

Canvas SSO MHS User Guide

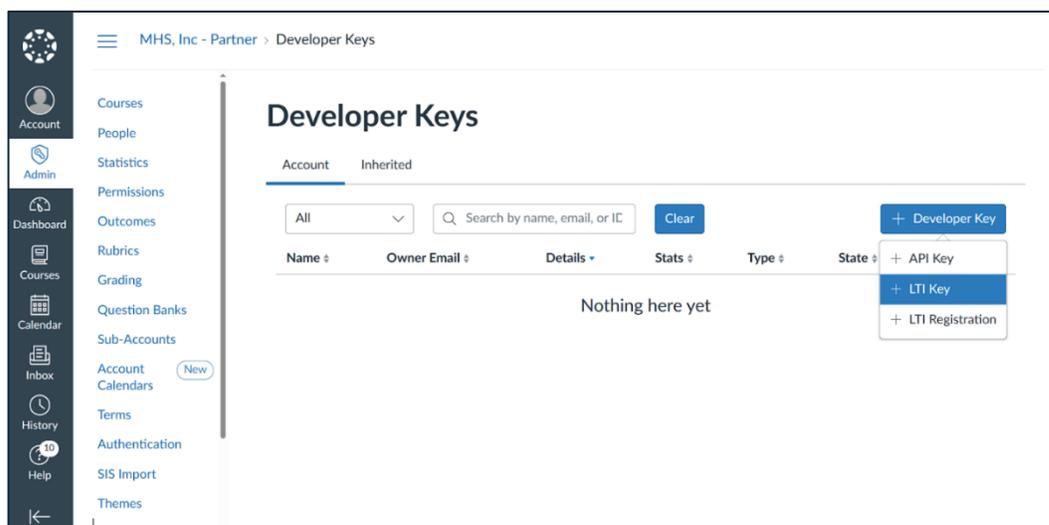
Overview

This guide provides step-by-step instructions for configuring Canvas Single Sign-On (SSO) using the LTI 1.3 standard to enable secure access to the MHS Group Insights (MGI) application. By integrating with Canvas, districts can streamline educator and student login using existing credentials, simplify app deployment, and ensure accurate authentication across multiple classrooms. The setup process includes configuring a developer key, installing the MGI app, and activating the connection within the MGI platform.

Step-by-Step Instructions

Step 1: Sign in to Your Canvas Admin Account

1. Navigate to your Canvas Admin Dashboard.
2. In the left-hand menu, go to Admin → Your Admin Account → Developer Keys.



Step 2: Create a New LTI Developer Key

1. Click the + Developer Key button.
2. Select + LTI Key as the key type.
3. In the form that appears, set the method to Enter URL.
4. In the JSON URL field, paste the URL provided to you by the Lead Implementation Specialist assigned to you. If you have not received this information, please contact them directly for assistance.

For more questions, please reach out to our Customer Service Team.

Email: customerservice@mhs.com

TEL: US: 1.800.456.3003 | CAN: 1.800.268.6011 | INTL:+1.416.492.2627

5. Click Save to proceed.

Step 3: Activate the Developer Key

1. On the Developer Keys list, locate the newly added key.
2. Flip the State switch to green to activate it.
3. Copy the Developer Key shown in the Details column.

Name	Owner Email	Details	Stats	Type	State	Actions
MHS Unnamed tool	No Email	Show Key	Access Token Count: 0 Created: Jun 13 at 7:22am Last Used: Never		<input checked="" type="checkbox"/>	

Step 4: Install the MHS App

1. Go to Admin → Your Admin Account → Settings → Apps.

The screenshot shows the Canvas Admin interface for 'MHS, Inc - Partner' in the 'Settings' section. The left sidebar contains navigation options like Account, Admin, Dashboard, Courses, Calendar, Inbox, History, and Help. The main content area is titled 'External Apps' and includes tabs for Settings, Quotas, Integrations, Notifications, Admins, Announcements, Reports, Apps, and Feature Options. Below the tabs, there are buttons for 'Manage App List' and 'View App Configurations'. A search bar labeled 'Filter by name' is present. A grid of app logos is displayed, including AcadSource, Accepi, ACCESS VIDEO ON DEMAND, acclaim, Accommodate HQ, and Accredible.

