

# Create Google Workspace Service Account

## How to Get Started:

Before Integrating with Google Classroom your school **MUST** have the following:

- Administrator Security Permissions for FACTS SIS
- A Google Workspace Admin Account
- Google Workspace configured for Linking to FACTS SIS
- The Google Classroom SIS Integration requested through your FACTS SIS Account Manager

## Create a service account

1. In your Internet browser, navigate to <https://console.cloud.google.com/> 

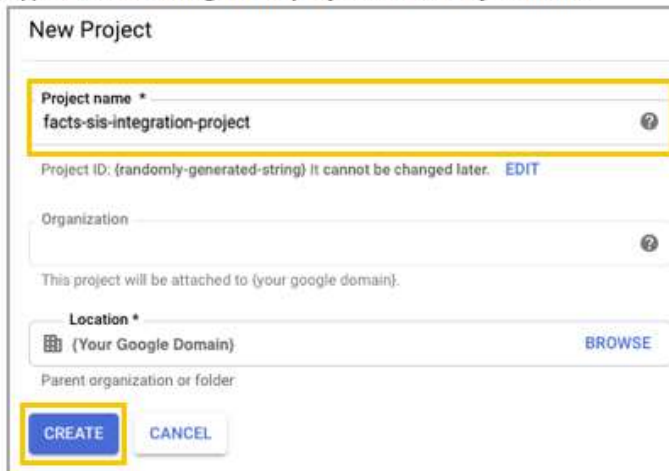
2. Click My First Project or Select a project. (Option dependent on whether you have existing projects.)



3. Click New Project.

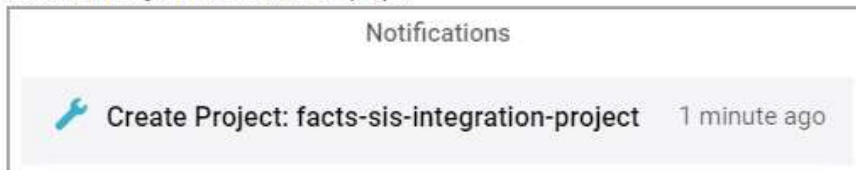


4. Type facts-sis-integration-project as the Project name.

A screenshot of the 'New Project' form. The 'Project name' field is highlighted with a yellow border and contains the text 'facts-sis-integration-project'. Below it, the 'Project ID' is shown as a randomly-generated string. The 'Organization' field is empty. The 'Location' is set to '(Your Google Domain)'. At the bottom, there are 'CREATE' and 'CANCEL' buttons, with 'CREATE' highlighted by a yellow border.

5. Click Create.

A Create Project notification displays.

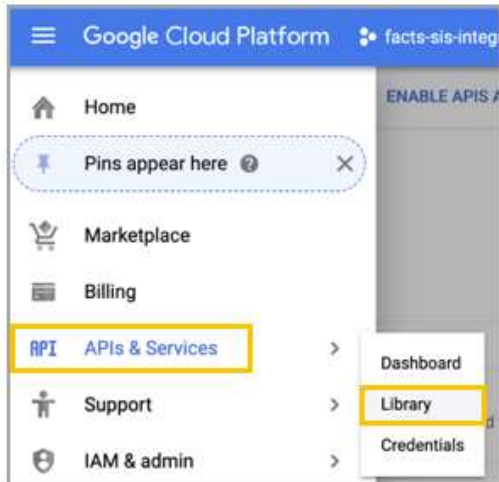


6. Click the project name in the Notifications popup, then confirm the project is now displayed in the project selection drop-down list.

