

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.

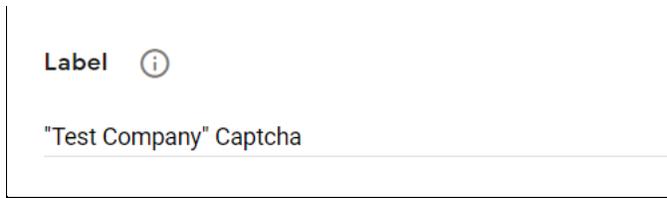
1. Google Account Configuration

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: <https://www.google.com/recaptcha/about/>.

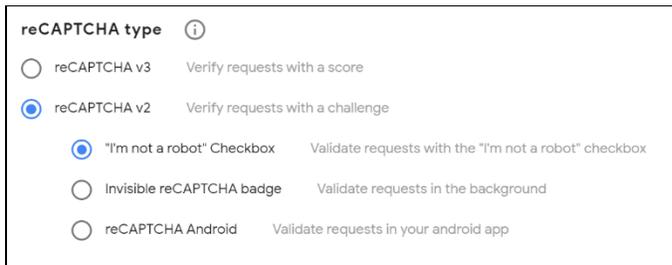
To proceed, navigate to <https://www.google.com/recaptcha/admin/create>. You will need to fill out the form as follows:

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



The screenshot shows a configuration field titled "Label" with an information icon. Below the title, the text "Test Company" Captcha is entered into a text input field.

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



The screenshot shows the "reCAPTCHA type" configuration section. It includes an information icon and five radio button options: reCAPTCHA v3 (Verify requests with a score), reCAPTCHA v2 (Verify requests with a challenge), "I'm not a robot" Checkbox (Validate requests with the "I'm not a robot" checkbox), Invisible reCAPTCHA badge (Validate requests in the background), and reCAPTCHA Android (Validate requests in your android app). The "reCAPTCHA v2" and "I'm not a robot" Checkbox options are selected.

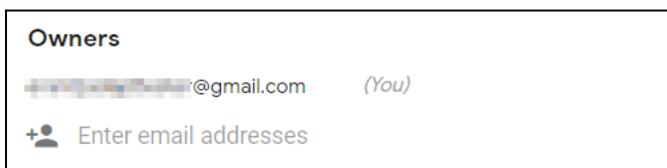
3. **Domains** – Enter the name of your Compass Portal domain here, and press ENTER or click the + symbol as seen below to confirm it.



The screenshot shows the "Domains" configuration field with an information icon. A domain name "testcompanycp1.bondadapt-us.com" is entered in the text input field. A plus sign icon is visible to the left of the domain name, and a hand cursor is hovering over it. Below the input field, there is a button labeled "Add domain" and the word "Owners" is partially visible.

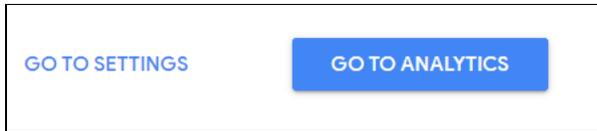
Please note:

- Your domain will look like “companynamecp1.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.



The screenshot shows the "Owners" configuration field. It displays a list of email addresses, with one address partially visible as "@gmail.com" and the label "(You)" next to it. Below the list, there is a plus sign icon and the text "Enter email addresses".

- 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.



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.

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

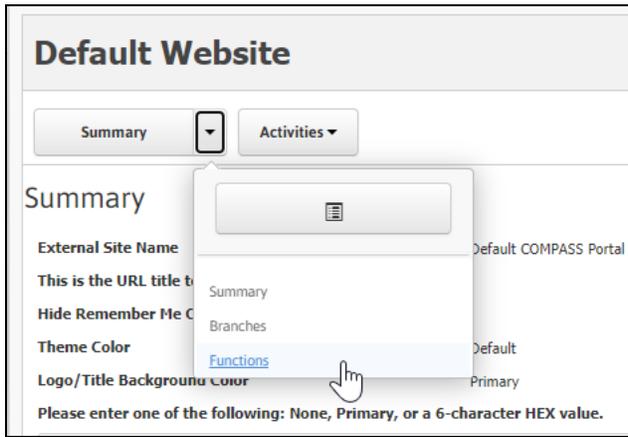
3. Manage Compass Portal Options

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.

