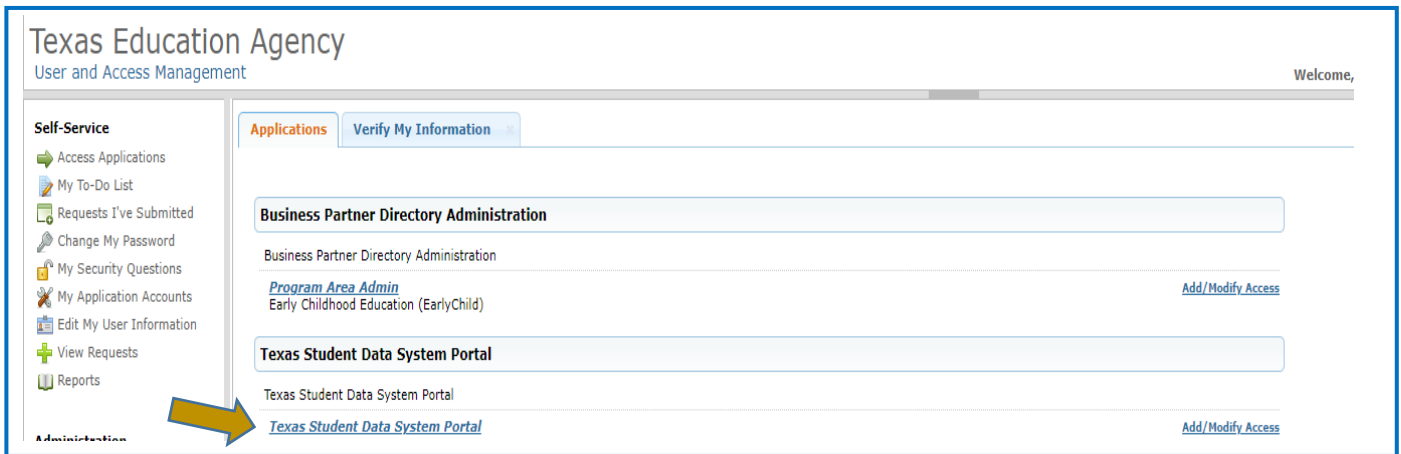


# DMC Security Management Reference Guide

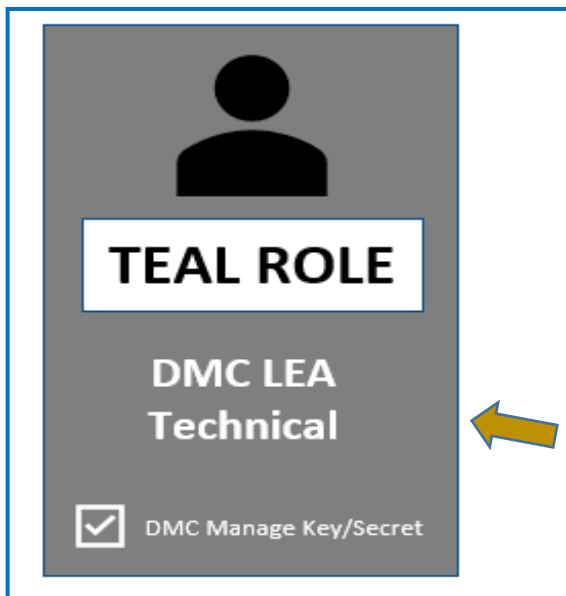
**Target Audience:** LEA and ESC Technical Staff who will perform the setup steps in the Data Management Center (DMC).

**Purpose:** This guide provides a list of steps for LEA and ESC personnel responsible for configuring the organization's Individual Operational Data Store (IODS) data permissions and security authorization within the DMC application. The key and secret generated is intended to be provided to source system vendor(s) in order to publish and access data to the IODS through API transactions.

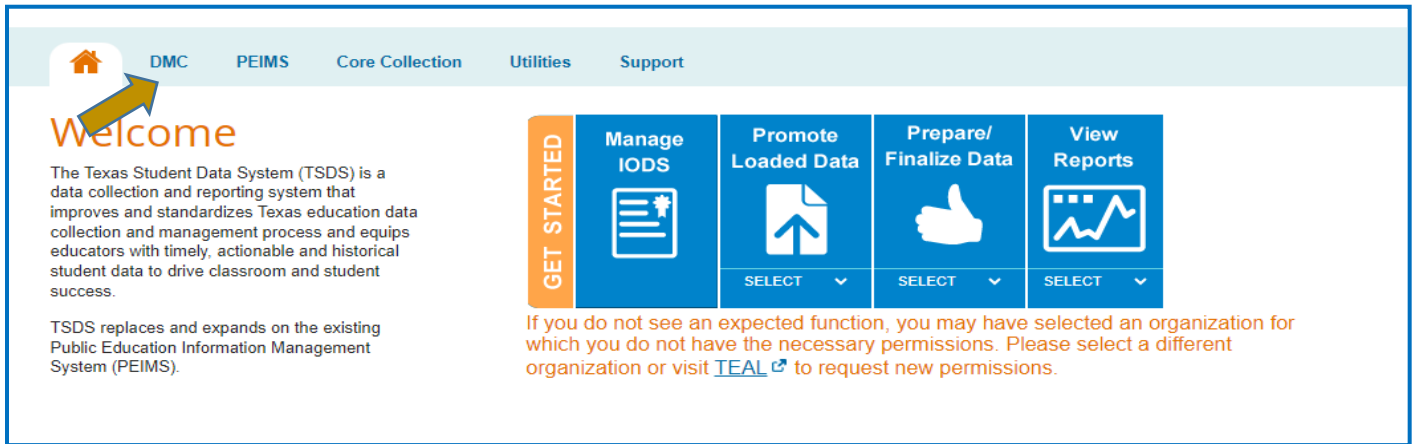
1. Log in to TEAL and navigate to the **Texas Student Data System Portal**.