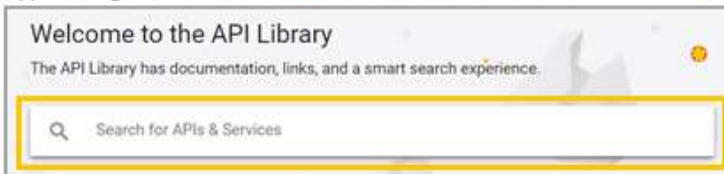


# Enable Google Classroom APIs

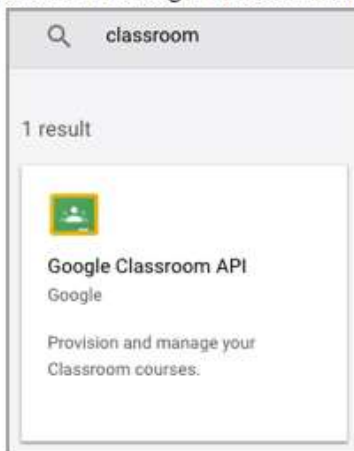
1. From the Google Cloud Platform screen, if the left navigation window is not visible, click ☰.
2. Using your mouse, hover over **APIs & Services**, then click **Library**.



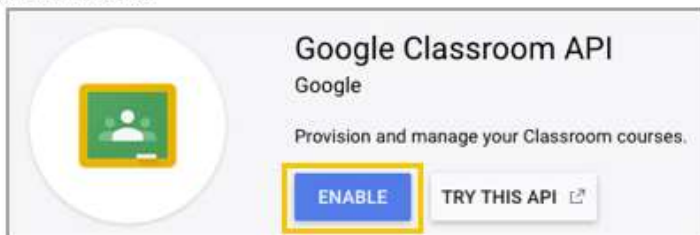
3. Type **Google Classroom API** in the search box. **Note:** The search field may be slow to respond when you start typing.



4. Select the **Google Classroom API**.



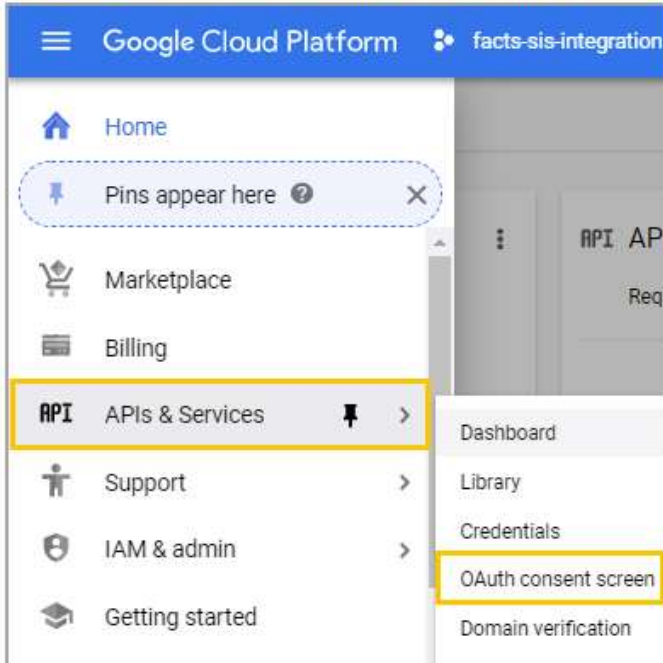
5. Click **Enable**.



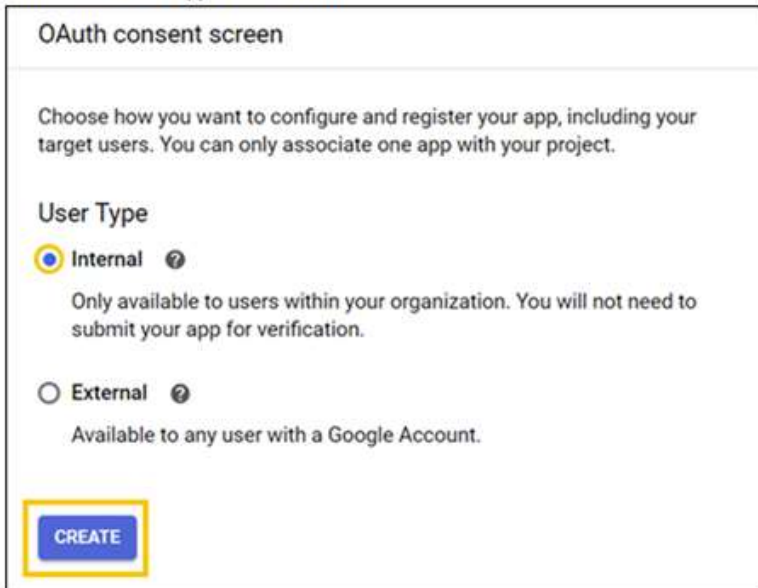
6. From the **APIs & Services** menu, click **Library**.
7. Type **Admin SDK API** in the search box.
8. Select the **Admin SDK API**.
9. Click **Enable**.