2. View App Configurations, then click **+ App**.

This screenshot shows the 'External Apps' configuration page. A red box highlights the '+ App' button, with a red arrow pointing to it and the text 'Click here'. The page includes a table of installed apps with columns for 'Name' and 'Add to RCE toolbar'. The table lists several apps, including 'Admin and New Course Analytics', 'New Analytics', 'Quizzes 2', and 'Vimeo'. The 'Vimeo' row has a close button (X) in the 'Add to RCE toolbar' column.

Name	Add to RCE toolbar ?
Admin and New Course Analytics	NA
New Analytics	NA
Quizzes 2	NA
Vimeo	(X)

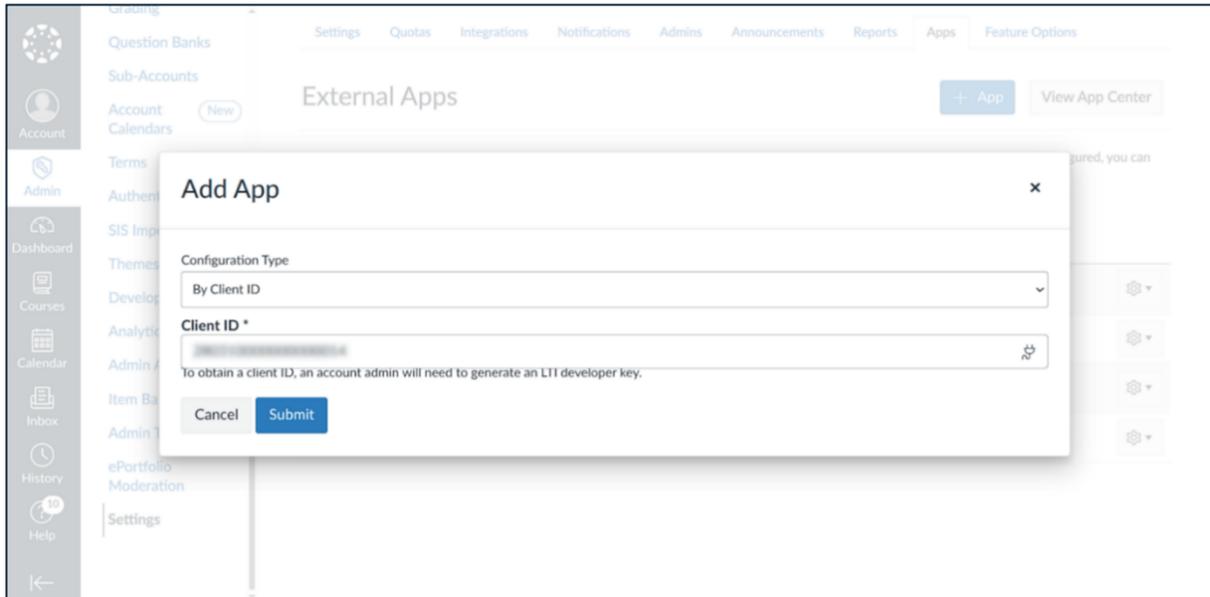
3. In the new app form, set Configuration Type to By **Client ID**.
4. Paste the copied **Client ID** into the appropriate field.

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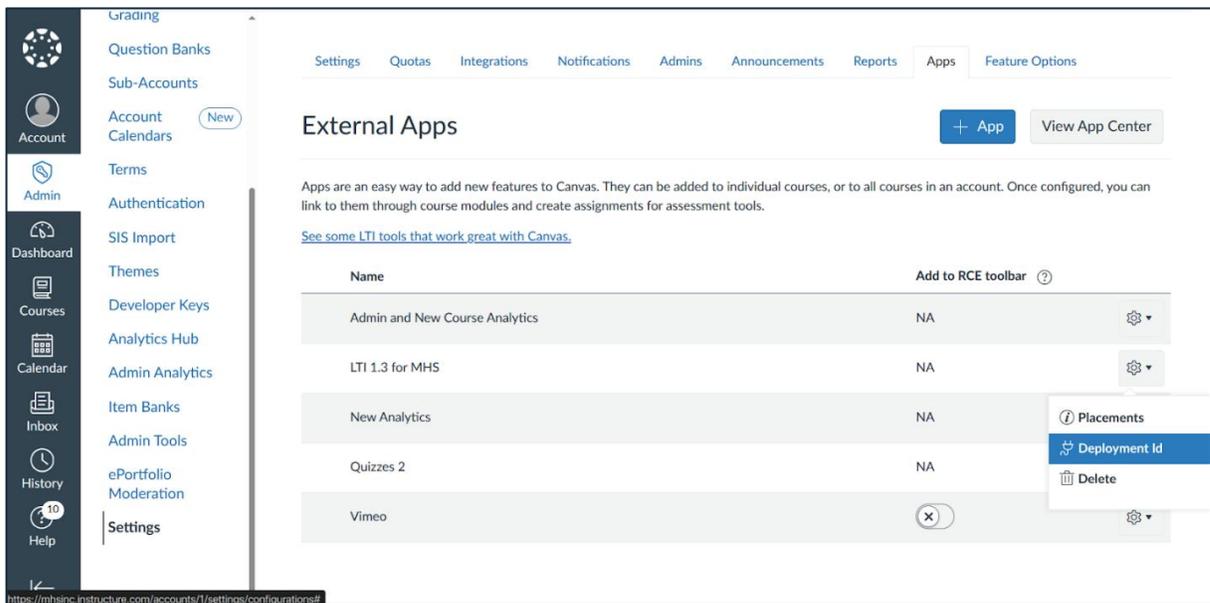
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5. Click Submit and then Install.



