Lever <> ClearStar Enablement Procedure: Service Account

In order to provide ClearStar access to set up your Lever integration, ClearStar requires the following:

If using Single Sign On in Lever:

1. Create a user in your active directory within your domain with group allowing access to Lever.
2. Create an associated user in Lever with Super Admin access.
3. Provide ClearStar the username and password securely to authenticate the integration.

   If you are unable to provision ClearStar account within your Active Directory domain:

   1. Create an account within Lever for ClearStar with Super Admin access.
   2. Contact [Lever Support](#) to temporarily configure Direct Authorization access to allow the service account to directly log into Lever (instead of via SSO) using the following email template:

      Hi Team,
      We are in the process of deploying the Lever to ClearStar integration being hosted by ClearStar.

      We currently have Single Sign On configured on our Lever account and are unable to provide ClearStar with an account on our Active Directory domain.

      In order to allow ClearStar to authenticate the integration, are you able to temporarily configure Direct Authorization access to allow ClearStar to log directly into Lever, and notify us once this has been completed.

      After enablement, we will reach out and advise this has been completed to remove Direct Auth Access.

      Regards,

   3. Provide ClearStar the username and password securely to authenticate the integration.
   4. Once ClearStar has confirmed they have authenticated the integration, please send the following email template to [Lever Support](#) to request Direct Authorization to be removed:

      Hi Team,

We recently requested for your team to temporarily configure Direct Authorization access to allow ClearStar to log directly into Lever in order to authenticate our integration.

ClearStar has now authenticated the integration, could you please remove Direct Authorization to our Lever account now that this connection is in place.

Regards,

If not using SSO:

1. Create an account within Lever for ClearStar with Super Admin access.
2. Provide ClearStar the username and password securely to authenticate the integration.
3. Once ClearStar has confirmed they have authenticated the integration, you may disable the account on Lever.