## Establish credentials and service account key

1. From the Google Cloud Platform screen, click .
2. Using your mouse, hover over **APIs & Services**, then click **OAuth consent screen**.



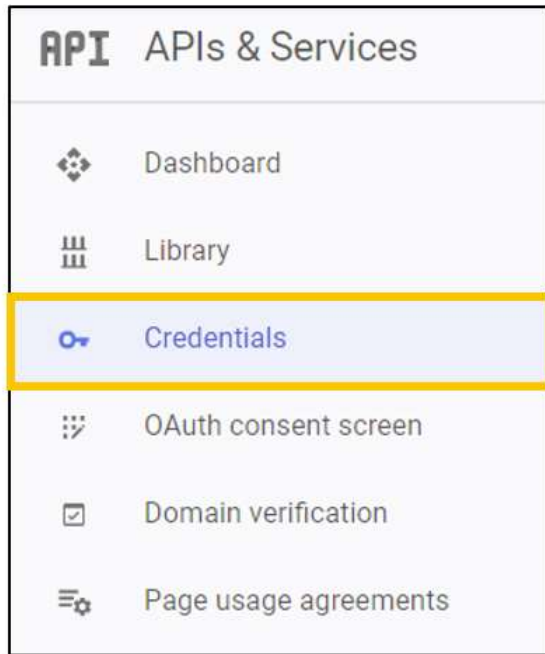
3. Select the **User Type** of **Internal**.

A screenshot of the 'OAuth consent screen' configuration page in the GCP console. The page title is 'OAuth consent screen'. Below the title is a paragraph: 'Choose how you want to configure and register your app, including your target users. You can only associate one app with your project.' The 'User Type' section has two radio button options: 'Internal' (selected, highlighted with a yellow box) and 'External'. Below 'Internal' is a description: 'Only available to users within your organization. You will not need to submit your app for verification.' Below 'External' is a description: 'Available to any user with a Google Account.' At the bottom left, there is a blue 'CREATE' button highlighted with a yellow box.

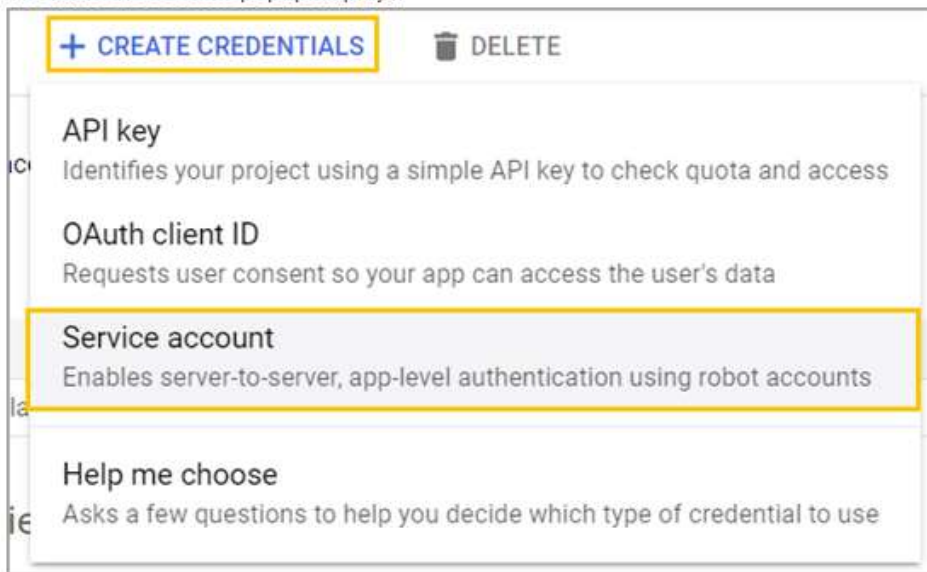
4. Click **Create**.
5. Type **FACTS GCI** for the **Application Name**.