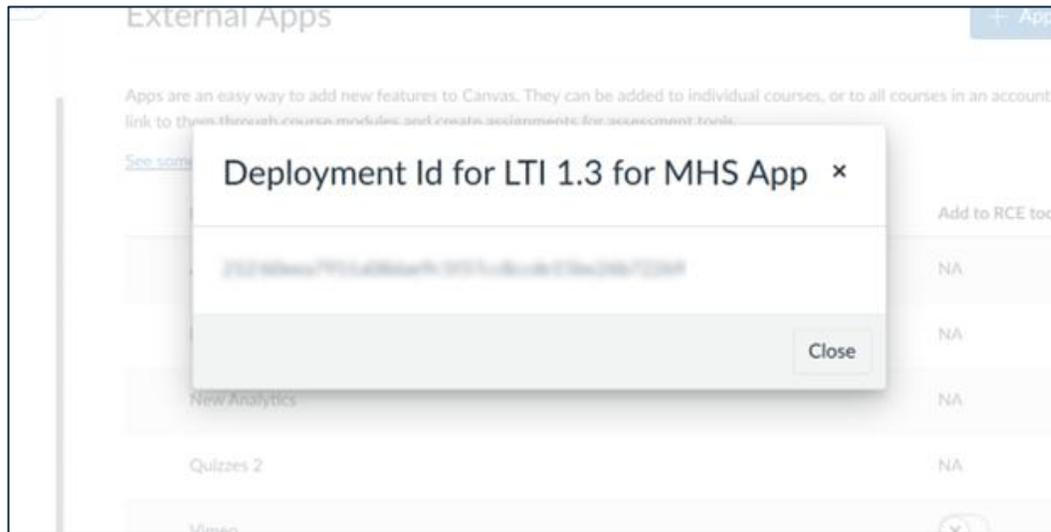
Step 5: Retrieve Deployment ID

1. Once installed, open the App's **Settings**.



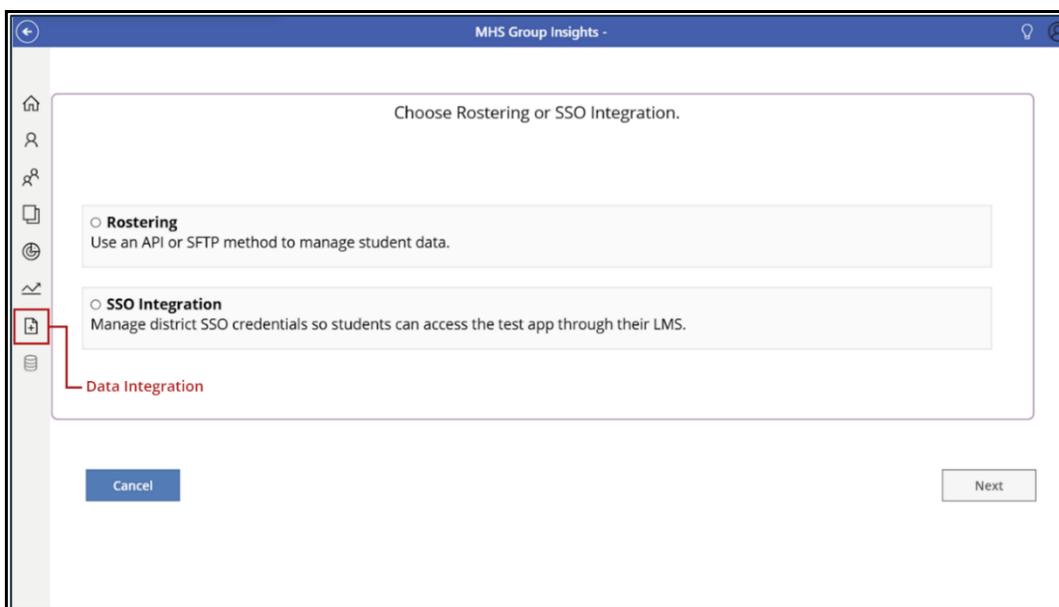
2. Click Deployment ID.

