



Setting up Microsoft sign-in

Wise Timetable — Microsoft Entra ID single sign-on: one approval, two settings,
matching addresses



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Setting up Microsoft sign-in

Microsoft Entra ID single sign-on for staff: one approval, two settings, and the addresses that have to match

Setting up Microsoft sign-in

Wise Timetable lets a school's staff sign in with the Microsoft 365 account the institution already gives them, on the web timetable, where lecturers book rooms, and in the administration application, where the timetable office works. Multi-factor authentication and your Conditional Access policies apply exactly as they do for Outlook, because the sign-in itself happens at Microsoft. Wise Timetable never sees a password.

This guide is for the two people who switch it on: the school's **Microsoft 365 administrator**, who approves Wise Timetable once for the whole institution, and the **timetable office**, which turns it on in the school's own settings. It takes about ten minutes. The staff side, with a picture of every screen, is in the companion guide *Signing in with Microsoft*.

Students are not affected. The timetable never asks them to sign in, so nothing changes for them.

What Wise Timetable asks Microsoft for

Protocol	OpenID Connect, authorization code flow with PKCE. The code is exchanged on our server, never in the browser
Application	<i>Wise Timetable</i> , one multi-tenant application registered and operated by Wise Technologies. You do not register anything yourself
Permissions	<code>openid</code> , <code>profile</code> and <code>email</code> , all delegated: the OpenID Connect sign-in permissions, which Entra ID lists under Microsoft Graph. They give sign-in and basic profile only. Wise Timetable asks for no token to call Microsoft Graph and reads no mail, calendars, files, Teams or directory data
Passwords	Typed on Microsoft's page only. Wise Timetable receives a signed statement of who the person is, never a password
MFA and Conditional Access	Unchanged and fully in force, because they happen at Microsoft before Wise Timetable is told anything
What is kept	Microsoft's signed statement is checked and then discarded. The lecturer is found, and a Wise Timetable session of up to eight hours starts, the same session a password sign-in gets

Who is let in, and as whom

- **Only accounts from your own tenant.** The school names its tenant in its settings (step 2), and a signed statement from any other directory is refused.
- **Personal Microsoft accounts are refused** (outlook.com, hotmail.com, live.com), and so are **guest accounts** invited into your tenant from another organisation. Only accounts your institution itself issued can sign in.

- **A person is matched by their sign-in name**, the user principal name such as `j.novak@your-university.edu`, against the **E-mail** on their lecturer record in Wise Timetable. The comparison ignores capital letters and surrounding spaces. The separate, unverified **email** attribute in Entra ID is deliberately not trusted for this.
- **The rights come from the lecturer record, not from Microsoft.** A person who signs in with Microsoft gets exactly what the same person would get with a password: the Administrator tick decides access to the administration application, and nothing about the Microsoft account can add to it.
- If two lecturer records carry the same address, the one with the Administrator tick is chosen, then the older record. The duplicate is noted in the server's log so it can be tidied up.

Step 1: your Microsoft 365 administrator approves Wise Timetable, once

An administrator of your tenant who may grant tenant-wide consent (a Global Administrator, Privileged Role Administrator, Cloud Application Administrator or Application Administrator) opens this address once, with your own domain in place of `your-university.edu`:

https://login.microsoftonline.com/your-university.edu/adminconsent?client_id=da9abd7c-069c-4e2a-90bc-c5c3880b5ae0

Microsoft shows the application *Wise Timetable* and the permissions above. **Accept** grants them for the whole institution, so no member of staff is ever asked to consent on their own. Microsoft then returns the administrator to a Wise Timetable page. That is expected, and there is nothing to do there.

Until this step is done, staff who press the button see *Your school's Microsoft 365 administrator has not yet approved Wise Timetable*.

After the approval, **Wise Timetable** appears in the Microsoft Entra admin centre under *Enterprise applications*. Two settings there are worth knowing:

Setting (Enterprise applications ► Wise Timetable ► Properties)

Effect

Assignment required? set to *Yes*

Only the users and groups you assign under *Users and groups* can sign in to Wise Timetable with Microsoft. Useful to start with the timetable office alone

Enabled for users to sign-in? set to *No*

Switches Microsoft sign-in to Wise Timetable off for the whole tenant at once. Deleting the application withdraws the approval entirely

Step 2: the timetable office switches it on

On the school's web timetable, sign in as a configuration administrator and open **Settings ► Access**. Two settings belong to Microsoft sign-in.

