

# MUSAC Interoperability Control Centre Utility User Guide

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[www.musac.co.nz](http://www.musac.co.nz)

t. 0800 600 159  
f. 0800 500 159  
[support@musac.co.nz](mailto:support@musac.co.nz)

## Introduction to MUSAC Ltd's Identity Data Export

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### Background

Management of identity information within schools is becoming increasingly complex as the range of services provided by IT systems grows, and key applications move into hosted environments. Identifying a standard set of information to be sourced from Student Manager for the purpose of network directory provisioning, forms initial work programmed towards addressing the needs of the wider IAM (Identity and Access Management) environment, recognising the need for Interoperability with existing and future WAN based SAML 2 compliant Identity Providers (IdPs).

### Implementation

MUSAC Ltd's Interoperability Control Centre incorporating Identity and Access Management functionality was designed to support the electronic exchange of 'group' data between Student Manager and network directories in New Zealand schools.

The data transferred meets the data network directory requirements to set up and maintain user accounts; and additional user attribute data to be stored in the network directory for the use of Identity and Access Management (IAM) systems being developed.

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[The User Guide](#)

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# 1 MUSAC Interoperability Control Centre Utility

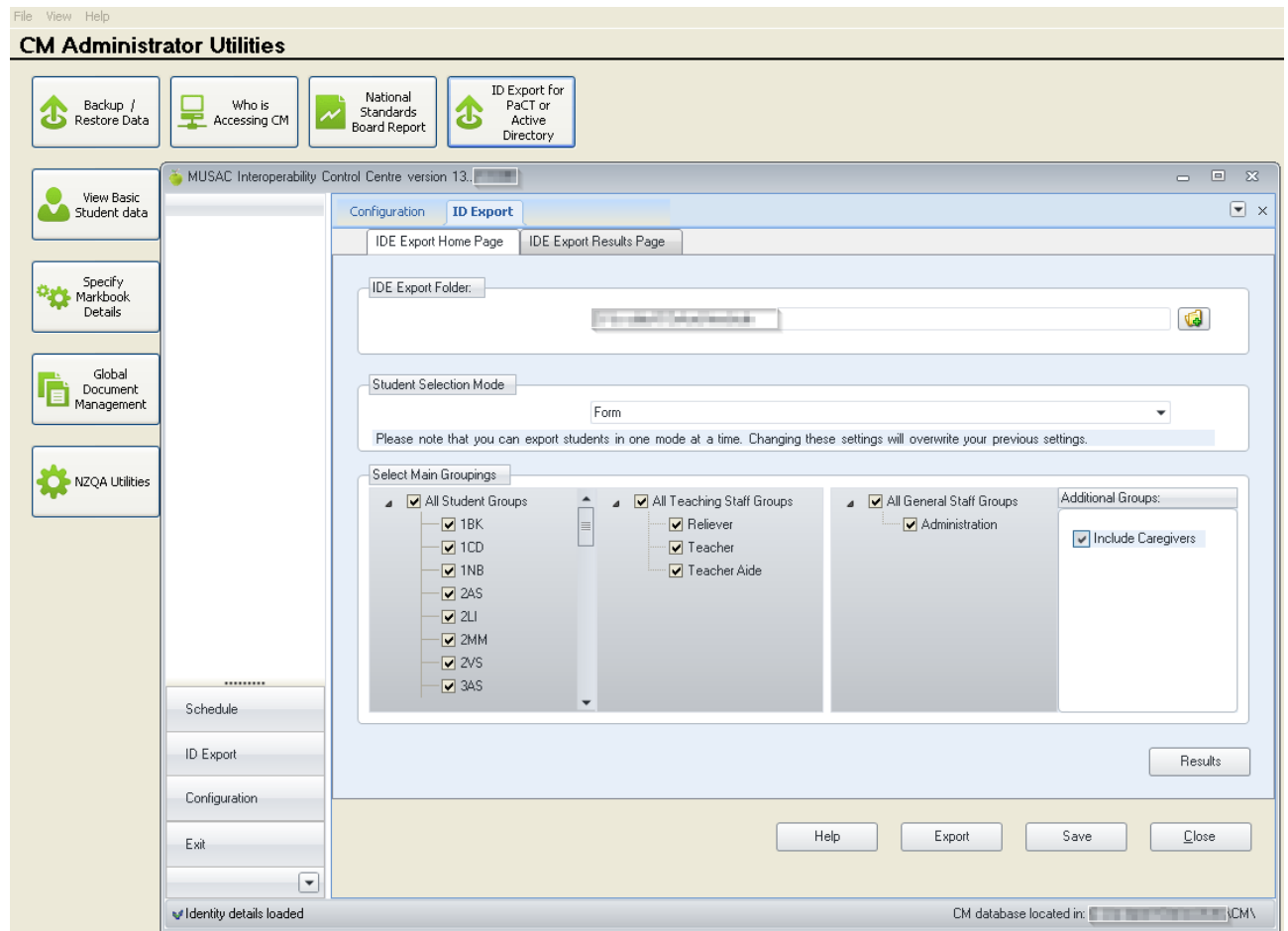
## Overview of the MUSAC Ltd Interoperability Control Centre Utility

