



Installation Guide SUNS PowerSchool Integration Plugin

Updated June 2025

South Carolina Department of Education

Contents

Introduction	1
Purpose of this document	1
Points of Contact.....	1
Installation Requirements	1
Contacts.....	1
Network.....	1
PowerSchool.....	1
Version Control.....	2
Setup Connection to SCDE SFTP Server.....	4
Installing a New Plugin to Replace an Existing Plugin	8
Remove Existing SCDE SUNS Collection Plugin	8
Remove Existing Extract Templates.....	8
Change Autocomm Field Mapping	9
Install SUNS Integration Plugin	11
Setup SUNS Extract.....	12
Create a Scheduled Export Task.....	16
Creating an Import Task.....	17
Appendix A - Allow User to Schedule System Templates	1
Appendix B – Change SUNS SFTP Username and Password	2

Introduction

Purpose of this document

This guide describes how to install the SUNS plugin provided by the South Carolina Department of Education (SCDE). This installation should occur at the district level. After installing the plugin through PowerSchool, users can set up the appropriate data extract and import functions supported by the plugin.

Points of Contact

For questions on installation and issues, please use the following contact information:

Office of Research and Data Analysis
Data Collection Team
PowerSchool@ed.sc.gov

Installation Requirements

Before beginning the installation, make sure the following items are complete.

Contacts

The system sends out emails at various stages of SUNS processing.

- Please provide SCDE with a single email address for the person or people who handle SUNS IDs for the district to use. The email should have the following formatting - SUNS_d####@[the district mailbox account] – where #### equals the district code.

Network

- The plugin will be connected to filedrop.ed.sc.gov so the networking staff needs to whitelist the filedrop.ed.sc.gov URL.
- The plugin will be connected to Port 22, so the networking staff need to make sure SFTP Port 22 is open.
- To make sure the emails get delivered, whitelist the email address SUNS@ed.sc.gov.

PowerSchool

- The install needs to be done by a PowerSchool Administrator using the District profile in PowerSchool.
- The PowerSchool Administrator needs permission/access to the Data Export Manager.
- Retrieve the district Username and Password from the ADT – Tech Coordinator folder. The Username will be d#### where #### is the 4-digit district code. This will be used in the Remote Connection Setup.

Version Control

Version #	Date	Changes
11.0	6/12/2025	Updated with current Agency branding. Updated with Appendix B – Change SUNS SFTP Username and Password
10.0	10/30/2023	Updated with instructions for installing the new plugin SUNS_Extract_4.0.zip Added notes in Setup Connection Added Installing a New Plugin to Replace an Existing Plugin section. This section includes: <ul style="list-style-type: none"> • Remove Existing SCDE SUNS Collection Plugin • Remove Existing Export Templates • Change Autocomm field mapping Updated Install SUNS Plugin Updated Setup SUNS Extract Updated Create a Scheduled Export task. Updated Create an Import Task with the updated field list.
9.0	9/7/2022	Updated Setup SUNS Extract Step 6 image and text to clarify district must select AA SUNS Extract All Student data. Updated Setup SUNS Extract Step 7 image for clarity
8.0	3/30/2022	Updated Setup SUNS Extract Step 6 both text and image to state AA SUNS Extract All Student data.
7.0	2/19/2020	Updated Installation Requirements > Network Modified to include verbiage about whitelisting the SUNS@ed.sc.gov email address. Broke whitelisting information into a list
6.0	2/14/2020	Updated Installation Requirements > Network <ul style="list-style-type: none"> • Modified to include verbiage about whitelisting the filedrop URL. Updated Setup Connection to SCDE SFTP Server <ul style="list-style-type: none"> • Step 10 Added sub step c - a new potential error during Test Connection
5.0	2/11/2020	Updated Setup Connection to SCDE SFTP Server <ul style="list-style-type: none"> • Step 9 Added a screenshot. Updated Setup SUNS Extract <ul style="list-style-type: none"> • Step 10a to specify not to include the bracket. • Added more screenshots to the section and made them accessible. Updated Create an Import Task <ul style="list-style-type: none"> • Step 5(l) Added Leave default

Version #	Date	Changes
		<ul style="list-style-type: none"> • Step 7 Added a screenshot. • Added Step 8 and included a screenshot.
4.0	2/4/2020	Added Appendix A and linked it to the reference to Appendix A under Create a Scheduled Export Task
3.0	1/29/2010	<p>Updated Purpose of Document to specify districts.</p> <p>Updated Installation Requirements Contacts and PowerSchool sections.</p> <p>Update Install SUNS Integration Plugin Step 1 and added new Step 2.</p> <p>Update Setup SUNS Extract to remove Step 2 as unnecessary.</p> <p>Update Create an Import Task to reflect the correct Name in Step 7.</p>
2.0	1/27/2020	<p>Converted to SCDE template and edited for clarity and consistency.</p> <p>Made accessible.</p>
1.0	1/16/2020	Original document

Setup Connection to SCDE SFTP Server

This section describes how to set up PowerSchool's Remote Connection Manager and connect to the SCDE SFTP server. If this step has already been done and a new plugin is being installed, skip to [Installing a New Plugin to Replace an Existing Plugin](#)

1. Login to PowerSchool as an admin.
2. Under Settings in the left menu bar click System to open the System Administrator page.
3. On the System Administrator page, scroll to Server and click System Settings.
4. On the System Settings page, scroll to Plugin Management Configuration and click to open.
5. On the Plugin Management Dashboard scroll to the bottom of the page and select Remote Connection Manager.
6. The Remote Connection Manager Setup page will open; click the Remote Connection Manager link at the bottom of the page.

