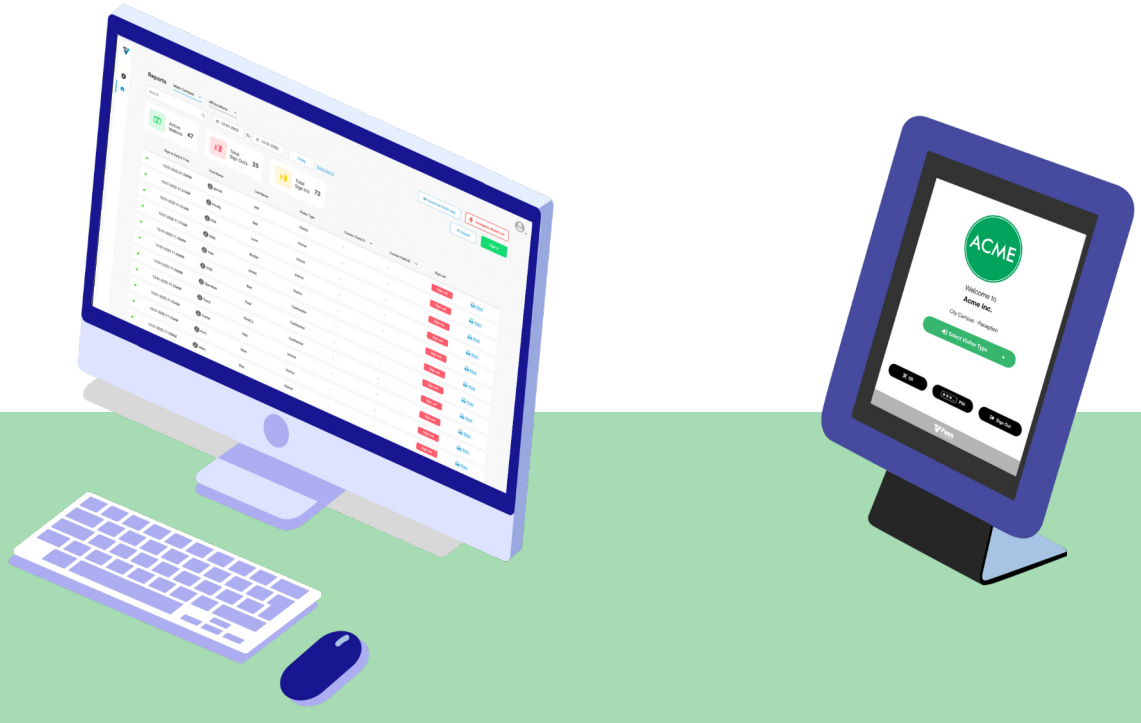
A

VPass
THE ONLY WAY IN

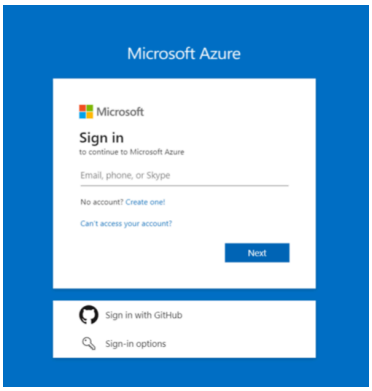
Integrate Azure Active Directory (Entra ID) Employees with VPass

Microsoft Entra ID

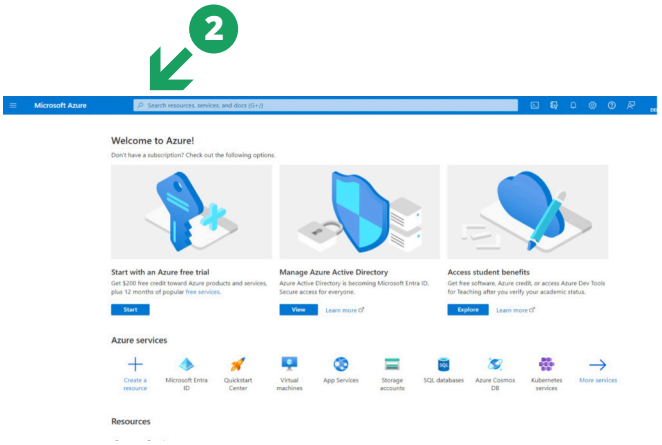


PART A - (Page 1)

