



GRADLEADERS

Google Calendar Integration

Version 1.2

gradleaders.com

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OVERVIEW

Google Calendar Integration allows GradLeaders to integrate with an administrator, candidate, or staff's Google calendar for GradLeaders events. This document provides step by step instructions on how to configure Google Calendar Integration.

Google Calendar Integration Configuration Steps

The following steps are required in order to configure google calendar integration:

- Create service account email address
- Create certificate file and password
- Share all candidate calendars with the service account

This document provides all the information you need to complete the steps mentioned above

Required Items for Integration

Once you've completed the configurations steps mentioned above, you will need to provide the following items to MBAFocus:

- Service account email address
- Certificate file and password

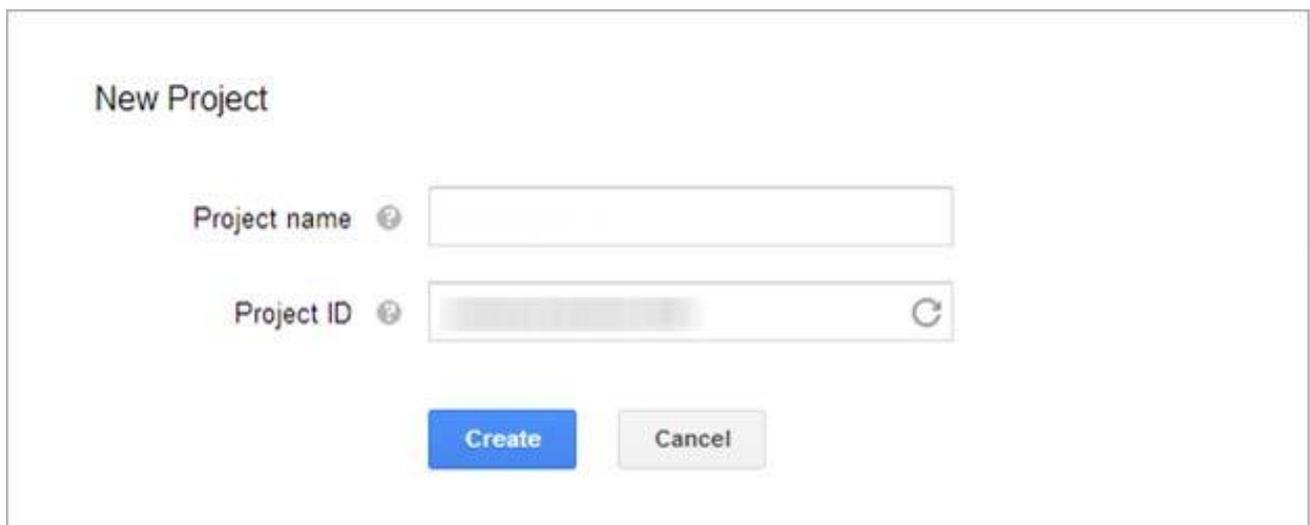
CREATING A SERVICE ACCOUNT EMAIL ADDRESS AND CERTIFICATE FILE

The following instructions explain how to create a service account and certificate file using the Google Developers Console:

