

# Generating an Ally Access token in Instructure Canvas

Ally needs to be able to sync data such as courses and files from the Canvas REST API to generate reports and provide instructor feedback. In order to do this securely, an access token needs to be generated.

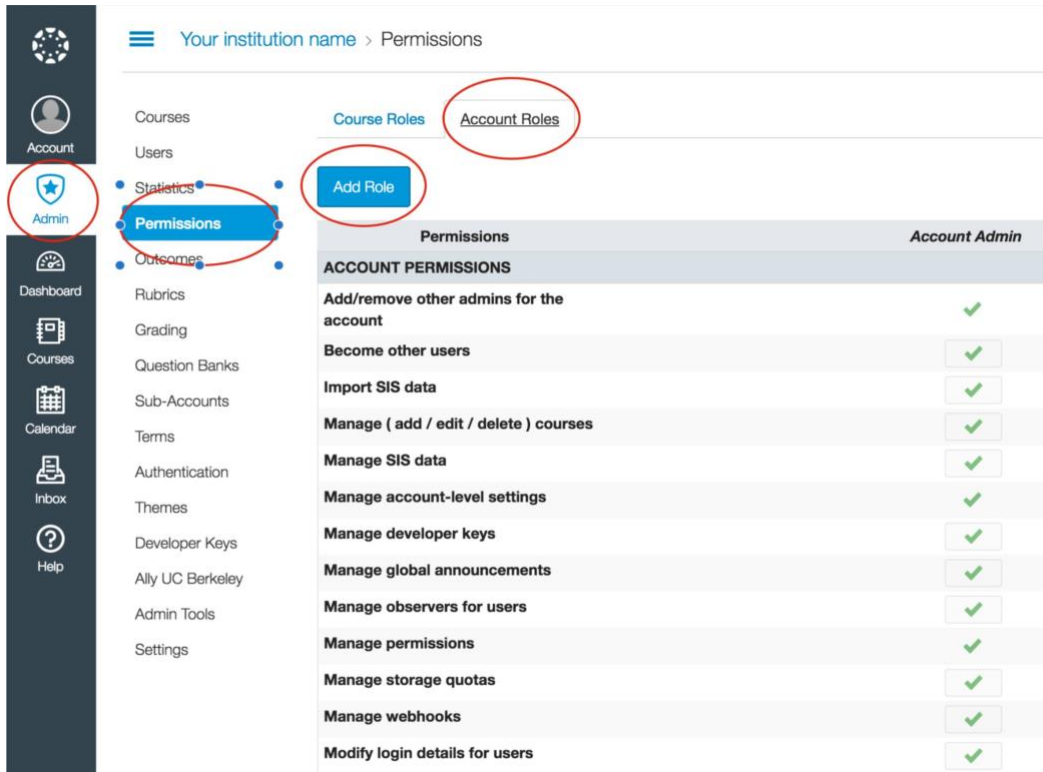
In this guide you will create a special user who has the correct permissions to retrieve the necessary data (and only that data) for the Ally service. This guide assumes you have administrator access on your Canvas installation.

## Step 1: Create a new account role

Having a new account role allows you to define the permissions the Ally service will have. While you can see specifically which permissions are granted to the Ally service in the Canvas administration interface, at a high level these permissions allow Ally to download term, course, and file information for generating accessibility feedback and alternative versions. It also allows Ally to delete and replace file content which are important operations in helping instructors remediate their course content.

