

**OneRoster™ → MHE Access Manager → connectED**

Table of Contents	Page
Download the Transport Agent	2
Manually Upload Files	3
Alerts	4
Assign Content	4

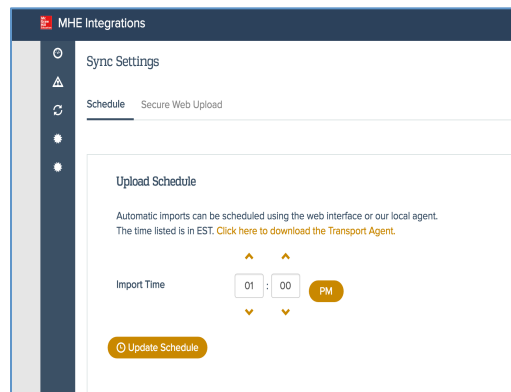
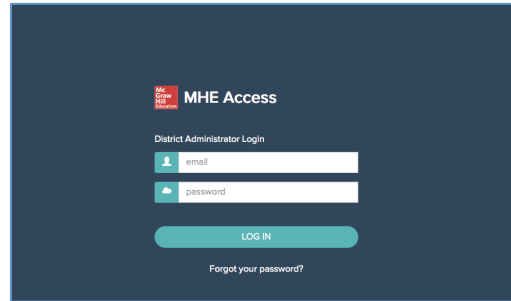
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## Download the Transport Agent

First time installation only. We recommend the Transport Agent be installed on the district SIS server or a virtual machine.

1. Log in to the McGraw-Hill Education Access Manager  
(URL: <https://access.mheducation.com>)
2. Update your password.
3. Select **Download Transport Agent**.
4. Complete the **Sync Settings**.

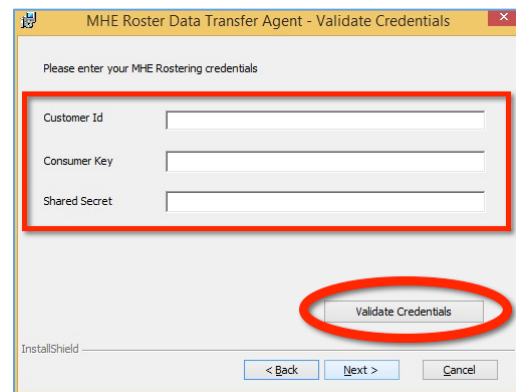


**Sync Settings**

- Sets the time that the district wants the OneRoster files to be uploaded from the district to the Access Manager.
- This time can be changed, at any time, by selecting **Sync** from the side menu of the Access Manger.
- Manual files can be uploaded as well by selecting **Secure Web Upload**

5. Once the Transport Agent has downloaded, launch the installation file *MHE Roster Data Transport Agent.msi*.
6. The Transport Agent wizard should launch, select **Next** on the Welcome screen.
7. On the **Validate Credentials** screen, complete the fields for **Customer ID, Consumer Key, and Shared Secret**. Then select **Validate Credentials**.

- Credentials are provided by the MHE Integration Team upon account configuration
- It is important to validate your credentials in this step. Without valid credentials, the transfer will fail.



Click **Next** once credentials are validated.

8. Select the destination folder for the Transport Agent to be installed; by default (clicking **Next**) it will be located in the same folder as the program files.
9. Select the folder location where the Transport Agent will locate the OneRoster™ csv files to upload, then click **Next**.
10. Select **Install** for the Transport Agent. To review or change the settings, select Back.
11. The install may be canceled if needed. After installation, select **Finish**.

**Note:**

The MHE Roster Data Transport Agent is now up and running. It will move the roster files from the configured location automatically at the configured time in the Access Manager → Sync (Step 4 above).

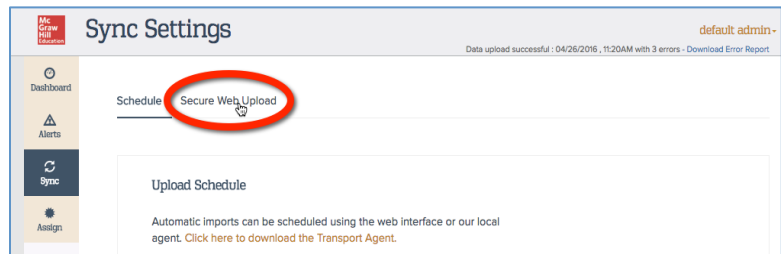
Once the MHE Roster Data Transport Agent is running, you may notice a file named MHE\_ROSTER\_RESERVED\_NAME.zip in the directory where you place your roster files. **Do not edit or delete this file.** This file is used by the MHE Roster Data Transport Agent to compress your roster files sent to McGraw-Hill Education.

**Once the Transport Agent has been installed, the Access Manager is ready to ingest your OneRoster™ files. At least one set of OneRoster™ files must be ingested prior to completing the following steps.**

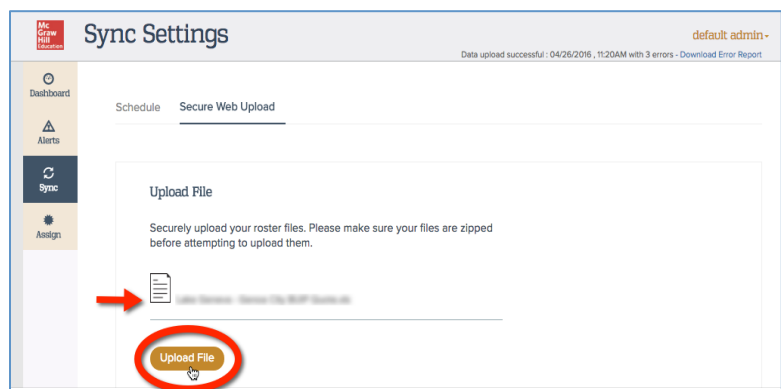
### Manually Upload Files

1. Log in to the Access Manger and select **Sync**.

2. Select the **Secure Web Upload** tab.



3. Click on the *paper icon* to browse and select your OneRoster™ csv zip files.



4. Once the file name is displayed, select the **Upload File** button.

After files are upload, either automatic or manually, please check the **Alerts** for data errors or discrepancies.

