

MINGA

Setting up Minga **Digital ID Cards**

A quick guide to setting up Digital Student ID Cards
in Minga.

MINGA 7.0



STEP 1

Set up Automated Rostering

Minga currently supports automated rostering via OneRoster API or SFTP (Secure File Transfer Protocol).

With either method, Student and Teacher data will be added, updated and archived from Minga automatically every day.

Reach out to your system administrator at your site or district for your Student Information System to complete the following steps.

1. Add your SIS administrator to Minga as an Owner
2. Follow [these instructions](#) to identify if you should use OneRoster or SFTP and set up your SIS appropriately
3. Monitor the OneRoster/SFTP history to ensure rostering is correct

People Manage User lists **Rostering**

Settings

Rostering Method: OneRoster API

Enable Automatic Rostering:

SIS: Aeries

URL

Client ID

Client Secret

School ID
Separate multiple School ID's with a comma

SA Test URL (optional)

ID Number field Key: Identifier

[Test Connection / URL](#) [Run Daily Sync](#) [Run Weekly Sync](#)

Roster students

Roster teachers

Roster staff

Roster admin

Send rostering results email

Delete [Reset](#) Save

ABOUT OneRoster 1.1

When using OneRoster, your Student Information System must be setup to allow Minga to connect using the OneRoster API. Each evening Minga will request new roster information from your Student Information System and update Minga rosters.

Please refer to the following Knowledge Base Article to ensure OneRoster is setup properly for your SIS.
[How to set up Automatic Rostering](#)

STEP 1

Or... Manually Import Data

If you need to wait for your SIS system administrator to set up automatic rostering, you can upload your data manually in the mean time.

Export a list of staff and students (as an Excel or CSV) from your SIS with the following information.

- First Name (required for all)
- Last Name (required for all)
- Email (required for all)
- Grade (required for students)
- ID Number (required for students)

Optional fields

- *Role** (only needed if multiple roles uploaded together)
- *Phone* (student phone number)
- *Parent Email*
- *Parent Phone*
- *idField 1* (custom ID field, i.e Job title, Secondary ID number)
- *idField 2* (custom ID field, i.e Job title, Secondary ID number)

	A	B	C	D	E	F
1	First name	Last name	Email	ID Number	Grade	Role
2	Georgia	Murphy	georgiamurphy@mhs.com	267898		OWNER
3	Jason	Radler	JasonRadler@mhs.com	267899		TEACHER
4	Emily	Johnston	EmilyJohnston@mhs.com	267904		MANAGER
5	Michael	Awuse	MichaelAwuse@mhs.com	267900		STAFF
6	Justin	Bull	JustinBull@mhs.com	267901	10	STUDENT_LEADER
7	Phillip	Wagner	PhillipWagner@mhs.com	267902	9	STUDENT
8	Jovana	Prockett	JovanaProckett@outlook.com			PARENT
9	Aaron	Zytaruk	AaronZytaruk@gmail.com			READ_ONLY
10						
11						
12						

STEP 1

Upload the list to your Minga

Back Import List

Import People

Default role (required)
Student

What to do with people that already exist (optional)
Update fields if they already exist

Grade

Name

First Name

Last Name

Phone Number

Last Name	Email	S
Murphy	georgiamurphy@mhs.com	
Radler	JasonRadler@mhs.com	
Emily Johnston	EmilyJohnston@mhs.com	
Michael Awuse	MichaelAwuse@mhs.com	
Justin Bull	JustinBull@mhs.com	
Phillip Wagner	PhillipWagner@mhs.com	
Monika Downey	MonikaDowney@mhs.com	
Matt Wrust	MattWrust@mhs.com	
Aaron Zytaruk	AaronZytaruk@gmail.com	

Showing 10 of 12 rows

Login from your computer (<https://app.minga.io>)

- Go to the **People** page
- Click Import List and upload or drag in your CSV or Excel file
- Select a default role for anyone who may not have a role assigned to them in the data
- Click the right arrow to scroll across your data columns
- Select the correct headers for all fields
- Click Import List



STEP 2

Welcome to the ID Manager!

