheduled publishing.

Within the login part, only enable the “login” feature - not “new user registration” or “forgot my password”. Remember that this part will **not** be seen by your end users; it only exists to receive SSO attempts. However, you will have to configure a new user email and forgotten password email to satisfy the required fields of the part.

### Captions and properties

Select titles and hyperlink captions for the web page. You can edit the text to appear on the page on the *Language* tab.

	Enabled
Login	<input checked="" type="checkbox"/>
New User Registration	<input type="checkbox"/>
Forgotten Password/Username	<input type="checkbox"/>

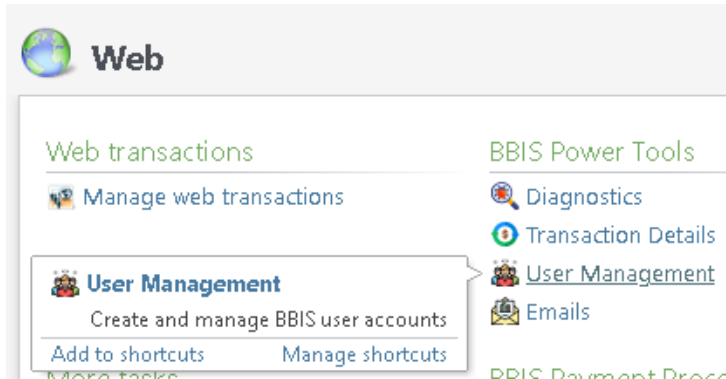
Save the login part, and make a note of the name of your page.



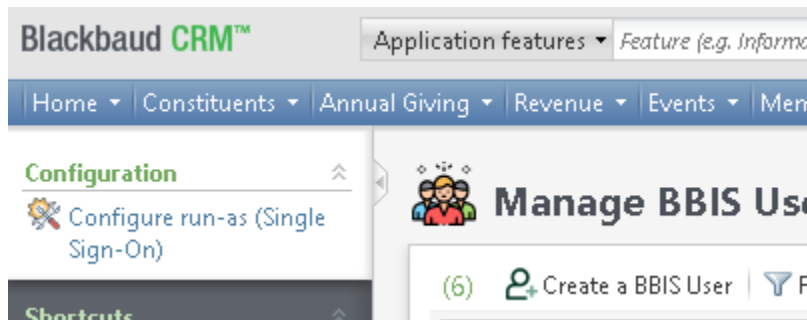
## Configure BBIS Power Tools

After the Blackbaud SSO steps have been completed, you must enable the SSO feature from BBIS Power Tools.

Navigate to the “Web” functional area, and click the “User Management” task under “BBIS Power Tools”.



In the upper left hand corner, click the “Configure run-as (Single Sign-On)”.

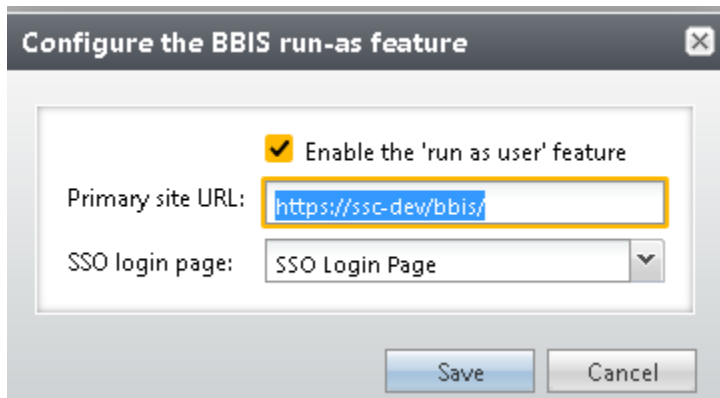
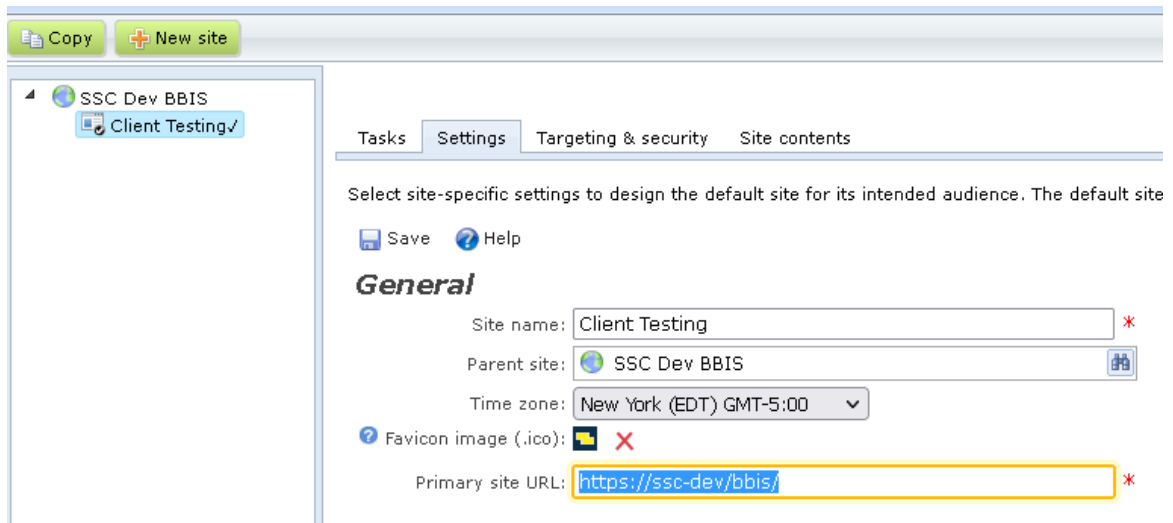


A form will appear. Check the “enable the run as user” box. Fill out the other two fields as follows:

### Primary site URL

This value is the root of your BBIS application. You can get it from within BBIS like so:

- Log into BBIS as an administrator
- Navigate to Administration>Sites and Settings
- On the left-hand side of the screen, select the site for which you want to enable SSO (note: BBIS Power Tools only supports the “run as” feature in a single site at this time).
- Copy the “Primary site URL”.



## SSO login page

Choose the page that contains your login part, which you created in the “Configure Blackbaud Single Sign-On” step of this document.

## References

[Blackbaud's Single Sign-on Overview Guide](#)