This MUSAC Utility will:

- Allow the MUSAC Administrator to export directory identity data via a CSV file.
- Facilitate the identity data which require uploading to an SMS-IAM upload folder using the data already held in Student Manager and Staff Manager, for all users who use IT resources, including students, all staff, caregivers and senior management team.
- Allow the MUSAC Administrator to select which user group/s to include.
- Restrict access (password is required) to the SMS-IAM upload folder to the network IT Administrator (with those rights).

Note: The ID Export functionality is only available to those with IT Administrator access.

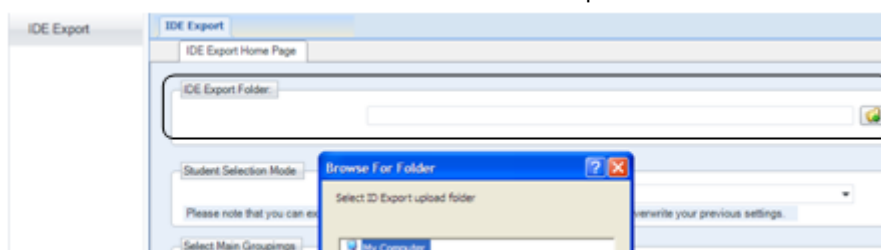
### 1.1 Working in the MUSAC Interoperability Control Centre



- 1 From CMAAdmin > Other Utilities > 'ID Export for PaCT or Active Directory', the Utility navigates using the buttons on the side-bar on the left of the screen. The selected button will then open the relevant tab to the right.
- 2 Click 'IDE Export' in the navigation panel on the left to check the path of your SMS-IAM upload folder.

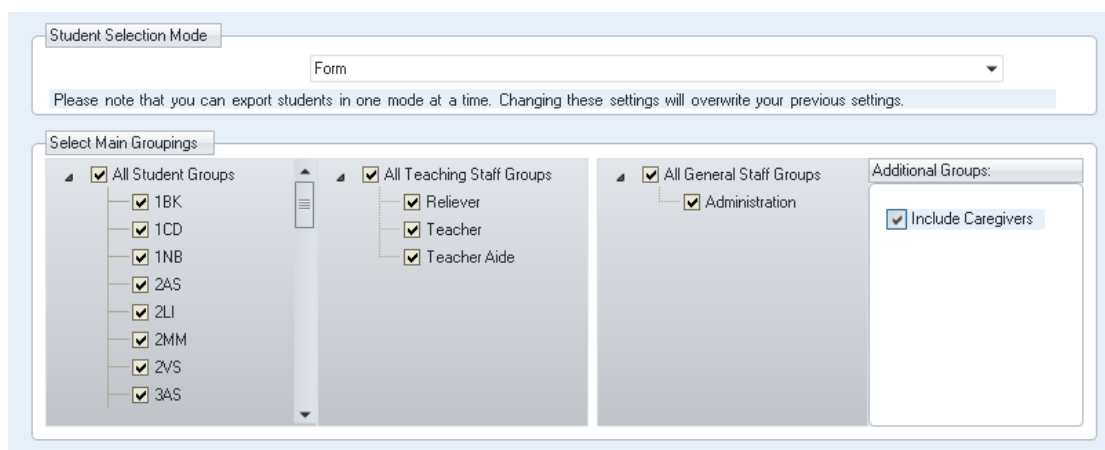
### 1.1.1 Selection of SMS-IAM Folder

Click 'IDE Export' and on the IDE Export Folder, select the SMS-IAM Upload folder location. It is important that the location of the folder is set to the correct path here.