Great! Now that you have all your people uploaded into Minga it's time to set up your Digital ID Cards.

Click on ID from the navigation menu

Get started by clicking on the Settings tab in the navigation menu.

The screenshot displays the Minga Mingle ID Manager interface. On the left is a navigation menu with options: My Tools, Home, Events, Groups, Minga, People, ID (highlighted), Hall Pass, Behaviors, Points, Check In, FlexTime, and Super Admin. Below the menu is a search bar labeled 'Search For Minga'. The main content area is titled 'ID' and includes tabs for Dashboard, Stickers, Photos, and Settings. A blue arrow points from the 'Settings' tab to a preview of a digital ID card. The ID card shows a clock at 11:29:50, a 'NO PHOTO AVAILABLE' placeholder, the school year '2023 / 2024', the name 'George Washington', and the role 'Grade 6 | Student'. It also features the Minga Mingle logo, a barcode, and the ID number '5555555'. On the right, the 'Settings' panel is open, showing options for 'Create IDs with Minga' (toggled on), 'School Name' (Minga Mingle), 'School Logo' (Change), 'Digital Student IDs' (toggled on), 'ID Background Color' (teal), 'ID Font Color' (white), 'Custom Background Colors Per Grade' (toggled off), 'Barcode type on ID' (CODE128), and various toggle options for showing role, grade, ID fields, and numbers. Other settings include 'Students Can Upload Temporary Photos', 'Teachers / Staff can upload their own ID pictures', 'Enable Offline Stickers', and 'Student ID Clock Size' (51). A 'Suicide Hotline Page Settings' dropdown is also visible. At the bottom right, there is an 'Add' button and a link to 'ID Managers'.

STEP 5

Customize your Digital ID Settings

Here we can customize your Digital IDs Background Color and Font Color to match your school colors.

- Choose to show or hide Minga Role, Grade, & ID Number on the ID Cards.
- 'Students Can Upload Temporary Photos' is off by default. This is our recommendation unless you wish students to be able to upload their own ID photos.
- Customize the Suicide Hotline Page Settings and add custom information
 - [Click here for full instructions](#)

Create IDs with Minga

School Name: Minga Mingle School Logo:

Digital Student IDs

ID Background Color:

ID Font Color:

Custom Background Colors Per Grade:

Barcode type on ID: CODE128

Show Role on ID:

Show Grade on ID:

Show ID Field 1 on ID:

Show ID Field 2 on ID:

Hide ID Number on ID:

Students Can Upload Temporary Photos:

Teachers / Staff can upload their own ID pictures [?]:

Enable Offline Stickers [?]:

Student ID Clock Size [?]: 51

Suicide Hotline Page Settings

STEP 6

Choose your ID Managers

You can choose any person within Minga to assist you with the management of IDs. Upload a list or manually select.

These ID managers can:

- Edit IDs
- Upload photos
- Take and add temporary photos
- Add and assign stickers
- Inactivate IDs
- Export lists

Create IDs with Minga

School Name: Minga Mingle School Logo

Digital Student IDs

ID Background Color:

ID Font Color:

Custom Background Colors Per Grade:

Barcode type on ID: CODE128

Show Role on ID:

Show Grade on ID:

Show ID Field 1 on ID:

Show ID Field 2 on ID:

Hide ID Number on ID:

Students Can Upload Temporary Photos:

Teachers / Staff can upload their own ID pictures:

Enable Offline Stickers:

Student ID Clock Size: 51

Suicide Hotline Page Settings:

ID Managers

Click here to choose who can manage IDs in your Minga



STEP 7

Upload Student Photos!

We recommend Option 2.

For this option you must ensure the file name of each photo is the student number as it appears on your student list.

1. Click on the Photos tab then Option 2
2. Upload all your student and staff photos - Minga supports JPG or PNG file formats
3. Minga will match your photos with the correct students automatically

If your photo files are not labelled by student number you can upload with Option 1.

