

MY Access Enterprise AMS batch process enables a district SIS Admin or DBA to schedule incremental student uploads directly from the district SIS to MY Access (www.myaccess.com) via sFTP site.

- Upload and activate new users
- Upload users in deactivated status
- Update active or deactivated student data
- Manage student movement within a district
- Support transient population.
- Data is completely in sync with your district SIS.
- View error logs

1. Order Creation. Vantage Account Manager enters an Enterprise order into MY Access.
2. School Creation. The client sends the list of participating schools and the associated school code. Vantage will enter this information
3. sFTP Account Setup. Vantage creates and provides the Enterprise AMS sFTP account to the district. The file

FTPsite. ftp.vantage.com

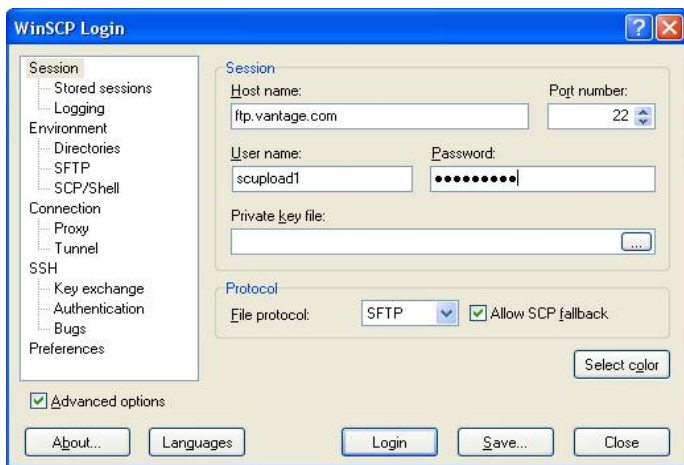


username:

password:

4. Program Defined/Users Identified. District leadership team identifies the specific student population that will be using the MY Access program. This information is critical in order for the district SIS to create the scripts to extract information from the SIS database on a predefined schedule (MA student data requirements). The way this is done and the software used to create the script varies with the database system that holds the districts SIS data(see sample SIS extraction process doc). Generally the script that was developed to obtain the information for the initial Vantage data load will be the same script used for the incremental updates so no additional work may be required. District Leadership team needs to discuss the following:
 - a. How often will updates occur(nightly is minimum)
 - b. Student population using the program?
 - i. Schools
 - ii. Grades
 - iii. Classes/Groups

- c. Teachers/Admin using the program and associated schools
 - d. Who will contact the SIS admin when a new school/grade will use the MY Access program.
 - e. Rules for account management from within the MY Access Program. Who is contacted if there are errors in student information?
5. **Data Format.** Student template is reviewed and data query populates the csv template. The student csv file must maintain the **exact column order** as in the template and be titled **“students.csv”** file. **Column headers also must be maintained. Format is “text formatted”** file .
6. **Data Input.** The DBA creates the configuration to extract and sends the file to the sFTP input directory. The district will automatically send the files generated on a predefined schedule from the SIS to Vantage. The SIS software typically has a timer that can be set to run each evening. The software will generally cause the script that generates the files from the SIS to run and create the files. Then the script will use the sFTP software to connect to Vantage. Finally the script will issue an sFTP command to copy all of the files to Vantage and close the sFTP connection.
7. SFTP (Secure FTP) client such as WinSCP (<http://winscp.net/eng/index.php>) should be used. With using WinSCP it should look something like this. “Port number” is 22, and “File protocol” should be SFTP. Our server will block regular, non-secure FTP logins.



8. **Data Process.** Vantage automatically monitors the input directory for the district. File processing will occur nightly.
9. **Error Identification.** Vantage checks the file for errors. If the file has errors an email is generated and sent to inform district or SIS personnel that the update failed due to errors. A detailed error file would be published to the FTP site for retrieval and error correction.

10. If the file contains valid information the MY Access database is updated. If the file contains both correct and incorrect data, the correct/valid student data will be processed (partial file processing)

11. After the file has been processed an email is sent to inform district personnel that the update was successful including how many records were added or updated.

Valid status codes

Code	Description	Preconditions
A	activate the user or create an activated user	
D	deactivate an existing user	The user must exist
X	create a deactivated user	The user can't exist
I	ignore status during processing; just update the data	The user must exist

Status processing

Initial situation - the info about status of the user in DB

Status flag - status flag sent in the upload file

Action - what will be done during eAMS processing

Initial situation	Status flag	Action undertaken by eAMS process
User exists and is active	A	The status is not changed; student data are updated. If user is not associated with eAMS order he will be transferred to eAMS order (1 license will be returned to the old order; 1 license will be acquired from Enterprise Holding Bin School).
User exists and is active	D	The student is deactivated; the license is returned; student data are updated. If user is associated with eAMS order then the license will be returned to Enterprise Holding Bin School; otherwise the license will be returned to the current order.
User exists and is active	X	Error: STUDENT_EXISTS no student data are updated
User exists and is active	IGNORE	The status is not changed; student data are updated. If user is not associated with eAMS order he will be transferred to eAMS order (1 license will be returned to the old order; 1 license will be acquired from Enterprise Holding Bin School).
User exists and is deactivated	A	The student is activated; one license is used; student data are updated. User will be associated with eAMS order.
User exists and is deactivated	D	Student data are updated. If user wasn't associated with current eAMS order then he will be moved to eAMS order (no license will be used).

User exists and is deactivated	X	Error: STUDENT_EXISTS; no student data are updated
User exists and is deactivated	IGNORE	The status is not changed; student data are updated. If user is associated with regular order then he will be transferred to eAMS order.
User doesn't exist	A	The user is created and activated; one license is used; student data are update. The user will be associated with eAMS order (1 license will be used).
User doesn't exist	D	Error STUDENT_NOT_FOUND; no student data updated
User doesn't exist	X	The user is created and deactivated; student data are updated The user will be associated with eAMS order (no license used).
User doesn't exist	IGNORE	Error STUDENT_NOT_FOUND; no student data updated