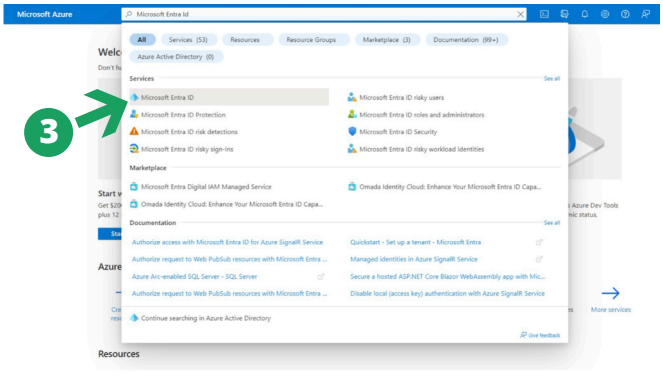
Azure Active Directory (Entra ID) Application Setup



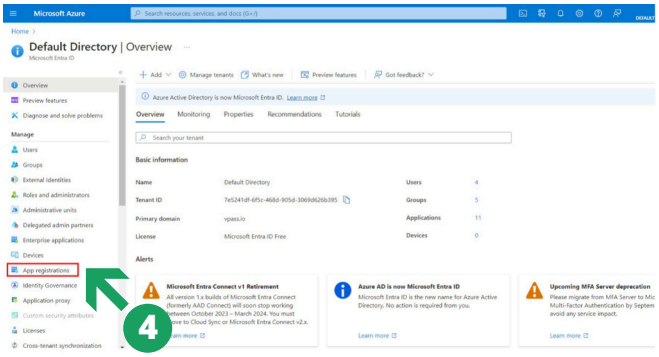
1. Log in to your Microsoft Azure account using valid credentials.



2. Search for a *Microsoft Entra ID* in the search box.



3. Click on the *Microsoft Entra ID* displayed below the search box



4. Select *App registration*.

PART A - (Page 2)

Azure Active Directory (Entra ID) Application Setup

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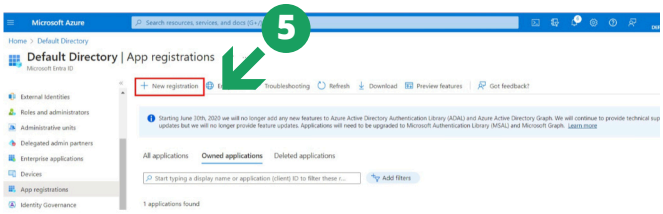
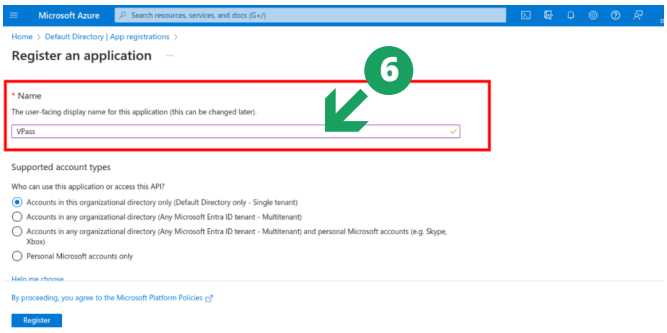
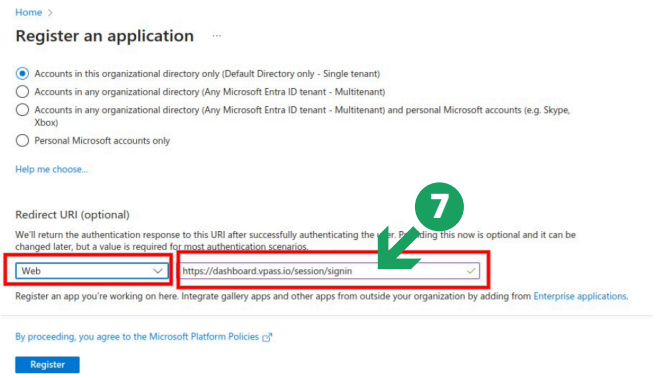