[Click here for full instructions on both options](#)

Student Photos

Name	Kind
267899	PNG image
123456	PNG image
876543	PNG image
267902	PNG image
267898	PNG image
26	
26	
26	

Option 1

First Upload Student File
Drag and Drop ID File to Upload
(click to browse)

Then Upload Photos
Drag and Drop Photos to Upload
(click to browse)

Each file should contain a column for the student ID and the photo file name

Option 2

Upload Photos or Zip files and assign them to your student list within Minga automatically by file name
(click to browse)


Default file names for photos must be [idnumber.jpg] or [idnumber.png].
Ex: 422309.jpg

For best results, upload in small batches of a few hundred images, and make sure the images you are uploading are less than 1mb in size each.

STEP 8

Upload Temporary Photos

If you don't yet have photos from your photographer for a particular student owners and ID Managers can choose to upload a temporary photo for individuals.

1. Open the Minga App on your phone
2. Click the menu icon top right 
3. Open ID
4. Search for the student or filter by role
5. Click on the 'No Photo Available' icon
6. Click the camera icon to open your camera app
7. Take a photo
8. Make your selection and hit save
9. Done!

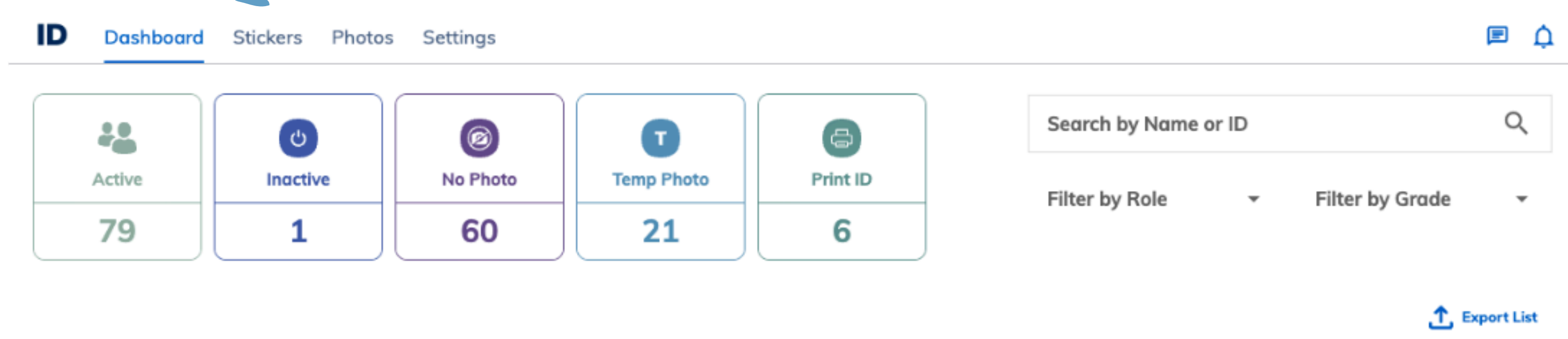


STEP 9

Reporting

Your ID Manager dashboard will always show you how many students do not have a photo and which ones have temporary photos.

To pull a list of all students who have temporary photos or have no photos just click on the dashboard icon and then Export List.



The screenshot shows the ID Manager dashboard interface. At the top, there is a navigation bar with the 'ID' logo and tabs for 'Dashboard', 'Stickers', 'Photos', and 'Settings'. The 'Dashboard' tab is selected. Below the navigation bar, there are five summary cards: 'Active' (79), 'Inactive' (1), 'No Photo' (60), 'Temp Photo' (21), and 'Print ID' (6). To the right of these cards is a search bar labeled 'Search by Name or ID' and two filter dropdowns: 'Filter by Role' and 'Filter by Grade'. At the bottom right, there is an 'Export List' button with an upward arrow icon. A blue arrow points from the text above to the 'Dashboard' tab, and another blue arrow points from the text above to the 'Export List' button.

