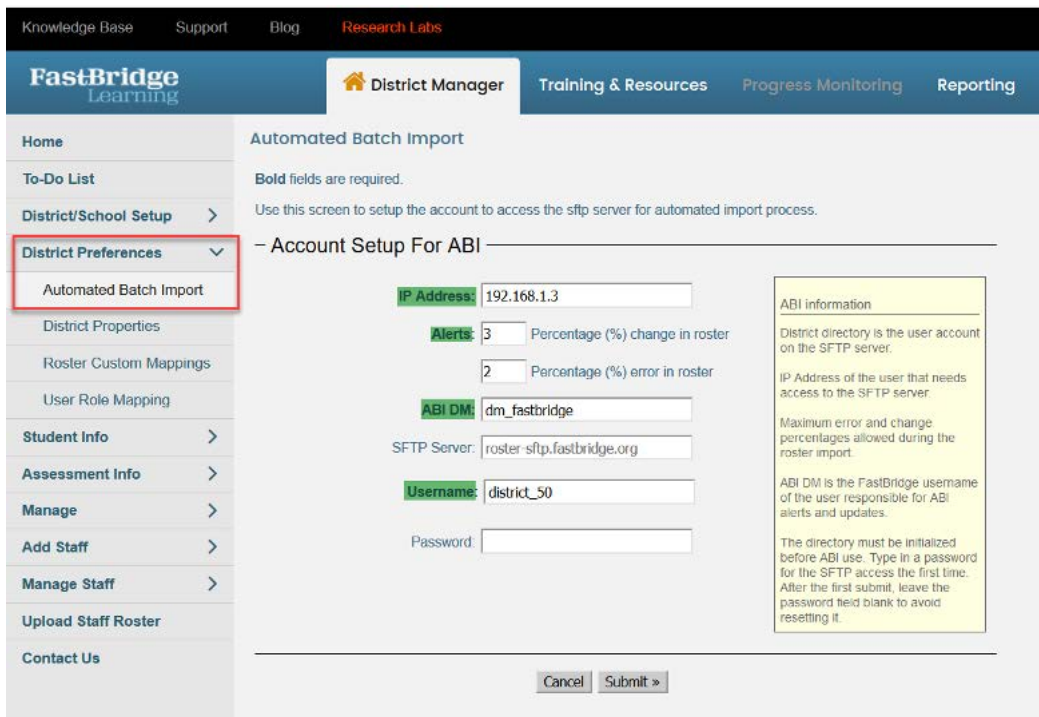


FastBridge ABI Set Up Procedure Using Key Exchange

Use these procedures to set up automated nightly rostering from your Student Information System (SIS) to your FastBridge site.

1. The MAA must log into FastBridge to set FastBridge ABI configurations.
 - a. Navigate to **District Preferences>Automated Batch Import**.



The screenshot shows the 'Automated Batch Import' configuration page in the FastBridge District Manager. The page includes a navigation menu on the left with 'District Preferences' highlighted. The main content area is titled 'Account Setup For ABI' and contains the following fields:

- IP Address:** 192.168.1.3
- Alerts:** 3 (Percentage (%) change in roster), 2 (Percentage (%) error in roster)
- ABI DM:** dm_fastbridge
- SFTP Server:** roster-sftp.fastbridge.org
- Username:** district_50
- Password:** (empty field)

A yellow box on the right side of the page contains the following 'ABI information':

District directory is the user account on the SFTP server.
 IP Address of the user that needs access to the SFTP server
 Maximum error and change percentages allowed during the roster import.
 ABI DM is the FastBridge username of the user responsible for ABI alerts and updates.
 The directory must be initialized before ABI use. Type in a password for the SFTP access the first time. After the first submit, leave the password field blank to avoid resetting it.

At the bottom of the form are 'Cancel' and 'Submit »' buttons.

- b. **Set IP Address.** Optional (This is the public IP address of the server sending the file, the public IP address of the outbound server.)
- c. **Set Alerts.**
 - i. **Changes:** This is the percentage of changes you will allow the upload to make to your existing roster in FastBridge. If your upload exceeds this percentage of changes, your file will not be processed.
 - ii. **Changes are non-critical errors** and will be written to the affected record.
 - iii. **Errors:** This is the percentage of errors you will allow the upload to make to your existing roster in FastBridge. If your upload exceeds this percentage of changes, your file will not be processed.
 - iv. **Records with errors** will be omitted from the upload.

- d. **Set ABI DM.** This is the FastBridge User ID of the person who will receive an email if your roster upload has not been processed because the percentage of changes/errors was exceeded.
- e. **Username.** Do not change this. This is FastBridge's unique identifier for your district. This is also your "District Number".
- f. **Password.** Leave blank for key exchange set up.
- g. Navigate to **District Preferences > District Properties.**
 - i. Set SIS Sync Enabled to "Yes."
 - ii. Click "Save & Submit."

The screenshot displays the 'District Properties' configuration page in the FastBridge Learning District Manager. The page is divided into several sections:

- General settings:** Contains three dropdown menus: 'SIS Sync Enabled' (set to YES), 'SSO Enabled' (set to NO), and 'Demographics Enabled' (set to NO). The 'SIS Sync Enabled' dropdown is highlighted with a red box.
- SSO/Sync Integration:** Contains several text input fields: 'Parent Site Id', 'District Key', 'District Directory', 'User Key' (pre-filled with 0000000), 'User Secret' (pre-filled with 000000000), 'Roster Import URL', and 'SAML Metadata' (a large empty text area). A 'Test Connection' button is located below these fields.
- Import/Export Properties:** Contains two buttons: 'Export Properties' and 'Import Properties'.
- Bottom navigation:** Contains 'Cancel' and 'Save & Submit »' buttons. The 'Save & Submit »' button is highlighted with a red box.