5. Click on *New Registration*.



6. Select the Name *VPass*.



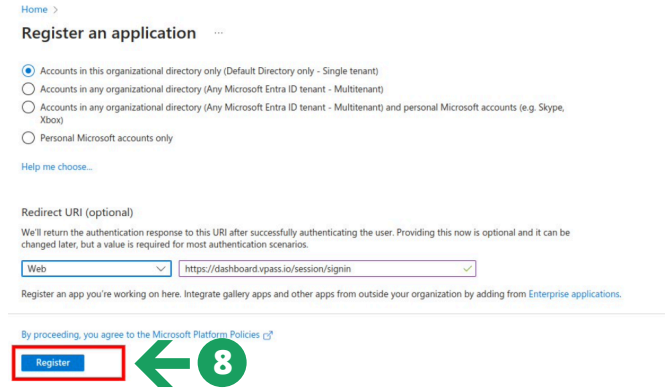
7. Select a platform from drop down list and enter the URL of the application. This varies according to location.

AU/NZ:
https://dashboard.vpass.io/session/signin.

UK, EU, Africa:
https://dashboard-uk.vpass.io/session/signin.

Canada:
https://dashboard-ca.vpass.io/session/signin.

US, Rest of World:
https://dashboard-us.vpass.io/session/signin.



8. Click on the *Register* button.

PART A - (Page 3)

Azure Active Directory (Entra ID) Application Setup

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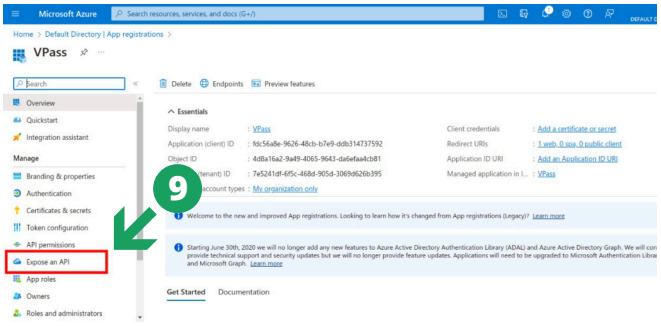
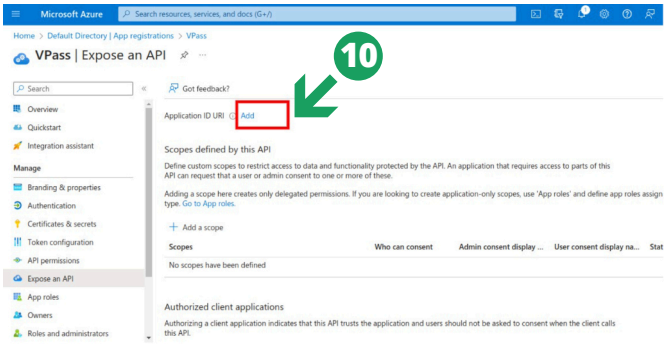
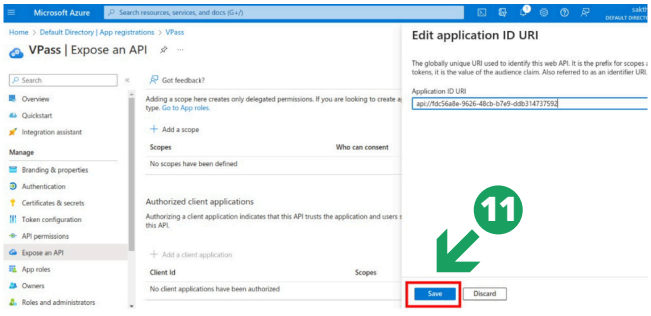