Category	Count
Active	79
Inactive	1
No Photo	60
Temp Photo	21
Print ID	6

STEP 10

Add Digital ID Stickers

Now let's add some digital stickers to show membership affiliations, lunch passes, free periods and more.

1. Go to the Stickers tab in ID.
2. Click on Create Sticker
3. Choose an image or upload your own!
4. Give your sticker a name
5. Hit Save
6. Click Add Members
 - a. Upload a list, search by name or filter by Group, Grade or Role
7. Set your sticker priority
 - a. *Priority "0" is the highest priority and will ensure this sticker appears first on the Digital ID cards*

The screenshot shows the 'Stickers' tab in the ID application. At the top right, there is a 'Create Sticker' button. Below it is a table listing existing stickers with columns for Name, Manage Members, Edit, and Active. The stickers listed are:

Name	Manage Members	Edit	Active
Free Period Sticker	1 Remove All	[Edit]	[On]
Restricted	2 Remove All	[Edit]	[On]
Donut Pass	[Add]	[Edit]	[On]
Lunch Pass	[Add]	[Edit]	[Off]
Consequence - Add Sticker	4 Remove All	[Edit]	[On]
Off Campus	1 Remove All	[Edit]	[On]

The 'Add A Sticker' modal window displays a grid of sticker options:

- Upload Your Own
- FREE 1st period
- Hall Pass
- free period
- OFF CAMPUS LUNCH
- FREEMAN
- Lunch Pass
- ASB
- STUCCO

The digital ID card for G Hardingham, owner of Minga High School, is shown. It features a photo of G Hardingham, the school name, address (460 Doyle Ave, Kelowna, BC V1Y 2A2, Canada), and a barcode with the number 267898. A 'FREE' sticker is visible in the top left corner of the card.

STEP 11

Review your ID Cards

1. Go to the Dashboard tab
2. Review your ID Cards and Photos
3. Search for a student or staff member by Name or ID Number and filter by Role or Grade
4. Update a photo easily just by clicking on it
5. Inactivate an ID easily by clicking 'Inactive' if you need to remove campus access from any student or staff member

The screenshot shows the 'ID' management dashboard. At the top, there are navigation tabs: 'Dashboard' (selected), 'Stickers', 'Photos', and 'Settings'. Below the tabs are five summary cards: 'Active' (79), 'Inactive' (1), 'No Photo' (60), 'Temp Photo' (21), and 'Print ID' (6). To the right is a search bar labeled 'Search by Name or ID' and two filter dropdowns: 'Filter by Role' and 'Filter by Grade'. An 'Export List' button is also visible. Below these elements is a table with columns: Photo, First Name, Last Name, ID Number, Grade, Role, Status, and View ID. The first row shows a user named Chelsea Wagner with ID number 100000100, Grade N/A, and Role O. The Status column for this user has buttons for 'Active', 'Temp Photo', 'Print ID', 'Inactive', and 'No Photo'. A blue arrow points from the 'Inactive' button in the table to a modal window.

Easily remove access to campus facilities by inactivating a student ID

The modal window is titled 'STUDENT ID' and contains the following text: 'Your Student ID Card is currently locked (inactive). Please see a school administrator for more information.' Below the text are two images of student ID cards. At the bottom of the modal, there is a logo for 'Minga High School' and the address: '460 Doyle Ave, Kelowna, BC V1Y 2A2, Canada'. A blue button labeled 'Inactive' is positioned to the left of the modal window.

