

**Target Audience:** Local education agency (LEA) and education service center (ESC) Information Technology (IT) personnel who will be managing security in the Data Management Center (DMC).

**Purpose:** This click sheet provides a list of steps for LEA and ESC IT personnel responsible for configuring the organization’s individual operational data store (IODS) data permissions and security authorization within the Data Management Center (DMC) application. The key and secret generated is intended to be provided to source system vendor(s) in order to submit data to the IODS through API transactions.

**Demonstration Video:** [Link to Step by Step Video](#)

<b>STEP 1: To access the DMC application, follow these steps:</b>
a. <a href="#">Log in to TEAL</a> with your username and password. The TEAL Home page appears.
b. From the ‘Applications’ tab, click the <b>Texas Student Data System Portal Parallel</b> link. The TSDS Parallel home page should appear.
c. Click on the <b>DMC</b> tab and then the <b>Manage IODS</b> easy button to access the DMC application. The DMC home page should appear with the message ‘Welcome to the DMC’.
d. To generate the key and secret for a vendor application, continue to Step 2.
<b>STEP 2: To generate the key and secret for a vendor application, follow these steps:</b>
a. Upon accessing the DMC application, verify the organization and school year in the ribbon at the top right of the screen.
b. Hover over the ‘Admin’ tab, click <b>Manage Applications, Keys, and Secrets</b> .
c. Click <b>Add Application</b> .
d. Enter the <b>Application Name</b> . The name should be unique and include the vendor name, followed by the claim set. Example: “VendorName” SIS Vendor; “VendorName” HRIS Vendor; or “VendorName” Assessment IS Vendor.
e. Select the appropriate <b>Vendor type</b> from the <b>Claim Set Name</b> dropdown menu.
f. Click <b>Add Application</b> .
g. Verify the name and click <b>Save</b> when prompted by the <b>Save Application Changes</b> dialog.
h. The <b>Key and Secret</b> dialog will appear with the generated key and secret credentials.
i. For security purposes, this key and secret cannot be viewed again after clicking <b>Acknowledged</b> . (If you choose to paste your key and secret into a document, be sure to use something like Note Pad that does not copy the formatting. Ensure the key and secret is entered into the vendor software for access to the IODS.)
j. Upon having entered the key and secret into the vendor software and/or securely storing this information, click <b>Acknowledged</b> .
k. Verify the Application was added on the Manage Applications, Keys, and Secrets screen.
l. To regenerate a key and secret, continue to Step 3.
<b>STEP 3: To regenerate a new key and secret for an existing application, follow these steps:</b>
a. Click <b>Regenerate</b> on the application for which you would like to generate a new key and secret. (NOTE: Regenerating the key and secret makes the former key and secret invalid. You should use the newly regenerated key and secret.)
b. Verify the name and click <b>Regenerate Key and Secret</b> .
c. The <b>Key and Secret</b> dialog will appear with the newly generated key and secret.
d. For security purposes, this key and secret cannot be viewed again after you click <b>Acknowledged</b> . Ensure the new key and secret is entered into the SIS vendor software for access to the IODS.
<b>Next Steps:</b> Requesting TEAL Roles and Privileges for Promoting to TSDS.
<b>Resources:</b> Click Sheet and Step-by-Step Video for Requesting TEAL Roles and Privileges for Promoting to TSDS.