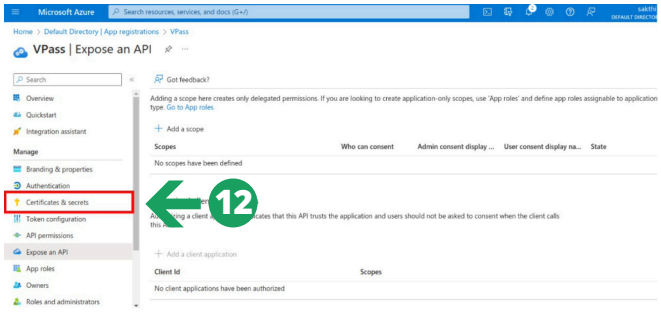
9. Select *Expose an API*.



10. Click on *Add*.



11. Click on the *Save* button



12. Select *Certificates & Secrets*.

PART A - (Page 4)

Azure Active Directory (Entra ID) Application Setup

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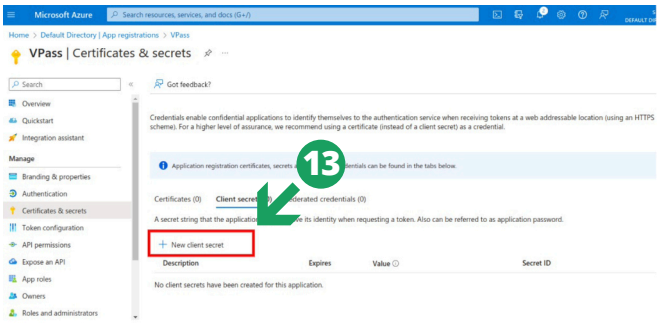
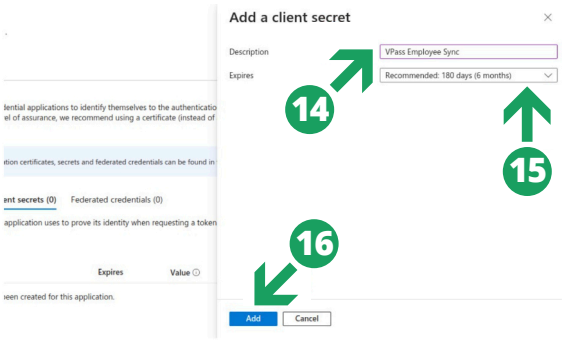
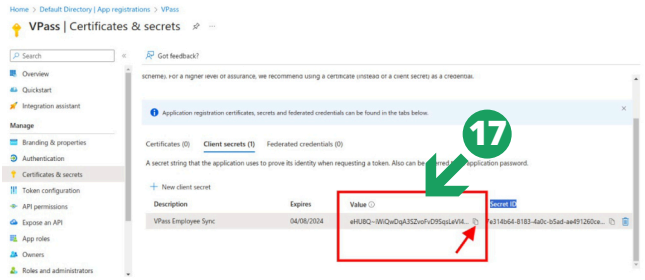


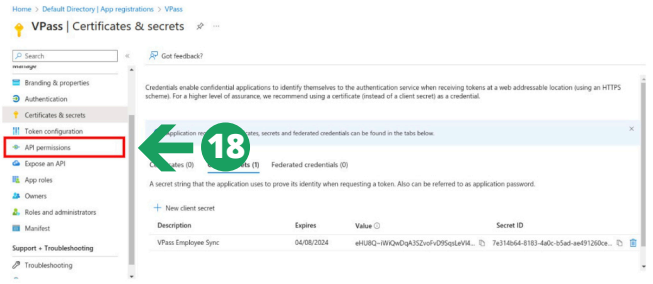
13. Click on *New Client Secret.*



14. Enter a description for this *Client Secret*, (example "VPass Employee Sync") **15**. *Select Expiry* from drop down list and **16**. click on the *Add* button.