Remote Connection Manager Setup

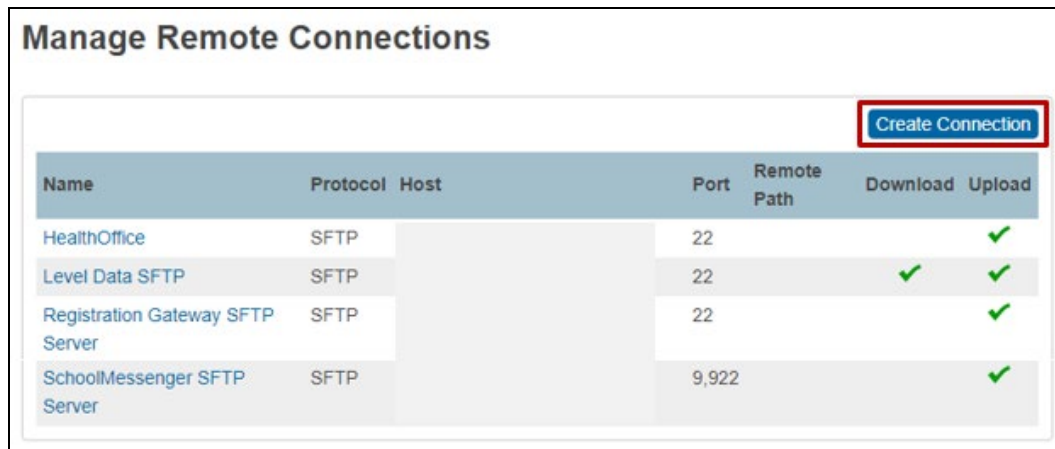
General Information

Plugin Name	Remote Connection Manager
Plugin Description	Manages remote connection for data transfer.
Plugin Version	1.0.0
Publisher	PowerSchool
Publisher Email	powerschoolsupport@pearson.com
Installed By	System
Installed/Updated On	07/17/2012
Enabled	True
Update Plugin	<button>Update</button>

Print Resource Details

Function	Description
Remote Connection Manager	Manage Remote Connections

7. On the Manage Remote Connections screen, there may be existing remote connections set up, do not change any of them. A new setting will be created for the SUNS SFTP integration in Step 8.
8. Click the Create Connection button above the list of remote connections.



Create Connection

9. Enter the following information in the Create Connection pop up window:
 - a. Name: SCDE SUNS SFTP
 - b. Description: Connection to SCDE SFTP server for SUNS data extract/import.
 - c. Protocol: SFTP
 - d. Host: filedrop.ed.sc.gov
 - e. Port: 22
 - f. Authentication Type: Password
 - g. Username: [obtained separately from SCDE. See the Installation Instructions section]
 - h. Password: [obtained separately from SCDE. See the Installation Instructions section]
 - i. Confirm Password: Re-enter the password.
 - j. Fingerprint: N/A
 - k. Remote Path: Leave blank.
 - l. Allow download: Check box.
 - m. Allow upload: Check box.

Create Connection

Name

SCDE SUNS SFTP

*

Description

Connection to SCDE SFTP server for SUNS data extract/import.

940 characters left

Protocol

SFTP

*

Host

filedrop.ed.sc.gov

*

Port

22

*

Authentication Type

Password

Username

Password

Confirm Password

Test Connection

Finger Print

N/A

Remote Path

Allow download

☒

Allow upload

☒

Submit

10. Before clicking the Submit button, test the connection by clicking the Test Connection button found under the Username and Password fields.

Confirm Password

.....

Test Connection

- a. If the error is Connection Failed due to a host key issue, click the Yes, Accept Host Key button to save and trust this server within PowerSchool.



- b. If the test fails and times out, the correct SFTP port may not be open.
 - c. If the error is
psx.ftl.admin_pluginconsole.test_remote_connection.connect.protocol, then there is a network issue. The most likely issue is that the server was unable to reach
filedrop.ed.sc.gov and the URL needs to be whitelisted by the district.
11. Click the Submit button to save the Remote Connection settings. The new SCDE SUNS SFTP remote connection will now show in the Manage Remote Connections list.

Create Connection						
Name	Protocol	Host	Port	Remote Path	Download	Upload
HealthOffice	SFTP		22			✓
Level Data SFTP	SFTP		22		✓	✓
Registration Gateway SFTP Server	SFTP		22			✓
SCDE SUNS SFTP	SFTP	filedrop.ed.sc.gov	22		✓	✓
School Check In	SFTP		22			✓
SchoolMessenger SFTP Server	SFTP		9,922			✓

After this step is completed, skip to [Install SUNS Integration Plugin](#)

Installing a New Plugin to Replace an Existing Plugin

When installing a new plugin to replace an existing plugin, users must first remove any existing plugins, remove any existing export templates, and change the Autocomm field mapping.

