

ClassLink SSO User Guide

Overview

This guide provides step-by-step instructions for configuring **ClassLink Single Sign-On (SSO)** to enable secure access to the MHS Group Insights (MGI) application. By integrating ClassLink, districts can streamline administrator login using their existing credentials, simplify application assignment, and ensure accurate authentication across multiple platforms. The setup process includes adding and assigning the app in ClassLink, retrieving the client ID, and activating the application within the MGI platform.

Step-by-Step Instructions

Step 1: Sign in to Your ClassLink District Administrator Account

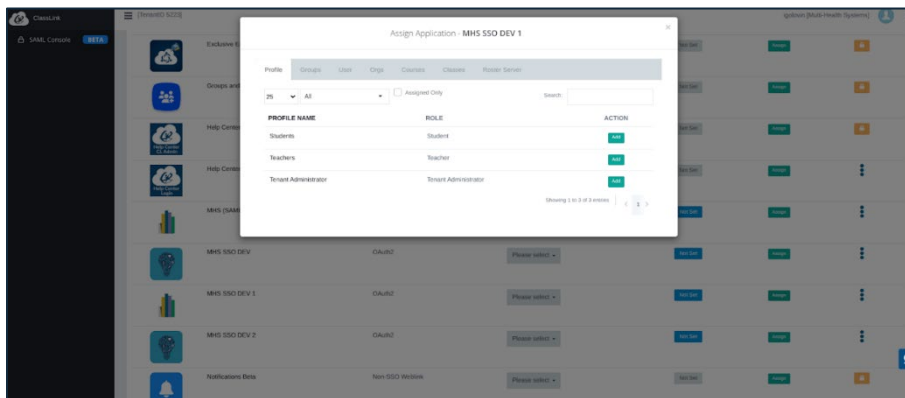
1. Go to the [ClassLink Login Page](#).
2. **Log in** and navigate to the Management Console.

Step 2: Add the MHS Student Application

1. From the left-hand menu, go to **Applications** → **Add & Assign Apps**.
2. Use the **search bar** to find “**MHS Student App**”.
3. Click **Add** to download the app directly to your Launchpad.

Step 3: Assign the Application to Users

1. Locate the newly added application.
2. Click the **Assign** button.
3. Click **Add** for the users or groups you want to give access to the application.
4. The **MHS Student App** will now appear in your Launchpad – **continue the setup by completing Step 4** to configure the integration.



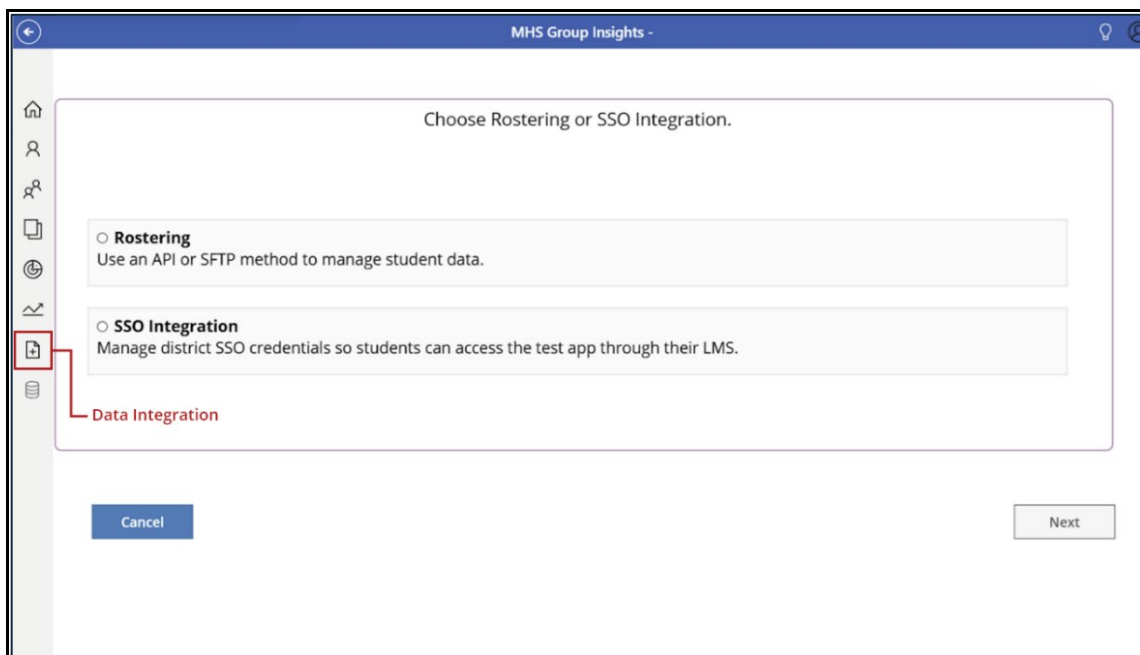
For more questions, please reach out to our Customer Service Team.