A screenshot of the 'Application name' field in the GCP console. The field is labeled 'Application name' with a help icon. Below the label is a text input field containing 'FACTS GCI', which is highlighted with a yellow box. Below the input field is a label 'Application logo' with a help icon, followed by a description: 'An image on the consent screen that will help users recognize your app'. Below this is a text input field labeled 'Local file for upload' and a 'Browse' button.

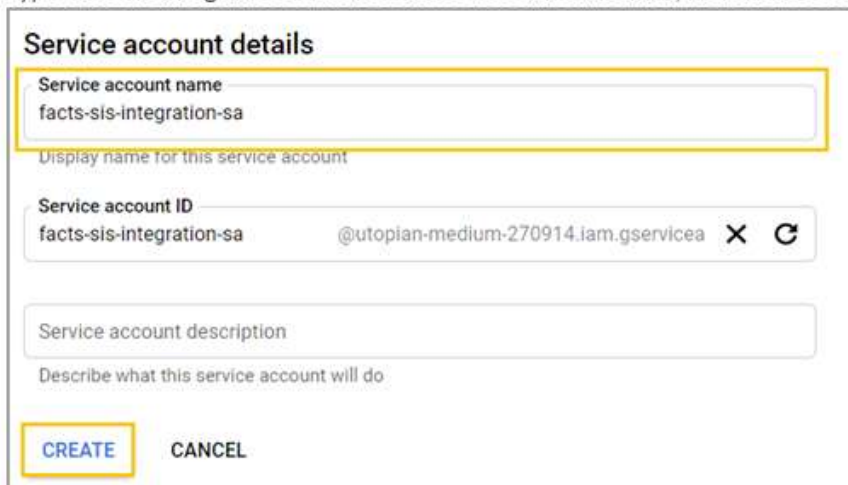
4. Click **Create**.
5. Type **FACTS GCI** for the **Application Name**.



8. The **APIs Credentials** popup displays.



9. Click **+ Create Credentials**, then select **Service account**.
10. Type **facts-sis-integration-sa** in the **Service account name** field, then click **Create**.



11. In Service Account Permissions, do not select a role. Click Continue.

### Service account permissions (optional)

Grant this service account access to My Project 3956 so that it has permission to complete specific actions on the resources in your project. [Learn more](#)

Select a role

Condition

Add condition

+ ADD ANOTHER ROLE

CONTINUE

CANCEL

12. Click Done.

### Grant users access to this service account (optional)

Grant access to users or groups that need to perform actions as this service account. [Learn more](#)

Service account users role

?

Grant users the permissions to deploy jobs and VMs with this service account


Service account admins role

?

Grant users the permission to administer this service account

DONE

CANCEL


13. Click  under Service Accounts.

Service Accounts				<a href="#">Manage service accounts</a>
<input type="checkbox"/>	Email	Name 	Usage with all services (last 30 days) 	
<input type="checkbox"/>	iam.gserviceaccount.com	update07012020	0	 

14. In the Keys area, click Add Key, then click Create new key.

### Keys

Add a new key pair or upload a public key certificate from an existing key pair. Please note that public certificates need to be in RSA\_X509\_PEM format. [Learn more about upload key formats](#)

ADD KEY 

Create new key

Upload existing key

Key creation date

Key expiration date



15. Select the **Key type** of JSON, then click **Create**.

### Create private key for "facts-sis-integration-sa"

Downloads a file that contains the private key. Store the file securely because this key can't be recovered if lost.

