VeraCross

- Veracross - Setting Up the Integration
- Parent Instructions for VeraCross SSO

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

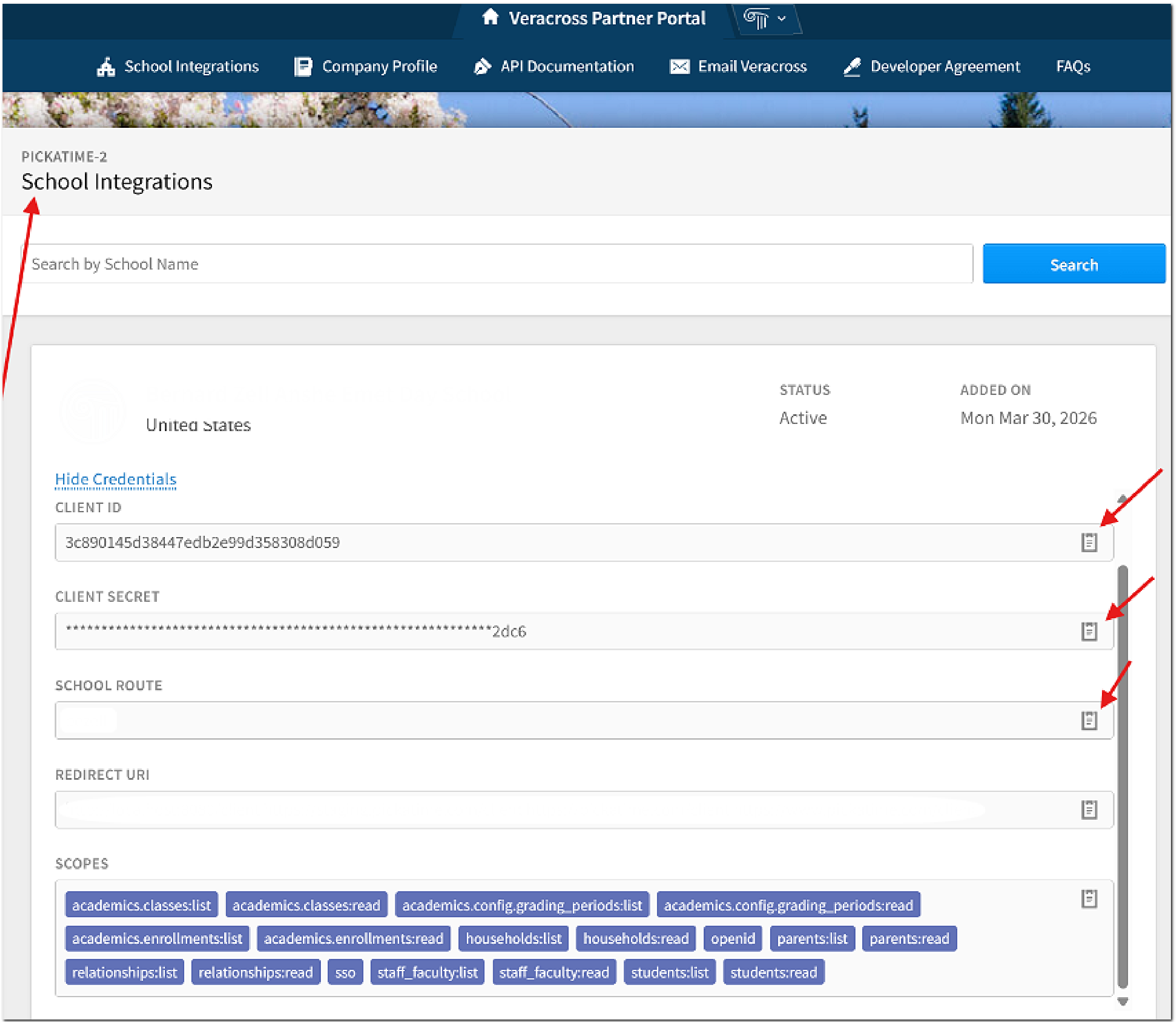
Return to the General tab of the OAuth application.

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.

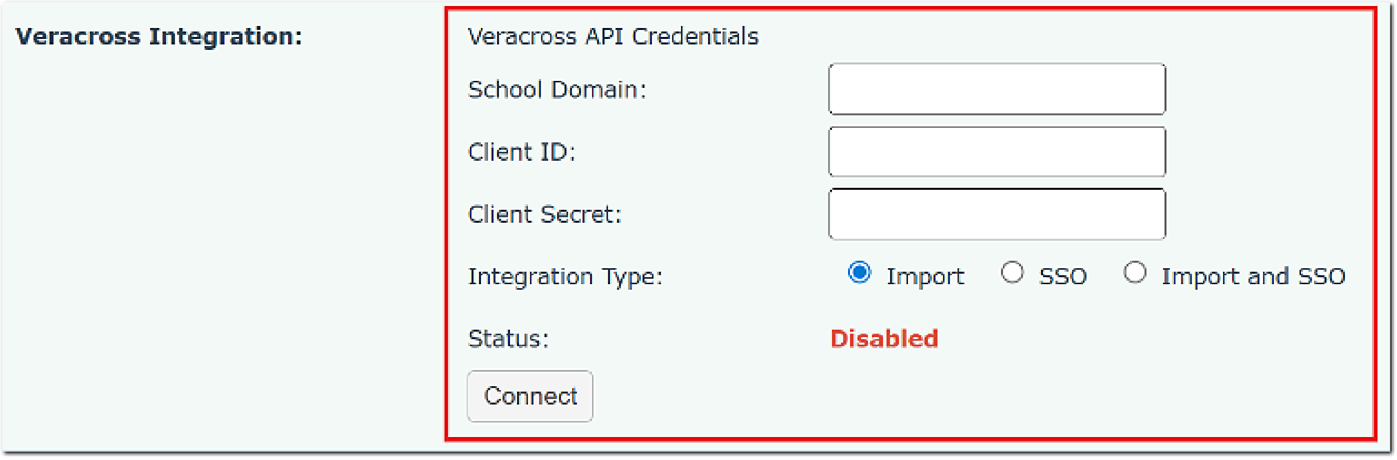
Copy both values.



> 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**.



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.

Using SSO?

Click here to view the instructions for creating a Portal Tile for your parents and students.

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

Parent Instructions for VeraCross SSO

Step 1: Sign In

Parents access the pickAtime Online Scheduler directly from Axiom, via the pickAtime tile.

Step 2: Select Your Student(s)

Your student will already be attached to your account.

- Click the student(s) whose schedule you'd like to view.

> If a student is attached but shows no classes within the event, please contact the event administrator.

Step 3: Select Teachers

By default, all of your child's teachers are selected.

- **To exclude a teacher:** Uncheck the box next to their name.
- **When ready:** Click **Filter Slots**.

Step 4: Book Appointments

The scheduling grid displays available times as squares with a **plus sign (+)**.

1. Click your preferred time square.
2. Click **Create Appointment**.
3. A confirmation message will briefly appear at the top of the screen.
4. Repeat for each teacher you'd like to visit.

Managing Your Schedule

View or Print Your Schedule

Click **Printable Schedule** in the left-hand sidebar to see your full itinerary.

Changes & Cancellations

On a computer:

1. Click **My Appointments** in the left-hand sidebar.
2. Locate the appointment you'd like to change.
3. Hover over the appointment to reveal **Details**, **Edit**, and **Cancel** options.

On a mobile phone:

1. Tap the **menu icon** (☰) in the top-left corner.
2. Select **My Appointments**.
3. Tap the **three dots (⋮)** next to an appointment to modify or cancel it.