### 1.1.2 Student Selection Mode

To designate how your student groups are listed in the Select Main Groupings display, select from the drop-down. If 'Year' is nominated, 'All Student Groups' are listed by Year.



Only one selection in the 'Student Selection Mode' can be used at a time for each export. If a change of selection is made, this will overwrite the previous selection for the export. Alternative options for Student Groups are by Form, or by House.

### 1.1.3 Select Main Groupings

#### All Student Groups

Check the first box for multi-selecting all Student Groups, or check individual Student Groups for export.

### All Teacher Groups

To filter teaching staff for export check required boxes.

### All General Staff Groups

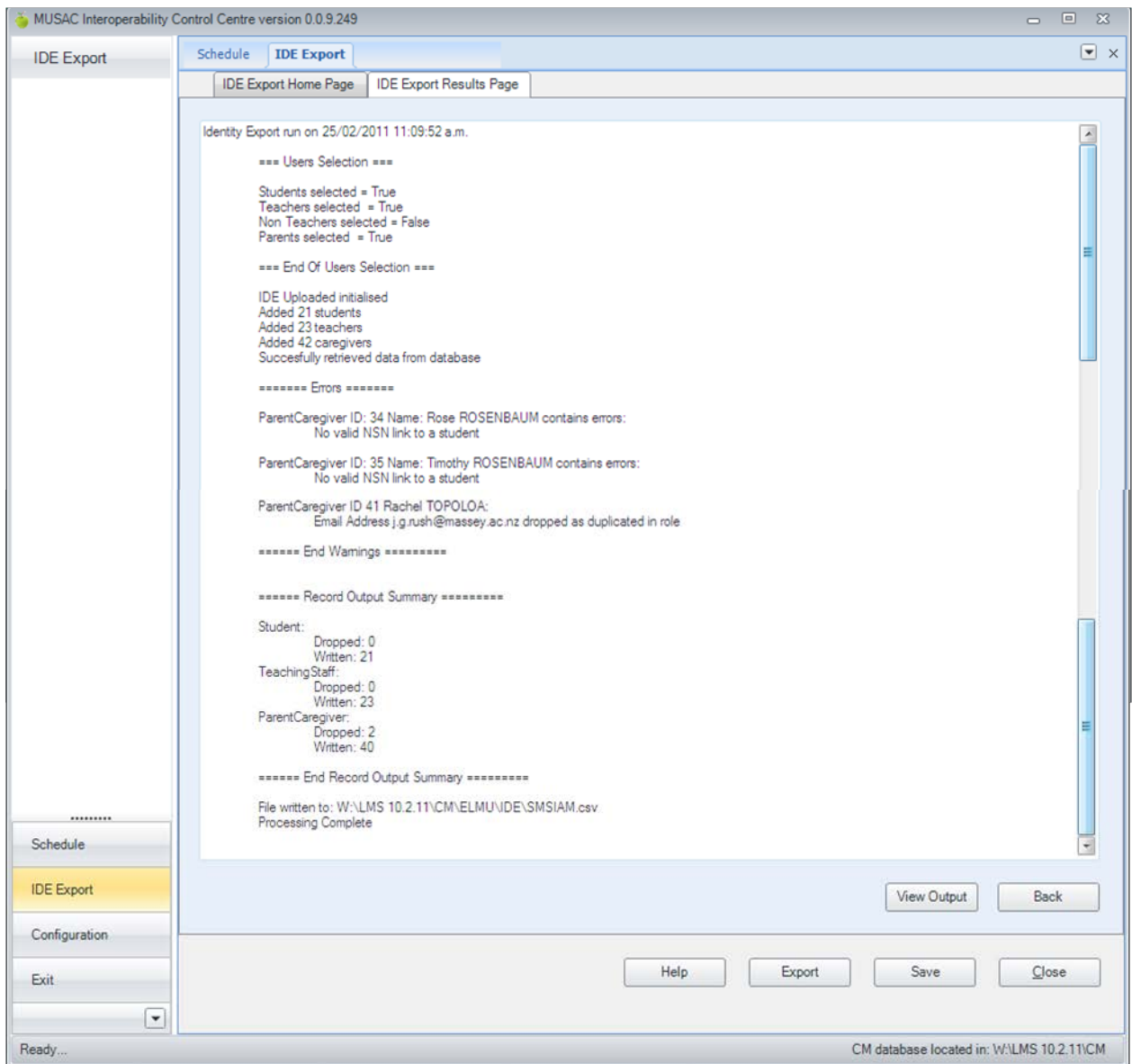
Check desired Staff Groups from all non-teaching staff for export.