2. Verify that you have requested the TEAL role **DMC LEA Technical** with the DMC Manage Key/Secret privilege checked by default.



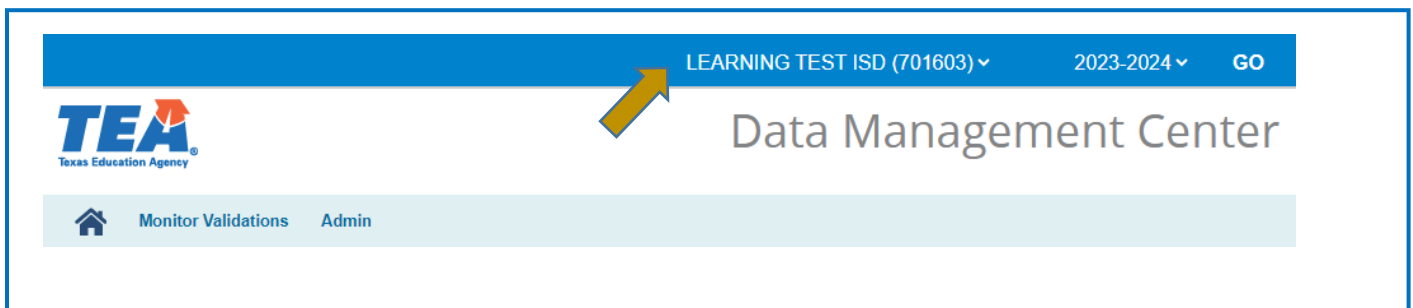
3. Click on **DMC** in the ribbon at the top of the screen.



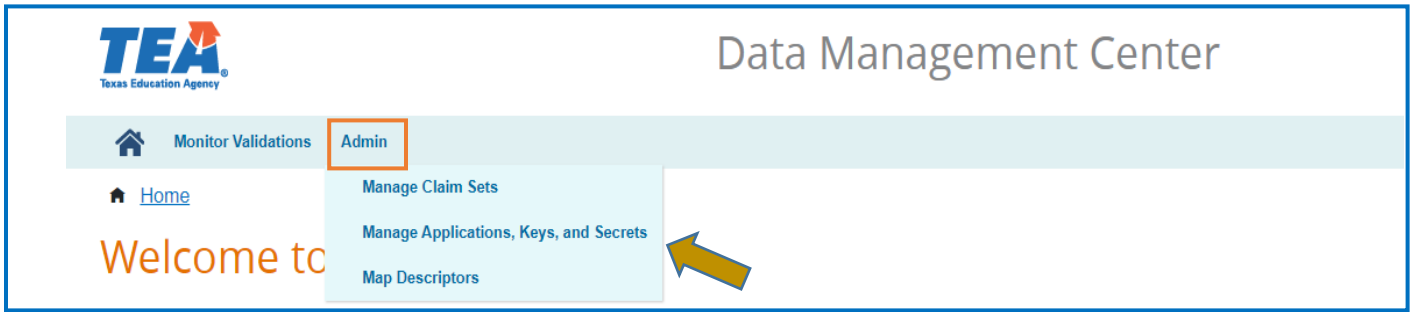
4. Click on the Manage IODS easy button to access the Data Management Center (DMC).



