

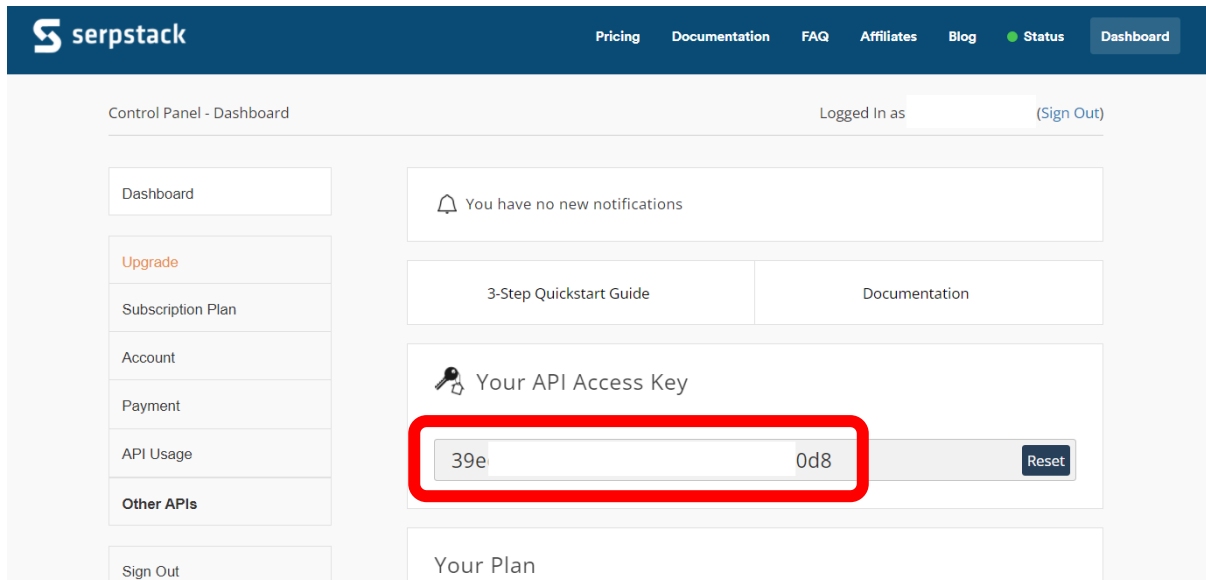
## UPASS Setup Procedure

Before the UPASS system can be used at your institution, it will need to be setup for use. Follow the steps in this document to setup UPASS for your institute. Please note that both a SerpStack account and Google account will be required for UPASS to be setup and run. Both are free, however, you may be required to upgrade your SerpStack account to a subscription plan to have sufficient API requests to run UPASS once several assignments have been submitted.

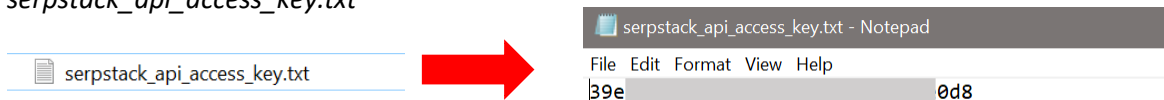
### 1 SerpStack Account Details

UPASS will require you to have an account with SerpStack <https://serpstack.com/>

Once you have created an account you will need to find your API Access Key. It can be located in your Dashboard:



You need to copy your API Access Key and paste it into the text file called *serpstack\_api\_access\_key.txt*



## 2 UPASS Assignment Search Term Submission Form

To have course coordinators submit their assignments details to UPASS, you need to follow these steps to setup the form and connect it to the UPASS backend.

Follow this link to create a copy of the UPASS assignment search term submission form to your google drive:

[https://docs.google.com/forms/d/1yoa\\_l3ZHh7B7ESWmJSCwYVo7ErVp6bw5EBM21bseHpw/copy](https://docs.google.com/forms/d/1yoa_l3ZHh7B7ESWmJSCwYVo7ErVp6bw5EBM21bseHpw/copy)