### Additional Groups

- 1 To export caregivers the Include Caregivers box needs to be checked.
- 2 Note when selecting caregivers, only those caregivers that are connected to the student with a valid NSN number will be exported.
- 3 If only caregivers are selected all the qualifying caregivers will be exported.

Once you have selected your groups click 'Export'.

#### 1.1.4 Viewing the Results



- 1 When the export is completed the log file will automatically display.

- Click 'View Output' to see the content of the Output File which will open in Notepad (see 1.2 below for further detail).

### 1.1.5 Required Core Identity Data

The complete identity data required to effect data export is:

Person ID

First Attendance date is mandatory for students

First Name

Last Name

Role

- o Student
- o Teaching Staff
- o Non-Teaching Staff
- o Caregiver/Parent (the associated Student's NSN must be included)

## 1.2 The Interoperability Control Centre IDE Log File

- To access the log file browse to your ...\\CM\ELMULogs folder.
- The file displays the date, time, group selections (with the ID and name/s of identities with data validation issues) and a results summary of the export logged.

```

IDExport.log - Notepad
File Edit Format View Help
10/02/2011 11:50:04 a.m. |
10/02/2011 11:50:04 a.m. | === Users Selection ===
10/02/2011 11:50:04 a.m. |
10/02/2011 11:50:04 a.m. | Students selected = True
10/02/2011 11:50:04 a.m. | Teachers selected = True
10/02/2011 11:50:04 a.m. | Non Teachers selected = True
10/02/2011 11:50:04 a.m. | Parents selected = True
10/02/2011 11:50:04 a.m. |
10/02/2011 11:50:04 a.m. | === End Of Users Selection ===
10/02/2011 11:50:04 a.m. |
10/02/2011 11:50:04 a.m. | IDE Uploaded initialised|
10/02/2011 11:50:06 a.m. | Added 606 students
10/02/2011 11:50:06 a.m. | Added 1 teachers
10/02/2011 11:50:06 a.m. | Added 1 staff
10/02/2011 11:50:07 a.m. | Added 1121 caregivers
10/02/2011 11:50:07 a.m. | Successfully retrieved data from database
10/02/2011 11:50:07 a.m. |
10/02/2011 11:50:09 a.m. | ParentCaregiver ID: (100) Name: (100) contains errors:
10/02/2011 11:50:09 a.m. | No valid NSN link to a student
10/02/2011 11:50:09 a.m. |
10/02/2011 11:50:10 a.m. | ParentCaregiver ID: (101) Name: (101) contains errors:
10/02/2011 11:50:10 a.m. | No valid NSN link to a student
10/02/2011 11:50:10 a.m. |

```

The log file is divided into six sections:

- User selection showing the selections used in this export.
- Diagnostic information showing the number of identities loaded, although some may not qualify for output.
- Identities with errors – these identities will not be written to the output file.
- Identities with incorrect information in one or more fields. These identities will be written to the output file, but the invalid fields will be omitted.
- A Summary which lists the number of records dropped (omitted) and the number written (output to the file) for the whole export.
- The path of the SMSIAM.csv output file.