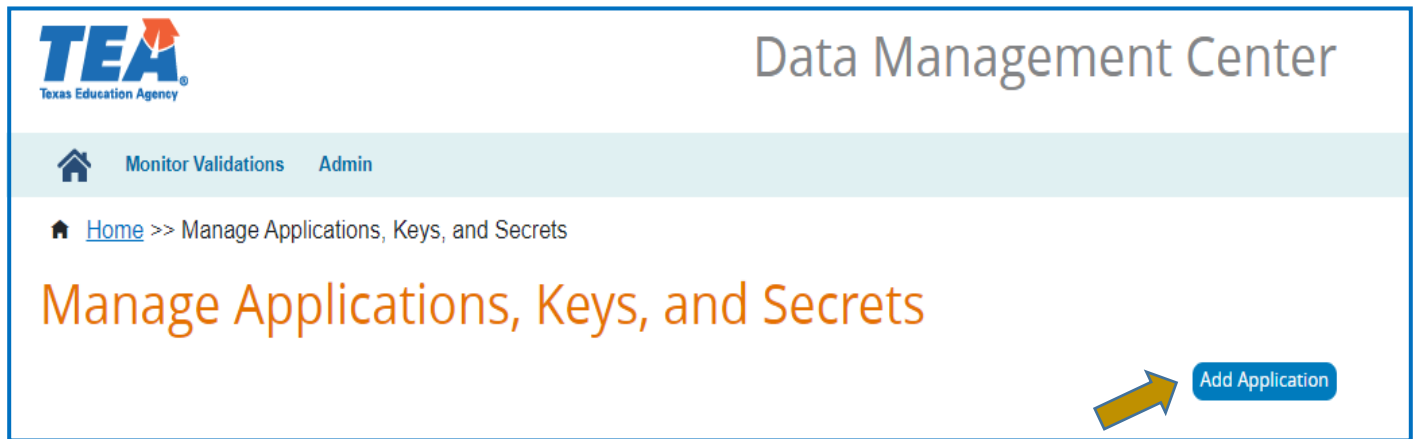
5. Upon accessing the DMC application, verify the organization and school year in the ribbon at the top right of the screen.



6. Hover over the **Admin** tab, click **Manage Applications, Keys, and Secrets**.



7. To generate the key and secret for a vendor application, click **Add Application**.

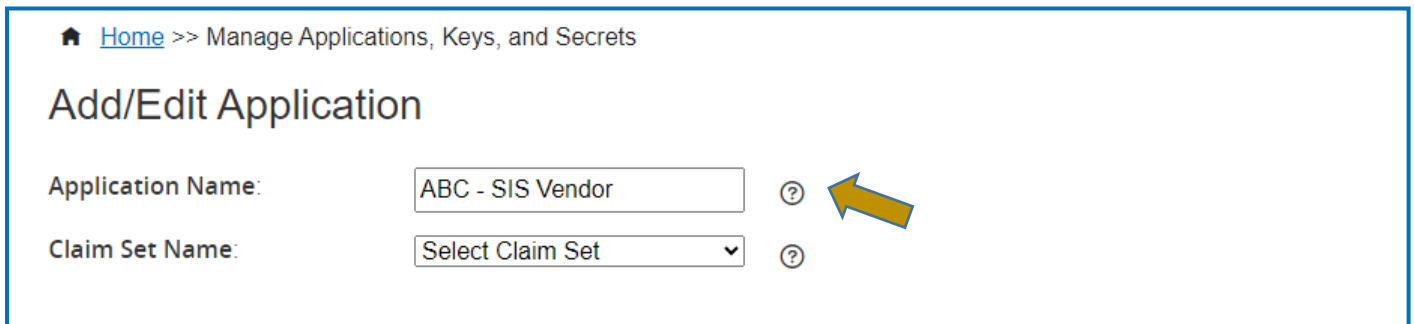


8. Enter the **Application Name**. The name should be unique and include the vendor product name, followed by the claim set or type of vendor. Format: Vendor Name - Type

Example: ABC - SIS Vendor

XYZ - HR/Finance Vendor

Tester - Assessment Vendor



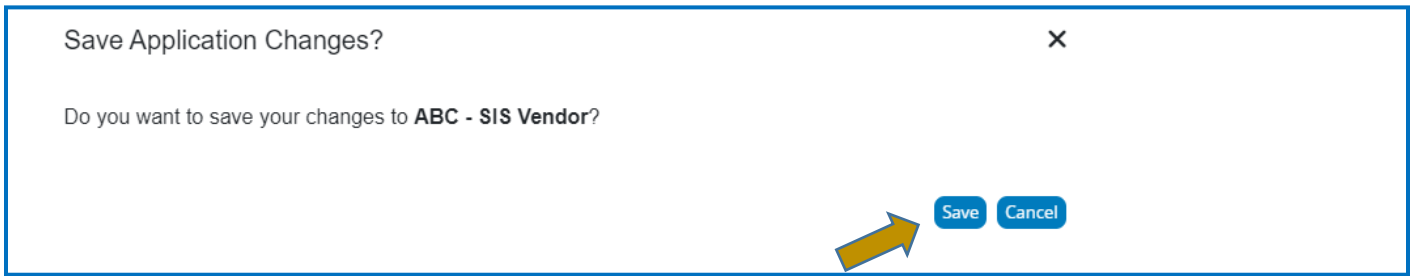
9. Select the appropriate Claim Set from the **Claim Set Name** dropdown menu. In our example we are generating the key and secret for ABC **SIS Vendor** so we would select the **SIS Vendor Claim Set**.