1. Go to <https://cloud.google.com/console/project> and login with your admin account
2. Click **Create Project**

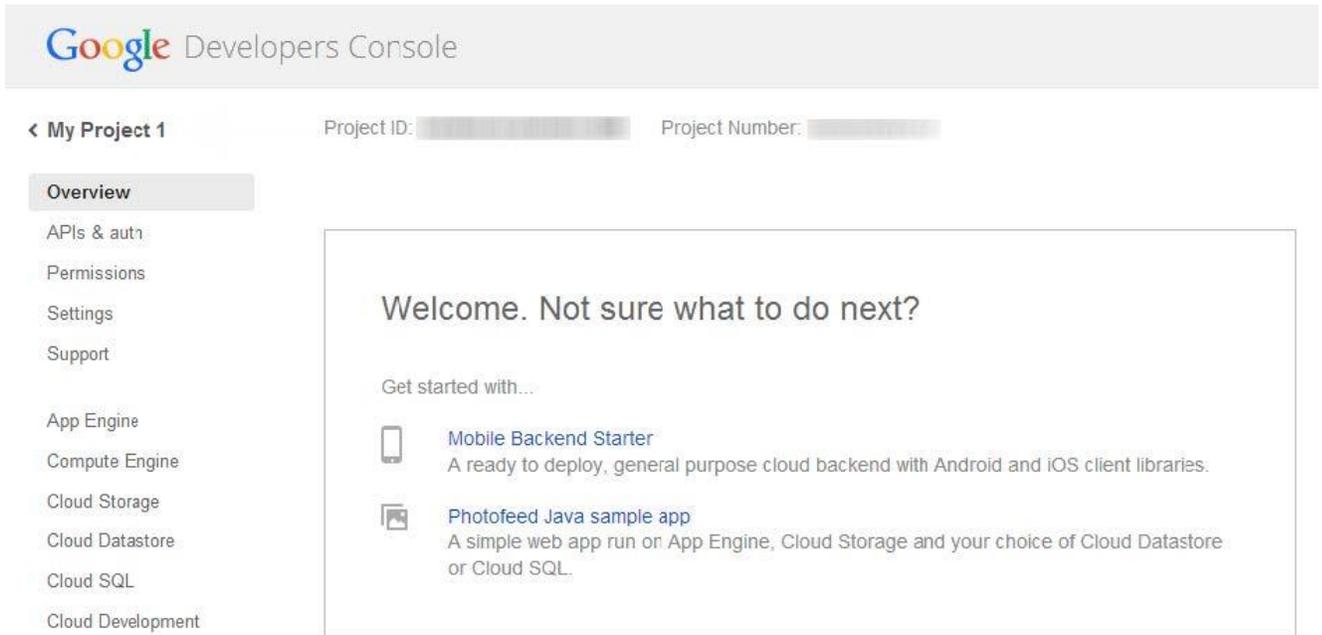


3. Update the **Project Name** and click **Create**



The screenshot shows the 'New Project' form. It has two input fields: 'Project name' and 'Project ID'. The 'Project ID' field has a refresh icon on the right. Below the fields are two buttons: 'Create' (blue) and 'Cancel' (grey).

