

# **Centris Sync Administrator Guide**

---

PowerSchool 8.x  
Student Information System

**Released June 2014**

Document Owner: Documentation Services

This edition applies to Release 8.0.0 of the PowerSchool software and to all subsequent releases and modifications until otherwise indicated in new editions or updates.

The data and names used to illustrate the reports and screen images may include names of individuals, companies, brands, and products. All of the data and names are fictitious; any similarities to actual names are entirely coincidental.

PowerSchool is a trademark, in the U.S. and/or other countries, of Pearson Education, Inc. or its affiliate(s).

Copyright © 2014 Pearson Education, Inc. or its affiliates. All rights reserved. All trademarks are either owned or licensed by Pearson Education, Inc. or its affiliates. Other brands and names are the property of their respective owners.

# Contents

**Preface..... 4**

**Introduction..... 5**

**Setup..... 6**

## Preface

Use this guide to assist you while navigating PowerSchool. This guide is based on the PowerSchool online help, which you can also use to learn the PowerSchool Student Information System (SIS) and to serve as a reference.

The PowerSchool online help is updated as PowerSchool is updated. Not all versions of the PowerSchool online help are available in a printable guide. For the most up-to-date information, click **Help** on any page in PowerSchool.

## Referenced Sections

This guide is based on the PowerSchool online help, and may include references to sections that are not contained within the guide. See the PowerSchool online help for the referenced section.

## Security Permissions

Depending on your security permissions, only certain procedures may be available to you.

## Navigation

This guide uses the > symbol to move down a menu path. If instructed to "Click **File** > **New** > **Window**," begin by clicking **File** on the menu bar. Then, click **New** and **Window**. The option noted after the > symbol will always be on the menu that results from your previous selection.

## Notes

It is easy to identify notes because they are prefaced by the text "**Note:**."

# Introduction

Integration between IEP Direct with PowerSchool is available through the use of Centris Sync. By enabling Centris Sync, you can automatically feed data from PowerSchool to IEP Direct, which provides the ability to post the most current student and guardian demographic data to IEP Direct on a nightly basis.

Using AutoSend, once a day at a specified time, PowerSchool can generate a file that contains a set of objects for each student in the database. This file can be stored in a designated directory where it is retrieved and then removed by the Centris Sync Agent. For more information, see *AutoSend Setup*.

# Setup

## How to Enable Centris Sync

1. On the start page, choose **District** under Setup in the main menu. The District Setup page appears.
2. Under Plugins, click **3rd Party Configuration**. The 3rd Party Configuration page appears.
3. In the Centris Group section, select the **Centris Group - IEP Viewer Enabled** checkbox.
4. Click **Submit**. The District Setup page appears.

## How to Configure Centris Sync

Use the Centris Sync – SIS Data Integration page to configure PowerSchool to automatically feed data from PowerSchool to IEP Direct using Centris Sync.

1. On the start page, choose **System** under Setup in the main menu. The System Administrator page displays.
2. Under Server, click **System Settings**. The System Settings page displays.
3. Click **Centris Sync**. The Centris Sync – SIS Data Integration page displays.
4. Use the following table to enter information in the fields:

Field	Description
District ID	Enter the District ID provided by Centris.
District BEDS Code	Enter the District BEDS code provided by the BOCES/RIC. The BEDS Code is the district's BEDS identifier.

5. Click **Submit**.
6. Restart PowerSchool. Required the first time only; once enabled may be changed without restart.