A webpage with the following will open, click *Make a Copy*



### Copy document

Would you like to make a copy of **UPASS Assignment Search Terms Submission?**

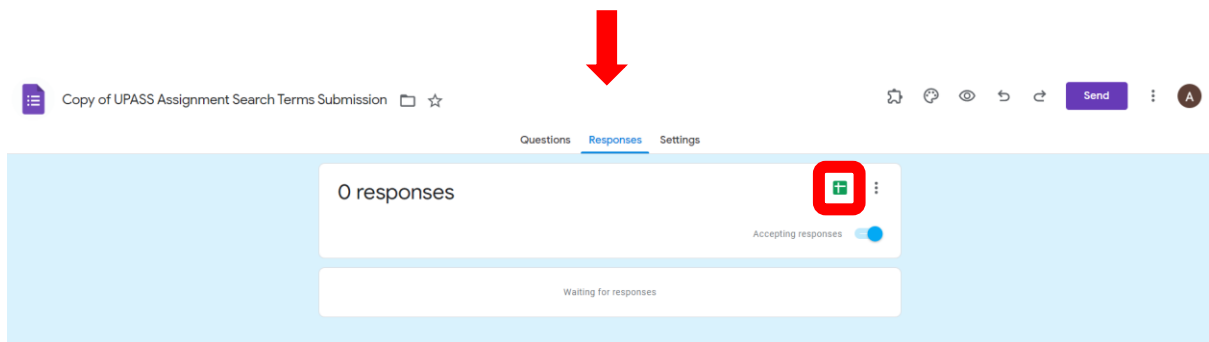
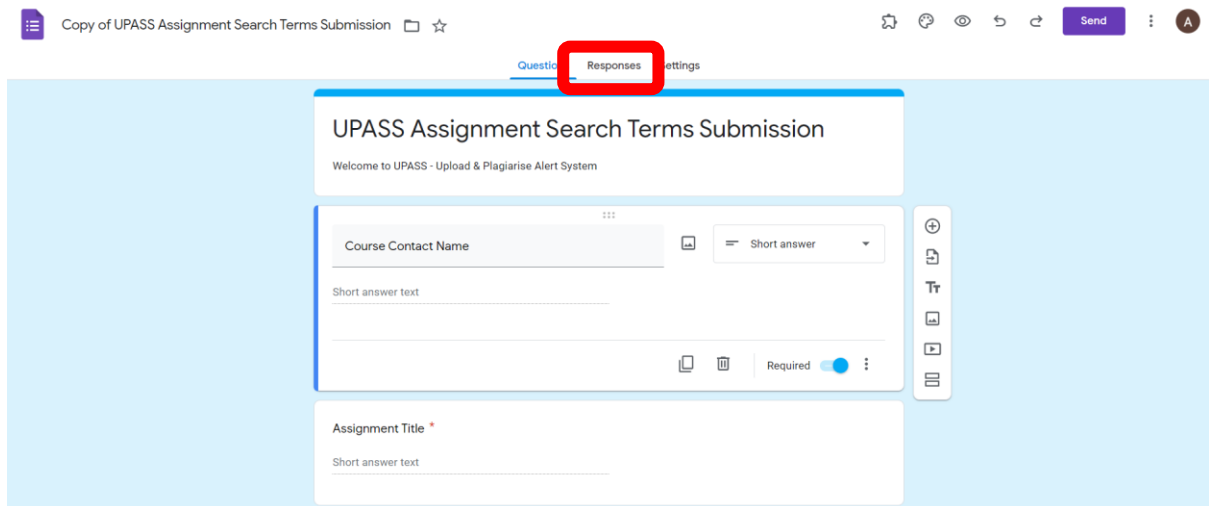