- Copy the Deployment ID value—this value will be used in the MGI setup.



Step 6: Configure the MHS Group Insights (MGI) Application

- Log in to the MGI application.
- From the sidebar menu, click the icon that opens the **Integration Settings** page. *(Refer to the screenshot below to identify the icon).*
- On the Integration Settings screen, you'll be prompted to choose between **Rostering** and **SSO Integration**.
- Select **SSO Integration**, then click **Next** to proceed with the setup.



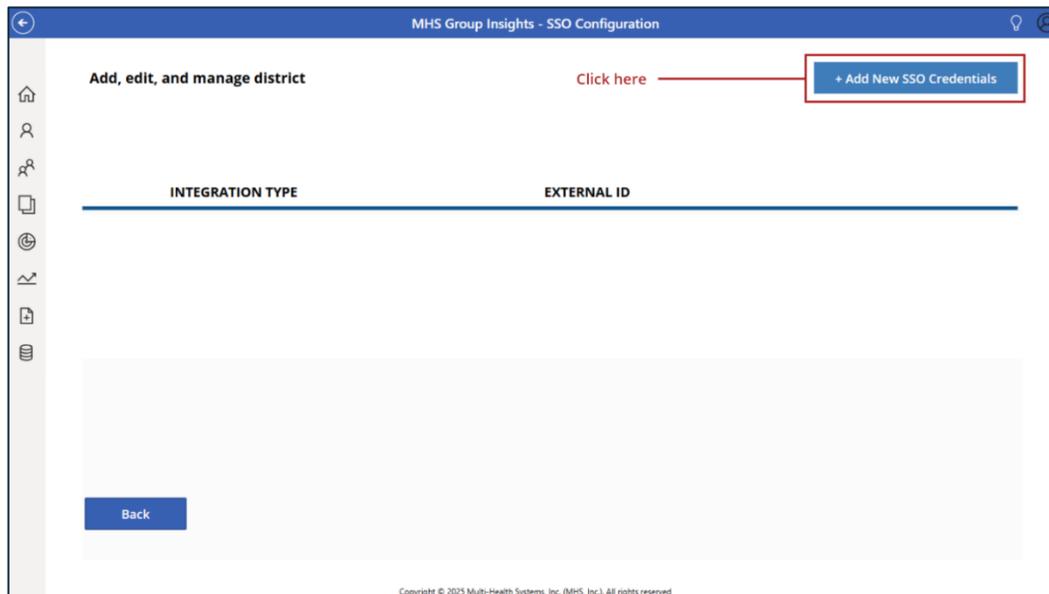
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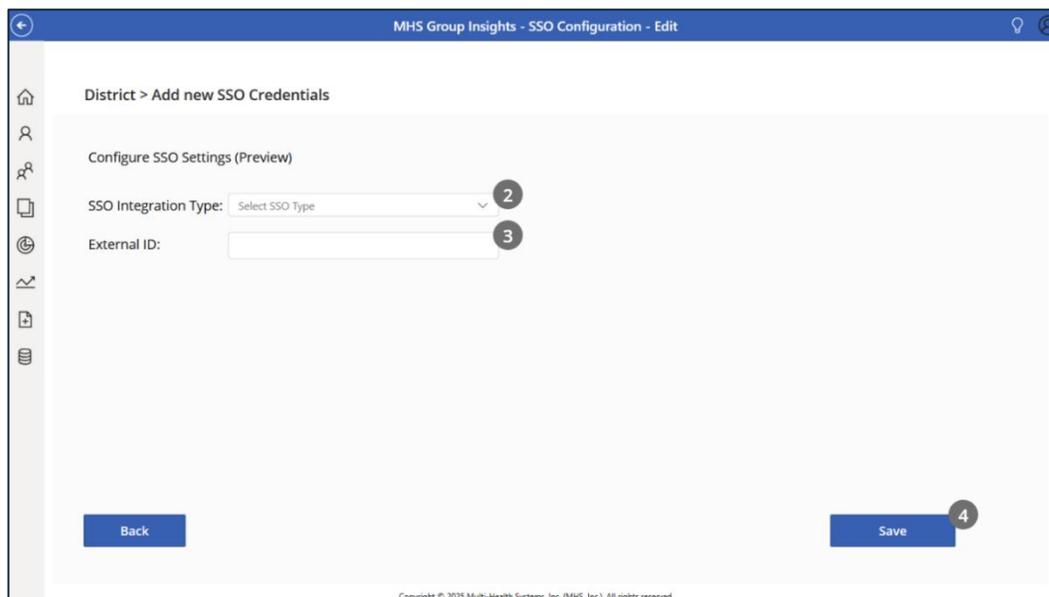
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Step 7: Add Canvas SSO Credentials