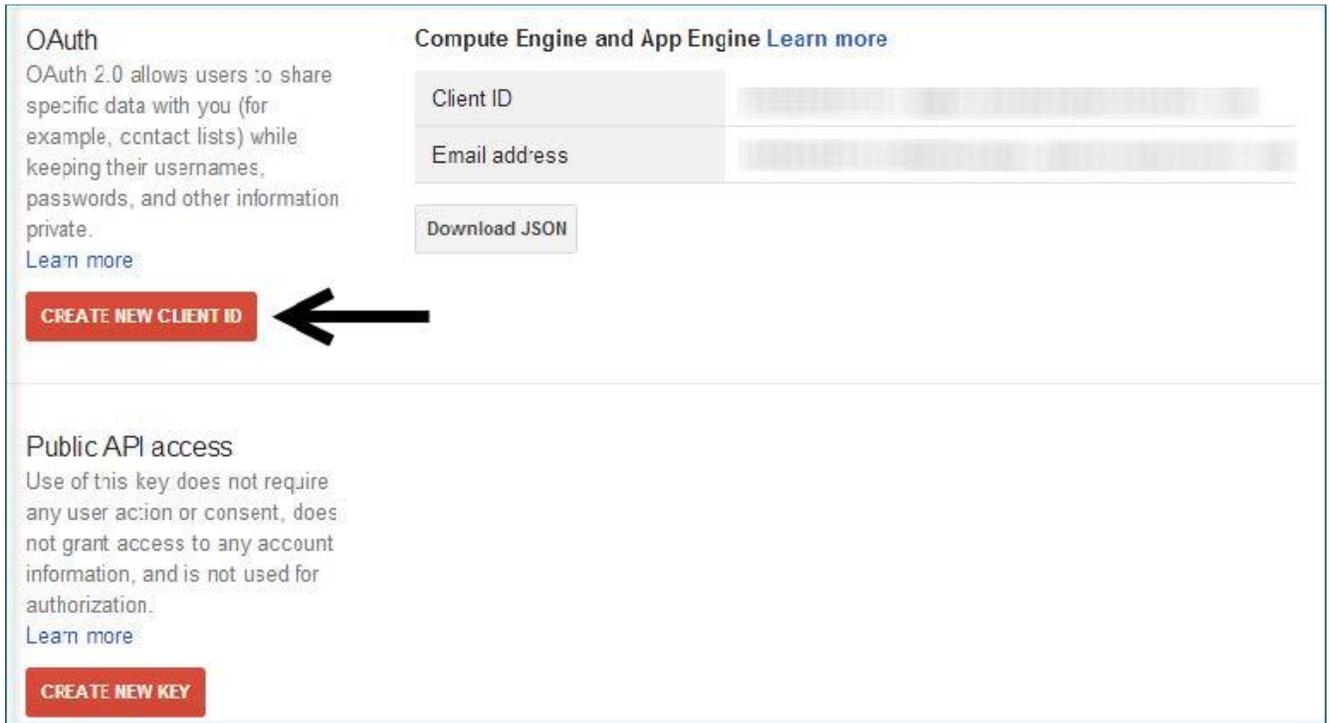
4. Once the project is created you should see a screen similar to the image below.



5. Click on the **APIs & auth** menu option. You will be brought to a page with several API listings, ignore the API's that are enabled by default
6. Find the **Calendar API** listing and click the **OFF** button under the status column to enable the Calendar API. You will have to accept the terms and conditions.
7. Once the Calendar API is enabled, click the **Credentials** menu option

