

# federation-manager-add-idp

Log into the Federation Manager as a Site Administrator(SA).

From the site home page (SA Dashboard), scroll down to find the "Add New Identity Provider button; click it to open the "Add a New Identity Provider" page.

[+ ADD New Identity Provider](#)

"Add a New Identity Provider" is a step-by-step, multi-section form designed to guide you through the steps of registering a new identity provider in InCommon. The steps are listed on the left of the form.

## Add a New Identity Provider

Entity ID and Scope

Contacts

User Interface Elements

Error URL

IdP SSO Settings

Signing/Encryption Keys

Entity Attributes

Metadata Export Options

Attribute Authority

Review and Submit

### Entity ID and Scope

EntityID ⓘ

Scope ⓘ

The first step, "Entity and Scope", prompts you to enter the Entity ID and the Scope of your identity provider (IdP).

If this is your first time registering an IdP in InCommon, read these instructions first:

- [Entity ID](#)
- [Registering Scope](#)

Choosing the right entity ID and setting scope are critical to a successful IdP deployment in InCommon. Since you will not be able to easily change these 2 elements once you enter them, take some time to plan before you proceed.

Entity ID and Scope

EntityID ⓘ

Scope ⓘ

Create

Once you have entered the entity ID and Scope, click "Create" to continue entering information for your IdP.

**Next:** [Entering Contacts](#).

Navigating between different tabs for your IdP Metadata record

## Related content

- [Requirements to use Federation Manager](#)
- [What's New in Federation Manager](#)
- [Review and submit metadata](#)
- [Understanding the Endpoint Encryption Score](#)
- [Reset your Federation Manager user password](#)
- [Federation Manager](#)
- [Assign metadata management to a Delegated Administrator](#)
- [Prepare for Delegated Administration assignment](#)
- [Assign access to a Delegated Administrator](#)
- [Add an identity provider](#)

## Get help

Can't find what you are looking for?

[help](#) [Ask the community](#)

Use the left navigation or the Previous/Next buttons at the bottom of the page to move between the sections. An asterisk next to the name(s) will let you know if you have unfinished work in a particular section. Your work will be saved as you navigate between sections. You may exit the application and return to work on it at a future date.

**Remember to navigate to "Review and Submit" to submit your entity for publication.** Your changes won't be published to the InCommon metadata until you submit it for publication.

## Editing SAML metadata elements

To learn more about each section in the Add a New Identity Provider form, click on each topic here:

- [Contacts](#)
- [User interface elements](#)
- [Error URL](#)
- [IdP SSO Settings](#)
- [Signing/Encryption Keys](#)
- Entity Attributes
  - [Declare Research and Scholarship support](#)
  - [Declare Anonymous Access support](#)
  - [Declare Pseudonymous Access support](#)
  - [Declare Personalized Access support](#)
  - [Assert SIRTFI compliance](#)
  - [Hide an identity provider from discovery](#)
- [Metadata Export Options](#)
- [Review and Submit](#)