17. Copy the value and save it somewhere safe. We will need to use this value in the VPass admin (Step 37).



18. Select *API Permissions*.

Azure Active Directory (Entra ID) Application Setup

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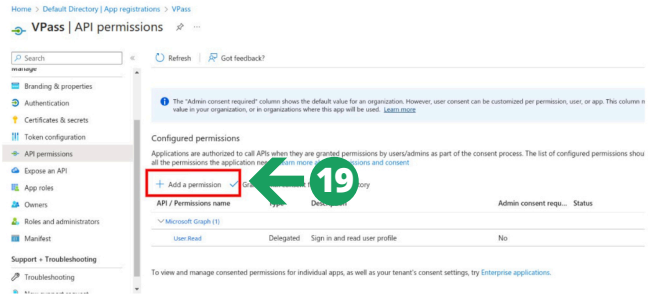
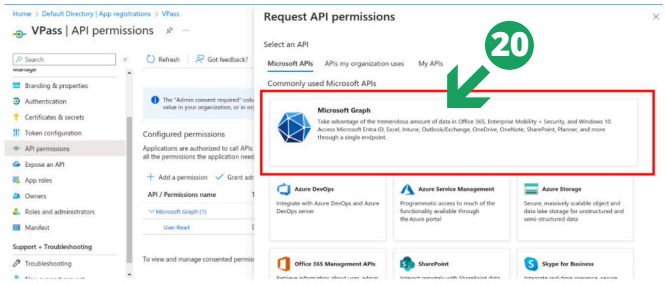
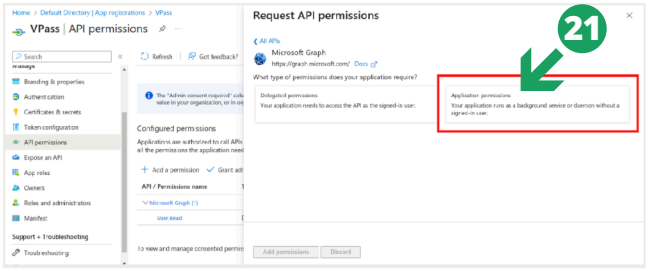


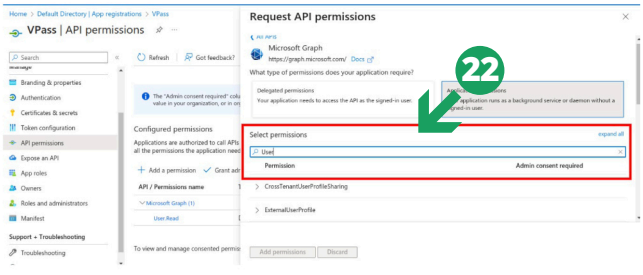
19. Click on *Add a permission.*



20. Click on *Microsoft Graph*.



21. Click on the Application Permissions.



22. Enter *User* in search box and scroll down the drop down menu.

PART A - (Page 6)