The screenshot shows the 'Add/Edit Application' form. The 'Application Name' field contains 'ABC - SIS Vendor'. The 'Claim Set Name' dropdown menu is open, showing a list of options: 'Select Claim Set', 'SIS Vendor', 'Read-Only All Resources', 'Assessment Vendor', 'Finance Vendor', and 'HR Vendor'. A yellow arrow points to the 'SIS Vendor' option. Below the form are two buttons: 'Add Application' and 'Cancel'.

10. Verify the Application Name and Claim Set Name, click **Add Application**.

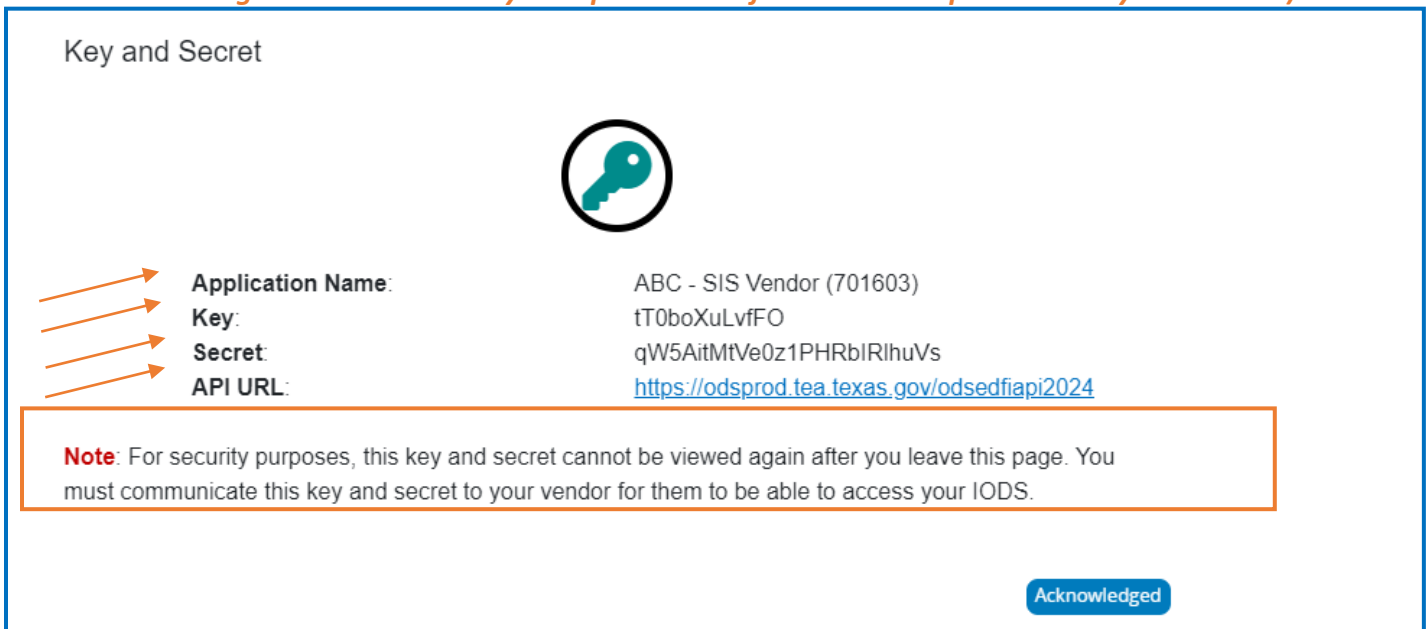
The screenshot shows the 'Add/Edit Application' form with the 'Application Name' field containing 'ABC - SIS Vendor' and the 'Claim Set Name' dropdown menu set to 'SIS Vendor'. A yellow arrow points to the 'Add Application' button. Below the form are two buttons: 'Add Application' and 'Cancel'.

