Configure and test an Electronic Release connection

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Path: System Settings > System Preferences > Electronic Release Setup

Districts can establish connections with an eTranscript vendor that supports an electronic release API for student transcripts. This guide explains how to configure and test an electronic release connection for electronic transcript delivery.

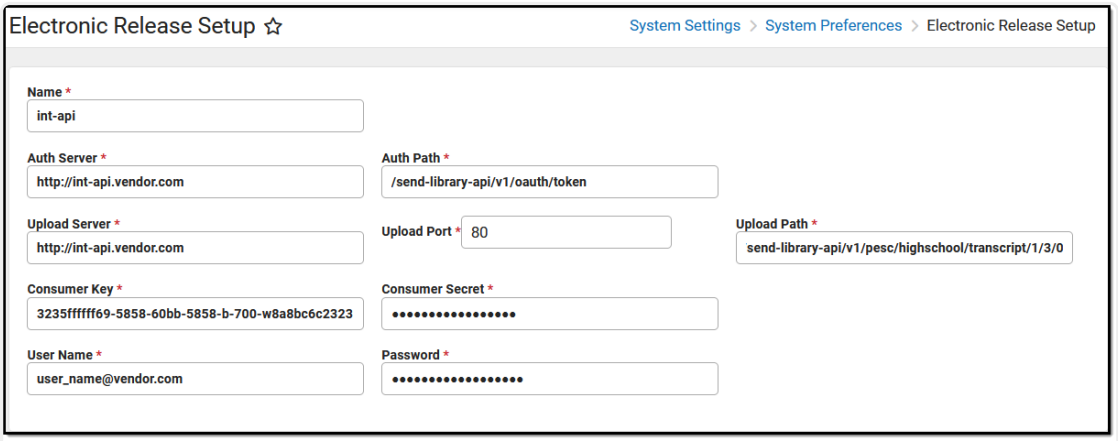
North Carolina users should refer to Electronic Release Setup (North Carolina).

For more information about the overall eTranscript process, see the eTranscript Workflow.

Before you start

Before configuring an electronic release connection, ensure the following:

- Your district has selected an eTranscript vendor that supports an electronic release API.
- The vendor has provided all required API connection details and authentication credentials.
- You have the information needed for authentication, upload, and authorization settings.
- Set appropriate tool rights. See the System Preference Tool Rights article for access requirements.
- Note: Electronic Release Setup is Step 4 of the eTranscript Workflow.



Configure the connection settings required for electronic transcript data exchange with an external service.

Enter Electronic Release information

Configure the connection settings required for electronic transcript data exchange with an external

service.

1. Navigate to **System Settings > System Preferences > Electronic Release Setup** .
2. Select **New** at the bottom of the page.
3. Enter the information provided by your selected eTranscript vendor in the appropriate fields.
4. Select **Save**.

Impact

The vendor configuration is saved and becomes available for testing and future transcript releases.

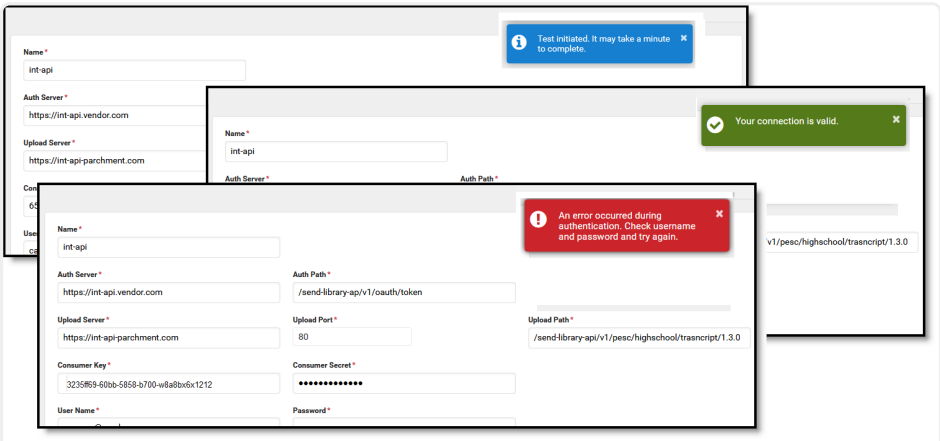
Test the Electronic Release configuration

After saving the vendor information, verify that Infinite Campus can connect to the vendor's server.

1. Select the saved configuration.
2. Select **Test**.
3. Review the status message displayed when testing completes.

Possible results include:

- **Test initiated. It may take a minute to complete** (blue message), indicating the test is processing.
- **Your connection is valid** (green message), indicating a successful connection.
- **Connection failed** (red message), indicating that the system could not establish a connection.



Use status messages to verify connection test results and identify authentication or connectivity issues during the setup.

Impact

A successful test confirms that the system can communicate with the vendor's service. After validation, you can generate an **eTranscript Batch Report** and electronically release transcripts.

Manage configurations

Manage existing vendor configurations after they have been created.



Manage electronic release connection configurations, including testing, updating, or removing an existing setup.

Add another configuration

1. Select **Close** after completing a successful test.
2. Select **New**.
3. Enter the required vendor information.
4. Select **Save**.

Delete a configuration

1. Select the configuration you want to remove.
2. Select **Delete**.

Impact

The selected configuration is added, updated, tested, or removed from the Electronic Release Setup editor. Status messages help identify authentication or connectivity issues during configuration and testing.

What's next?

- Review the eTranscript Workflow to continue the transcript release process.

- Generate an eTranscript Batch Report using the Batch Queue.
- Release eTranscripts electronically after a successful connection test.

Field descriptions

Field	Description
Name	Indicates the name of the vendor (Parchment, NCS, etc.).
Auth Server	Displays the root server address for OAuth authentication.
Auth Path	Indicates the authentication endpoint relative to the authserver.
Upload Server	Indicates the root server address for transcript submission.
Upload Port	Lists the port used for transcript submission.
Upload Path	Indicates the release server (port) endpoint used to submit transcript information.
Consumer Key	Lists the client key for authentication of eTranscript authorization.
Consumer Secret	Lists the code provided to the district for eTranscript authorization access.
User Name	Login credentials for accessing the eTranscript vendor information. This field can be up to 100 characters.
Password	Login credentials for accessing the eTranscript vendor information.