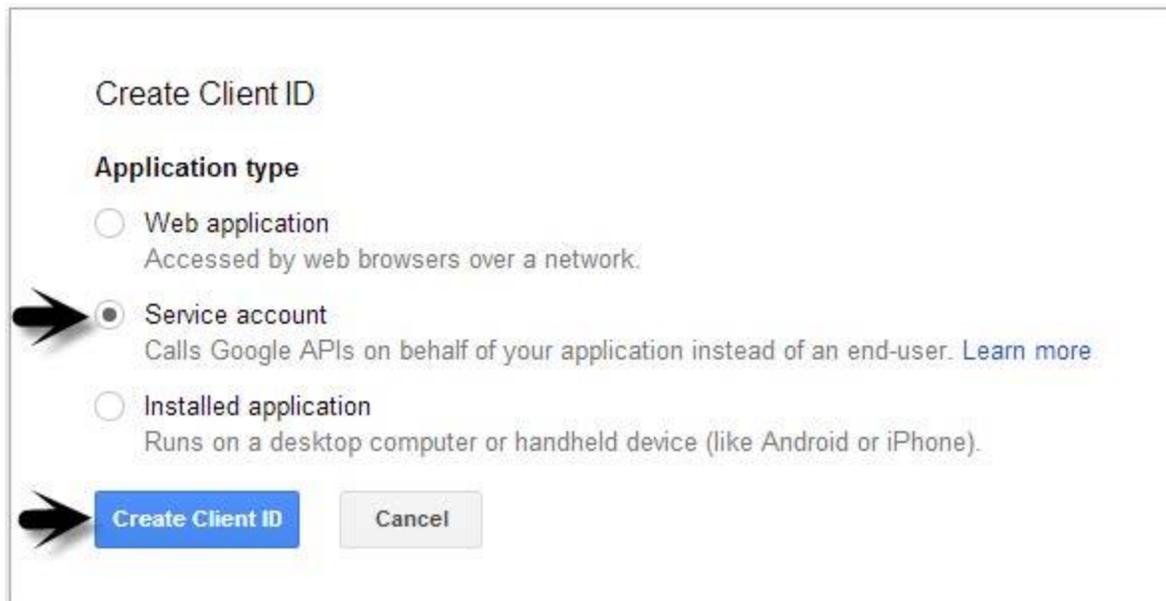


8. On the Credentials page, click **Create New Client ID**



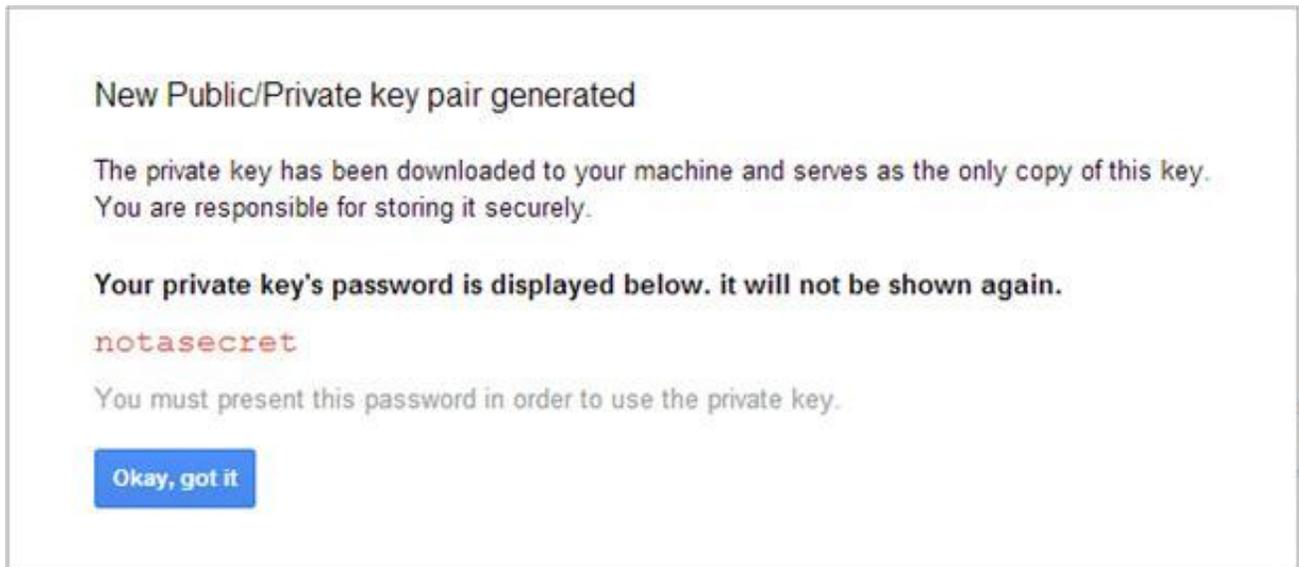
The screenshot shows the 'Credentials' page in Google Cloud Platform. It is divided into two main sections: 'OAuth' and 'Public API access'.
The 'OAuth' section includes a description: 'OAuth 2.0 allows users to share specific data with you (for example, contact lists) while keeping their usernames, passwords, and other information private.' Below this is a 'Learn more' link and a red button labeled 'CREATE NEW CLIENT ID'. A large black arrow points to this button.
The 'Public API access' section includes a description: 'Use of this key does not require any user action or consent, does not grant access to any account information, and is not used for authorization.' Below this is another 'Learn more' link and a red button labeled 'CREATE NEW KEY'.
To the right of the OAuth section, there is a 'Compute Engine and App Engine' section with a 'Learn more' link. It contains two input fields for 'Client ID' and 'Email address', and a 'Download JSON' button.

