**TSDS “Live” Quick Reference**

1. Contact vendor(s) to determine when LEA is scheduled to onboard.
2. Apply for necessary TSDS DMC Roles.
3. Review the Claim Sets in **TSDS Portal > Manage IODS > Admin > Manage Claim Sets.**
4. Generate Key and Secret in **TSDS Portal > Manage IODS > Admin > Manage Applications, Keys, and Secrets**. LEAs with separate business and student software will have two separate Keys and Secrets.
5. Enter the Key, Secret, and URL in the appropriate location in the software or communicate securely to the person responsible for entering the data.
6. Contact appropriate vendors to set up the API for the LEA – each vendor has their own requirements to begin this process.
7. Contact vendor(s) to see if they will be mapping descriptors in the software or if the LEA must map them in **TSDS > Manage IODS > Admin > Map Descriptors.**
8. Once data is flowing through the API to the IODS review **L1 validation errors** – this requires working closely with your vendor(s) as each software will have their own way of allowing LEAs to view the errors. Follow guidelines provided by the software vendor.
9. Correct L1 validation errors in software as needed. Some errors may require vendors to make corrections to the extract process.
10. Once data is flowing into the IODS, review and verify L1.5 filters in **TSDS Portal > Manage IODS > Monitor Validations > View L1.5 Filter Details**.
11. Schedule L2 Validations in **TSDS Portal > Manage IODS > Monitor Validations > Schedule L2 Validations Jobs**.
12. Check status of the **L2 Validations Jobs** in **TSDS Portal > Manage IODS > Monitor Validations > View Scheduled L2 Validations.**
13. Once the L2 Validation Jobs have completed, review the errors by either Summary, Details, or Rules Count in **TSDS Portal > Manage IODS > Monitor Validations.**
14. Make corrections as needed. Repeat steps 10 through 13.
15. Promote data by selecting the appropriate submission/collection in **TSDS Portal > Home > Promote Loaded Data.**
16. Confirm the Data Promotion by clicking Submit.
17. Check status of Promotion on the Monitor Data Promotions screen.
18. Validate data in **TSDS Portal > Promote Loaded Date > Validations** tab.
19. Confirm the Data Validation by clicking Submit.
20. Verify/Correct all Fatals, Special Warnings, and Warnings.
21. Repeat steps 10 – 20 as needed until fatal free.
22. Print reports for the PEIMS or Core Submission and have them verified.
23. Complete your submission.
24. Have superintendent approve PEIMS Submissions.

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