# Instructions to Update a Certificate for a Custom Google SAML Application

1. Login into the google domain as an admin
2. Select the Admin icon from the waffle

![Logo, company name

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1. Use the top search bar, type web and mobile apps and select the web and mobile apps waffle.

![Background pattern

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1. Select the midatahub custom saml application\*:

![Graphical user interface, text, application

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\*the name maybe different depending on how it was originally configured for your district.

1. Once the application is open select service provider details:

![Graphical user interface, text, application, email

Description automatically generated]()

1. Select manage certificates:

![Graphical user interface, text, application, chat or text message, email

Description automatically generated]()

1. Select add certificate

![Graphical user interface, text, application, email

Description automatically generated]()

1. Once the new cert is added close the SAML Certificates window:

![Graphical user interface, website

Description automatically generated]()

1. Under service Provider details select the Certificate dropdown:



1. Select the newly generated certificate (if the newly generated cert is not available refresh the page):

![Graphical user interface, text, application, email

Description automatically generated]()

1. Select Save at the bottom of the page

Graphical user interface, text, application, email

Description automatically generated

1. Select download metadata from the left navigation:

![Graphical user interface, text, application

Description automatically generated]()

1. The following dialog is presented – select the download metadata button

![Graphical user interface, text, application, email

Description automatically generated]()

1. Confirm the metadata has the new cert data by navigating to the downloaded metadata file and open it in a text or html browser window you should see the valid until tag reflects the new cert’s expiration date:

![Text

Description automatically generated]()

1. Once confirmed that the new cert is contained in the file, please open a ticket to [support@midatahub.org](mailto:support@midatahub.org) requesting the federation be updated and attach the file.