Make a copy

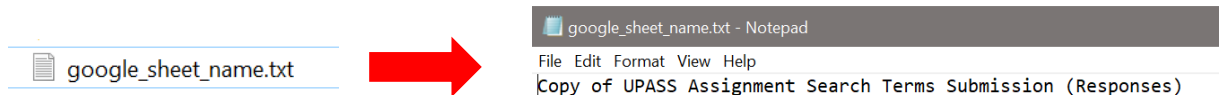
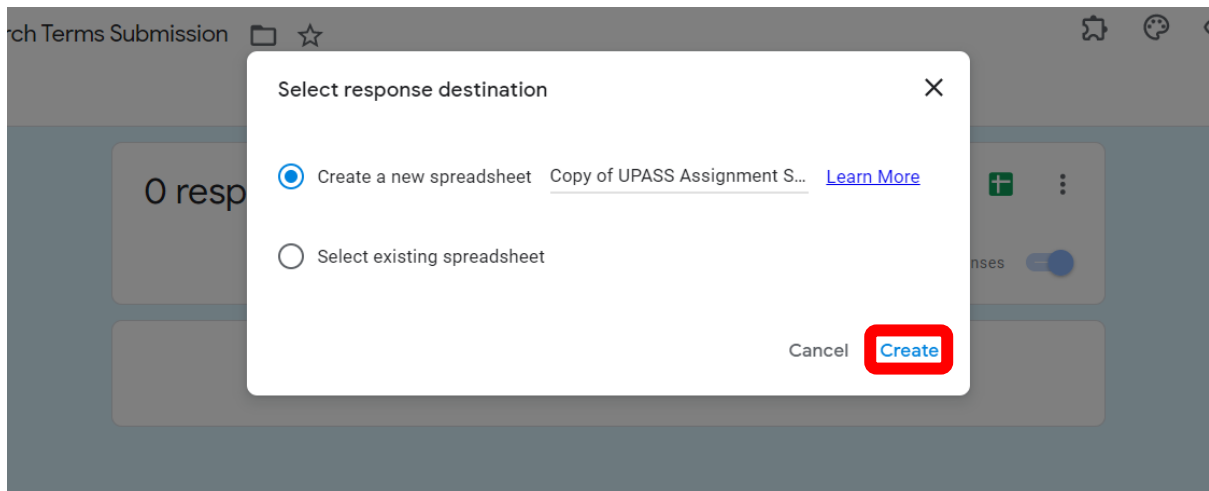
The UPASS assignment search term submission form has now been created for your institution. Please do not edit the form in any manner – doing so may cause UPASS to fail.

To share the form with course coordinators so that they can submit their assignment details to UPASS, click the *Send* button and follow the prompts:

Now to connect the form with the UPASS backend. First open the Responses page for the form by clicking *Responses*. Then click the *Create Spreadsheet* button to have a spreadsheet for the form responses to be automatically saved to.

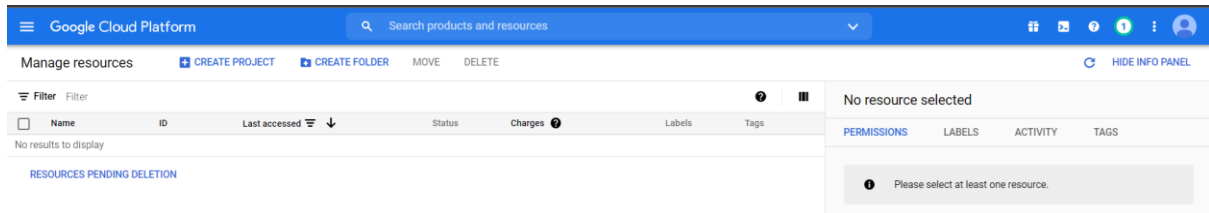


A popup will open and ask you Select response destination. Select *Create a new spreadsheet*. You may rename the spreadsheet if you wish at this stage – however this is not required. Copy the name of the spreadsheet into the text file called *google\_sheet\_name.txt*. You can now click the *Create* button to have the spreadsheet automatically created.




Now to create a Google Cloud Project to allow UPASS to automatically access the Assignment Search Term Submission form responses. Go to the following link and click *Create Project* (if you have existing google cloud projects, you may use one if you wish)

<https://console.cloud.google.com/cloud-resource-manager?organizationId=0>



You may name the project what you wish, and then click *Create*

### New Project

 You have 11 projects remaining in your quota. Request an increase or delete projects. [Learn more](#)

[MANAGE QUOTAS](#)

Project name \*

Project ID: upass-337000. It cannot be changed later. [EDIT](#)