9. Select **Service Account**, then click **Create Client ID**

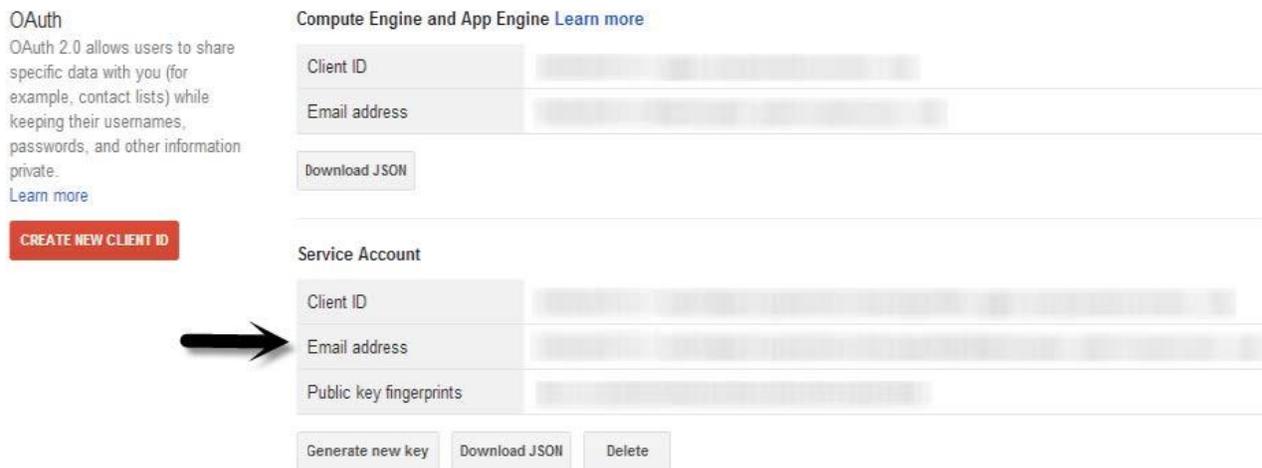


The screenshot shows the 'Create Client ID' dialog box. It has a title 'Create Client ID' and a section 'Application type' with three radio button options:
1. 'Web application' (unselected) with the description 'Accessed by web browsers over a network.'
2. 'Service account' (selected) with the description 'Calls Google APIs on behalf of your application instead of an end-user. Learn more'. A large black arrow points to this option.
3. 'Installed application' (unselected) with the description 'Runs on a desktop computer or handheld device (like Android or iPhone).'
At the bottom of the dialog, there are two buttons: a blue 'Create Client ID' button and a grey 'Cancel' button. A large black arrow points to the 'Create Client ID' button.

10. Once you click **Create Client ID**, you will see this popup message. Make a note of the private key password as this is the password to the certificate file, you will need to send the password to MBA Focus.



11. Once you click **Okay, got it**, the Service Account information will be available on the screen and the certificate file will be available in your downloads folder. The email address listed under the Service Account section is the email address you will need to send to GradLeaders.