Remove Existing SCDE SUNS Collection Plugin

1. Login to PowerSchool as an admin.
2. Under Settings in the left menu bar, click System to open the System Administrator page.
3. On the System Administrator page, scroll to Server and click System Settings.
4. On the System Settings page, scroll to Plugin Management Configuration and click to open.
5. On the Plugin Management Dashboard, scroll down and find the existing SCDE SUNS Collection plugin.

87	SCDE Grade Scales	1.0.12	<input type="checkbox"/>	Delete
88	SCDE SUNS Collection	2023.01	<input checked="" type="checkbox"/>	Delete

6. Click the Delete button.
7. On the confirmation pop up, click Yes to confirm the deletion.

Remove Existing Extract Templates

1. Login to PowerSchool as an admin.
2. Under Functions in the left menu bar, click Special Functions to open the Special Functions page.
3. On the Special Functions page, scroll to Importing & Exporting and click to open.
4. On the Importing & Exporting page, scroll to Data Export Manager under the Exporting section and click to open.
5. On the Data Export Manager screen, click to open the My Templates tab.
6. Click the minus sign button in the Actions column next to the template name to delete any SUNS Extract templates.
7. On the confirmation pop up, click Yes to confirm the deletion. Repeat for each SUNS Extract template.
8. After deleting the template(s), click to open the Scheduled System Templates tab and delete all SUNS extracts.

9. Click the minus sign button in the Actions column next to the Scheduled System template name to delete any Scheduled SUNS Extract templates.
10. On the confirmation pop up, click Yes to confirm the deletion. Repeat for each Scheduled SUNS Extract template.

Change Autocomm Field Mapping

When installing a new plugin to replace an existing plugin, it will be necessary to change the import field mappings in the Autocomm setup. It is important that this be done so data is imported correctly into PowerSchool.

There are two files to change – IDRES (the newly created IDs), and IDRNM (near matches)

1. Login to PowerSchool as an admin.
2. Under Settings in the left menu bar, click System to open the System Administrator page.
3. On the System Administrator page, scroll to Data Management and click AutoComm Setup.

[Start Page](#) > [System Administrator](#) > [AutoComm Setup](#)

[District Office](#) ▼

22-23

1

AutoComm Setup

New				
Name	Time	Day(s)	Enabled	Execute
2-0-10020-Level Data - Active Directory 1	02:40 PM	MTWTFS		Run Now
2-0-10020-Level Data - Active Directory 2	12:30 AM	MTWTFS		Run Now
2-0-10020-Level Data - Active Directory 2	12:30 AM	MTWTFS		Run Now
2-0-10020-Level Data - Active Directory Staff 1	09:20 AM	MTWHFS		Run Now
2-0-10020-Level Data - Active Directory Staff 2	12:20 PM	MTWHFS		Run Now
2-0-10020-Level Data - Active Directory Staff 3	03:20 PM	MTWHFS		Run Now
2-0-10020-Level Data - Active Directory Staff 4	06:20 PM	MTWHFS		Run Now
2-0-10020-Level Data - Active Directory Staff 5	09:20 PM	MTWHFS		Run Now
2-0-10020-Level Data - Mosaic Import	03:00 AM	MTWHF		Run Now
2-0-10020-Level Data - PowerSchool to PowerSchool	08:30 AM	MTWHFS		Run Now
2-0-10020-Level Data - SmartFusion 1	09:15 AM	MTWHFS		Run Now
2-0-10020-Level Data - SmartFusion 2	12:15 PM	MTWHFS		Run Now
2-0-10020-Level Data - SmartFusion 3	03:15 PM	MTWHFS		Run Now
2-0-10020-Level Data - SmartFusion 4	06:15 PM	MTWHFS		Run Now
IDRES1	12:00 AM	T	✓	Run Now
IDRNM1	12:00 AM	T	✓	Run Now
	12:00 AM	M	✓	Run Now

4. IDRES1 and IDRNM1 are the two autocomms that need to be modified.

5. Click IDRES1 and scroll down to the *PowerSchool fields to import into* section

PowerSchool fields to import into:
Student field list

Attendance Field list: ▼

☐ Duplicate this AutoComm record to all schools on this server (use only when creating a new AutoComm record)

** The file will not be imported if the number of records in the file do not match the number given in the first record of the file.

Delete Submit

6. Select all items in the white box on the right and delete them. Make sure the field is empty by scrolling up and down.
7. Copy and paste the following field names into the box:

`U_SC_SUNS.RECID`
`U_SC_SUNS.SCHOOL_ID`
`U_SC_SUNS.DISTRICT_ID`
`U_SC_SUNS.LAST_NAME`
`U_SC_SUNS.FIRST_NAME`
`U_SC_SUNS.MIDDLE_NAME`
`U_SC_SUNS.SUFFIX`
`U_SC_SUNS.GENDER`
`U_SC_SUNS.DOB`
`U_SC_SUNS.GRADE`
`STUDENT_NUMBER`
`U_SC_SUNS.SSN`
`U_SC_SUNS.ETHNICITY`
`STATE_STUDENTNUMBER`
`U_SC_SUNS.DISTRICT_CODE`
`U_SC_SUNS.YEAR`
`U_SC_SUNS.RESERVED1`
`U_SC_SUNS.RESERVED2`
`U_SC_SUNS.RESERVED3`
`U_SC_SUNS.RESERVED4`
`U_SC_SUNS.RESERVED5`
`U_SC_SUNS.RESERVED6`
`U_SC_SUNS.RESERVED7`
`U_SC_SUNS.RESERVED8`
`U_SC_SUNS.RESERVED9`
`U_SC_SUNS.RESERVED10`
`U_SC_SUNS.RESERVED11`
`U_SC_SUNS.RECORD_STATUS`
`U_SC_SUNS.RECORD_REFERENCE`

Note: Make sure there are no blank lines in the field list when done copy and pasting.

