



# API Documentation

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## Getting Started

Institutions can automate the import and export of recruitment data and admissions files using the Encoura® API (Application Programming Interface). The API is accessible with proper authorization and credentials from Encoura Support.

***PLEASE NOTE: The Encoura API is intended for software developers to build integrations with campus systems, requiring the use of developer tools to access the API.***

### 1. Request an Encoura API service account.

Proper authorization and credentials are required for accessing the Encoura API. [Submit a request](#) for a service account via the Encoura Help Center.

The information required for the request:

- Contact name, email address and job title
- College name
- Service account email address

We recommend the service account email address be related to an alias or distribution list such as admissions@college.edu instead of a specific person, jdoe@college.edu. Once approved, you will be supplied with a service account, an OrganizationID, and an apiKey to interact with the API.

### 2. Activate your Encoura API service account.

The service account information is delivered via email to the contact email address included in the request. The email outlines instructions for activating the Encoura API service account and includes the credentials to interact with the API.

### 3. Coordinate with your software developer support.

It is important to note that the Encoura API is intended for software developers to build integrations with campus systems. Coordinate with your software developer support for building the interface to upload and download data files. In addition to this document, there are two other key resources to assist in development efforts:

- Sample Scripts - Sample scripts are available in GitHub to assist with your integration.
- Swagger Documentation - Additional documentation is also available in openAPI format at <https://developers.encoura.org>.

The API provides JSON responses (except where noted) and expects valid JSON content for the body of any POST request. All URLs provided in this documentation are for the production environment. The API is available at: <https://api-datalab.encoura.org/v1>. Documentation is also available in openAPI format at <https://developers.encoura.org>.

Use of the API falls under the same Terms and Conditions required for using all Encoura applications and can be found in the Encoura user menu.

## How to Use the File Export API

The File Export API is designed to help automate the export/download of files from Encoura including Prospect files and ACT Score Reports. The File Export API does this by providing a list of available files and their file IDs. You can request a download URL for each file, and then export the file from that URL. Exported file layouts are documented in the [Help Center](#).

The export process consists of four steps from start to finish:

1. **Authenticate.** Send a login request with your service account email address (for the username), password, and API key.  
*You will receive a response with your session token and organization ID.*
2. **Get a list of files.** Include the session token, API key, organization ID, and parameters (status, productKey).  
*You will receive a response with a list of available file UIDs that match the parameters.*
3. **Get a download URL.** Include headers (session token, API key, organization ID) and a file UID.  
*You will receive a download URL for a single file UID.*
4. **Download the file.** This step is not an API request. The download URL is temporary and will expire after a short time.

Requirements and examples for each step are detailed below.

### 1. Authenticate

Request URL: <http://api-datalab.encoura.org/v1/login>

Headers	URL Parameters	Body	Response
x-API-key	<i>none</i>	username (use your service account email address) password AcceptedTerms [ 'true' ]	sessionToken organization ID

#### API Key

Every request must be invoked with the “x-api-key” property set to the apiKey in the request header. For example, if your apiKey = aNgKsb3PSB4bx9c68iRWeaGfufzj2Vuz6qenwor1, all requests should include the following HTTP header. Your specific apiKey will be provided by your Encoura representative or Member Support.

Example with curl:

```
curl -H "x-api-key: aNgKsb3PSB4bx9c68iRWeaGfufzj2Vuz6qenwor1" -k  
"https://api-datalab.encoura.org/v1/datacenter/exports?productKey=score-reporter"
```

### Authentication Service

Before interacting with the API, you must be authenticated in Encoura. After successful authentication, you will be provided a sessionToken which must be provided in the "Authorization" header for all future requests:

```
"Authorization": "Bearer <token>"
```

### Request Example

```
curl https://api-datalab.encoura.org/v1/login  
--header 'Content-Type: application/json'  
--header 'x-api-key: aNgKsb3PSB4bx9c68iRWeaGfufzj2Vuz6qenwor1'  
--data '{  
  "userName": "your-service-account@your-school.edu",  
  "password": "your-password"  
  "acceptedTerms": true // this should always be true  
'
```

