

Captcha Functionality for Compass Portal Guide

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Introduction

Captcha functionality is available to enhance the security of the Compass Portal *Sign Up* and *Sign In* functions. These functions can be enabled independently or together. This guide should be used as a reference for the steps required to add Captcha functionality to your Compass Portal:

- 1. Google Account Configuration
- 2. AdaptSuite Support Configuration
- 3. Manage Compass Portal Options

Prerequisites

- A Google/Gmail account. This can be created specifically for this purpose, and need not be your normal email address used with your AdaptSuite account.
- You will need to provide your Compass Portal domain for the setup process. If you are unsure of this, your system administrator or Bullhorn Technical support can verify it for you.

1. Google Account Configuration

The Google reCAPTCHA V2 toolset requires a Google account to function. If you do not already have a Google account, you can create one specifically for this task.

The Google reCAPTCHA V2 account is provided by Google at no charge for up to one million requests per month. Please note this consideration when deciding whether to add this functionality to both the Compass Portal *Sign Up* AND *Sign In* features. General information on this tool, including details on advanced pricing can be found at: <u>https://www.google.com/recaptcha/about/</u>.

To proceed, navigate to <u>https://www.google.com/recaptcha/admin/create</u>. You will need to fill out the form as follows:



1. **Label** – Informal naming of your Site. The recommendation is to use the format: "Your Company Name" Captcha.

Label	(i)		
"Test Co	ompany" Captcha		

2. **reCAPTCHA type** – Choose reCAPTCHA V2 and select the option 'I'm not a robot' Checkbox.

reCAPTCHA type	(j)	
O reCAPTCHA v3	Verify requests w	ith a score
reCAPTCHA v2	Verify requests w	ith a challenge
"I'm not a r	obot" Checkbox	Validate requests with the "I'm not a robot" checkbox
O Invisible re	CAPTCHA badge	Validate requests in the background
O reCAPTCH	Android Valie	date requests in your android app

3. **Domains** – Enter the name of your Compass Portal domain here, and press ENTER or click the + symbol as seen below to confirm it.



Please note:

- Your domain will look like "companynamecpl.bondadapt-us.com", where the text in front of the cp part is specific to your company's domain.
- Do not include https:// or the trailing / as it will not let you save it with those components.
- Multiple domains can be entered if you ever need to add this functionality to other sites.
- 4. **Owners** Your email will default to this field, but you can add any others that may need to have access.





5. Accept the reCAPTCHA Terms of Service – Google's Privacy Policy, Terms of Use, and Terms of Service are linked for you to review and accept.

\checkmark	Accept the reCAPTCHA Terms of Service
	You agree to explicitly inform visitors to your site that you have implemented reCAPTCHA v3 on your site and that their use of reCAPTCHA v3 is subject to the Google Privacy Policy and Terms of Use . reCAPTCHA may only be used to fight spam and abuse on your site. reCAPTCHA must not be used for any other purposes such as determining credit worthiness, employment eligibility, financial status, or insurability of a user.
	By accessing or using the reCAPTCHA APIs, you agree to the Google APIs Terms of Use, Google Terms of Use, and to the Additional Terms below. Please read and understand all applicable terms and policies before accessing the APIs.
	reCAPTCHA Terms of Service 🗸

6. **Send Alerts to owners** – This will send alerts for problems such as misconfiguration or increases in suspicious activities to the owners listed above.



- Submit Press to continue, or Cancel to not save the above choices. Once you have submitted the form with no error, you will be taken to the confirmation screen acknowledging your site has been registered.
- 8. You will see a message with the label name of your company stating it has been registered.

""Test Company" Captcha' ha	s been registered.
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9. The SITE KEY and SECRET KEY are listed in two separate fields.

Use this site key in the H	TML code your site serves to users. 🛛 See client side integration
	6Le vtk
Use this secret key for co	ommunication between your site and reCAPTCHA. 🖸 See server side integration
	6Le1

- 10. Copy both Keys to provide to Bullhorn Technical Support (or be able to navigate back to this information when talking with them).
- 11. The **GO TO SETTINGS** button will take you back to edit any of the above fields/choices.



12. The **GO TO ANALYTICS** button will take you to the home page for your Captcha account. It will report on requests made using your new Captcha functionality.

