

## VendorLink Process

- 1) Fill out an application on the ProgressBook website. Use the following link to navigate directly to the application: <https://www.progressbook.com/vendorlink-application/>.

**Note:** *If you indicate on your application that you intend to use a VendorLink Write API, you need to become a Certified Partner. After you submit the application, Software Answers (ProgressBook) will reach out to you to discuss the next steps—stop here.*

**Note:** *If you do not intend to use a VendorLink Write API, continue.*

- 2) Allow a couple days for Software Answers (ProgressBook) to receive and process your application. Once we have processed it, we will create a sandbox account for you.

**Note:** *Part of this setup involves creating an account for you in Azure (access to the ProgressBook VendorLink API is managed within Microsoft's Azure infrastructure). When we create the account in Azure, we add a subscription to the **VendorLink – Test** product, which allows you to test with the sandbox environment. You will receive an automatically generated email notifying you of your new subscription within Azure. However, your sandbox account setup is not complete. Wait until you receive the email described in the following step.*

- 3) You will receive an email from [VLSupport@ProgressBook.com](mailto:VLSupport@ProgressBook.com) containing your credentials to the sandbox environment as well as additional information to assist you with using VendorLink.
- 4) Use the VendorLink sandbox environment to complete your testing.
- 5) After you have completed VendorLink testing, send an email to [VLSupport@ProgressBook.com](mailto:VLSupport@ProgressBook.com) with a list of the APIs to which you need access, the district IRNs of the districts with whom you are working, and all your production client IP(s)/IP range(s) (used for whitelisting purposes) so that we can complete your account configuration.

**Note:** *Part of this setup involves adding a new subscription in Azure. You will receive another automatically generated email notifying you of your new subscription within Azure. Again, your setup is not complete yet. Wait until you receive the email described in the following step.*

- 6) You will receive an email from [VLSupport@ProgressBook.com](mailto:VLSupport@ProgressBook.com) with the information that you need to integrate with the requested districts. At this point, you are ready to work directly with the districts.

**Note:** *You will receive one VendorIdentifier/VendorKey pair per district.*

**Note:** *If you need access to any other APIs or if you experience any issues, contact [VLSupport@ProgressBook.com](mailto:VLSupport@ProgressBook.com) to open a ticket with the ProgressBook Support Team.*