### Response Example

```
BODY  
{  
  "user": {  
    "uid": "1e6c6d8e-af30-43ca-a519-395734701eba", "type":  
    "User",  
    "userName": "string",  
    "firstName": "string",  
    "lastName": "string",  
    "email": "string",  
    "status": "Active",  
    "organizations": [  
      {  
        "uid": "1e6c6d8e-af30-43ca-a519-395734701eba",  
        "name": "Sample University",  
        "fice": "SAMPLE",  
        "stateCode": "MO"  
      }  
    ],  
    "attributes": [  
      {  
        "key": "string",  
        "value": {} // could vary based on attribute requirements  
      }  
    ]  
  },  
  "sessionToken": "Base64 string"  
}
```

## Organization Id

When you log in, you will receive a list of organizations with which your account is associated. If you have access to multiple organizations, the UIDs will be listed in the organizations array. This can be found in the organization's array returned upon successful authentication. This must be included in a header for any subsequent requests listed below. The header should read as follows:

```
"Organization": "<uid>"
```

## Refresh Token

This sessionToken is valid for 20 minutes. If your session must last more than 20 minutes, you must call the "refreshToken" endpoint to obtain a new sessionToken. Include "old" sessionToken in the "Authorization" header - "Authorization": "Bearer <token>"

## Request Example

```
curl https://api-datalab.encoura.org/v1/refresh-token  
--header 'Authorization: Bearer <session-token>'
```

## Response Example

```
BODY  
{ "sessionToken": "string"  
}
```

## 2. Get List of Files

Request URL: <http://api-datalab.encoura.org/v1/datacenter/exports>

Headers	URL Parameters (Case Sensitive!)	Body	Response
x-API-key Authorization Organization	status (Delivered, NotDelivered) productKey	<i>none</i>	File UID(s)

Current list of product keys (last updated 6/1/2023):

File Type	productKey	Load into CRM as
AOS (Automated Online Search)	aos	Inquiry
Prospects	prospect	Prospect
Affinity	affinity	Inquiry
eMatch	ematch	Inquiry
ACT Score Reports	score-reporter	Inquiry
Declared	declared	Inquiry
Inquiry	inquiry	Inquiry
Enrollment Marketing Services	enrollment-marketing	Inquiry

This will return a list of files that have not been previously exported from Encoura Data Lab using the API. In the example, only ACT Score Report files that have not yet been exported will be returned.

### Request Example

```
curl https://api-datalab.encoura.org/v1/datacenter/exports/?status=NotDelivered&productKey=score-reporter
--header 'Authorization: Bearer <session-token>'
--header 'Organization: organization-uid'
--header 'x-api-key: aNgKsb3PSB4bx9c68iRWeaGfufzj2Vuz6qenwor1'
--header 'Content-Type: application/json'
```

### Response Example

```
BODY
[
  {
    "uid": "1e6c6d8e-af30-43ca-a519-395734701eba", //← This is the file UID
    "fice": "SAMPLE",
    "organizationUid": "2a7b5e9c-gk30-23md-a614-395734701xyz",
    "productKey": "score-reporter",
    "purchaseItems": [],
    "status": "NotDelivered",
    "listGenerated": true,
    "listPath": "2a7d8c9b-23md-gk30-a519-39572a7b5e9c",
    "quantity": 186,
    "costInPoints": 0,
    "costInDollars": 0,
    "date": 1565200372962,
    "deliveries": [],
    "created": {
      "createdBy": {
        "uid": "1e6c6d8e-af30-43ca-a519-395734701eba",
        "name": "",
        "type": ""
      },
      "createdAt": 1565200372962
    },
    "isExpired": false,
    "overdueEmailSentAt": 1565863231480,
    "isContinuous": false
  }
]
```

