

# Certn Integration Setup Instructions

## Purpose of Integration

The Certn and Tugboat Logic integration allows you to automatically collect evidence that background checks have been conducted on all new hires.

## Document Outline

The Certn Integration Setup Instructions document walks you through the Certn and Tugboat Logic integration.

This document is divided into four steps:

**Step 1:** Create an API Key in Certn

**Step 2:** Getting Started in Tugboat Logic

**Step 3:** Authentication Instructions

**Step 4:** Configuration Instructions

## Step 1: Create an API Key in Certn

Note: This integration only uses report-level metadata in order to serve as evidence that background checks have been conducted. Tugboat Logic collects the following data for each background check:

Candidate Name	Report ID	Applicant type (report type)
Candidate email	Team name	Adjudication Status
Report Date	Team ID	Report Status

To continue with this integration, please complete the following steps:

1. Log in to Certn ([app.certn.co/login](https://app.certn.co/login))
2. Click the profile icon in the top right corner.
3. Select Settings from the drop-down menu.
4. Click Add a Team to create a new team (if applicable)
5. Navigate to the correct Team and click Team Settings.
6. Select API Keys from the menu on the left.
7. Click Add API Key to create an API Key.
8. Copy the API Key and save it for later use.

## Step 2: Get Started in Tugboat Logic

1. Login to Tugboat Logic (<https://my.tugboatlogic.com>).
2. Navigate to Settings in the left-hand navigation.
3. Click the arrow and select "Manage Integrations".
4. Select Certn.

## Step 3: Authentication Instructions

1. Click Setup Credentials.
2. Enter the Certn API Key (created in **Step 1: Create an API Key in Certn**).
3. Click "Save Credentials".

## Step 4: Configuration Instructions

1. Click Configure Certn Integration or click the orange plus to create a service.
2. Select the Certn Teams that will be included in the evidence collection.
3. Choose the Evidence Collection Location.

## Step 4: Configuration Instructions (Continued)

4. Click "Save".
5. Click "Sync All Services". (Note: It may take a few minutes to sync the data).
6. Refresh the page.
7. Choose a date from the "Select Date" calendar to collect evidence from a previous date (if applicable).
8. Click "Collect From Selected Date" (if applicable).
9. Choose one of the following options:

Click the orange plus to add another service.

Exit the Certn and Tugboat Logic integration.