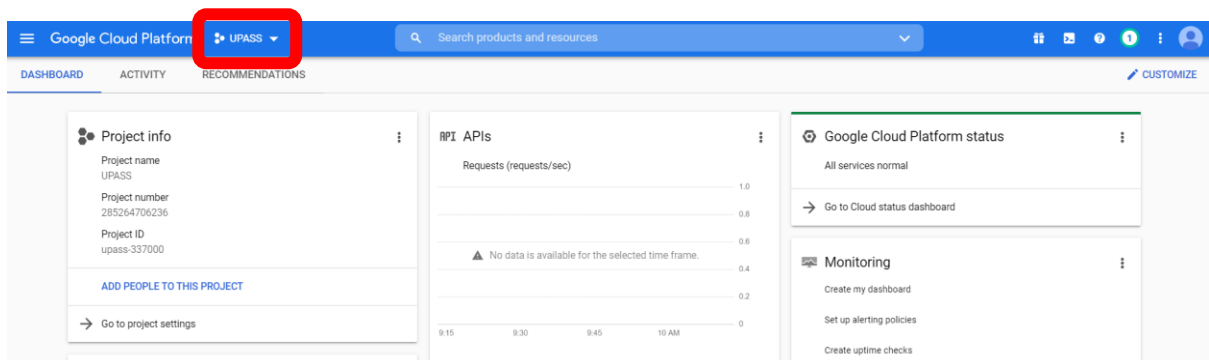
Location \*

Parent organization or folder

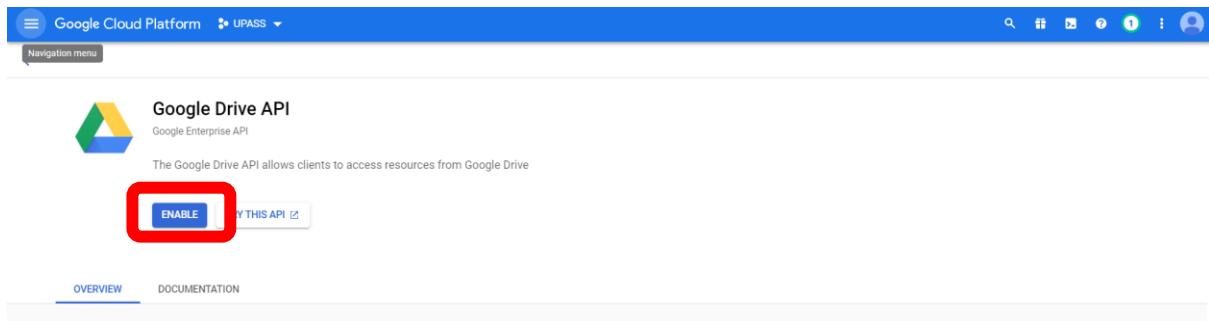
[BROWSE](#)

[CREATE](#) [CANCEL](#)

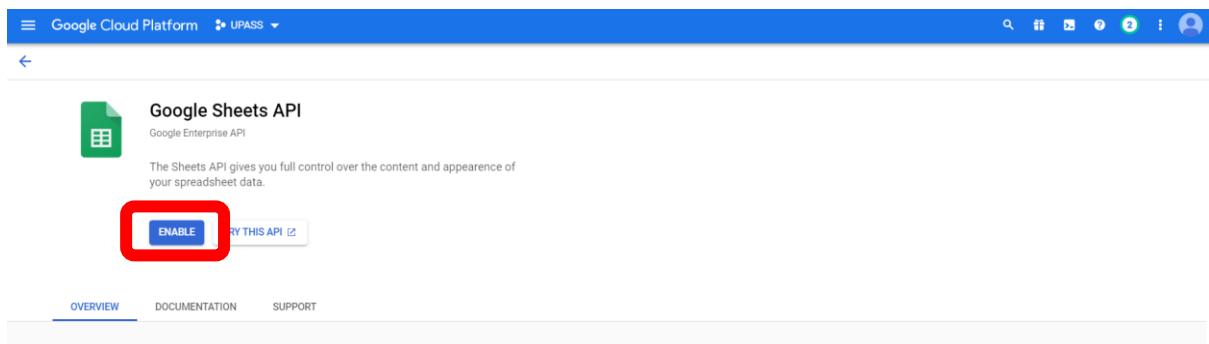
Open the project by going to this link <https://console.cloud.google.com/> and selecting the project in the drop-down menu.