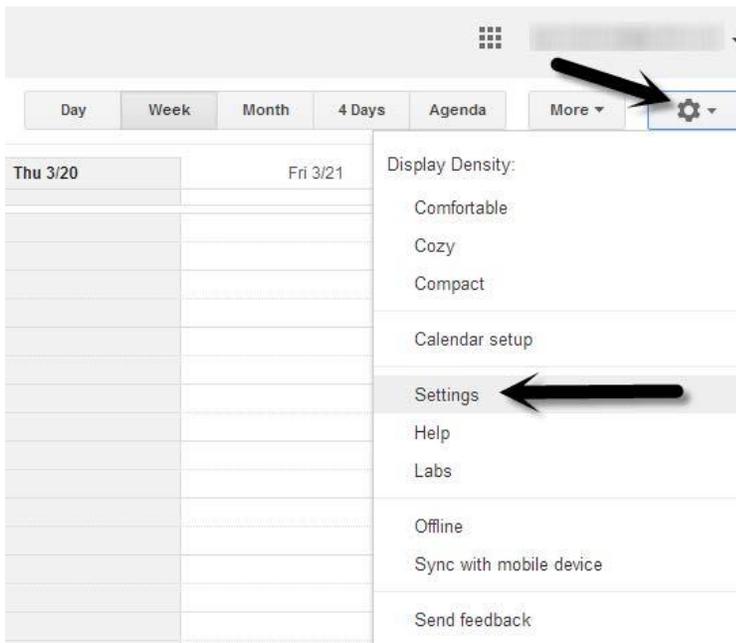


12. Go to your downloads folder, save the certificate file to your local machine and rename it to **"key.p12"**. This is the certificate file you will need to send to GradLeaders.

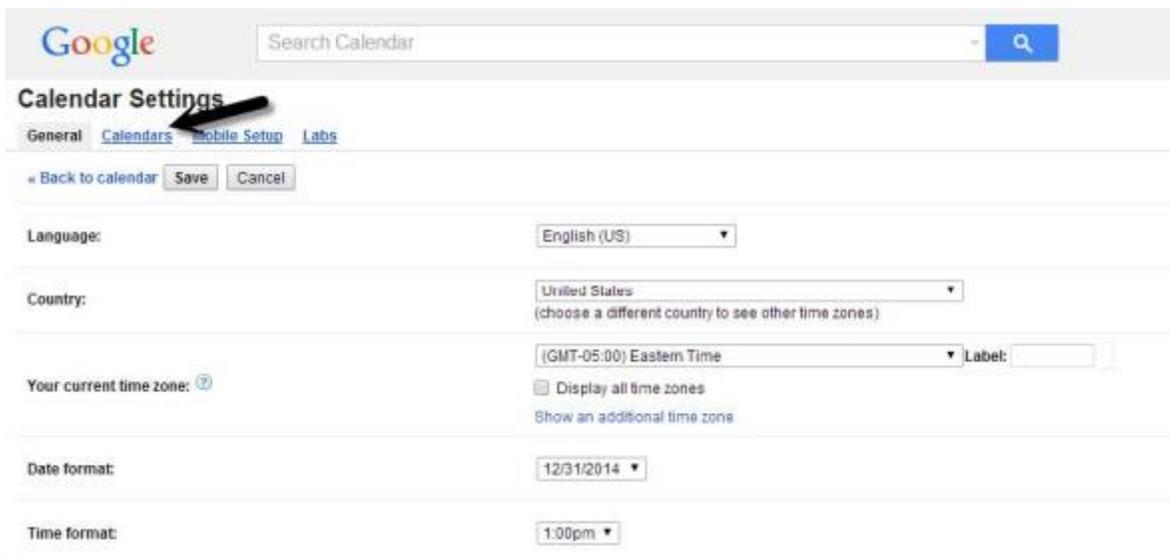
SHARING GOOGLE CALENDAR

Now that you have the service account email address, certificate file and certificate password, you will need to update the share calendar settings of all the candidates participating in the google calendar integration. The candidate calendars must have their calendar setting set to share with the service account email. This could take a while to setup. The following instructions show you how to update a candidates share calendar setting:

1. Login into the Google Calendar account: <https://www.google.com/calendar>
2. Click the **Gear** icon, then select **Settings**



3. You will be brought to the **Calendar Settings** page, click the **Calendars** tab



- Under the **Calendar** section, click **Share this Calendar**



- Under the **Share with specific people** section, enter the service account email address in the textbox and select the **Permission Setting** of **Make changes AND manage sharing**, then click **Add Person**



- Once you've added the service account email, it should be listed under your email account

Send Information to GradLeaders

After you update the candidate's calendar setting, send the following information to GradLeaders:

- Service Account email address
- Certificate file and password