11. Click **Save** when prompted on the Save Application Changes dialog box.

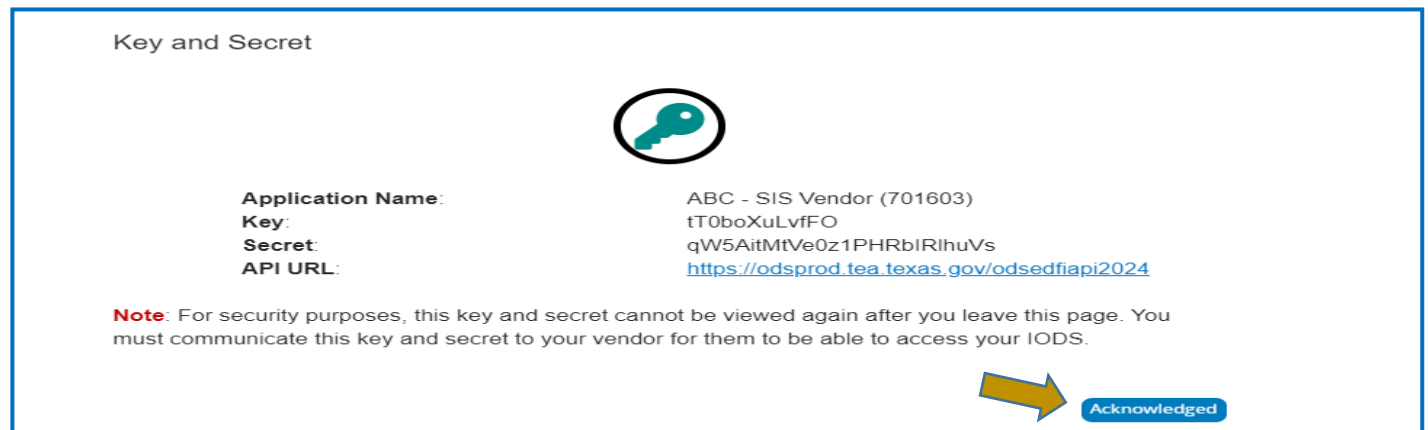


12. The **Key and Secret** dialog box will appear with the generated key and secret credentials. These credentials will allow the vendor to access and publish data in the IODS.

*(Review the Note indicating that this key and secret cannot be viewed again after you click **Acknowledged**. Be certain that you capture this information and provide it to your vendor.)*



13. Upon having provided this information to the vendor and/or securely storing this information as per your local district technology security policy, click **Acknowledged**.





14. Verify the Application was added on the Manage Applications, Keys, and Secrets screen.  
(Notice the Date Generated and Generated By information.)

Monitor Validations Admin

Home >> Manage Applications, Keys, and Secrets

## Manage Applications, Keys, and Secrets


Add Application

Application Name: ABC - SIS Vendor  

Claim Set: SIS Vendor

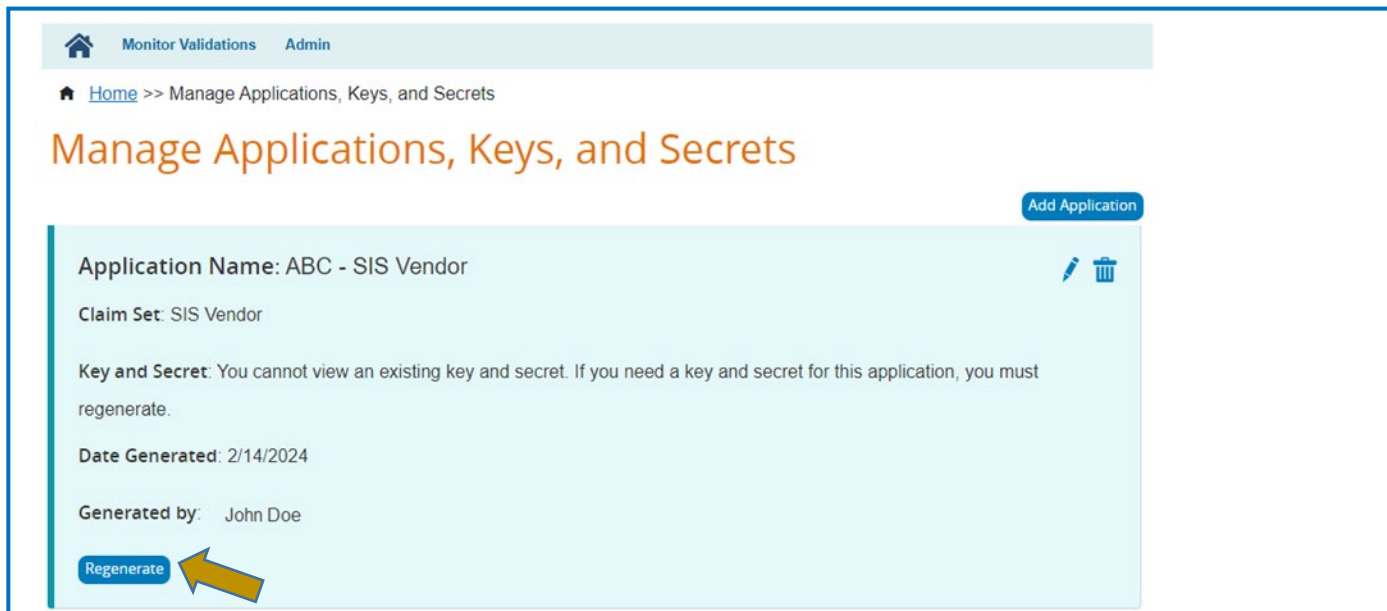
**Key and Secret:** You cannot view an existing key and secret. If you need a key and secret for this application, you must regenerate.

**Date Generated:** 2/14/2024

**Generated by:** John Doe 

Regenerate

15. If your vendor is unable to publish data or if you did not capture the key and secret information, you can Regenerate the key and secret. This action will make the previous key and secret invalid. Click **Regenerate** on the Application.