8. Click Submit button to update the IDRES1 Autocomm
9. Repeat these steps for the IDRNM1 Autocomm.

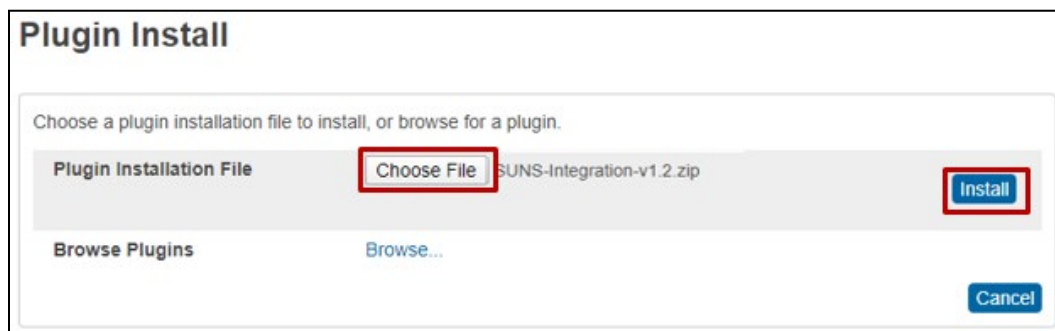
Install SUNS Integration Plugin

This section describes how to install the SCDE PowerSchool Plugin for SUNS Integration.

1. Access the district's ADT District Tech Coordinator folder and download the plugin called SUNS-Extract-4.0.zip. Make a note of where the plugin was saved.
2. Login to PowerSchool as an admin.
3. Under Settings in the left menu bar, click System to open the System Administrator page.
4. On the System Administrator page, scroll to Server and click System Settings.
5. On the System Settings page, scroll to Plugin Management Configuration and click to open.
6. On the Plugin Management Dashboard, click the Install button to access the Plugin Install screen.



7. At Plugin Installation File, click Choose File and navigate to the folder where the SUNS_Extract_4.0.zip file was saved. Click the Install button to install the plugin.



8. Enable the plugin once it is installed. Scroll down the list of plugins to find it and check the box to enable it.

NOTE: The plugin is listed as SCDE SUNS Collection

87	SCDE Grade Scales	1.0.12	<input type="checkbox"/>
88	SCDE SUNS Collection	2023.05	<input type="checkbox"/>
89	ScholarShip Data Export and SSO Plugin	1.0.0	<input type="checkbox"/>

9. On the *Are you sure you want to enable...* pop up, click the Enable button to complete the enabling process.

Setup SUNS Extract

This section describes the setup of the data extract for the SUNS Integration plugin.

1. Login to PowerSchool as an admin.
2. Under Functions in the left menu bar, click Special Functions to open the Special Functions page.
3. On the Special Functions page, scroll to Importing & Exporting and click to open.
4. On the Importing & Exporting page, scroll to Data Export Manager under the Exporting section and click to open.
5. On the Data Export Manager screen, under Select Columns to Export, click the Category dropdown list and choose Additional Data Sets.

The screenshot shows the 'Data Export Manager' interface. At the top, there are tabs for 'Export', 'My Templates', and 'Scheduled System Templates'. Below these is a warning message: 'Some or all categories and/or data sets may not be visible if you do not have an assigned role or your assigned role(s) do not permit access to any of the data sets.' The main section is titled 'Select Columns to Export'. It contains a 'Category' dropdown menu with 'Additional Data Sets' selected. Other options in the dropdown are 'Tables', 'Database Extensions', 'PowerSchool Data Sets', 'Show All', and 'Attendance'. There is also an 'Export From' field and a 'Next >' button.

6. Click the Export From dropdown list and select the AA SUNS Extract All Student data set. For a successful extract, DO NOT choose any other options in the drop down.

Data Export Manager

Export My Templates Scheduled System Templates

Some or all categories and/or data sets may not be visible if you do not have an assigned role or your assigned role(s) do not permit access to any of the data sets.