GO TO SETTINGS	GO TO ANALYTICS

Note: You can remove your Compass site from this feature by editing it in the Settings, but we would recommend disabling it in the Adapt Administration first to prevent poor experiences and login failures for anyone trying to log in while the Site and/or Secret Keys are no longer linked to your site.

2. AdaptSuite Support Configuration

Once you have completed the Google account configuration, you will need to contact Bullhorn Support to proceed.

- 1. Open a ticket with Bullhorn Support to complete the Captcha setup on the Bullhorn/Adapt side.
- 2. Provide both the **SITE Key** and **SECRET Key** as procured in the above Google Account Configuration steps.
- 3. Support will attach both of these keys to your account.
- 4. Once verified as completed, proceed to the next steps for your AdaptSuite account configuration below.

3. Manage Compass Portal Options

Once you have completed the Google portion of the setup AND contacted and received completion verification from Bullhorn Technical Support on their steps, you will need to enable the functionality within your Adapt system. This will add the Captcha interface to your Compass Site's *Sign In* and/or *Sign Up* screens.

- 1. Login to Adapt with an account that can make administrative changes.
- 2. Access Manage Compass Portal Options.
 - a. Select Administration > Administration.
 - b. In the General Administration area, select Manage Compass Portal Options.
 - c. You will see the Manage Compass Portal Sites grid.
- 3. From the Manage Compass Portal Sites grid, click on the name of the website in the Site Name column.

Manage Compass Portal Options		
Manage Compa 🕶		
Manage Compass Portal Sites		
Branch Name	Web Description	Site Name
Corporation21 Branch	Mu Default Website	Default COMPASS Portal
Corporation22 Branch		211



4. The Summary segment of the website record displays. Click the **Functions** segment.

Default W	ebsite	
Summary	Activities -	
Summary		
External Site Name		Default COMPASS Portal
This is the URL title t	Summary	
Hide Remember Me C	Branches	
Theme Color	Functions	Default
Logo/Title Backgroun		Primary
Please enter one of th	e following: None, Primary, or	a 6-character HEX value.

- 5. The grid displays a list of functions that can be turned on/off. If a function is off, that function is not available on the Compass site. For example, if you turn on *Recaptcha Sign Up*, then the interface for the Captcha will be available on the Compass *Sign Up* screen.
- 6. The default value for these options is OFF.
- 7. Check the box(es) for Recaptcha Sign Up and/or Recaptcha Sign in.

Recaptcha - Sign Up	Off
🗌 Recaptcha - Sign In	Off

8. Once selected, select the **On/Off** button found at the top right of the *Functions* grid to toggle their status.

Default Website		
Functions Activities		
Functions		
Functions for this Site		On/Off
✓ Function	Show on Compass	
Job Search	On	
Advanced Job Search	0n	
Apply	On	
Sign-Up	On	

9. A popup message will notify that your selections have been made.

* s	ave Website -	Google Ch	rome	-		×
	ccm58.bond	ladapt-us	.com/W	ebApp/\	/iewMa	na
Save	Website					
Changes will be applied when the website is restarted or by clicking on the Refresh and Preview option.						
			Ok			



10. The **Refresh and Preview** action must be run in order for the changes to be reflected on the site.

Default Website	
Functions - Acti	vities -
Functions	Refresh and Preview
Functions for this Site	\bigcirc

- 11. The *Refresh and Preview* action will take you to a Site Configuration Summary of your Compass Portal.
 - a. Click the **Sign In** button to verify that Captcha has appeared on your *Sign In* screen.



b. Click the **Sign Up** button to verify that Captcha has appeared on your *Sign Up* screen.



c. Users will see a Captcha box requesting verification at the bottom of their respective *Sign Up* or *Sign In* screens.



d. Successfully clicking the box for "I'm not a robot" will result in the test being accepted, allowing users to proceed in the *Sign Up* or *Sign In* process.



e. Captcha works with a 2 minute window for verification, any *Sign In* or *Sign Up* process not completed within that time will cause an error and the user will be prompted to re-do their



verification.

verificatio again.	in expired. Check the checkbox	
	I'm not a robot	reCAPTCHA
		Privacy - Terms

Note: The functionality will ONLY work if Bullhorn Support has added the keys to your account. If you do these steps out of order, your candidates, contacts, supplier candidates, and supplier contacts will be unable to login until you have disabled the Captcha functionality OR until Support has finished their part of the process.