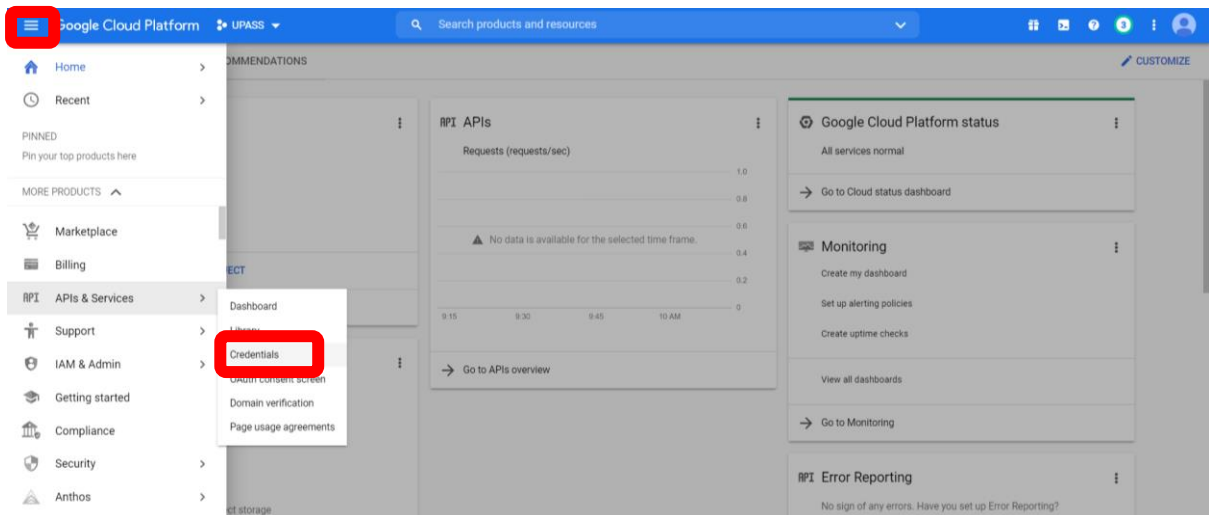
Enable the Google Drive API for the project by following this link <https://console.cloud.google.com/marketplace/product/google/drive.googleapis.com> and clicking the *ENABLE* button.



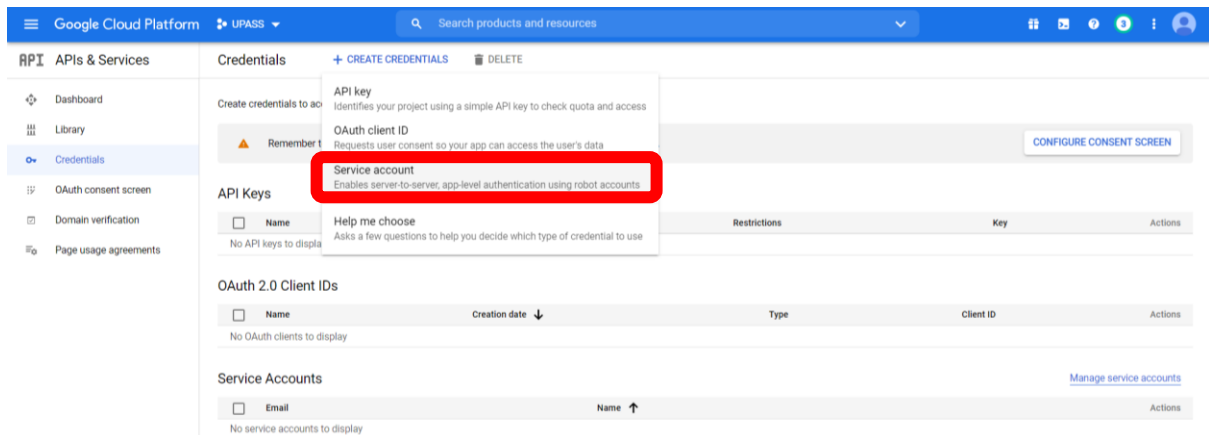
Now enable the Google Sheets API for the project by following this link <https://console.cloud.google.com/marketplace/product/google/sheets.googleapis.com> and clicking the **ENABLE** button.



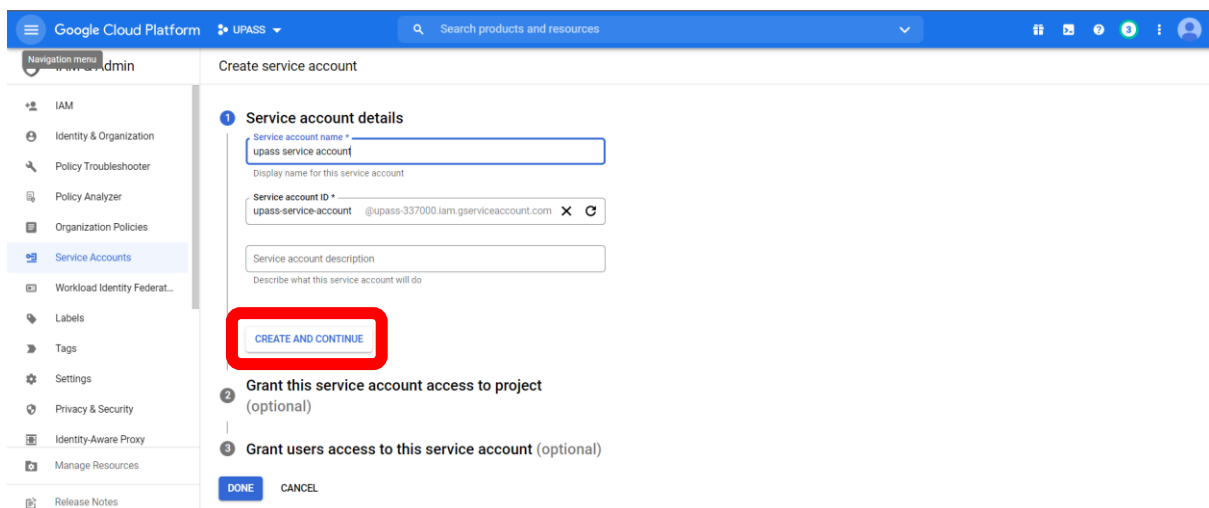
Now navigate to the APIs & Services – Credentials page for the project:



