**Enable School Year in Existing Profile**

**Configure PowerSchool Data Exchange**

1. On the start page click the **School** link at the top of the page and choose **District Office** from the pop-up menu.
2. Choose **System** under Setup in the main menu.
3. Under Data Exchange, click **General Setup**.
4. In the Data Exchange Setup page, select the **Profile Name**.  
   **Important Note:** All Communication Settings, including LEA settings, are profile specific. Verify that you have selected the correct profile before making changes.
   1. Select the checkbox next to the School Years for which you are publishing.  
      **Note**: Refer to your state [Release Notes](https://docs.powerschool.com/USAMI/release-notes/state-reporting-19-6-2-0-release-notes) for more information on when the new school year (i.e., 2021-22 checkbox) was added to the options. Historically, PowerSchool has released this in the July state reporting update.
5. Click **Save**.

**Best Practice**: Run “Publish Missing” or “Publish All” for each category on the Ed-Fi Dashboard a few days prior to state funding deadlines and at the beginning and end of the school year to verify that all records are updated to the state ODS.

**Configure PowerSchool Data Exchange**

The setup page provides a user interface for entering various configurable settings including enabling and disabling the entire framework, authentication, and operational frequencies.

1. On the start page, choose **System** under Setup in the main menu.
2. Under Data Exchange, click **General Setup**.
3. In the Data Exchange Setup page, select System Enabled to **On**. Leave the remaining fields at their default values.
4. Select the **Profile Name** from the drop-down menu.  
     
   **Important Note:** All Communication Settings, including LEA settings, are profile specific. Verify that you have selected the correct profile before making the following changes.
5. The Data Exchange URL and Authentication URL will be automatically populated.
6. Select the School Years for Ed-Fi publishing.
7. Verify all three Service Options are checked.
8. Click **Configure** for any LEAs that will be publishing.
   1. Select **On** to enable the LEA.
   2. Enter the Authentication Key
   3. Enter the Authentication Secret
   4. Test the connection and save the communication settings.
      1. PowerSchool recommends that you test your connection after completing these communication settings. Click **Test Connection**. A message appears to inform you whether or not the test was successful. Click the **Save** button to record your settings once the test is successful.
9. Click **Save** to save the Data Exchange Setup.

If you have any issues with the start of school year configuration, please contact the support team at MiDataHub by sending an email to [support@midatahub.org](mailto:support@midatahub.org)