Select Columns to Export

Category Additional Data Sets

Export From

AA SUNS Extract ALL Student data <<< ONLY CHOOSE THIS

AA SUNS Extract Student records Missing State ID

Attendance: Attendance Codes

Next

7. Check the eScholar check box and click next.

Sort	Field	Labels Used on Export	Remove
STUDENTS	eScholarData	STUDENTS.eScholarData	STUDENTS.eScholarData

8. Do not make any changes to the Select/Edit Records screen that appears next.

9. Click Next.to get to the Export Summary and Output Options screen.

10. Enter the following:

- Export File Name: IDREQ-[enter your 4-digit district code here and remove the brackets]-%d-%t.txt. Enter the applicable district code where indicated and do not include the brackets. Example: IDREQ-2301-%d-%t.txt
- Line Delimiter: Select CR from the dropdown.
- Field Delimiter: Select Other from the dropdown and enter an asterisk (*) in the Other field.
- Character Set: Select Windows ANSI from the dropdown.
- Include Column Headers: Uncheck the checkbox to deselect.
- Surround "field values" in Quotes: Uncheck the checkbox to deselect.
- Click Save Template.

Export Summary and Output Options

Export Summary

Records to Export: 14

Export Format

Export File Name:
IDREQ-9999-%d-%t.txt

Line Delimiter: CR

Field Delimiter: Other *

Character Set: Windows Ansi

Export Options

Include Column Headers: ☐

Surround "field values" in Quotes: ☐

◀ Prev
Save Template
Export ▶

11. On the next screen, name the template SUNS Extract, a description is optional.

Save Export Template

Name

SUNS Extract

Description

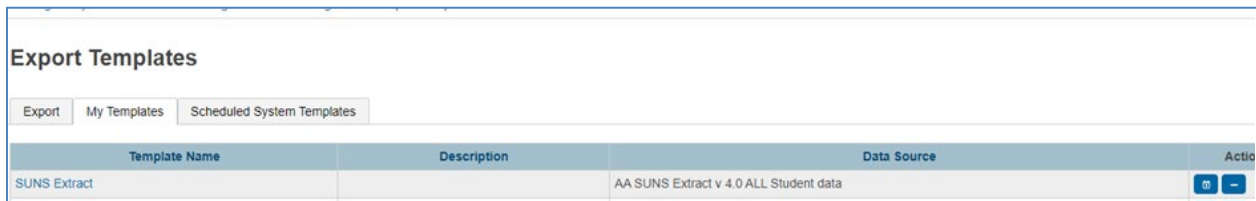
Fields

Field Name	Label
STUDENTS.eScholarData	STUDENTS.eScholarData



Save as New
Cancel

12. Click Save as New when done.

13. After the template is saved, click the My Templates tab to see it in the list of templates.



The screenshot shows a web interface titled "Export Templates". Below the title are three tabs: "Export", "My Templates", and "Scheduled System Templates". The "My Templates" tab is selected. Below the tabs is a table with the following columns: "Template Name", "Description", "Data Source", and "Action". The table contains one row with the following data:

Template Name	Description	Data Source	Action
SUNS Extract		AA SUNS Extract v 4.0 ALL Student data	 

14. There should be a calendar icon under Actions on the right side. If not, see [Appendix A](#) for instructions on how to resolve this issue.

Create a Scheduled Export Task

This section describes creating a scheduled task for data export.

1. Login to PowerSchool as an admin.
2. Under Functions in the left menu bar click Special Functions to open the Special Functions page.
3. On the Special Functions page, scroll to Importing & Exporting and click to open.
4. On the Importing & Exporting page, scroll to Data Export Manager under the Exporting section and click to open.
5. On the Data Export Manager screen, click the My Templates tab.
6. If there is more than one template available, scroll to the SUNS Extract template and click the Calendar icon under Actions.
7. The Set Schedule pop up window will open.
 - a. Schedule Active: Check the checkbox.
 - b. Days to Execute. [see Note below]
 - c. When to Execute. [see Note below]
 - d. Send Output To: SCDE SUNS SFTP
 - e. Path: [greyed out]
 - f. Email Completion Report To: [does not work]
 - g. Click Save

Note: Select the appropriate days and time for the school. Some districts may set up a midnight export or some specific time. Choosing a slightly random time such as 12:10 AM, 10:35 AM is recommended. If all schools choose to export on the hour, half hour or quarter hour, there may be a slowdown in processing.

8. The scheduled task will appear on the Scheduled System Templates tab. Note the arrow under Actions, this is the Run Now button. Click this button and the export will run immediately.

Export Templates					
<div>Export My Templates Scheduled System Templates</div>					
Template Name	Data Source	Schedule	Status	Last Run	Actions
SUNS Extract	AA SUNS Extract v 4.0 ALL Student data	09:00am Mon	Active		

9. To schedule an export more than once a day, repeat Steps 6 through 8 and choose a different time under When to Execute.

Creating an Import Task

This section describes how to set up PowerSchool to import ID results files from the SUNS system. These are called AutoComm jobs.

