

Instance Login Method

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In this Article

Related Articles

Administrators can enforce a standardized login method (such as SSO) for **all users** of the FormAssembly Instance or allow logins to be managed by user-level login preferences.

To adjust the login method for all users:

1. Locate the **Instance Login Method** section, on the Security page in the Admin Dashboard.
2. Select a login method from the following dropdown options:
 - **Manage via user's settings:** The login method set at the user account level will be used.
 - **FormAssembly:** The standard FormAssembly account login method uses your FormAssembly username and password.
 - **LDAP:** Uses your LDAP (or Active) Directory as the login method.
 - To configure LDAP for your instance, please [open a case with FormAssembly Support](#) and refer to our [LDAP authentication article](#).
 - **SAML:** Uses your configured SAML identity provider as the login method.
 - To configure SAML for your instance, refer to our [SAML authentication article](#).
3. Select whether to allow administrators to override the login method.
 - Allowing an administrator to override the login method would enable an admin to quickly recover the instance in the case of an identity provider outage.
4. Click **Save** at the top of the page to save your settings.

Security

[View Logs](#)[Save](#)

As an admin, you have the ability to access and customize the security settings for your instance

SECURE FILE SCAN

Enable scanning service to all uploaded files for security threats.



MULTI-FACTOR AUTHENTICATION

Enable multi-factor authentication.



Force all users to log in with multi-factor authentication.



SAML

Enhance security and user convenience by integrating your SAML identity provider. After configuration, enable Single Sign-On (SSO) for users with ease.

Status:  Enabled

[Configure](#)

INSTANCE LOGIN METHOD

Enforce a standardized login method for all users which overrides user-level preferences.

Manage via user's settings

Manage via user's settings

FormAssembly

LDAP

SAML

forms.



INVITATION



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To adjust the login method for a specific user:

Note: The **User Login Method** will not be editable unless the **Instance Login Method** is set to “**Manage via user's settings**”.

1. Navigate to **User Management | All Users** and select **Edit User**.
2. Select a login method from the **User Login Method** dropdown on the General tab. Choose from the following options:
 - **FormAssembly:** The standard FormAssembly account login method uses your FormAssembly username and password.
 - **SAML:** Uses your configured SAML identity provider as the login method.
 - To configure SAML for your instance, refer to our [SAML authentication article](#).
 - **LDAP:** Uses your LDAP (or Active) Directory as the login method.
 - To configure LDAP for your instance, please [open a case with FormAssembly Support](#) and refer to our [LDAP authentication article](#).
3. Click **Save User** at the top of the page to finalize.

GENERAL

PERMISSIONS

DETAILS

Account

USERNAME *

lauren.johnson@formassembly.com

USER LOGIN METHOD

FormAssembly

FormAssembly

SAML

LDAP