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



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



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.

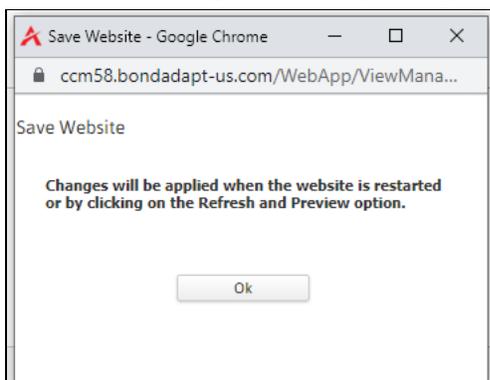
7. Check the box(es) for **Recaptcha – Sign Up** and/or **Recaptcha – Sign in**.



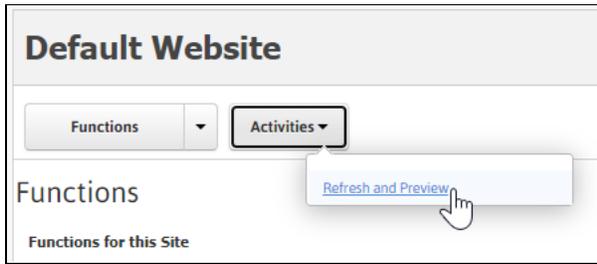
8. Once selected, select the **On/Off** button found at the top right of the *Functions* grid to toggle their status.



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

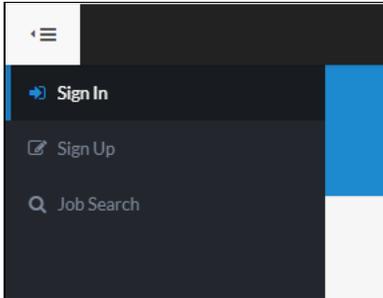


10. The **Refresh and Preview** action must be run in order for the changes to be reflected on the site.

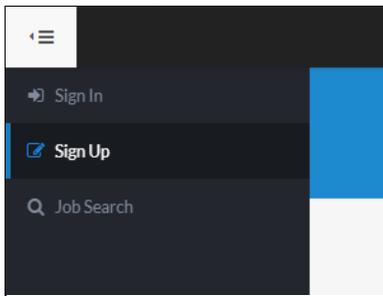


11. The *Refresh and Preview* action will take you to a Site Configuration Summary of your Compass Portal.

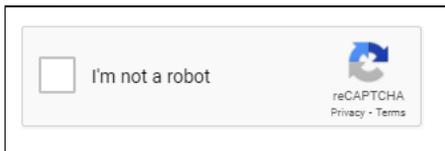
a. Click the **Sign In** button to verify that Captcha has appeared on your *Sign In* screen.



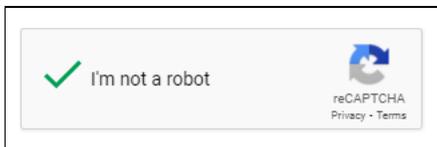
b. Click the **Sign Up** button to verify that Captcha has appeared on your *Sign Up* screen.



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

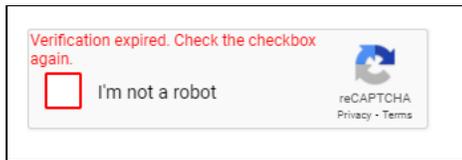


d. Successfully clicking the box for "I'm not a robot" will result in the test being accepted, allowing users to proceed in the *Sign Up* or *Sign In* process.



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.



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.