There are two files to import – IDRES (the newly created IDs), and IDRNM (near matches)

1. Login to PowerSchool as an admin.

2. Under Settings in the left menu bar click System to open the System Administrator page.
3. On the System Administrator page, scroll to Data Management and click AutoComm Setup.
4. On the AutoComm Setup page, click New to create a new AutoComm task.
5. On the AutoComm Record screen, fill in the fields as follows:
 - a. Name: IDRES1
 - b. Table to Import: Students
 - c. When to execute: (pick a time during daylight hours, perhaps the time this task is being created.)
 - d. Days to Execute: MTWHFSU
 - e. Turn Execution Off: Leave unchecked.
 - f. Get Input From: Select Managed Connection and then select SCDE SUNS SFTP
 - g. Path: IDRES.results
 - h. Field Delimiter: Leave default.
 - i. Record Delimiter: Leave default.
 - j. Character Set: Leave default.
 - k. Sort Order: Leave default.
 - l. Synchronize Mode: Leave default. Note: Only select this checkbox when PowerSchool data is updated from another source, such as a mainframe.
 - m. Update existing records with imported data (when applicable): Check the checkbox to select.
 - n. Mark students and their schedules inactive when their exit date is <= today: Leave default
 - o. First record of file is "number_of_records=" **: Leave default
 - p. E-Mail completion report to: :Leave default.
 - q. PowerSchool fields to import into: Copy and paste the following exactly.

U_SC_SUNS.RECID
U_SC_SUNS.SCHOOL_ID
U_SC_SUNS.DISTRICT_ID
U_SC_SUNS.LAST_NAME
U_SC_SUNS.FIRST_NAME

U_SC_SUNS.MIDDLE_NAME
U_SC_SUNS.SUFFIX
U_SC_SUNS.GENDER
U_SC_SUNS.DOB
U_SC_SUNS.GRADE
STUDENT_NUMBER
U_SC_SUNS.SSN
U_SC_SUNS.ETHNICITY
STATE_STUDENTNUMBER
U_SC_SUNS.DISTRICT_CODE
U_SC_SUNS.YEAR
U_SC_SUNS.RESERVED1
U_SC_SUNS.RESERVED2
U_SC_SUNS.RESERVED3
U_SC_SUNS.RESERVED4
U_SC_SUNS.RESERVED5
U_SC_SUNS.RESERVED6
U_SC_SUNS.RESERVED7
U_SC_SUNS.RESERVED8
U_SC_SUNS.RESERVED9
U_SC_SUNS.RESERVED10
U_SC_SUNS.RESERVED11
U_SC_SUNS.RECORD_STATUS
U_SC_SUNS.RECORD_REFERENCE

Note: Make sure there are no blank lines in the field list when done copy and pasting.

- r. When done, the screen should look like this:

Field	Value
Name	IDRES
Table to Import	Students
When to Execute	12:37 AM
Days to Execute	MTWHFSU (MTWHFSU)
Turn Execution Off	<input type="checkbox"/>
Get Input From	Managed Connection SCDE SUNS SFTP
Path	IDRES.results
Field Delimiter	Tab
Record Delimiter	CRLF
Character Set	Mac Roman
Sort Order	
Synchronize Mode (Important: Select this checkbox when PowerSchool data is updated from another source, such as a mainframe.)	<input type="checkbox"/>
Update existing records with imported data (when applicable)	<input checked="" type="checkbox"/>
Mark students and their schedules inactive when their exit date is <= today.	<input type="checkbox"/>
First record of file is "number_of_records=" **	<input type="checkbox"/> (Recommended)
E-Mail completion report to (Separate multiple addresses with commas)	
PowerSchool fields to import into: Student field list	<div> <div>Attendance Field list: ▼</div> <div> U_SC_SUNS.RESERVED4 U_SC_SUNS.RESERVED5 U_SC_SUNS.RESERVED6 U_SC_SUNS.RESERVED7 U_SC_SUNS.RESERVED8 U_SC_SUNS.RESERVED9 U_SC_SUNS.RESERVED10 U_SC_SUNS.RESERVED11 U_SC_SUNS.RECORD_STATUS U_SC_SUNS.RECORD_REFERENCE </div> </div>
<input type="checkbox"/> Duplicate this AutoComm record to all schools on this server (use only when creating a new AutoComm record)	
<input type="checkbox"/> Duplicate this AutoComm record to district office (Only valid for Student and Teacher tables; use only when creating a new AutoComm record)	
** The file will not be imported if the number of records in the file do not match the number given in the first record of the file.	
<input type="button" value="Submit"/>	

6. Click the Submit button to create the AutoComm.
7. Repeat Steps 5 and 6 to create an AutoComm task for the IDRNM.results file. Repeat everything in Step 5 with the exception of the following fields:
 - 5a. Name: IDRNM1
 - 5c. When to execute: Pick a time different from the time chosen in IDRES1.
 - 5g. Path: IDRNM.results

8. When done, the screen should look like this:

AutoComm Record

Field	Value
Name	IDRNM1
Table to Import	Students
When to Execute	05:37 AM
Days to Execute	MTWHFSU (MTWHFSU)
Turn Execution Off	<input type="checkbox"/>
Get Input From	Managed Connection SCDE SUNS SFTP
Path	IDRNM.results
Field Delimiter	Tab
Record Delimiter	CRLF
Character Set	Mac Roman
Sort Order	
Synchronize Mode (Important: Select this checkbox when PowerSchool data is updated from another source, such as a mainframe.)	<input type="checkbox"/>
Update existing records with imported data (when applicable)	<input checked="" type="checkbox"/>
Mark students and their schedules inactive when their exit date is <= today.	<input type="checkbox"/>
First record of file is "number_of_records=" **	<input type="checkbox"/> (Recommended)
E-Mail completion report to (Separate multiple addresses with commas)	
PowerSchool fields to import into: Student field list	<div> <div>Attendance Field list: ▼</div> <div> U_SC_SUNS.RESERVED4 U_SC_SUNS.RESERVED5 U_SC_SUNS.RESERVED6 U_SC_SUNS.RESERVED7 U_SC_SUNS.RESERVED8 U_SC_SUNS.RESERVED9 U_SC_SUNS.RESERVED10 U_SC_SUNS.RESERVED11 U_SC_SUNS.RECORD_STATUS U_SC_SUNS.RECORD_REFERENCE </div> </div>
<input type="checkbox"/> Duplicate this AutoComm record to all schools on this server (use only when creating a new AutoComm record) <input type="checkbox"/> Duplicate this AutoComm record to district office (Only valid for Student and Teacher tables; use only when creating a new AutoComm record)	

