

# Integration Enrollment Quick Start Guide

**! Important:** To set up your API integration, you must use vendor's Client ID, not your NERIS ID. A Client ID is a multi-part code with dashes, formatted like this:

05dd2999-329b-41ec-b94d-xxxxxxxxxxxx

Instructions for connecting your vendor to your department in NERIS via Client ID are provided below.

## Step 1: Get Vendor's Client ID

Contact your vendor and request their Client ID. Save for the next step.

ESO ID: 7072e9bc-0cb6-4856-a7b8-25c908b01621

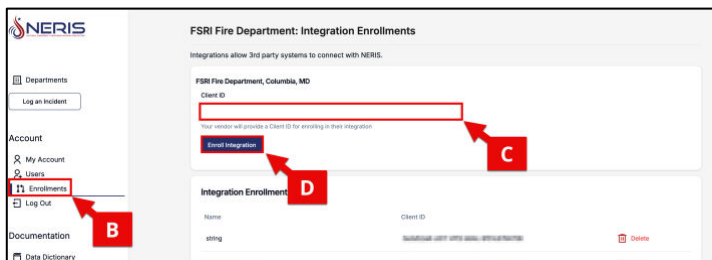
## Step 2: Enroll an Integration

To enroll an integration:

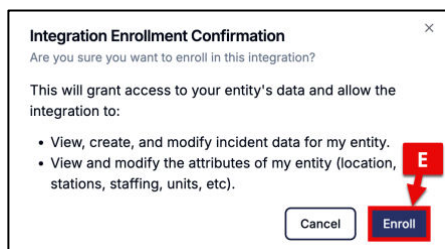
- Log in to NERIS with an admin account.
- Select **Enrollments** from the left menu.
- Enter the **Client ID** in the Client ID field.
- Select **Enroll Integration**.

**REMINDER:** Use the Client ID provided by your vendor, not your NERIS ID.

**NOTE:** If you copy and paste the Client ID, make sure there are no extra spaces before or after it.



- A window pops up listing the permissions granted. Select **Enroll** to complete the integration.



## Step 3: View Integrations

Active integrations are displayed in the **Integration Enrollments** table on the **Enrollments** page.

## Delete Integrations

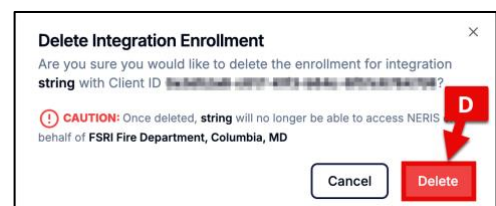
**NOTE:** This is not part of the setup process. Perform these steps only when removing an enrollment, such as when changing a vendor.

To delete an enrollment:

- Log in to NERIS with an admin account.
- Select the appropriate option from the left menu:
  - Select **Enrollments**.
- Select **Delete** next to the item you want to remove.



- A window pops up confirming the deletion. Select **Delete** to remove the enrollment.



- Once deleted, the integration will no longer show up in the **Integration Enrollments** table on your **Enrollments** page. At this point, that integration will no longer have API access to your department.