Azure Active Directory (Entra ID) Application Setup

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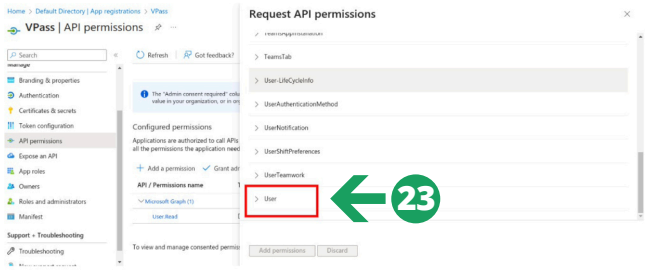
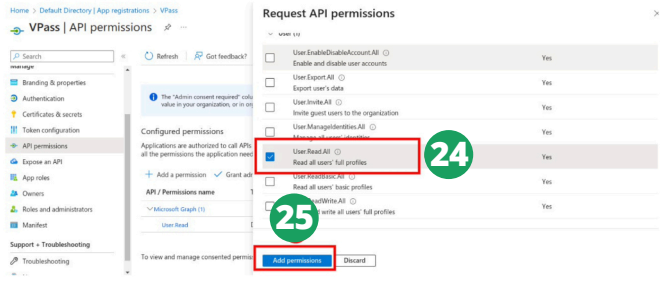
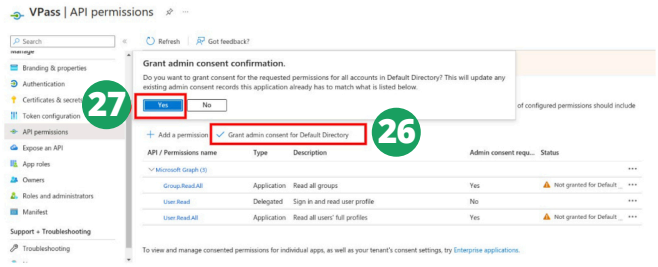


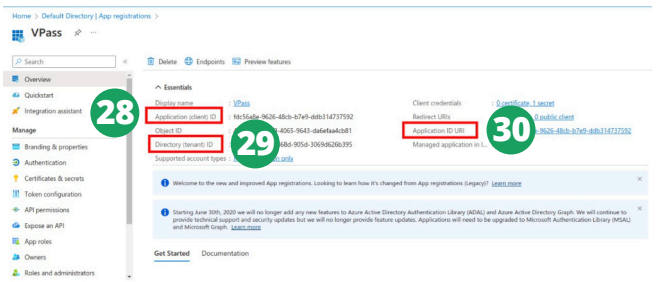
23. Click on *User*.



24. Select checkbox and **25**... click on *Add Permission* button.



26. Check *Grant admin consent for Default Directory* and **27** click on *Yes*.



Select *Overview* from the side menu... and copy:
28 *Application Client ID*
29. *Directory Tenant ID*
30. *Application ID URI*...

Azure Active Directory (Entra ID) Application Setup

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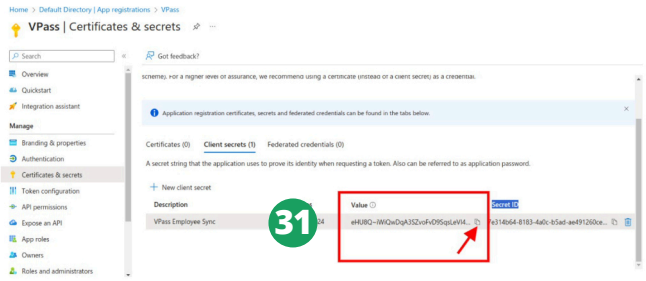

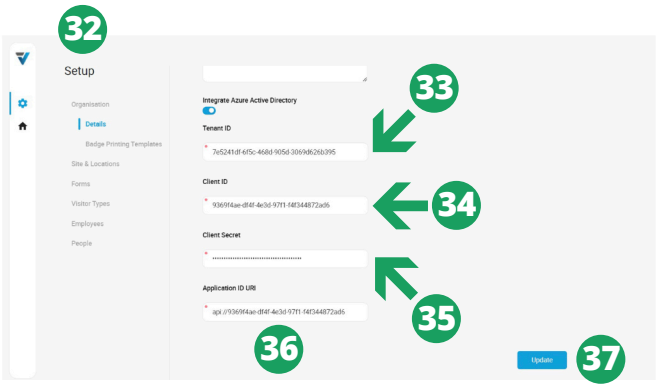

... and the *Client Secret* (**31**).

32. Go to your **VPass** admin *cog icon* > *Organisation* page (near the bottom) and add the:
Tenant ID (**33**)
Client ID (**34**)
Client Secret (**35**)
Application ID URI (**36**)
...created earlier and click on *Update* button (**37**).