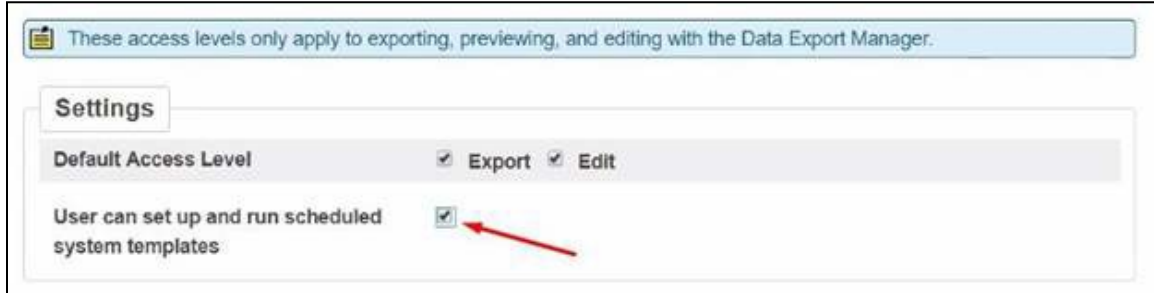
** The file will not be imported if the number of records in the file do not match the number given in the first record of the file.

Submit

Appendix A - Allow User to Schedule System Templates

If the Calendar Icon does not show up under Actions on the My Templates tab of the Export Templates page, the user role does not have the privileges within the role administration to set up and manage scheduled system templates. The existing Data Export Manager Roles can be modified to allow this role to set up and run scheduled system templates.

1. Login to PowerSchool as an admin.
2. Under Settings in the left menu bar click System to open the System Administrator page.
3. On the System Administrator page, scroll to Security and click Roles Administration.
4. On the Roles Administration page, click User Access.
5. On the User Access Roles page, click Data Export Manager Export/Edit Access to edit the User Access Role.
6. On the Edit User Access role page, click on the Export/Edit tab.
7. Under Settings, check the box next to User can set up and run scheduled system templates to enable that feature for the User Role.

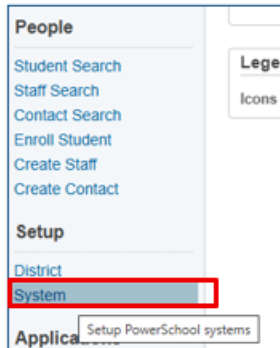


Note: It is not required that the Data Export Manager Export/Edit Access role be used if there is a need to lock down security in a more granular fashion. A different role can be used or a new role created if needed. However, it is required that the user performing the functions outlined in this document is assigned this role in order to schedule the tasks appropriately.

Appendix B – Change SUNS SFTP Username and Password

This section describes how to change the SUNS SFTP username and password through PowerSchool's Remote Connection Manager.

1. Login to PowerSchool as an admin.
2. Under Settings in the left menu bar click System to open the System Administrator page.




3. On the System Administrator page, scroll to Server and click System Settings.

Server	
AppSwitcher Settings	Enable AppSwitcher for this district.
Search Page Contents	Search for content in pages.
System Logs	Links to system log files and management functions.
System Settings	Links to web server information.

4. On the System Settings page, scroll to Plugin Management Configuration and click to open.

System Settings	
Function	Description
Centris Sync	Configure Centris Sync - SIS Data Integration
Change History Settings	Enable/Disable PowerSchool Change History
Customization	Setup customization of PowerSchool.
Data Validation	Setup and edit data validation options.
Digital Certificate Management	Manage digital certificates used for SSL
Email	Setup and edit server email settings.
Global API/SIF Settings	Global Settings for SIF/API Data Change
Global Server Settings	Configure server settings spanning multiple
Mime Types	Setup and edit web server mime types.
Plugin Management Configuration	Define settings for plugins.
PowerSchool Diagnostics	Enable/Disable PowerSchool Profiling

- On the Plugin Management Dashboard scroll to the bottom of the page and select Remote Connection Manager.

52	Record & Transcript Exchange
53	Remote Connection Manager
54	 SCDE Customizations

- The Remote Connection Manager Setup page will open; click the Remote Connection Manager link at the bottom of the page.

Remote Connection Manager Setup

General Information

Plugin Name	Remote Connection Manager
Plugin Description	Manages remote connection for data transfer.
Plugin Version	1.0.0
Publisher	PowerSchool
Publisher Email	powerschoolsupport@pearson.com
Installed By	System
Installed/Updated On	07/17/2012
Enabled	True
Update Plugin	Update

[Print Resource Details](#)

Function	Description
Remote Connection Manager	Manage Remote Connections

- On the Manage Remote Connections screen, click SCDE SUNS SFTP.