The left sidebar shows a navigation menu with options like 'Home', 'To-Do List', 'District/School Setup', 'District Preferences', 'Automated Batch Import', 'District Properties', 'Roster Custom Mappings', 'User Role Mapping', 'Student Info', 'Assessment Info', 'Manage', 'Add Staff', 'Manage Staff', 'Upload Staff Roster', and 'Contact Us'. The 'District Preferences' menu item is expanded, showing 'District Properties' as the selected option.

2. Navigate to **Manage > SFTP Configuration**.

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To-Do List **Bold fields are required.**

District/School Setup > Use this screen to setup the account to access the sftp server for automated import process.

District Preferences ▾

Automated Batch Import

District Properties

Roster Custom Mappings

User Role Mapping

Student Info >

Assessment Info >

Manage >

Add Staff >

Manage Staff >

Upload Staff Roster

Contact Us

– Account Setup For ABI –

IP Address: 192.168.1.3

Alerts: 3 Percentage (%) change in roster

2 Percentage (%) error in roster

ABI DM: dm_fastbridge

SFTP Server: roster-sftp.fastbridge.org

Username: district_50

Password:

ABI information

District directory is the user account on the SFTP server.

IP Address of the user that needs access to the SFTP server

Maximum error and change percentages allowed during the roster import.

ABI DM is the FastBridge username of the user responsible for ABI alerts and updates.

The directory must be initialized before ABI use. Type in a password for the SFTP access the first time. After the first submit, leave the password field blank to avoid resetting it.

Cancel Submit »

a. Create the RSA key pair.

- i. If creating on Unix, Linux, or MacOS:
 1. Use the command **ssh-keygen**.
 2. Create a 2048 bit key by running the command **ssh-keygen -b 2048 -t rsa**

-OR-
- ii. If creating on Windows OS:
 1. Use PuTTYgen, WinSCP, or PowerShell PSFTP.
 2. (Public key size must be 2048 bits or more long.)
 3. Follow the instructions for creating a public/private key pair given for the specific client chosen in step 1 above.

- b. After generating the key pair, paste the SSH public key into the box under **Public Key:** on the **Add SSH Public Key** screen.

The screenshot shows the 'Add SSH Public Key' screen. The 'Public Key' field contains the following text:

```
Looks like
ssh-rsa
AAAAB3NzaC1yc2EAAAADAQABAAQDAjByp7Me934I7fs8rL5eS5
7CIpQjuSdAPHRyOkG7CNLEw90/XN9syhk2ZDKcIF3L6Je4klMaI8OAY
Cl9yO9mPG/GqUMun6qcIUHwEkxre8Hvz+Y0I
/vDlbaZoux2KONBDnZIR4TBrT5TxO4Q6gP6hSS5WqB+be5jF1m1TyP
CR4SATo87CbXNHhAvnpfg8llzxVdYVtd
/t3q8Kh0tb2nijRsyymMO44yyKGGIYKONu2Zx
/c/NnBGsKsvNmdfXZ1Kz1xJzxiyF8I5Wbf1sDy+7KozZwXqNm
/Hc/HZyAtHY+g+G9n1aYRaklB2IMYQjXUDmTGa51AmBREMrg6hj3j
```

On the right, a yellow box titled 'Generating SSH Key' provides instructions:

Generating SSH Key

Create the RSA key pair on Unix, Linux, or MacOS using `ssh-keygen`.

Create the RSA key pair on Windows using PuTTYgen, WinSCP, or PowerShell PSFTP.

Public key size must be 2048 bits or more long. To create a 2048 bit key run

```
ssh-keygen -b 2048 -r rsa
```

- c. After pasting the key in the box, click **SUBMIT**.

3. Complete configurations in your district's SIS (Student Information System).

- Configure your SIS to create a roster .csv file to match FastBridge roster file format. (https://cdn.fastbridge.org/docs/FAST_Roster.csv)
- Configure your SIS to use key exchange to connect and upload .csv file to FastBridge.
 - Username. Your FastBridge username is displayed on the Add SSH Public Key page (Manage>SFTP Configuration).
 - Endpoint (Host) = Server.sftp2.fastbridge.org

4. Once a file has been transferred from the SFTP site to FastBridge, it will appear in the upload roster queue. You can access your validation and upload results notifications here. **Please review your results regularly, so you can minimize errors and be alerted to potential changes and omissions from your upload.**

The screenshot shows the 'Upload Student Roster' screen. It includes a 'Step 1: Upload File For Validation' section with a file upload field and a 'Roster Processing Mode' dropdown. Below is a 'Step 2: Review Validation Result And Add To Upload Queue' section with a table of upload results.

File Name	Roster Mode	Upload Time	Uploaded By	Validation Status	Upload Status	Action
roster_50_20_12_2019_19_43_11_760	INCREMENTAL	2019-12-20T13:43:11.937	dm_fastbridge	Validation Result Validation summary	Upload Result	