**Key type**


☒ JSON  
Recommended

☐ P12  
For backward compatibility with code using the P12 format

**CANCEL** **CREATE**

16. The service key (.json file) is typically automatically saved to the default Download folder for your browser, but some browsers may ask for a location where you'd like to save it.

### Private key saved to your computer

 facts-sis-integration-project-**valued-door-238722**.json allows access to your cloud resources, so store it securely. [Learn more](#)

**CLOSE**

17. Click **Close**.



#### Important

This file contains a private key that is required for communication between FACTS SIS and Google Workspace.

## Locate unique ID

1. In the **Service account details** area, copy the complete **Unique ID** and paste it in Notepad or Word; you will need it later.

**Note:** Firefox may not let you highlight the Unique ID.

### Service account details

**Name**  
facts-sis-integration-sa

**Description**

**Email**  
facts-sis-integration-sa@valued-door-238722.iam.gserviceaccount.com

**Unique ID**

2. If your account displays a **Show Domain-Wide Delegation** option:

- a. Click the down arrow to show additional options.

▼ **SHOW DOMAIN-WIDE DELEGATION**

b. Check the box for **Enable Google Workspace Domain-wide Delegation**.



☒ **Enable G Suite Domain-wide Delegation**  
Allows this service account to be authorized to access all users' data on a G Suite domain without manual authorization on their parts. [Learn more](#)

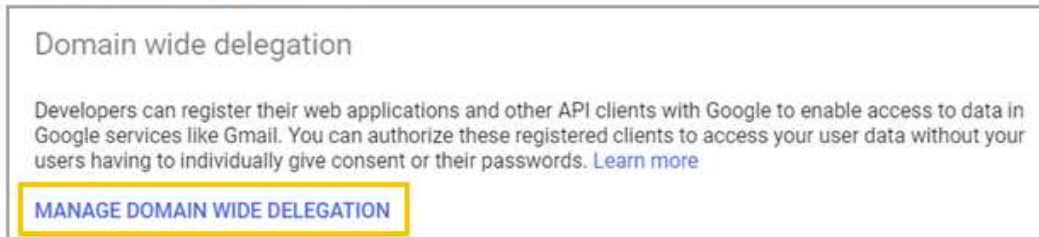
[HIDE DOMAIN-WIDE DELEGATION](#)

3. Click **Save**.

## Add APIs

These steps are completed in the **Google Workspace Admin Console**.

1. Navigate to [admin.google.com](https://admin.google.com).
2. If prompted, log in to Google using your Google Workspace administrator credentials.
3. Click **Security**, then click **API Control**.
4. Click **Manage Domain Wide Delegation**



Domain wide delegation

Developers can register their web applications and other API clients with Google to enable access to data in Google services like Gmail. You can authorize these registered clients to access your user data without your users having to individually give consent or their passwords. [Learn more](#)

**MANAGE DOMAIN WIDE DELEGATION**

5. Click **Add New**.



API clients **Add new**

6. Under **Client ID**, type or paste the **Unique ID** you saved from step #1 in **Locate Unique ID** (previous section above).



**Add a new client ID**

Client ID Paste **Unique Id** here

OAuth scopes (comma-delimited) Copy API string below & paste here

CANCEL AUTHORIZE

7. Copy the entire string of APIs below and paste in the **OAuth Scopes** field.

```
https://www.googleapis.com/auth/classroom.courses,https://www.googleapis.com/auth/classro
```

8. Click **Authorize**.

A confirmation screen displays with your Unique ID and domain information.

API clients <a href="#">Add new</a>		
<div>+ Add a filter</div>		
Name	Client ID	Scopes
Facts GCI	<div>Your Unique ID</div>	<div>.../auth/classroom.courses</div> <div>.../auth/classroom.rosters</div> <div>+6 More</div>



**Note**

It may take up to two hours for the system to finish the API client and scope setup before FACTS SIS configurations can be completed.