Monitor Validations Admin

Home >> Manage Applications, Keys, and Secrets

## Manage Applications, Keys, and Secrets

Add Application

Application Name: ABC - SIS Vendor

Claim Set: SIS Vendor

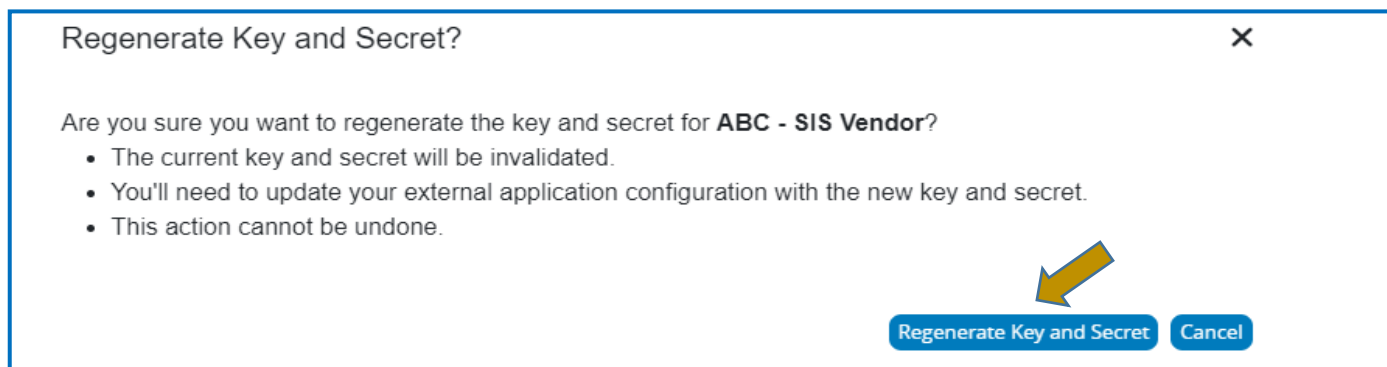
Key and Secret: You cannot view an existing key and secret. If you need a key and secret for this application, you must regenerate.

Date Generated: 2/14/2024

Generated by: John Doe

Regenerate

a. On the next screen review the information and click **Regenerate Key and Secret** if that is the desired action.



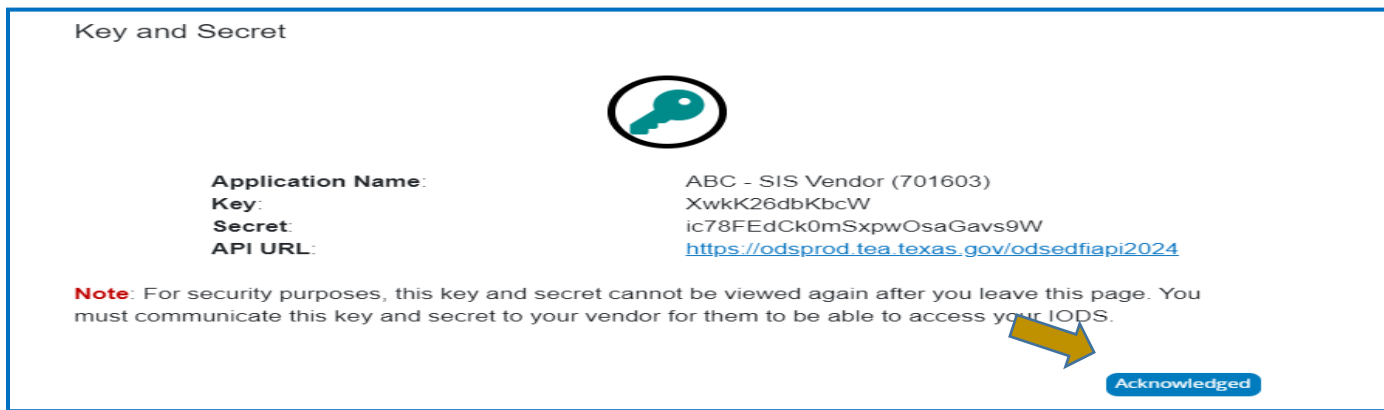
Regenerate Key and Secret?

Are you sure you want to regenerate the key and secret for **ABC - SIS Vendor**?


- The current key and secret will be invalidated.
- You'll need to update your external application configuration with the new key and secret.
- This action cannot be undone.

Regenerate Key and Secret Cancel

b. The pop-up box will provide the new key and secret information. Provide the new security information to your vendor. Click **Acknowledged**.



Key and Secret



Application Name: ABC - SIS Vendor (701603)  
Key: XwkK26dbKbcW  
Secret: ic78FEdCk0mSxpwOsaGavs9W  
API URL: <https://odsprod.tea.texas.gov/odsedfiapi2024>

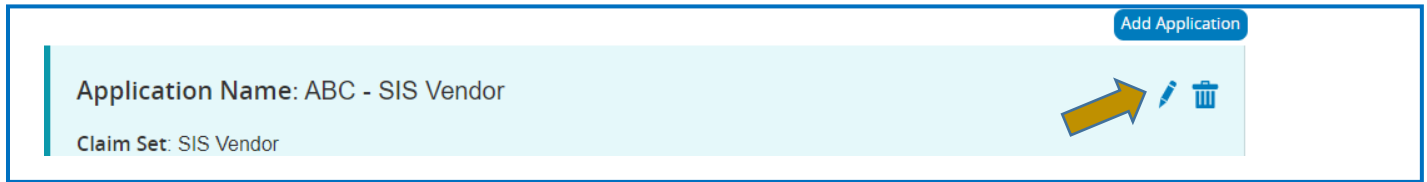
**Note:** For security purposes, this key and secret cannot be viewed again after you leave this page. You must communicate this key and secret to your vendor for them to be able to access your IODS.