STEP 12

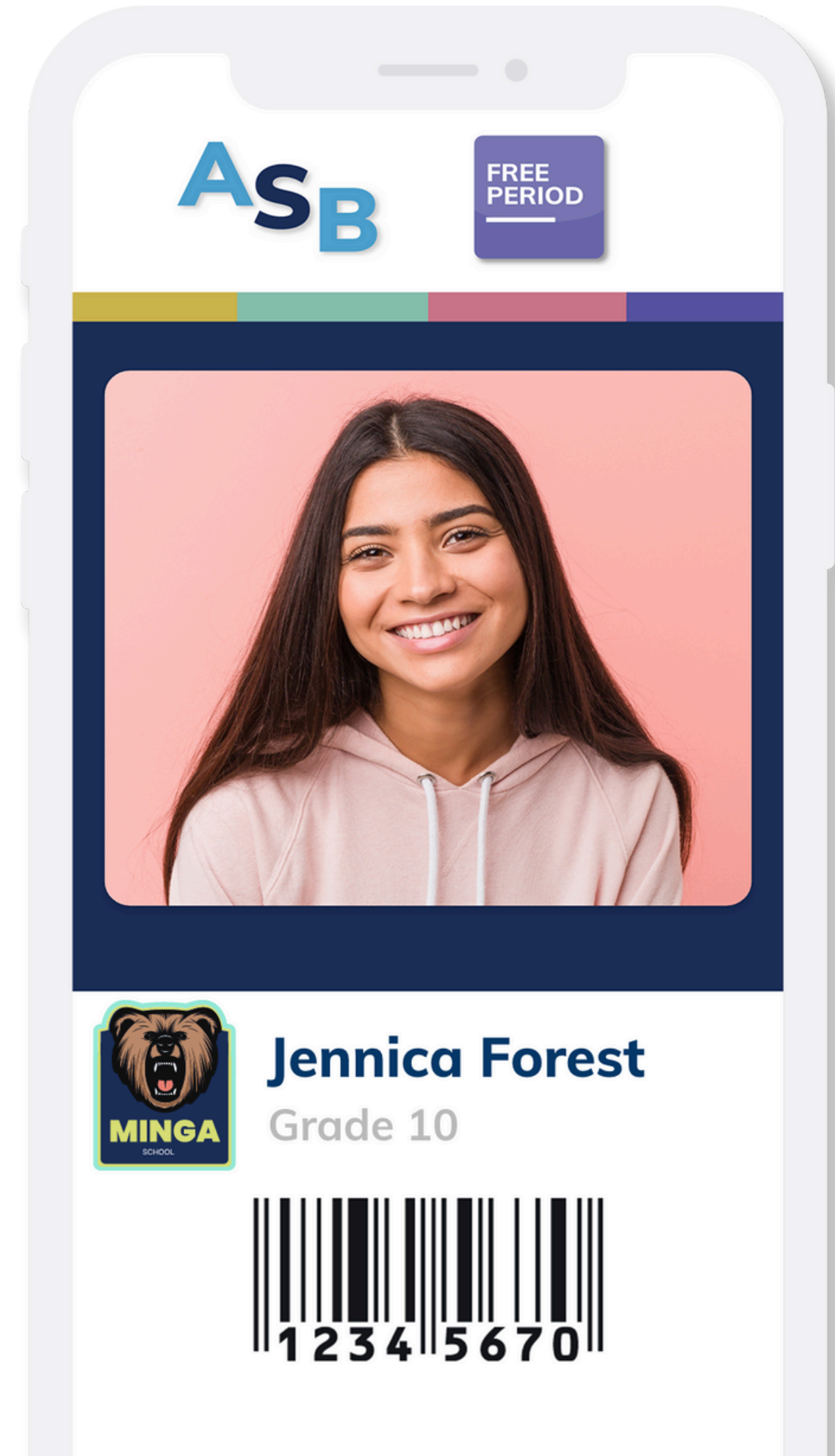
Sending IDs to Your Students

Now that your people are uploaded into Minga, they are all registered via their school email addresses.

Staff and students will use their Google or Microsoft single sign on to access Minga - no more usernames or passwords to remember!

We have created a few email templates for you to use when you inform your staff, students and parents that you are now using Minga at your school.

[View Templates](#)



STEP 13

How To Access Your Digital IDs

Visit us at app.minga.io or download the Minga app.

Staff and students can log in with their school email address through Google or Microsoft single sign on.



Minga Help Center

For any other support you need when setting up and using your Minga, please visit our Help Center and the knowledge base.

We host weekly training sessions on Zoom which are a great opportunity to get specific questions addressed in person. We encourage you to attend!

Visit Help Center