Manage Remote Connections				
Name	Protocol	Host	Port	Remote Path
Apptegy	SFTP	127.0.0.1	22	School Distri
ClassLink OneRoster Server	SFTP	127.0.0.1	22	/DailyImport
Educators Handbook SFTP	SFTP	127.0.0.1	22	uploads
Ellevation	SFTP	127.0.0.1	22	/data
FinalForms	SFTP	127.0.0.1	22	gatekeeper/tr
HealthOffice	SFTP	127.0.0.1	22	
Level Data SFTP	SFTP	127.0.0.1	22	
OneSync - FTP	SFTP	127.0.0.1	22	/home
Registration Gateway SFTP Server	SFTP	127.0.0.1	22	
SCDE SUNS SFTP v5.0	SFTP	filedrop.ed.sc.gov	22	
SchoolMessenger SFTP Server	SFTP	127.0.0.1	9,922	

- This takes you to the Edit Remote Connection page for the SFTP connection to the SUNS system.

Edit Remote Connection

Name

SCDE SUNS SFTP v5.0

*

Description

1000 characters left

Protocol

SFTP

*

Host

filedrop.ed.sc.gov

*

Port

22

*

Authentication Type

Password

Username

d9990

Password

.....

Confirm Password

.....

Test Connection

Fingerprint

10:38:7e:fe:ee:21:5d:b5:02:68:78:60:01:9e:17:39:d4:3c:74:cb:f5:b6:18:d9:59:a8:6a:68:98:14:cf:09

Remote Path

Allow download

☒

Allow upload

☒

Delete

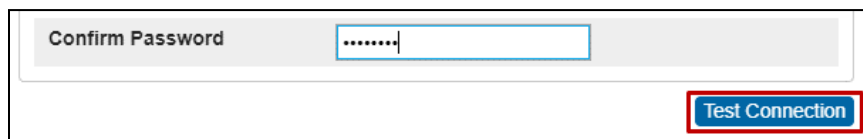
Submit

9. Enter the following information:

- Name: Leave as SCDE SUNS SFTP
- Description: Leave as Connection to SCDE SFTP server for SUNS data extract/import.

- c. Protocol: SFTP
- d. Host: filedrop.ed.sc.gov
- e. Port: 22
- f. Authentication Type: Password
- g. Username: [this will be given to you]
- h. Password: [this will be given to you]
- i. Confirm Password: Re-enter the password.
- j. Fingerprint: N/A
- k. Remote Path: Leave blank.
- l. Allow download: Check box.
- m. Allow upload: Check box.

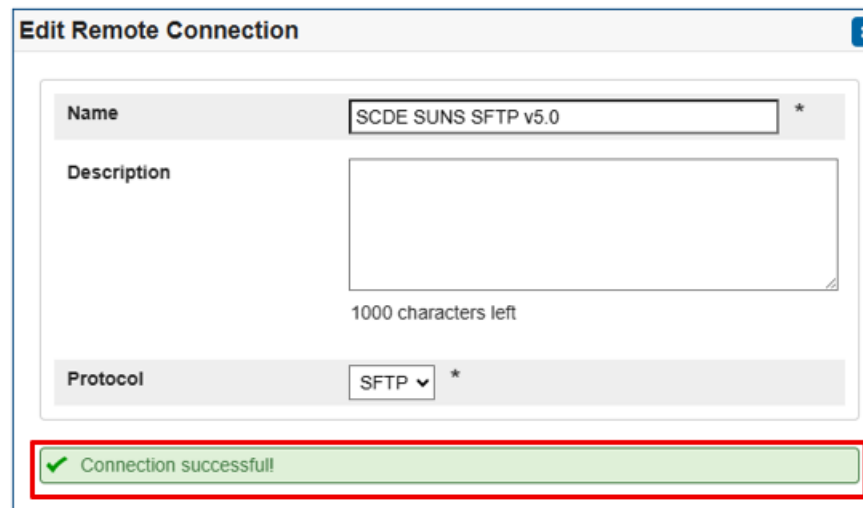
10. When all values are entered, click Test Connection



A screenshot of a web form. It shows a 'Confirm Password' label followed by a text input field containing seven dots. To the right of the input field is a blue button with the text 'Test Connection' in white. The button is highlighted with a red rectangular border.

NOTE: You may get a page about asking to accept a certificate, click Accept.

11. If everything is correct, the page will display the following:



A screenshot of a dialog box titled 'Edit Remote Connection'. It has a close button (X) in the top right corner. Inside the dialog, there are three main sections: 'Name' with a text field containing 'SCDE SUNS SFTP v5.0' and an asterisk; 'Description' with a large text area and a '1000 characters left' indicator; and 'Protocol' with a dropdown menu set to 'SFTP' and an asterisk. At the bottom of the dialog, there is a green bar with a checkmark icon and the text 'Connection successful!'. This green bar is highlighted with a red rectangular border.

12. Click Submit at the bottom of the screen to complete setting up the connection to the SUNS SFTP.