### 3. Get Download URL for a File

Request URL: <http://api-datalab.encoura.org/v1/datacenter/<uid>/download>

Headers	URL Parameters	Body	Response
x-API-key Authorization Organization	file UID from previous step (<uid> in request URL)  limit (optional)  skip (optional)	<i>none</i>	downloadURL

#### Request Example

```
curl https://api-datalab.encoura.org/v1/datacenter/exports/<file-uid>/download  
--header 'Authorization: Bearer <session-token>'  
--header 'Organization: <organization-uid>'  
--header 'x-api-key: aNgKsb3PSB4bx9c68iRWeaGfufzj2Vuz6qenwor1'  
--header 'Content-Type: application/json'
```

URL Parameters: none

#### Response Example

```
BODY {  
  downloadUrl: "string" //(one time use only download url)  
}
```

### 4. Download the File

The download URL is a one-time, signed URL that can be accessed from any HTTP client. No headers or parameters are required. The URL will expire after approximately 1 minute.

#### Example

```
https://s3.amazonaws.com/encoura-datalab-export-files-prod.us-east-1/score-reporter/SAMPLE-UNIVERSITY-  
03312021-81457.csv?AWSAccessKeyId=AKIB2XTSZUMXYUVGCD70&Expires=1617208732&Signature=87  
Xrsazdw5eAYKkrI9jQ2njyWbj%2DE
```

# How to Use the File Upload API

The File Upload API is designed to upload files for various products (Insights Cloud, Enrollment Lens, eMatch, Affinity, etc.) and trigger their processing into our system. Uploaded files are expected to be in the Encoura Standard Import Layout which is documented in [Help Center](#).

**PLEASE NOTE: Prior to using the API to upload files, you should first manually upload a file using Data Center (<https://datalab.encoura.org/DataCenter/FileUpload>) so you can provide the field mapping required for a successful upload. This process allows you to match your field headers to the expected values. Once this is done manually, your mappings are stored and can be used for future automated uploads.**

The upload process consists of the following steps from start to finish:

1. **Authenticate.** Send a login request with your username (if you have one, or your service account email address), password, and API key.  
*You will receive a session token and your Organization ID.*
2. **Create file record.** Include the session token, organization ID, and parameters (file name, product type).  
*You will receive a Presigned URL and parameters needed for uploading your file.*
3. **Upload File.** Include all standard parameters that you received from step 2.
4. **Check File Status.** This optional step allows you to check the status of an uploaded file.

Requirements and examples for each step are detailed below.

## 1. Authenticate

Please refer to the [File Export Authentication](#) step, as it is the same.

## 2. Create File Record

Request GET URL: <https://api-datalab.encoura.org/v1/files/upload>

With this call you tell the service what file you intend to upload and what product it belongs to.

Headers	URL Parameters	Body	Response
x-API-key		fileName	key
Authorization		productType	file
Organization		dataSource	x-amz-algorithm
		fileDescription	x-amz-signature
			x-amz-credential
			x-amz-security-token
			x-amz-date
			policy

## Request Example

```
curl https://api-datalab.encoura.org/v1/files/upload
--header 'Authorization: Bearer XXXX'
--header 'Organization: 03f104b8-dc76-4475-ab8e-f226786edb53'
--header 'x-api-key: aNgKsb3PSB4bx9c68iRWeaGfufzj2Vuz6qenwor1'
--header 'Content-Type: application/json'
--data '{
  "fileName": "file_to_upload.csv",
  "productType": "enrollment",
  "datasource": "API",
  "fileDescription": "Latest enrollment data for Sample University"
}'
```

## Response Example

```
{
  "id": "fc618a01-0324-431c-8122-916becb8ec26",
  "url": "https://enc-file-upload-alpha-dev.s3.amazonaws.com/",
  "fields": {
    "key": "XXXXXX/enrollment/file_to_upload.1684953687.csv",
    "x-amz-algorithm": "AWS4-HMAC-SHA256",
    "x-amz-credential": "ASIATQG4WZH0X7T5.....",
    "x-amz-date": "20230524T184128Z",
    "x-amz-security-token": "IQoJb3JpZ2luX2V....",
    "policy": "eyJleHBpcmF0aW9uIjogIjIwM...\"",
    "x-amz-signature": "9c2cf3b3fffd10520070.."
  }
}
```

