

## Automated Account Provisioning

SameGoal supports automated account provisioning. This can be helpful in managing users for large districts.

**Steps** *To setup an automated account provisioning:*

- Generate users.csv in accordance with our generic CSV API.
- Upload this file to your SameGoal SFTP account for processing.
  - Connect to your SameGoal SFTP account.
  - Create a new epoch directory in /upload/ whose name is of the date-time format **YYYYMMDD-HHMMSS**.
  - Upload generated CSV files directly into the epoch directory.
  - Upload an empty file named COMPLETE (case sensitive) into the epoch directory to indicate the upload is final and can be processed.

For example, a nightly process running January 1, 2020 would typically write the following:


- **/upload/20200101-139029/users.csv**
- **/upload/20200101-139029/COMPLETE**

We recommend:

- After setting up your SFTP account, verify you can connect with a graphical SFTP tool.
- Manually create a test epoch containing generated CSV files and a COMPLETE file.
- Depending on the time of day, your epoch may be processed immediately or take several hours. If you are in the middle of debugging and would like more immediate processing, email [tier2help@samegoal.com](mailto:tier2help@samegoal.com) for assistance.
- Once a test epoch has been processed successfully, schedule nightly CSV file generation and use a script SFTP tool for automated upload.

**Q Tip** **If your district is unable to generate an epoch directory and/or COMPLETE file:** Use an "\_auto.csv" suffix and upload the file directly to /upload/ (eg **/upload/users\_auto.csv**).

- This suffix will trigger our server to automatically move the file to an epoch directory with a COMPLETE file for you.
- You do not need to place a COMPLETE file in /upload/ when using this method.

 Tip Common gotchas:

- Files misnamed.
- File missing a column.
- Misnamed column in a file.
- No epoch directory or "\_auto.csv" suffix.
- Missing a COMPLETE file in an epoch directory.
- Generated files don't meet CSV file generation requirements