

# Sage HR

## *Sage HR - How do I link my account?*

### Overview

To authenticate Sage HR using an API key, you will need to provide the following information:

- Subdomain
- API Key

This guide will walk you through finding your subdomain and API key within Sage HR.

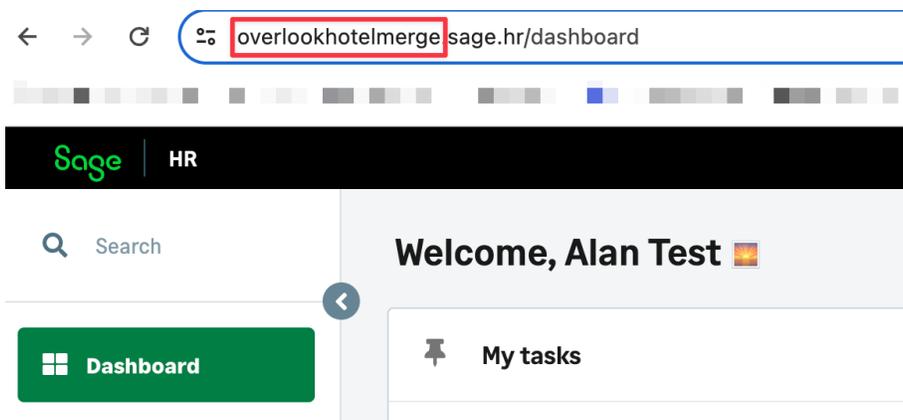
### Prerequisites

Please ensure you fulfill all the requirements to set up the integration:

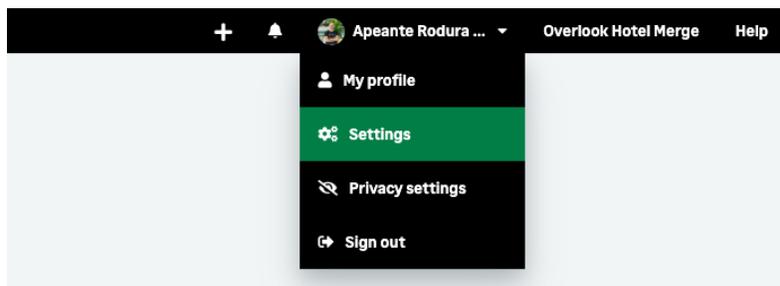
- You have Administrator or Manager permissions in your company's Sage HR instance or someone has shared their access with you.

### Instructions

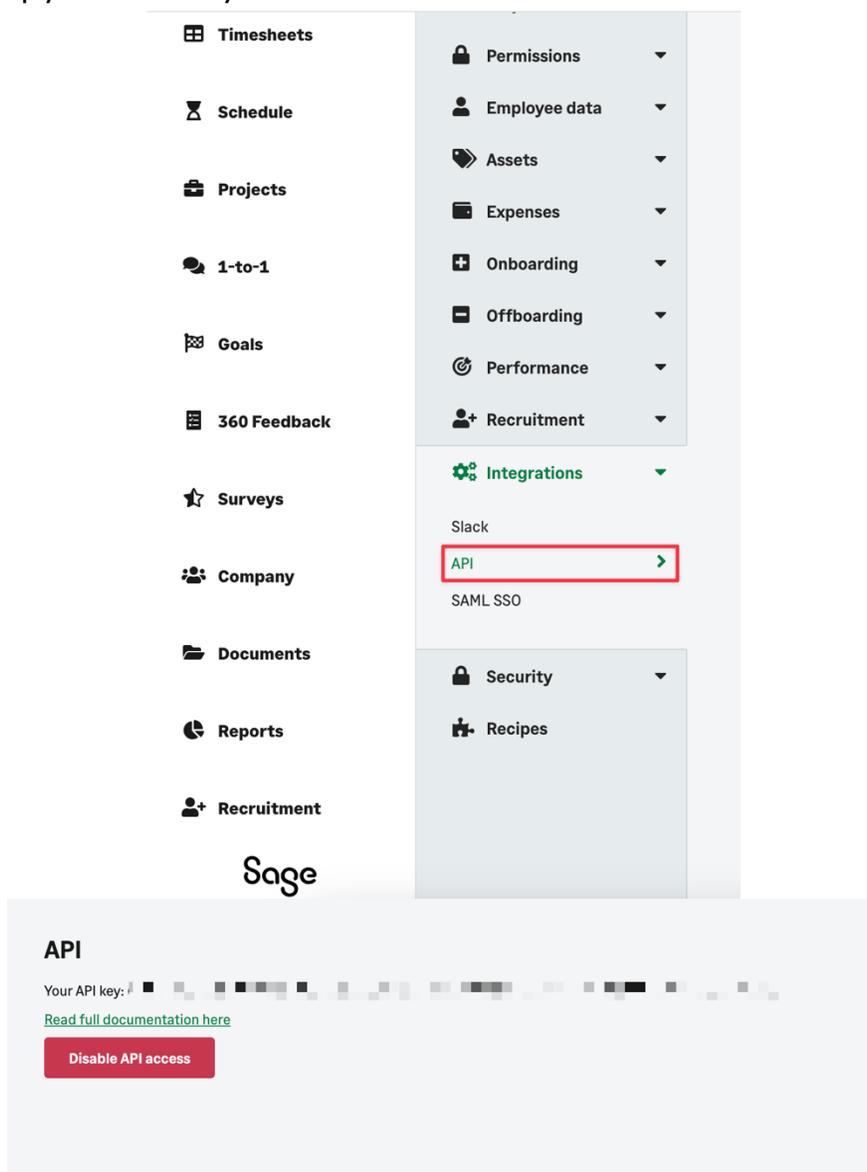
- Step 1: Find the subdomain address for your Sage HR account
  - o In the example below the subdomain is overlookhotelmerge



- Step 2: Find your Sage HR API key
  - o Log in and click on your name in the top right corner, and select Settings in the drop-down menu



- o Click on Integrations in the left-hand menu, and select API in the drop-down menu
- o Copy the API key



- Step 2: Enter the subdomain and API key into the linking flow
  - o Enter your subdomain into the linking flow

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### Enter your Sage HR subdomain

How do I find my subdomain?

Enter the subdomain for your Sage account below.

For example, if you sign in at "acme.sage.hr", enter "**acme**".

Do not enter the full "acme.sage.hr".

[Stuck? See detailed instructions with screenshots](#)

https://  .sage.hr

Submit

- Enter your API key into the linking flow

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## Enter your Sage HR API key

How do I find my API key?

- 1 Sign in to Sage.
- 2 Click your name in the upper right to expand the dropdown.
- 3 Visit **Settings** in the dropdown menu.
- 4 Click **Integrations API** in the left navigation.
- 5 Copy and add the **API key** below.

[Stuck? See detailed instructions with screenshots](#)

Sage HR API key

Submit

After the connection is established, After the connection is established, you will need to provide to your CSM the fields names for the integration and you have the chance to map any field from EntraID to the Rydoo equivalent fields.

<input type="text" value="Q Select or start typing..."/>	→	<b>RydooBranchID</b> Employee
<input type="text" value="Q Select or start typing..."/>	→	<b>RydooBranchName</b> Employee
<input type="text" value="Q Select or start typing..."/>	→	<b>RydooGroupID</b> Employee
<input type="text" value="Q Select or start typing..."/>	→	<b>RydooGroupName</b> Employee