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

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*****
```

Your API key on the First Media

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***********************************
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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.

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

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

Showing 1 to 1 of 1 entries   1 row selected

Show 10 ⬍ entries   Search: [   ]

	Student	Email	Current School	First Media ID	Year Group & Aacademic Year
☑					Year 11 Academic Year: 2023-2024
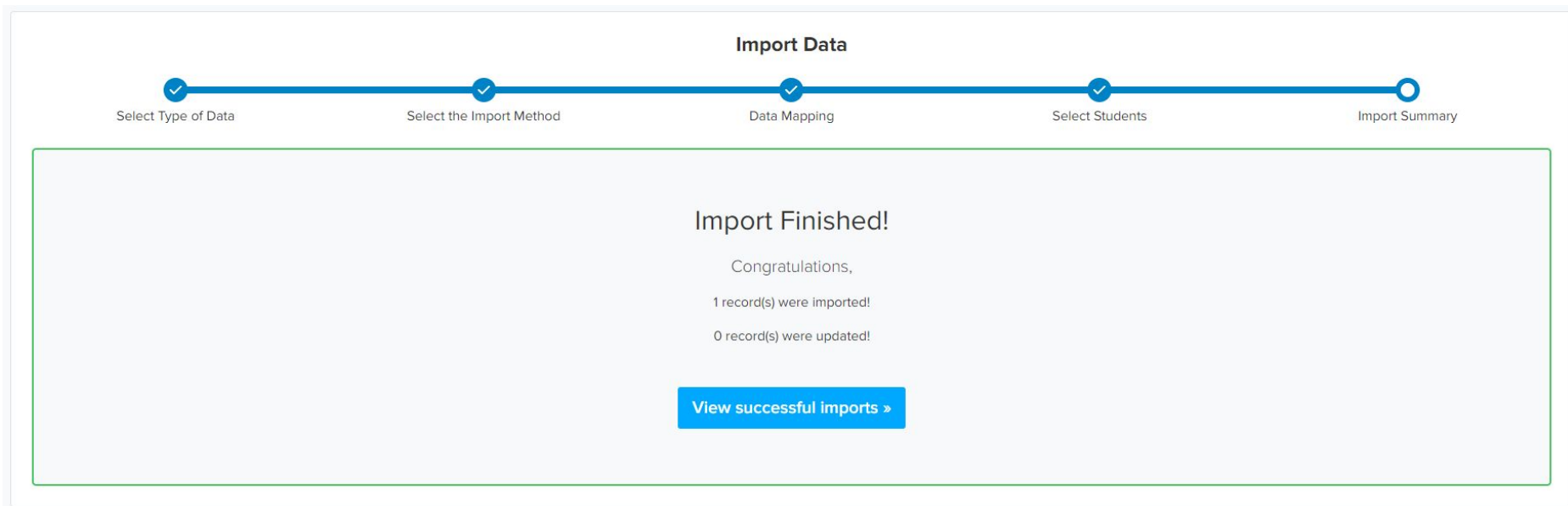
Showing 1 to 1 of 1 entries   1 row selected

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**

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