# Giving Truancy Call access to Progresso

# Installation steps:

|  |  |
| --- | --- |
| Email Contact Group ([support@the-contactgroup.com](mailto:support@the-contactgroup.com)) with a Progresso ID and username. If you are not sure what this is please contact Progresso support.  The username shows in Progresso against attendance marks written back for that day. | |
| To gain access, an Administrator user needs to log in at System>API Licences and click the ‘Provide Access’ button. | Description: cid:image004.jpg@01CD9034.5D717C30 |
| From the Provide Access screen, select Contact Group from the company name drop down, enter a description and make sure the Active checkbox is ticked. Select the functionality:   * LearnerAttendance * Users * RollCallAttendance * LearnerGroup * Employees * StaffNotification * Learner * LearnerSchoolHistory * LearnerNotification * Contact   Click ‘Save’. | Description: cid:image006.jpg@01CD9034.5D717C30 |
| The API licence screen should now show this screen, which means access has been granted. | Description: cid:image008.jpg@01CD9034.5D717C30 |
| If you are a cluster school, the same process has to be done by a cluster user first, then by the school administrator.  If you have any problems doing this, please call the support desk on 0333 3131415. |  |