Acknowledged

16. Users can edit or delete an Application.

- a. Edit – If you find the application name or the claim set assigned should be updated, click the **pencil icon**. Editing the application will **NOT** alter the currently assigned key and secret information for the application. Click **Save Changes** to update the application.

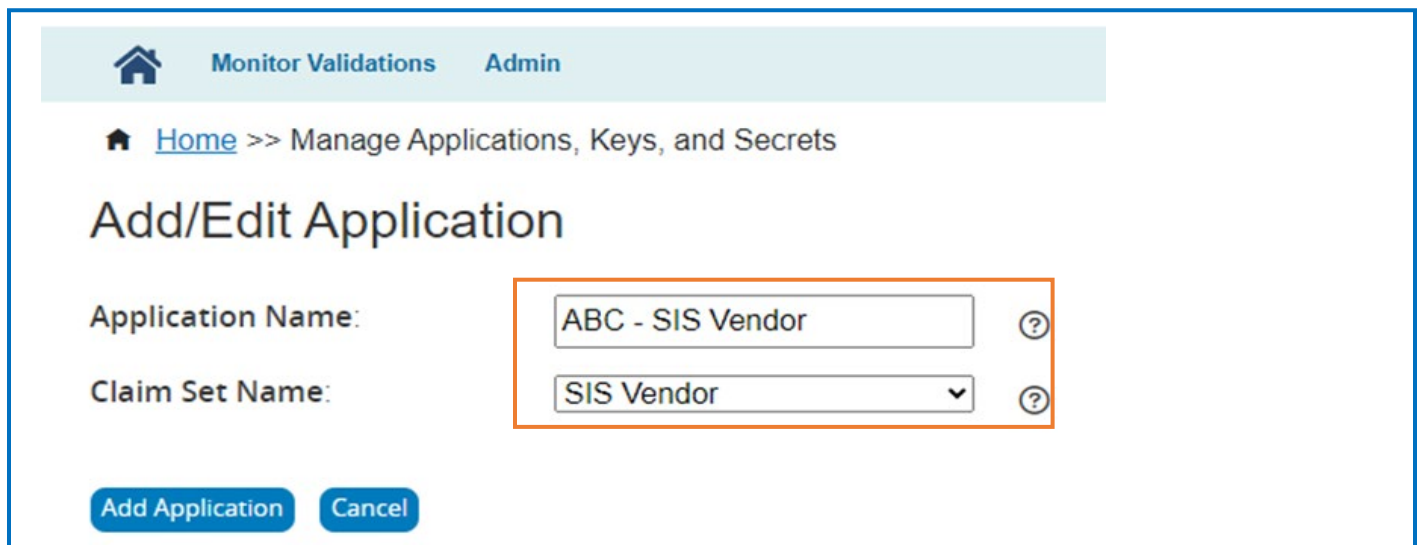
## Manage Applications, Keys, and Secrets



This screenshot shows a summary card for an application. The card displays "Application Name: ABC - SIS Vendor" and "Claim Set: SIS Vendor". In the top right corner, there is a blue "Add Application" button. Below it, a yellow arrow points to a pencil icon (edit) and a trash can icon (delete).

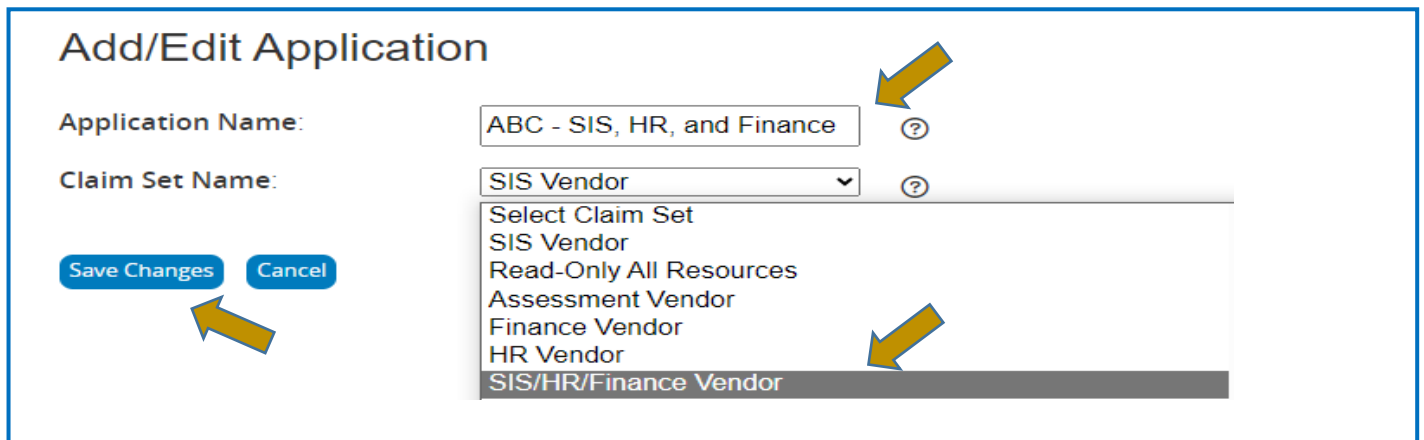
- b. On the Add/Edit Application screen, enter the new Application Name and/or select the new Claim Set Name from the dropdown menu. Click **Save Changes** to update the application.

