Technical Implementation Information

After looking through these pages, please give them to your Authentication Coordinator who will be completing the technical implementation steps. These steps are crucial to the successful start of your site.

Configure Authentication

Before the onboarding team can begin training on Engage, the technical team must first configure authentication integration. This is a necessary step before your Engage community can be built, as it will allow for accounts to be created and users to sign into the community using their campus credentials. Once this step is complete, the campus implementation team can proceed and begin training.

Populate User Accounts

We recommend that a campus complete at least one user account import during implementation. While authentication allows accounts to be created as users sign in, an account import will pre-create accounts so that administrators can assign those accounts roles before the users have even signed in. Account imports also allow you to pre-populate the user's name, demographic, and enrollment details so that you can leverage this data across Engage and in reports.

Any campus can complete a manual user import up to three times a year to keep their records current. After the initial user import we recommend setting-up automated imports so your user-data will automatically update in the system. Alternatively, some contracts also allow you to use the Engage API to create accounts and populate select details. Ask your consultant if API is included in your contract.

Ideally, at least one account import would be complete before the campus implementation team proceeds to the step of populating student organizations into your community. Confer with your Onboarding Consultant to determine a target date.

Create a Vanity URL

Once your campus implementation team has determined a branded name for their Engage community, it's time to create a Vanity URL. While this step can be taken at any time, we recommend setting up the vanity URL earlier rather than later so that the implementation team has time to reflect this URL in marketing materials, website links, etc. While your original Campus Labs branded URL will remain functional, it is ideal for branding purposes if users do not have to learn a new URL shortly after the community has launched.

Set Up Card-Swiping

Check with your consultant to confirm whether your contract includes card-swiping. Your contract may also include the Event Check-in App, which for many campuses, makes configuring card-swiping unnecessary. If you do choose to implement card-swiping at your campus, this can be done by either technical or non-technical users depending on the campus. However, once complete, an account import will need to be processed (or automated import updated) to reflect user account IDs.

Assign API Keys

If your campus contract includes Application Programming Interface (API) access, you can also assign API keys at any point after authentication is complete. Generally, we recommend having a set plan for how each user will apply their key before assigning the keys out.

This information and more is available in our Technical Implementation Checklist.