1. In the next window, click **Add New SSO Credentials**.



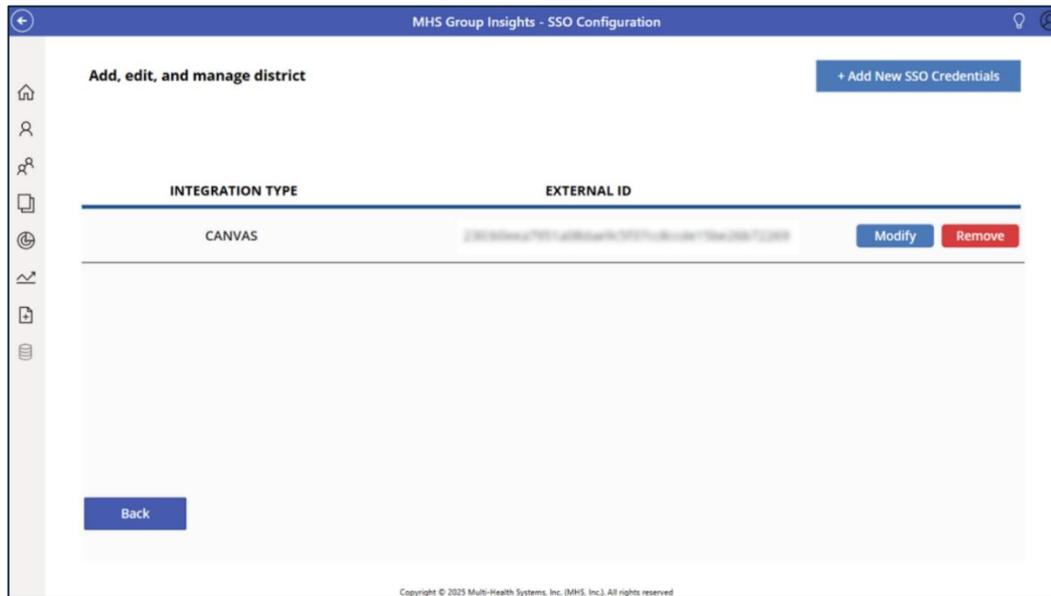
2. Select **Canvas** as the Integration Type.
3. Paste the Deployment ID you copied in Step 5 into the External ID field.
4. Click **Save** to complete the setup.



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Step 8: Final Verification

1. Return to the Canvas Portal.
2. Your new SSO application should now be active and ready for student access.

Troubleshooting

If you run into any issues during setup, double-check the following:

- The JSON URL was entered correctly during developer key creation.
- The Client ID and Deployment ID were copied accurately.
- Canvas credentials were entered properly in the MGI application.
- App installation and activation were successfully completed in Canvas.

Still need help? Contact the **Implementation Team** at lis@mhs.com.

You're All Set!

Your Canvas SSO integration with MHS Group Insights is now active and ready for use. For additional guidance or troubleshooting, please reach out to the Implementation Team.

Thanks for setting everything up carefully—it helps ensure a smooth experience for every educator and student accessing the platform.