Create a new Service Account by clicking **CREATE CREDENTIALS** at the top of the page and selecting **Service Account**

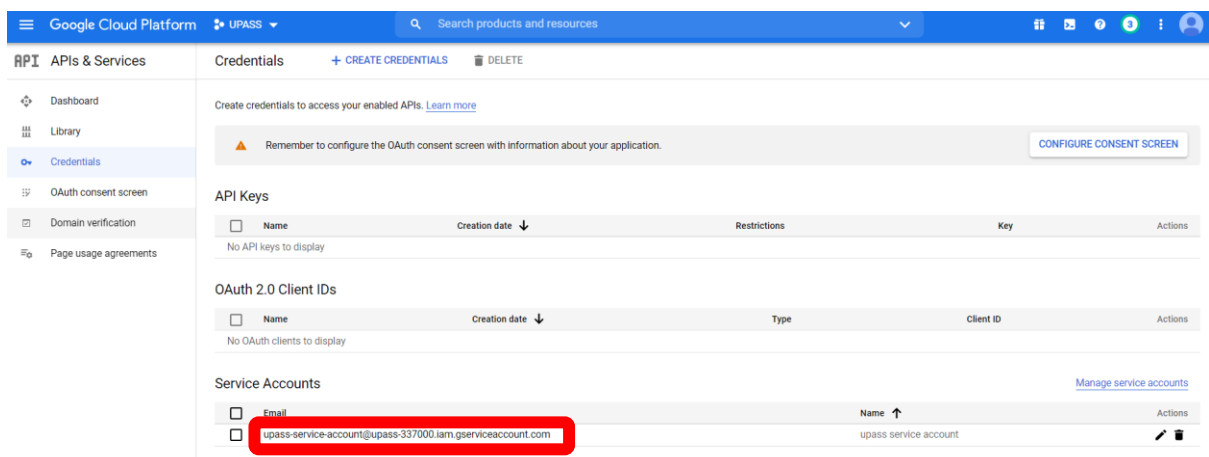


Fill in any Service Account name and Service Account ID that you like and click **CREATE AND CONTINUE**

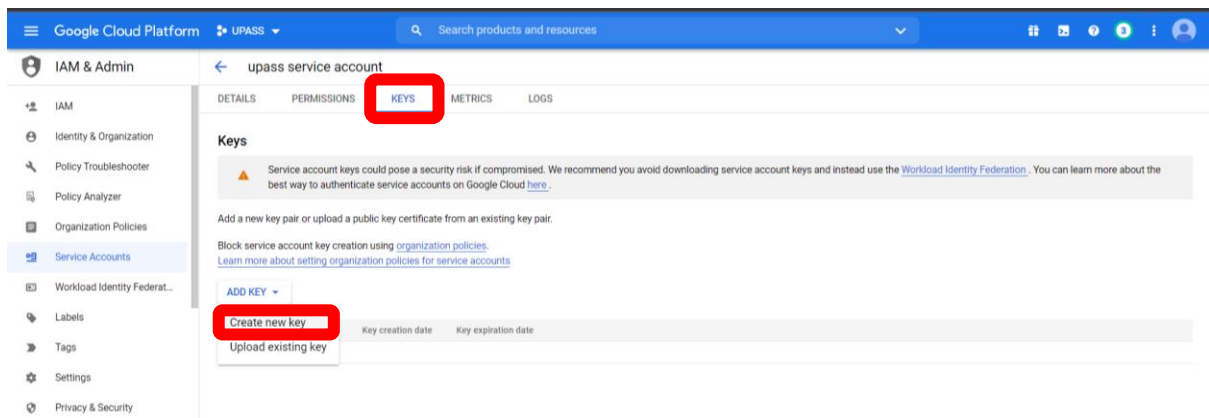


You do not need to grant the service account access to the project, so just click **CONTINUE** at the next stage. You also do not need to grant users access to the service account, so you may click **DONE** without filling in anymore information. This will create your service account.

