

**TSDS Upgrade Quick Reference**

1. Contact vendor(s) to determine when LEA is scheduled to onboard.
2. Apply for Texas Student Data System Portal (TSDS) account in TEAL.
3. Apply for necessary TSDS Roles.
4. Review the Claim Sets in **TSDS > Manage IODS > Admin > Manage Claim Sets.**
5. Generate Key and Secret in **TSDS > Manage IODS > Admin > Manage Applications, Keys, and Secrets**. LEAs with separate business and student software will have two separate Keys and Secrets.
6. Enter (copy/paste) the Key, Secret, and URL in the appropriate location in the software.
7. Contact appropriate vendors to set up the API for the LEA – each vendor has their own requirements to begin this process.
8. Contact vendor(s) to see if they will be mapping descriptors in the software or if the LEA must map them in **TSDS Portal > Manage IODS > Admin > Map Descriptors.**
9. Once data is flowing through the API to the IODS review L1 validations – 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.
10. Correct L1 validation errors in software as needed. Some errors may require vendors to make corrections to the extract process.
11. Once data is flowing into the IODS, review and verify L1.5 filters in **TSDS > Manage IODS > Monitor Validations > View L1.5 Filter Details**.
12. Review Load Summary Reports in **TSDS > Manage IODS > View Reports > Load Summary.**
13. Schedule L2 Validations in **TSDS > Manage IODS > Monitor Validations > Schedule L2 Validations Jobs**.
14. Check status of the **L2 Validations Jobs in TSDS > Manage IODS > Monitor Validations > View Scheduled L2 Validations.**
15. Once the L2 Validation Jobs have completed, review the errors by either Summary, Details, or Rules Count in **TSDS Portal Parallel > Manage IODS > Monitor Validations.**
16. Make corrections as needed. Repeat steps 9 through 14.
17. Promote data by selecting the appropriate submission/collection in **TSDS > Home > Promote Loaded Data.**
18. Confirm the Data Promotion by clicking Submit.
19. Check status of Promotion on the Monitor Data Promotions screen.
20. Validate data in **TSDS > Promote Loaded Date > Validations** tab.
21. Confirm the Data Validation by clicking Submit.
22. Verify/Correct all Fatals, Special Warnings, and Warnings.
23. Repeat steps 9 – 22 as needed until fatal free.
24. Print reports for the Submission.
25. Contact the service center for assistance as needed.
26. Enter TIMS tickets as needed throughout the process.