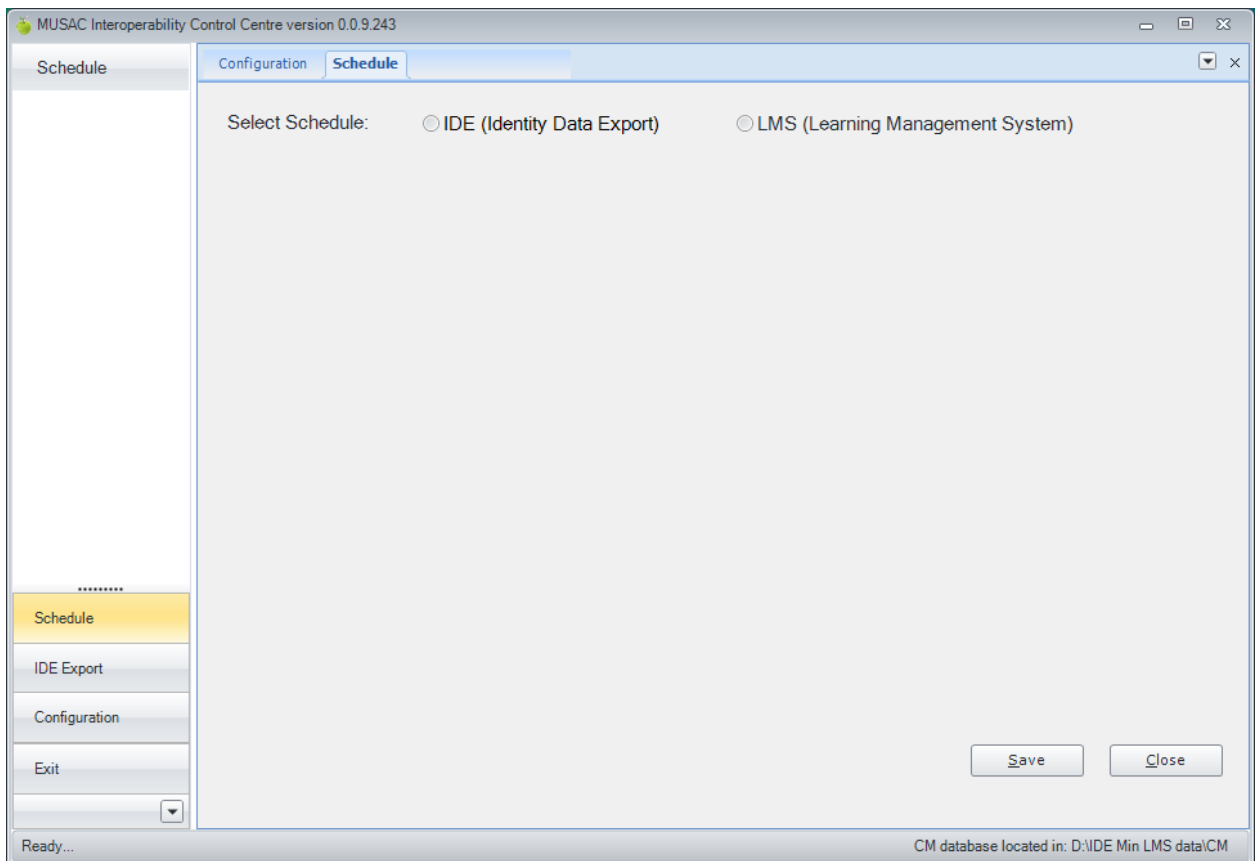


## 2 Server settings: MUSAC Interoperability Control Centre Utility

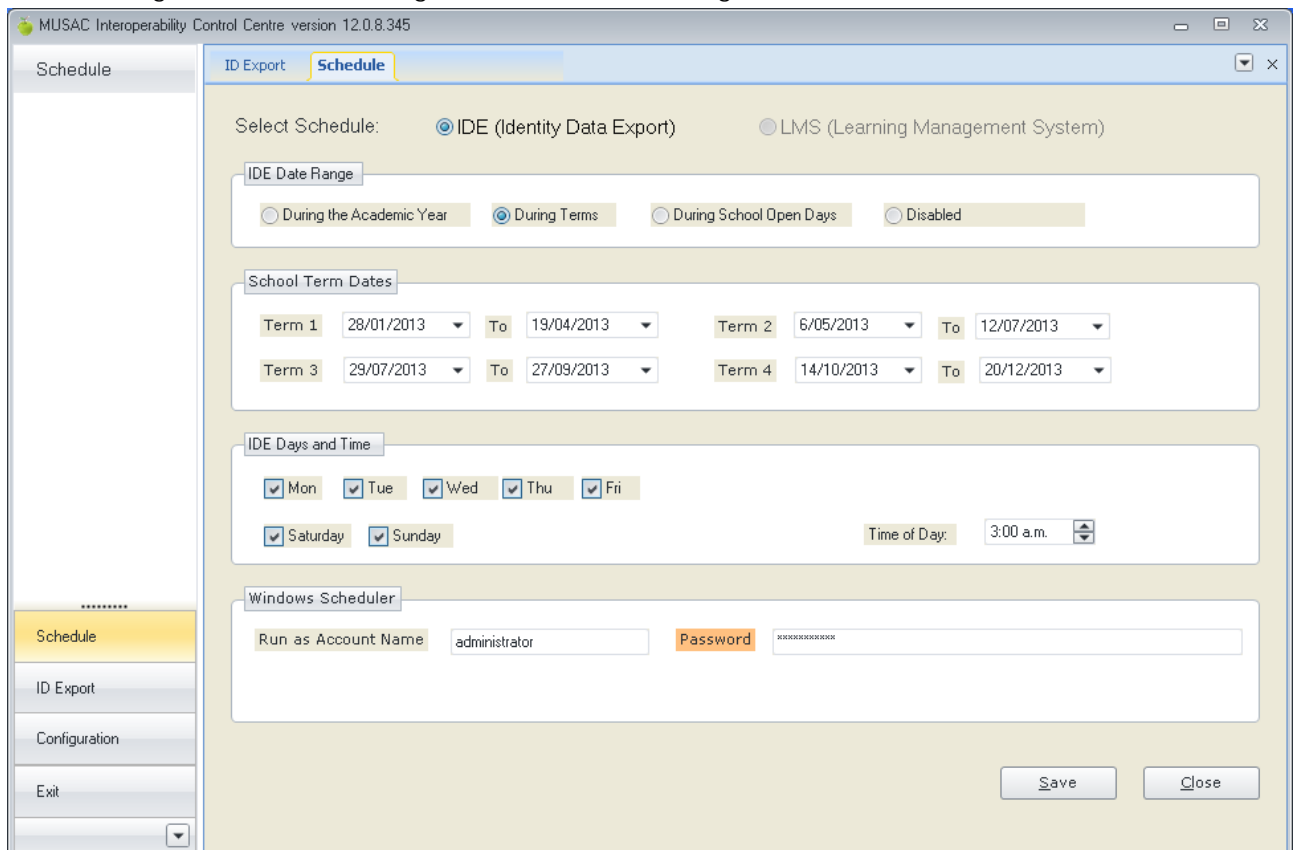
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### 2.1 Scheduling of Task

- 1 To set the exports to occur automatically click the 'Schedule' tab in the left pane.
- 2 Select either IDE or LMS export to change its schedule.



The following screen shows settings which have been changed.



#### Installation folder path

To change the location of the MUSAC Interoperability Control Centre folder shown in the field, click the folder button.



#### Days of the year the upload will run

To alter term dates click the arrow and select from calendar. By default the exports are scheduled to run during term time.

#### Days of the week

To set a particular day if desired for export, or to exclude weekends and holidays, edit these settings.

#### Select the Time of Day

To alter the export Time of Day (defaults to 2.00 am) in considering other data-intensive settings, eg. creation of rolls in Attendance software.

#### User Name and Password

If you change any of the existing settings you will be prompted for the password. The user names and password relates to the Windows account user name and password.

#### Schedule preference tabs

If you plan to schedule **both** Identity Data Export (IDE) and Learning Management System (LMS):

- 1 MUSAC advises scheduling the 'Identity Data Export (IDE)' export first.
- 2 Please leave a five minute time slot for this to complete before running the 'Learning Management System (LMS)' upload as the 'Identity Data Export (IDE)' export completes much faster than the 'Learning Management System (LMS)'.

Click 'Save' and 'Close'.

Then 'Exit' the application.

## MUSAC Ltd Support and Agent Contact Details

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### MUSAC Ltd Nationwide

Telephone: (06) 350 9254                      Email: support@musac.co.nz  
 Fax: 0800 500 159                              Web: musac.co.nz

**Software Support** (software errors)                      **Tel: 0800 600 159**

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 Palmerston North 4442

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