

Step 1:

Configuration
Enable VendorLink Nightly Import ?
BASE URL
VENDOR ID
VENDOR KEY
Choose LEA Info Ref ID and Save Test

Enabling the Nightly Import will run VendorLink as a nightly sync.

Base URL is the URL of your VendorLink installation. The Vendor ID is an identifier unique to your district. The Vendor Key is an account identifier that associates the API client record to the vendor credentials.

Step 3:

Single Student Preview
STUDENT ID

Enter a Student's ID and click **Preview** to preview what everything will be mapped to. If the fields are mapped correctly, click the import button.

The Single Student Preview allows you to import a single student into MPW to ensure that all fields have been mapped correctly

Step 2:

Field Mapping

Student Number	LocalId	Student First Name	FirstName
Student Middle Name	MiddleName	Student Last Name	LastName
Site	StateProvinceId	Grade	Code
Teacher	Description	Birth Date	BirthDate
SSN	0004 - SSN	Parent Name	ParentName
Parent Email	Primary	Parent Phone Number	0096 - MainTelephoneNumber
Address	0123 - MailingAddress	Language	Skip
Student Status Code	StudentStatusCode		

Map Sites Map Grades Map Status Codes

Match the VendorLink field names with the MPW names by selecting a VendorLink field from the dropdown list. Only four fields are required for VendorLink: **Student Number, Last Name, First Name and Site.**

You can select Skip from the dropdown list to pass over a field that you do not want matched.

Step 4:

Manual Import
Manual Import
This will start importing your students by mapping their data according to the mapping configuration you chose. It may take a few minutes.
Back Import

Click the **Import** button to begin the full VendorLink Import. A looping animation will begin. After you have run the Manual Import at least once, the Nightly Import can be enabled.

The results of the import can be viewed in **Utilities: Import Results.**