Setting

What to enter

Microsoft tenant

Your domain in Microsoft 365, the part after the @ in staff sign-in names (for example `your-university.edu`), or your tenant ID. It is checked

Setting	What to enter
Sign in with Microsoft	with Microsoft when you save, so a typing mistake is caught there and not by the first lecturer who tries <i>Microsoft, and passwords as before</i> to begin with. See the three choices below
The three choices:	
Choice	What staff get
<i>Off - username and password only</i>	No Microsoft button. This is where every school starts
<i>Microsoft, and passwords as before</i>	The Microsoft button first, and the username and password form under it. Both work
<i>Microsoft only</i>	The Microsoft button. Lecturer passwords are refused. See step 4

Half a configuration switches nothing on. While the tenant is empty, the school behaves as *Off* whatever the second setting says, so nobody can be locked out by a setting saved in the wrong order.

Step 3: the addresses have to match

Wise Timetable recognises a person by their Microsoft sign-in name, compared with the **E-mail** on their lecturer record. Before telling staff about the new button, check the lecturer records in the administration application (**Lecturers**, the *E-mail* field):

- every member of staff who books rooms or works in the administration has an address there, and
- it is the address they **sign in to Microsoft with**. Where your institution gives people a mail alias that differs from their sign-in name, enter the sign-in name.

Somebody whose record has no matching address is not let in. They see *You are signed in to Microsoft as ..., but no lecturer at this school has that e-mail address*, with the address that needs to go on their record, so the fix is quick either way.

A good first test is one person from the timetable office, with *Microsoft, and passwords as before*, before anybody else is told.

Step 4, later: Microsoft only

When staff are signing in with Microsoft and you want the old passwords gone, choose *Microsoft only*. Four things are worth knowing:

- **It can be saved only by somebody who is signed in with Microsoft at that moment.** The settings screen refuses it from a password session. That proves the new way in works before the old one closes. The same applies to changing the tenant of a school that is already *Microsoft only*.

- **Lecturer passwords are then refused before they are even checked**, so the sign-in form cannot be used to guess them.
- **The accounts Wise Technologies set up for your school by hand keep their passwords.** They are the way back in if the Microsoft side is ever misconfigured. On the sign-in page the password form is still there, folded away under *Sign in with a username and password instead*.
- **Going back is never locked.** *Microsoft, and passwords as before* can be chosen from any session, and the old passwords work again.

The mobile apps are not part of this. The setting *Mobile app: a lecturer's timetable needs that lecturer's password* uses the Wise Timetable password, so at a school that signs in with Microsoft only, leave it off.

What staff see

- The sign-in page has **Sign in with Microsoft** first.
- Microsoft's own pages follow, with your MFA prompts and, the first time, any set-up your policy requires.
- Back in Wise Timetable they are signed in, with the same rights as before.
- The **Account** screen of somebody who signed in with Microsoft has no password form. It tells them their password belongs to their Microsoft account.
- **Log out** ends the Wise Timetable session only, not the Microsoft one. On shared computers staff should sign out of Microsoft as well. The staff guide says so.

The companion guide *Signing in with Microsoft* walks through every screen and can be handed to staff as it is.

What Wise Timetable checks on every sign-in

For the security review, this is what the server verifies before anybody is let in:

- the signature, against Microsoft's published signing keys (RS256 only);
- that the statement was issued **to Wise Timetable** (audience), **by your tenant** (tenant and issuer), and is **current** (issued, not-before and expiry times, with two minutes' tolerance for clock drift);
- a one-time value tied to this browser's sign-in (nonce), and a state value that can be used once and expires after ten minutes, so a sign-in cannot be replayed or started in one browser and finished in another;
- that the account is not a guest and not a personal Microsoft account;
- and only then, the lecturer record with that sign-in name at this school.

A sign-in that fails any of these gets one neutral sentence on the page, and the precise reason goes to the server's log.

Troubleshooting

Staff see	Cause	Fix
<i>Your school's Microsoft 365</i>	Step 1 has not been done, or	Step 1

Staff see	Cause	Fix
<i>administrator has not yet approved Wise Timetable.</i>	the approval was withdrawn	
<i>You are signed in to Microsoft as ..., but no lecturer at this school has that e-mail address.</i>	The lecturer record has no address, or a different one, such as a mail alias	Step 3: put the sign-in name shown in the message on the record
<i>That Microsoft account does not belong to this school.</i>	The person signed in with an account from another tenant, or the Microsoft tenant setting names the wrong one	Check the setting; otherwise the person picks the right account
<i>That is a guest account in the school's directory.</i>	A B2B guest	Only accounts your tenant issued can sign in
<i>That is a personal Microsoft account.</i>	outlook.com, hotmail.com or live.com	Use the school account
<i>This school signs in with Microsoft - use the Microsoft button.</i>	A lecturer password at a <i>Microsoft only</i> school	Expected
<i>Signing in with Microsoft did not work. Please try again.</i>	Anything else	Note the time and write to us; the server log names the reason
No Microsoft button at all	The school is at <i>Off</i> , or the Microsoft tenant is empty	Step 2

Questions: **info_wise@wise-t.com**.