Under the Service Accounts for the project, you will now see your created service account. Open the Service Account by clicking on it



Under Keys, select **ADD Key – Create new key**



Then select **JSON** for the Key type in the popup and select **CREATE**

#### Create private key for "upass service account"

Downloads a file that contains the private key. Store the file securely because this key can't be recovered if lost.

##### Key type

☒ JSON

Recommended

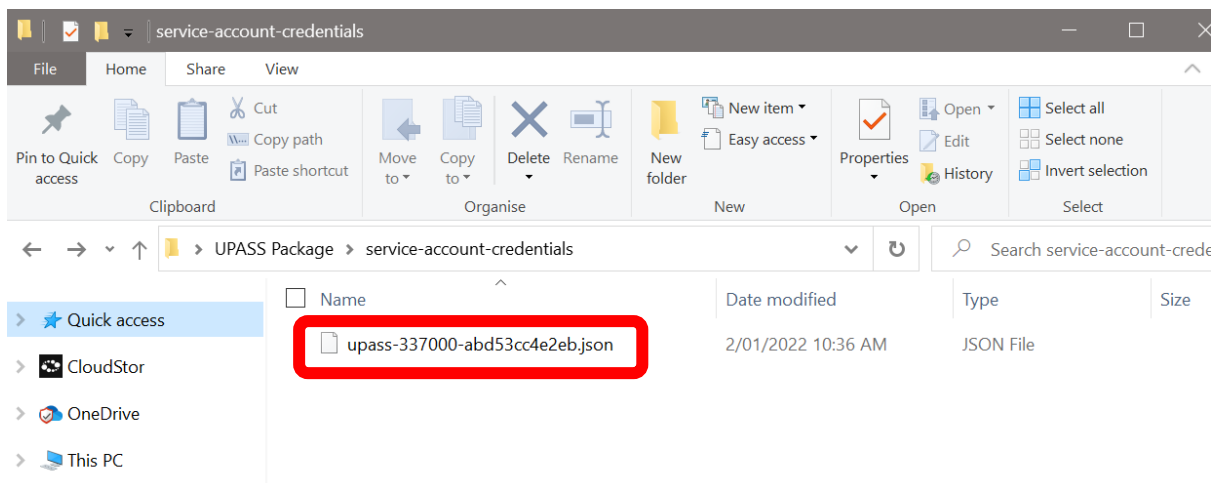
☐ P12

For backward compatibility with code using the P12 format

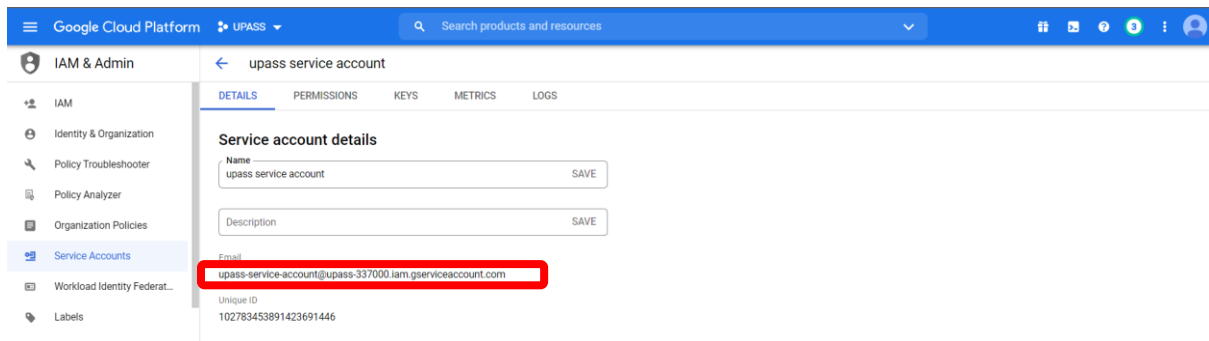
CANCEL

CREATE

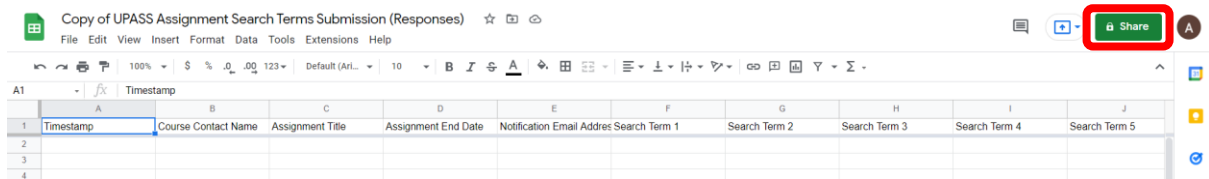
This will download a copy of the key to your computer. Copy this .json file into the *service-account-credentials* folder



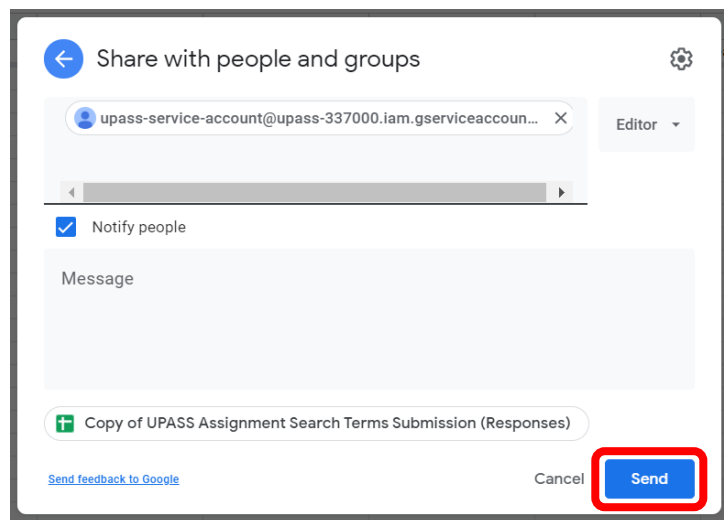
One final thing to do, share the upass assignment search term submission response spreadsheet with the service account. To do this, copy the Email of the service account – this can be found in the DETAILS tab.



In the upass assignment search term submission response spreadsheet, select *Share* in the top right.



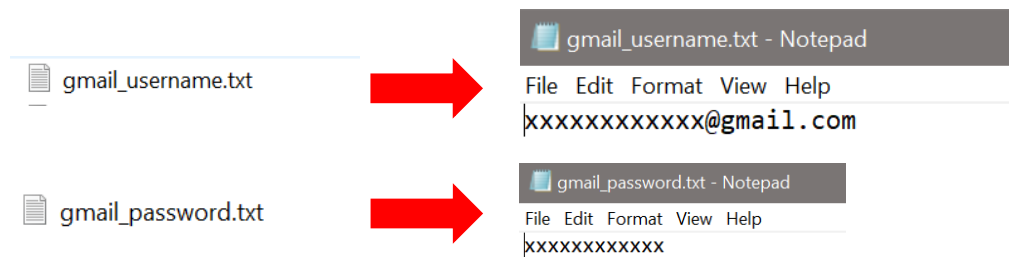
Paste in the service account email address into the Add people and groups section, make sure Editor is selected from the drop down, and then click *SEND*





### 3 Gmail Details & Less Secure Apps Enabling

UPASS will send email notifications through a gmail account. You may wish to setup a separate email account for this, or simply use the one associated with the google account used above. The details for the account will need to be put into the gmail\_username.txt and gmail\_password.txt files respectively.



To allow the UPASS backend to send emails through this gmail account, we need to enable Less Secure Apps on it. To do so, when logged into the gmail account, follow this link <https://myaccount.google.com/lesssecureapps> and set *Allow less secure app access* ON. Note that you may be required to turn off 2 step verification to do so, if prompted, please do so.

## ← Less secure app access

Some apps and devices use less secure sign-in technology, which makes your account vulnerable. You can turn off access for these apps, which we recommend, or turn it on if you want to use them despite the risks. Google will automatically turn this setting OFF if it's not being used. [Learn more](#)

Allow less secure apps: ON



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### 4 Next Steps

Congratulations, you've completed the setup of UPASS. You may now return back to the UPASS Instructions document to learn about what the next steps are for running and using UPASS.