Understanding Microsoft Entra Single Sign-On

Microsoft Entra single sign-on (SSO) allows users to log in to KAStrack with their Microsoft account instead of, or in addition to, a KAStrack username and password. Single sign-on was introduced in Version 12.0.

Who Can Use Microsoft Sign-In

Microsoft sign-in is available to organizations that have had Microsoft Entra set up for their KAStrack site. Each site can be set to allow:

- Users from your organization's Microsoft tenant only
- Users from specific Microsoft tenants
- Anyone with a Microsoft work or school account
- Anyone, including people with personal Microsoft accounts

The option your organization uses is decided during the setup meeting.

Requesting Setup

Only KAStrack administrators can set up Microsoft Entra. To get started, call KAStrack technical support or reach out to your client liaison to schedule a setup meeting. Bring your organization's Microsoft Entra tenant ID; it is required to complete the setup. Your Microsoft or IT administrator can find it: see How to find your Microsoft Entra tenant ID.

Decisions Made During Setup

In the setup meeting, your KAStrack contact will help you decide:

- **Who can sign in:** only people in your tenant, or also people outside it, including personal Microsoft accounts

- **Other tenants:** whether other organizations' Microsoft tenants can be used to create KAStrack accounts
- **New accounts:** whether users who do not yet have a KAStrack account can create one when they sign in with Microsoft
- **Default access:** the access level a new account receives when a person signs in with Microsoft and has no KAStrack account
- **Direct login:** whether users can still log in with a KAStrack username and password, or whether direct login is turned off

What Happens the First Time a User Signs In with Microsoft

When a person signs in with Microsoft for the first time, they choose one of two options:

- **Link to an existing KAStrack account:** the user enters their KAStrack username and password to connect the two. After that, they can sign in with either Microsoft or their KAStrack password, unless direct login has been turned off.
- **Create a new KAStrack account:** this option is available only if your organization's setup allows it. The new account is given the default access level chosen during setup. A user who creates an account this way has no KAStrack password and signs in with Microsoft only.

Each email address can belong to only one KAStrack account. If a user tries to create a new account with an email address that already has one, they are asked to sign in to the existing account instead.

Account Creation Alerts

An alert notifies your organization when someone creates a KAStrack account through Microsoft sign-in.

Passwords and Microsoft Sign-In

- Users who created their account through Microsoft have no KAStrack password. They cannot use the Reset Password Tab, and KAStrack password requirements do not apply to them.

- Users who linked an existing account still have a KAStrack password, so password requirements and password resets apply to them as usual.
- Temporary passwords and first-login password changes apply only to accounts created with a password, such as accounts added on the Create Tab or through an import.

Related Resources

- Log In with Microsoft (Accounts Module How Tos)
- Understanding KAStrack's Password and Username Requirements
- Software Version History (Version 12.0)

Revision #1
Created 2026-11-18 00:01:37 UTC by Mitzi Orkus
Updated 2026-11-18 00:02:07 UTC by Mitzi Orkus