Email: customerservice@mhs.com

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

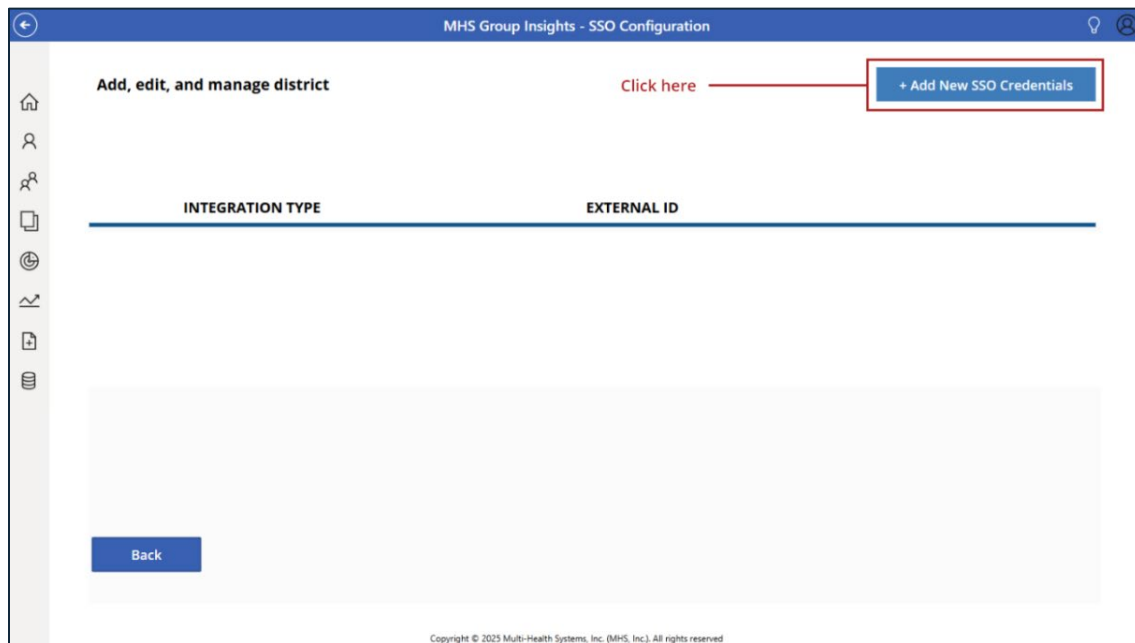
Step 4: Configure the MHS Group Insights (MGI) Application

1. While you're in your District Admin Portal, locate your **Tenant ID**—a 3–4 digit number unique to your district.
 - If you can't find it, please contact [Customer Service](#) for assistance.
2. Once you have your **Tenant ID**, log in to the **MGI application**.
3. From the sidebar menu, click the icon that opens the **Data Integration** screen. (*Refer to the screenshot below to identify the icon*).
4. On the **Integration Settings** screen, you'll be prompted to choose between **Rostering** and **SSO Integration**.
5. Select **SSO Integration**, then click **Next** to proceed with the setup.

