

Veracross - Setting Up the Integration

This guide explains how to connect Veracross with pickAtime. Please note that the setup process is completed inside the Veracross Axiom backend.

Before You Begin

You must have one of the following Veracross roles or permissions:

- System Administrator
- IT Administrator
- API Administrator
- Integration Manager

If you do not see the integration settings described below, contact your school's Veracross administrator or IT department.

Step 1: Confirm API Permissions

Before creating the integration, your Veracross account must have the **OAuth_App_Admin** security role assigned.

Important: Even standard System Administrator accounts cannot create API integrations unless this permission is specifically enabled.

Without this role:

- Integration setup buttons may be hidden
- Fields may appear read-only
- OAuth applications may not be accessible

If needed, ask your Veracross administrator to assign this permission.

Step 2: Log Into Veracross Axiom

1. Log into your school's Veracross Axiom dashboard using your administrator credentials.
2. Open the **Identity & Access Management** section.

3. Under the Configuration area, select **OAuth Applications**

This page manages third-party integrations.

Step 3: Create a New OAuth Application

1. Select **Add Record** or **Add OAuth Application**
2. Fill out the basic application information.

Recommended settings:

Name

Enter a recognizable name such as:

- pickAtime Integration
- pickAtime Scheduling Sync

Internal Notes

Add a short description for your staff. For example: "Integration used for conference scheduling and roster imports."

Contact Email

Enter the support or technical contact email address.

Step 4: Configure API Permissions (Scopes)

Once the application is created:

1. Open the **Scopes** tab on the left-hand side.
2. Enable the permissions required for your integration.

Required Scopes for Imports

Enable the following permissions:

1. staff_faculty:list
2. staff_faculty:read
3. parents:list
4. parents:read
5. students:list
6. students:read
7. relationships:list
8. relationships:read

9. academics.config.grading_periods:list
10. academics.config.grading_periods:read
11. academics.classes:list
12. academics.classes:read
13. academics.enrollments:list
14. academics.enrollments:read

Required Scope for Single Sign-On (SSO)

If using Single Sign-On, also enable:

1. sso

After selecting the required permissions, click **Save** or **Update**. Your Veracross integration application is now created.

Step 5: Copy Client ID and Client Secret

Return to the General tab of the OAuth application.

You will see two important credentials:

Client ID - A unique identifier for the integration.

Client Secret - A secure password-like key used to connect systems.

Copy both values.

Veracross Partner Portal

School Integrations Company Profile API Documentation Email Veracross Developer Agreement FAQs

PICKATIME-2
School Integrations

Search by School Name Search

	STATUS	ADDED ON
United States	Active	Mon Mar 30, 2026
Hide Credentials		
CLIENT ID		
3c890145d38447edb2e99d358308d059		
CLIENT SECRET		
.....*2dc6		
SCHOOL ROUTE		
REDIRECT URI		
SCOPES		
academics.classes:list academics.classes:read academics.config_grading_periods:list academics.config_grading_periods:read academics.enrollments:list academics.enrollments:read households:list households:read openid parents:list parents:read relationships:list relationships:read sso staff_faculty:list staff_faculty:read students:list students:read		

Important: The Client Secret may only be fully visible once immediately after creation. If you leave or refresh the page, it may become hidden for security reasons.

Step 6: Add Credentials to pickAtime

1. Log in to your pickAtime administrator account.
2. Navigate to **Global Setup / Business/Integration Options/Veracross Integration**.

Veracross Integration:

Veracross API Credentials

School Domain:

Client ID:

Client Secret:

Integration Type: Import SSO Import and SSO

Status: **Disabled**

Enter:

- School Domain
- Client ID
- Client Secret
- Integration Type

Then click **Connect**

Step 7: Add Redirect URLs for SSO (If Using)

If your school is using Veracross Single Sign-On (SSO), add the following redirect URLs to the allowed redirect list inside Veracross:

- <https://pickatime.com/client>
- <https://www.pickatime.com/client>

If these URLs are missing, users may receive an authentication or redirect error when attempting to log into pickAtime through Veracross.

Step 8: Run Your First Sync

Once connected, create an event and run the importer inside pickAtime.

Recommended Best Practices

Before opening scheduling to families:

- Run a test import

- Verify that the information has been added to pickAtime correctly
- Test the scheduler as a parent

Need Help?

If you need assistance:

- Contact your Veracross administrator
- Reach out to your school's IT department
- Contact pickAtime Support

Revision #4

Created 2026-05-28 18:16:00 UTC by Tara Cicora

Updated 2026-05-28 22:37:52 UTC by Tara Cicora