## Alerts

Alerts fall into three levels of severity that may negatively impact the rostering or license management of district personnel.

Import error that prevented the entire row from importing

Import error for a particular field within a row

Data error that will interfere with connectED rostering or licensing

1. Select **Alerts** from the side menu.
2. The **Issue** will be listed with the identifying **File Type**, an **Instances** number representing the occurrence of the repeated error, and the **Severity**. For a complete error report, select **Download Error Report** (upper right corner).

Issue	File Type	Instances	Severity
ConnectEd - missing required field	Classes.csv	300	▲
Missing required field	Classes.csv	1	✖
ConnectEd - Unsupported character or formatting	Users.csv	126	▲

3. These issues should be addressed within the district SIS and/or reflected on a new set of OneRoster™ files.
4. New files can be scheduled for upload or manually uploaded via the **Sync** menu.

## Assign Content

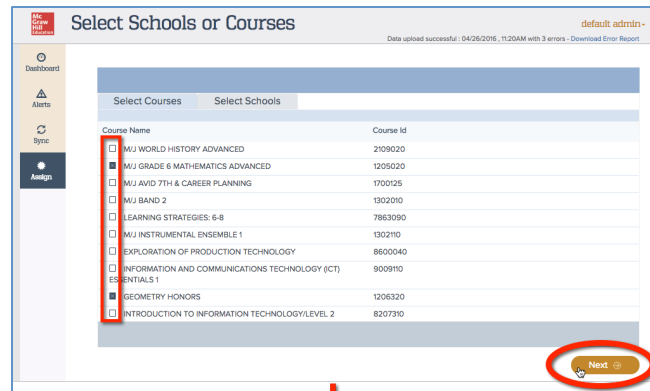
McGraw-Hill Education’s digital resources are licensed per user by using Master Codes. At this time, OneRoster™ does not provide a content mapping file for master codes, the McGraw-Hill Education content codes. Digital resources/content can be assigned by **Course** or **School** (teacher) to ensure licensing.

By Course – this will assign content district wide based on the Courses provided by the district.

1. Select **Assign**.

- Select Courses** - choose the box next to the district course title to be assigned content. Be aware to only select the courses that will receive the same grade level content.

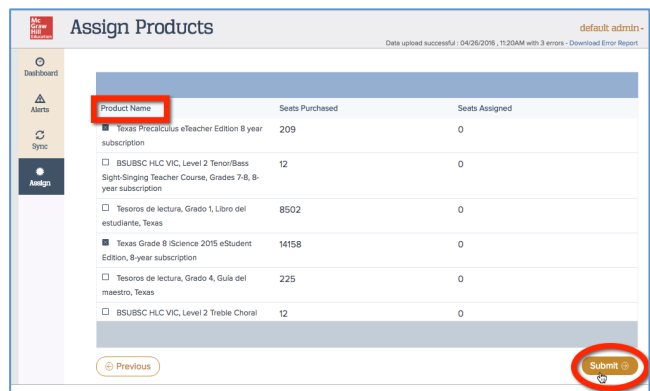
For example: select any Grade 1 Reading or Language Arts Course to be assigned the Grade 1, Reading Wonders digital resources. If Grade 1 and Grade 2 are selected to receive Grade 1, Reading Wonders, there must be sufficient licenses for all teachers and students.



Click **Next**, after selecting the same content-based courses.

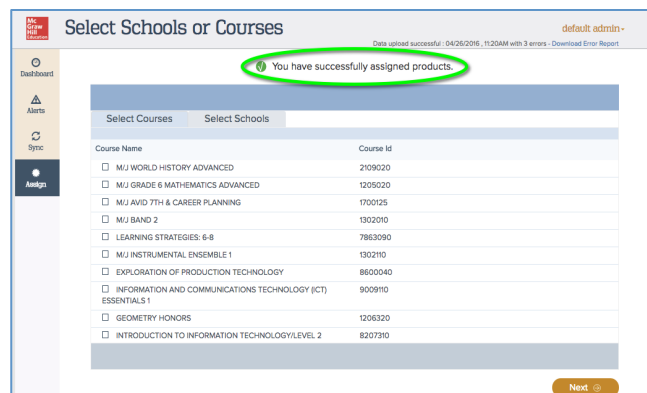
- Select the correct MHE digital products to be assigned to the course (s) selected in Step 2. Please ensure you have selected both the Teacher Edition & Student Edition licenses per associated product.

Click **Submit** to map the correct master code to the district course(s).



- That content assignment is successful.

This process can be repeated until all the McGraw-Hill Education licenses are mapped to the appropriate courses. Any user that is later added to the district OneRoster™ file will be auto-licensed for the associated content after the next file processing time.



The assignment of MHE digital resources to district courses is now ready to be passed to the connectED platform. The connectED district file will be prepared and sent to the connectED SFTP at 10PM Eastern for processing at 11:30PM ET or 2:30AM ET. If the district OneRoster™ file does not ingest into the Access Manager until after 2:30AM ET, the data will not be reflected in connectED until the following evening.