

# SSO Integration Request Form

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Instructions: Please submit this form at least **90 days** before the planned SSO integration date. Approval of this integration does not imply approval or support by SCSU IT.

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## General Requirements:

- Divisional approval is **required** before submission.
  - A **primary** and **backup** functional owner must be assigned for ongoing management.
  - When SAML certificates expire, a new one will be generated automatically.
    - The **functional owner** is responsible for working with the vendor to avoid interruptions.
  - OAuth integrations will be reviewed for security compliance.
  - No unauthorized sharing of SCSU data with third parties is permitted.
  - For data export from the Banner system, a separate JIRA ticket must be submitted.
  - Accept the terms and conditions outlined in the [SSO Integration Guidelines](#).
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## General Information:

Requestor/Sponsor Name	Requestor/Sponsor Email
Campus Phone	School/Department
Functional Owner Name	Functional Owner Email
Functional Owner Campus Phone	
Backup Functional Owner Name	Backup Functional Owner Email
Backup Functional Owner Campus Phone	

### SSO Integration Details:

Application Title	Application Description
Business Purpose and Justification	
Vendor Name	Vendor Website
Vendor Sales Contact Name	Vendor Sales Contact Email
Vendor Phone	
Vendor Technical Support Contact Name	Vendor Technical Support Contact Email
Vendor Technical Support Contact Phone	
SSO Type (SAML/OAuth)	Intended Audience (Students/Employees/Custom)

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### Submission Instructions:

Submit this completed form to the SCSU IT Help Desk at: [helpdesk@southernct.edu](mailto:helpdesk@southernct.edu)

The IT Identity Team will review your request and contact the functional owner for any additional configuration needs.

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### Acknowledgment:

By submitting this form, you confirm that you have read, understood, and agreed to the terms outlined, including the responsibility for metadata and certificate renewals.