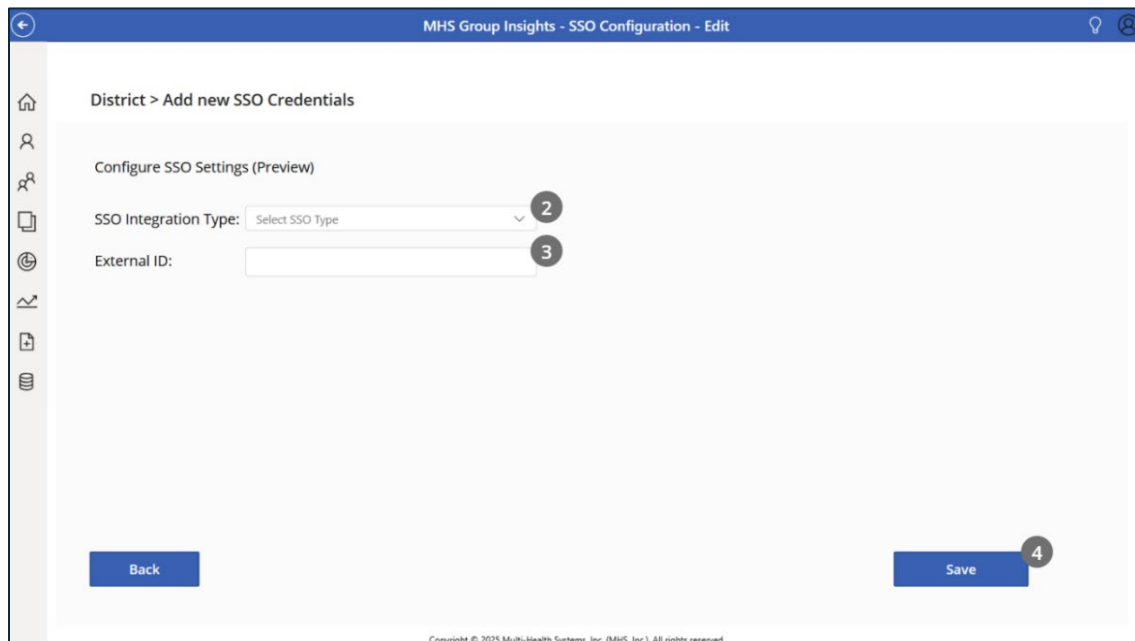


Step 5: Add ClassLink SSO Credentials

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



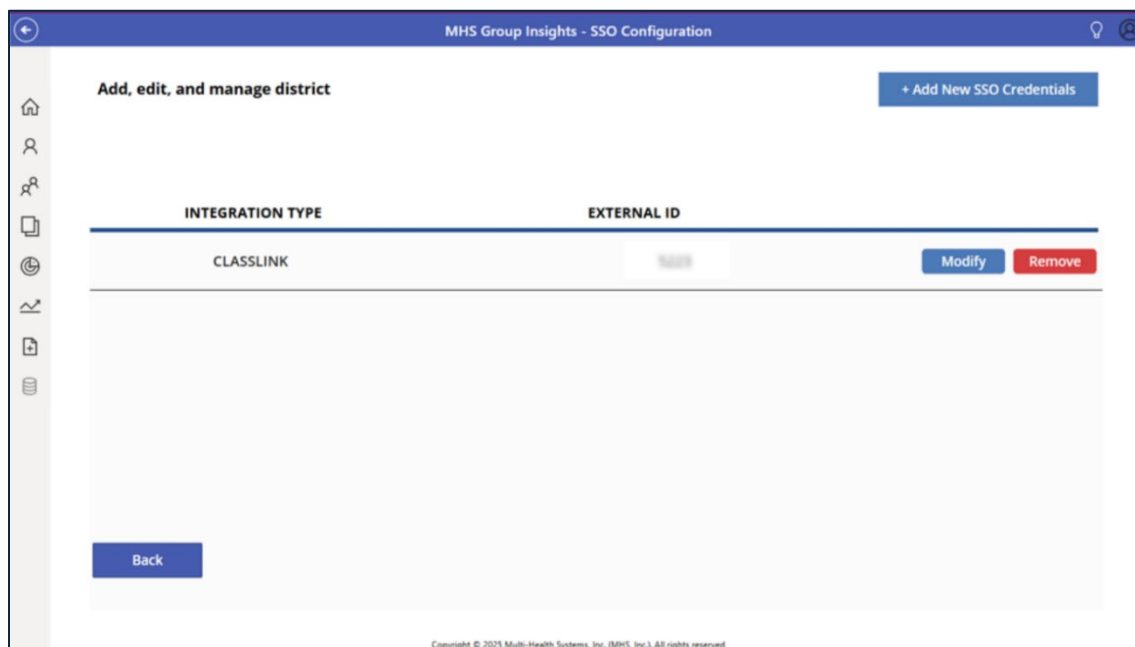
2. Set the **Integration Type** to **ClassLink**.
3. Paste the **Tenant Id** into the **External ID** field.
4. Click **Save** to complete the setup.



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



Step 6: Final Verification

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



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

Troubleshooting

If you experience issues during setup, double-check the following:

- ✓ The Web Address is correctly entered when adding the application
- ✓ The correct Tenant Id was entered in the External Id field
- ✓ ClassLink credentials were added properly in the MGI application
- ✓ Users have been assigned to the application

Still need help? Contact the **Customer Service Team** at customerservice@mhs.com.

You're All Set!

Your ClassLink SSO integration with MHS Group Insights is now active and ready for use. For any additional guidance or troubleshooting, feel free to reach out to the Customer Service Team.

Thanks for completing the setup carefully—it helps provide a seamless experience for district users accessing your platform.

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