### Original Application Name and Claim Set Name



This screenshot shows the "Add/Edit Application" form. The navigation bar includes "Monitor Validations" and "Admin". The breadcrumb trail is "Home >> Manage Applications, Keys, and Secrets". The form title is "Add/Edit Application". The "Application Name" field contains "ABC - SIS Vendor" and the "Claim Set Name" dropdown menu is set to "SIS Vendor". Both fields have a help icon (question mark). At the bottom, there are "Add Application" and "Cancel" buttons.

### Edited Application Name and Claim Set Name



This screenshot shows the "Add/Edit Application" form with updated values. The "Application Name" field now contains "ABC - SIS, HR, and Finance" and the "Claim Set Name" dropdown menu is set to "SIS Vendor". A dropdown menu is open, showing a list of claim sets: "SIS Vendor", "Read-Only All Resources", "Assessment Vendor", "Finance Vendor", "HR Vendor", and "SIS/HR/Finance Vendor". The "SIS/HR/Finance Vendor" option is highlighted. A yellow arrow points to the help icon for the Application Name field, and another yellow arrow points to the highlighted option in the dropdown menu. At the bottom, there are "Save Changes" and "Cancel" buttons, with a yellow arrow pointing to the "Save Changes" button.



- c. Delete – An application can be deleted if it is determined the application was created by mistake or is no longer needed. Click the **trash can icon** to delete an application. Read the pop-up dialog box carefully and click **Delete Application** is that is the action that should take place.

## Manage Applications, Keys, and Secrets

Application Name: ABC - SIS Vendor

Claim Set: SIS Vendor

Add Application

### Delete Application?

×

If you delete this application, the vendor will no longer be able to access your IODS for the corresponding application.

Are you sure you want to delete **ABC - SIS Vendor**? This action cannot be undone.

Delete Application

Cancel

- At this point, you can hover over the **Admin** tab and click **Manage Claim Sets**. This will allow you to view the applications you have in use.

Monitor Validations
Admin

Home >> Manage Claim Sets

## Admin

Manage Claim Sets

Export Claim Set

Import Claim Set

Add Claim Set

Creator	Claim Set Name	Applications in Use	Last Updated	Action
	<a href="#">Assessment Vendor</a>	1	09/18/2023	
	<a href="#">SIS Vendor</a>	1	09/18/2023	
	<a href="#">SIS/HR/Finance Vendor</a>	1	09/18/2023	

18. On the Manage Claim Sets screen above, you can click on **SIS Vendor** to view the claim set resources that this claim set will allow the vendor to access and the level of access in the IODS (i.e., read, create, update, delete).

The screenshot shows the 'Admin' section of the 'Manage Claim Sets' screen. The breadcrumb trail is 'Home >> Manage Claim Sets'. The page title is 'Admin'. Below the title, there is a link 'View Claim Set'. The 'Claim Set Name' is 'SIS Vendor'. The 'Application Name' is 'ABC - SIS Vendor', which is highlighted with an orange border. Below this, there is a table with columns for 'Resources', 'Read', 'Create', 'Update', and 'Delete'. The table lists various resources and their access permissions.

Resources	Read	Create	Update	Delete
AcademicWeek	✓	✓	✓	✓
AccountabilityRating	✓	✓	✓	✓
AssessmentMetadata	✓			
BasicReportingPeriodAttendance	✓	✓	✓	✓
BellSchedule	✓	✓	✓	✓
BilingualESLProgramReportingPeriodAttendance	✓	✓	✓	✓
Calendar	✓	✓	✓	✓
CalendarDate	✓	✓	✓	✓
ClassPeriod	✓	✓	✓	✓

Communicate with your vendor to determine next steps to begin data publishing to your IODS! **Your data should begin publishing to your IODS.**

Continue adding applications for each of your vendor products as outlined above.

**NOTE:** For guidance and instructions to LEAs who have multiple data sources that will be publishing data to the IODS for the Staff Entity, please review the [API Profiles Resource Guide](#).