The table below includes available Product Types that can be used by this process:

Product Type	Description
enrollment	This is enrollment data you are providing for use in Insights Cloud, Enrollment Lens, or for modeling purposes such as Smart+/Enrollment Predictor.
affinity	This is student/alumni/staff/other data provided for the Affinity Student Connector product.
ematch	This is student data provided for matching against our database for the eMatch product.



### 3. Upload File

Request URL: **Presigned URL from previous step response**

With this call you upload the file to Encoura. All files should be in CSV format. Enrollment files (Product Type = Enrollment) are also accepted in XLS, XLSX, TXT, or TSV format or one of these formats inside a zip archive.

A successful upload response would have no body and status HTTP code 204

Headers	URL Parameters	Body	Response
		key file x-amz-algorithm x-amz-signature x-amz-credential x-amz-security-token x-amz-date policy	

#### Request Example

```
curl https://enc-file-upload-alpha-dev.s3.amazonaws.com/  
--form 'key="XXXXXX/enrollment/file_to_upload.1684953687.csv"'  
--form 'x-amz-algorithm="AWS4-HMAC-SHA256"'  
--form 'x-amz-credential=" ASIATQG4WZH0X7T5..... "'  
--form 'x-amz-date="20230524T184128Z"'  
--form 'policy="eyJleHBpcmF0aW9uIjogIjIwM... "'  
--form 'x-amz-signature="9c2cf3b3fffd10520070... "'  
--form 'x-amz-security-token="IQoJb3JpZ2luX2V... "'  
--form 'file=@"C:/my_files/file_to_upload.csv"'
```

## 4. Check File Status

Request **GET**: [https://api-datalab.encoura.org/v1/files/{file\\_id}](https://api-datalab.encoura.org/v1/files/{file_id})

At any time, this call returns the most current information about the file. The most important field among all returned fields is the status field. Initially, when the file record is created, the file is in “uploading” status. Once the file is uploaded to the *Presigned URL* the status updates to “analyzing.”

If errors are detected, the status changes to “failure” and the error field will have a message describing failure reasons.

Headers	URL Parameters	Body	Response
Authorization	file_id (from step 2)		File object
Organization			

### Request Example

```
curl https://api-datalab.encoura.org/v1/files/fc618a01-0324-431c-8122-916becb8ec26
--header 'Authorization: Bearer eyJhbGciOiJSUzI1NiIsInR5c...'
--header 'Organization: 03f104b8-dc76-4475-ab8e-f226786edb53'
```

### Response Example

```
{  "id": "fc618a01-0324-431c-8122-916becb8ec26",
   "fileName": "file_to_upload.csv",
   "filePath": "XXXXXX/enrollment/file_to_upload.csv",
   "productType": "enrollment",
   "status": "processing",
   "userName": "API-User",
   "uploadDate": "2023-05-24T18:41:28.074369",
   "recordVolume": 0,
   "meta": {},
   "fieldsMap": null,
   "valuesMap": null,
   "dataSource": "API",
   "error": null,
}
```

The table below includes the possible Status values that you may receive:

Status	Description
uploading	This is the initial status as the file is actively uploading.
analyzing	File is being examined to identify the number of records, null values, etc.
fields_mapping_required	This status is available when a manual upload within Data Center is initiated, and the file has completed the analyzing stage.
enqueued	File is queued and awaiting processing.
cleansing	After being queued, the file cleansed for the appropriate product.
ingesting	Records from file are being ingested into staging tables.
processing	Processing includes any matching that is required and moving data into the production database.
done	File has been successfully processed and data is available in production.
failure	The process has been halted due to an error. The failure status will include details on the cause of the error.
canceled	This indicates that a user canceled the upload process within Data Center while manually uploading a file.