

# Update Ed-Fi Certificate in Infinite Campus

This document will show how to update the Michigan Data Hub Ed-Fi Certificate in Infinite Campus systems.

Infinite Campus will start to warn you starting 14 days prior to when the certificate expires. **The Michigan Data Hub MUST update their certificate before you can import or update the new certificate in Infinite Campus.** Certificates are only good for a year and will need to be updated every year in the summer. The notification schedule from Infinite Campus is:

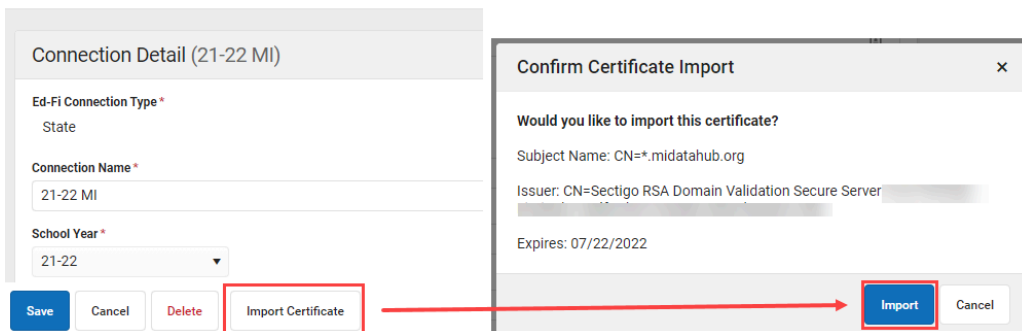
- 1st Notification: 14 days prior to the expiration
- 2nd Notification: 7 days prior to the expiration
- Daily Notification: 3,2, and 1 day prior to the expiration
- Notifications stop on day 0

To update and then clean out the old certificates, follow these steps:

## Step 1 – Open a Connection Configuration and Import the New Certificate

Open **Reporting > Configuration** and click the latest connection (or any connection). At the bottom of the screen there is an **Import Certificate**. Click on the **Import Certificate**. When the dialog box appears, click on the blue **Import** button. This will import the latest certificate into your Infinite Campus system. The expiration date should be about one year out depending on when you do the import.

Configuration



## Step 2 – Remove the Old Certificate(s)

The old certificate will not hurt anything in your system. However, it is best practice to remove the old certificate. Go to **Reporting > Configuration**. At the bottom of the screen click on the **Certificates** button to view all of the certificates in the system for your Ed-Fi Configurations. In the list of Uploaded Certificates, find the one(s) with the oldest dates and click the **Remove** button. **DO NOT** delete the latest current certificate. Click the **Close** button when completed.

