

# First Media Integration


Setting up and Importing data

## Setting up 1 - integration


1. Go to Settings > School Settings > Integration
2. Enter details in space shown below
3. Add our IP address to your whitelist (please ask for IP Address from Applicaa support)

### First Media Integration

#### Your ProviderId on the First Media

#### Your API key on the First Media

First Media credentials are valid.

Admissions+ will pull the data from the First Media portal hourly and display the number of the new applications in the data section.

## Setting up 2 - this needs to be done once

1. Go to Data > First Media Applications
2. Ignore Application Status (covered later)
3. Select primary email address (normally personal email address)
4. Mapping Student fields from First Media to Admissions+
  - a. Many fields are fixed in their mapping and cannot be changed eg Forename, Surname
  - b. Other fields can be mapped as required. Only those fields that are used need to be mapped
  - c. Contact and Reference fields are all automatically mapped and cannot be changed.

Post 16 Admission

General Settings Users Perm

DATA

Import

Export

Uploaded Files

**First Media Applications 1**

Import Data

Select Type of Data Select the Import Method Data Mapping Select Students Import Summary

These properties below are imported from the First Media Portal.

Please select the application statuses on First Media portal.  
We will import the students with these statuses on First Media.

Please select the primary email address.  
We will import the chosen email address as the account on Admissions+.

STUDENT MAPPING

MATCHED	FIRST MEDIA STUDENT PROPERTY	ADMISSIONS+ PROPERTY
✓	Id	First Media Student Id
✓	LearnerId	First Media Learner Id
✓	UPN	Unique Pupil Number
✓	ULN	ULN

## Importing student data 1

Note that the menu shows how many applications are available to Import (ones that have 'Sent' status). This is updated hourly.

1. Follow menu Data > First Media Applications
2. Select the application statuses to import (normally Sent)
3. The mapping can be changed but normally this can be left from the previous use
4. Scroll to the bottom and click Next
5. The students that are available are listed
6. You can select all or filter for ones that you want to import - options are shown below

**Import Data**

Select Type of Data    Select the Import Method    Data Mapping    **Select Students**    Import Summary

FILTER STUDENTS BY YEAR GROUP

Student Name <input style="width: 95%;" type="text" value="type to search..."/>	Year Group <input style="width: 95%;" type="text"/>	Academic Year <input style="width: 95%;" type="text"/>
--	--	---

We will import the students with these statuses on First Media.

Sent x

Select All

Showing 1 to 1 of 1 entries

Show  entries

	Student	Email	Current School	First Media ID	Year Group & Academic Year
<input type="checkbox"/>					Year 11 Academic Year: 2023-2024

Search:

## Importing student data 2

1. Once the students are selected scroll to the bottom of the list and click Next
2. Please note that this will start the import process


[Deselect all](#) [Select All](#)

Show  entries Showing 1 to 1 of 1 entries 1 row selected Search:

<input type="checkbox"/>	Student	Email	Current School	First Media ID	Year Group & Academic Year
<input checked="" type="checkbox"/>					Year 11 Academic Year: 2023-2024

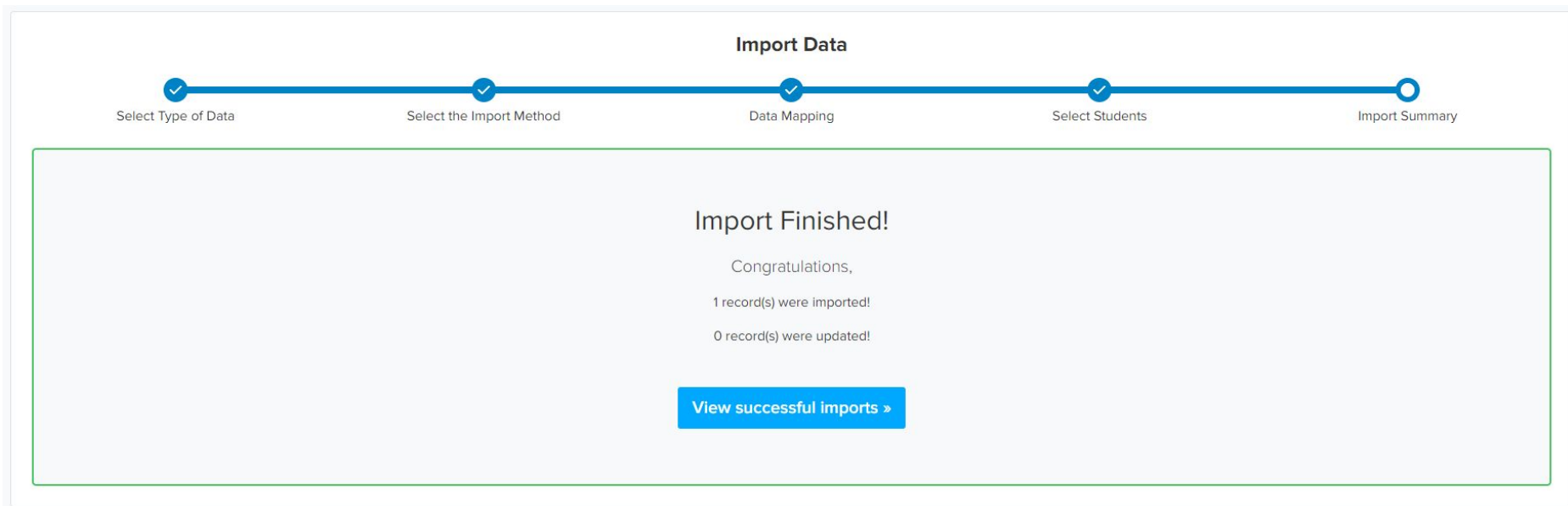
Showing 1 to 1 of 1 entries 1 row selected

[Previous](#) [1](#) [Next](#)

[Back](#)  [Next](#)

## Imported student data summary

1. Once the selected students are imported you will have the option to download a summary
2. The list of students can be exported
3. The status of the student on First Media will be updated to **Acknowledged**



The image shows a progress bar for the 'Import Data' process. The progress bar consists of a horizontal blue line with five circular markers. The first four markers contain a white checkmark, indicating that the steps 'Select Type of Data', 'Select the Import Method', 'Data Mapping', and 'Select Students' are complete. The fifth marker is an empty circle, indicating that the 'Import Summary' step is the current step. Below the progress bar, a large light blue box contains the text 'Import Finished!' followed by 'Congratulations, 1 record(s) were imported! 0 record(s) were updated!' and a blue button labeled 'View successful imports >'.

### Import Data

Select Type of Data      Select the Import Method      Data Mapping      Select Students      Import Summary

## Import Finished!

Congratulations,  
1 record(s) were imported!  
0 record(s) were updated!

[View successful imports >](#)

# Student profile

## 1. Student profile can show the First Media status

Registered students / Student profile

### Test Rudolph Test Bradtke #U-783A

Phone 88473508915  
School Greenford High School - Sales Demo  
Email

APPLICATION STATUS  
**Completed**

Overview Application Form Activities Interview Courses Selection Family Visas Concessions

#### Student Info (External)

Student Code	U-783A
Application Reference Number	-B_NubebY-000057
Sims Admission Number	
First Name	Test Rudolph
Last Name	Test Bradtke
Gender	
Date of Birth	29/08/2010 - 12 years 11 months
School	Greenford High School - Sales Demo -
Email	
Expected Year Group	Year 11
Creation Date	23/03/2023
Unique Learner Number	
Last Sign in at	N/A
Color Tag	White
Tags	Empty
Average Point Score	
First Media Application Status	Acknowledged