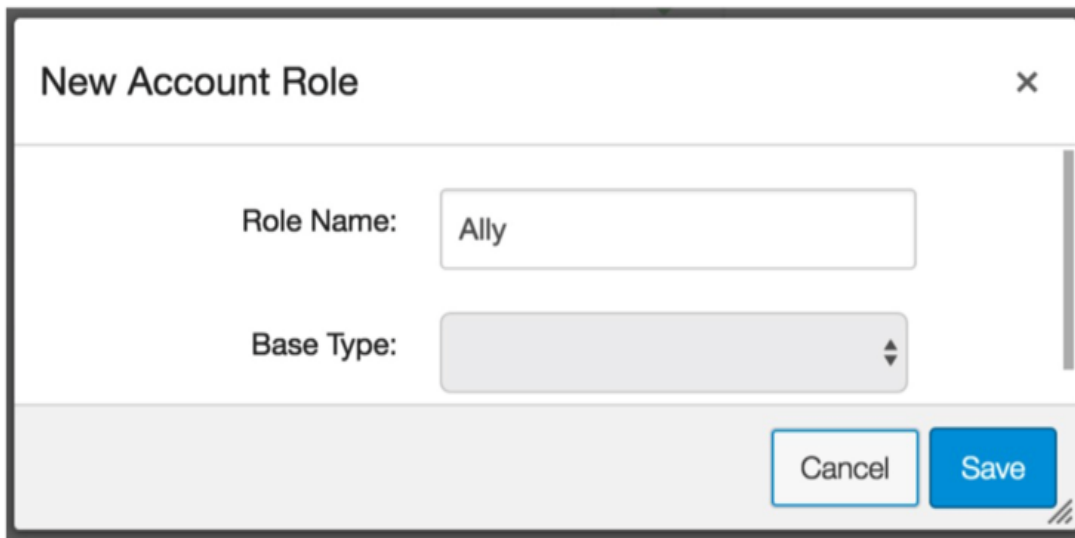
Steps:

1. Sign into your Canvas installation with an administrator account
2. Navigate to the account management (click on the "Admin" icon in the left hand navigation and then select your account in the window that slides open)
3. Navigate to the "Permissions" page
4. Select the "Account Roles" tab



Screenshot 1: Standard permissions page, located under account management

5. Click the "Add Role" button
6. Save a role named "Ally". Once saved, a new column named "Ally" should have been added to the table



Screenshot 2: The "New Account Role" dialog that appears when the "Add Role" button is clicked

7. In the "Ally" column, enable the following permissions:

- ☑ ACCOUNT PERMISSIONS - Act as users
- ☑ ACCOUNT PERMISSIONS - Manage account-level settings
- ☑ ACCOUNT PERMISSIONS - View the list of courses
- ☑ COURSE & ACCOUNT PERMISSIONS - Manage (add / edit / delete) assignments and quizzes
- ☑ COURSE & ACCOUNT PERMISSIONS - Manage (add / edit / delete) course files
- ☑ COURSE & ACCOUNT PERMISSIONS - Manage (add / edit / delete) pages
- ☑ COURSE & ACCOUNT PERMISSIONS - Manage all other course content
- ☑ COURSE & ACCOUNT PERMISSIONS - Moderate discussions (delete / edit other's posts, lock topics)
- ☑ COURSE & ACCOUNT PERMISSIONS - View announcements
- ☑ COURSE & ACCOUNT PERMISSIONS - View course content
- ☑ COURSE & ACCOUNT PERMISSIONS - View discussions

The screenshot shows the Ally permissions page. The left sidebar contains navigation options: Account, Admin, Dashboard, Courses, Calendar, and Inbox. The main content area is titled "Your institution name > Permissions" and has tabs for "Course Roles" and "Account Roles". A "Permissions" table is displayed with columns for "Permissions", "Account Admin", and "Ally". The "Ally" column is circled in red. The table lists various permissions under the "ACCOUNT PERMISSIONS" section, with green checkmarks in the "Account Admin" column and red 'X' marks in the "Ally" column.

Permissions	Account Admin	Ally
<b>ACCOUNT PERMISSIONS</b>		
Add/remove other admins for the account	✓	✗
Become other users	✓	✓
Import SIS data	✓	✗
Manage ( add / edit / delete ) courses	✓	✗
Manage SIS data	✓	✗
Manage account-level settings	✓	✓
Manage developer keys	✓	✗
Manage global announcements	✓	✗

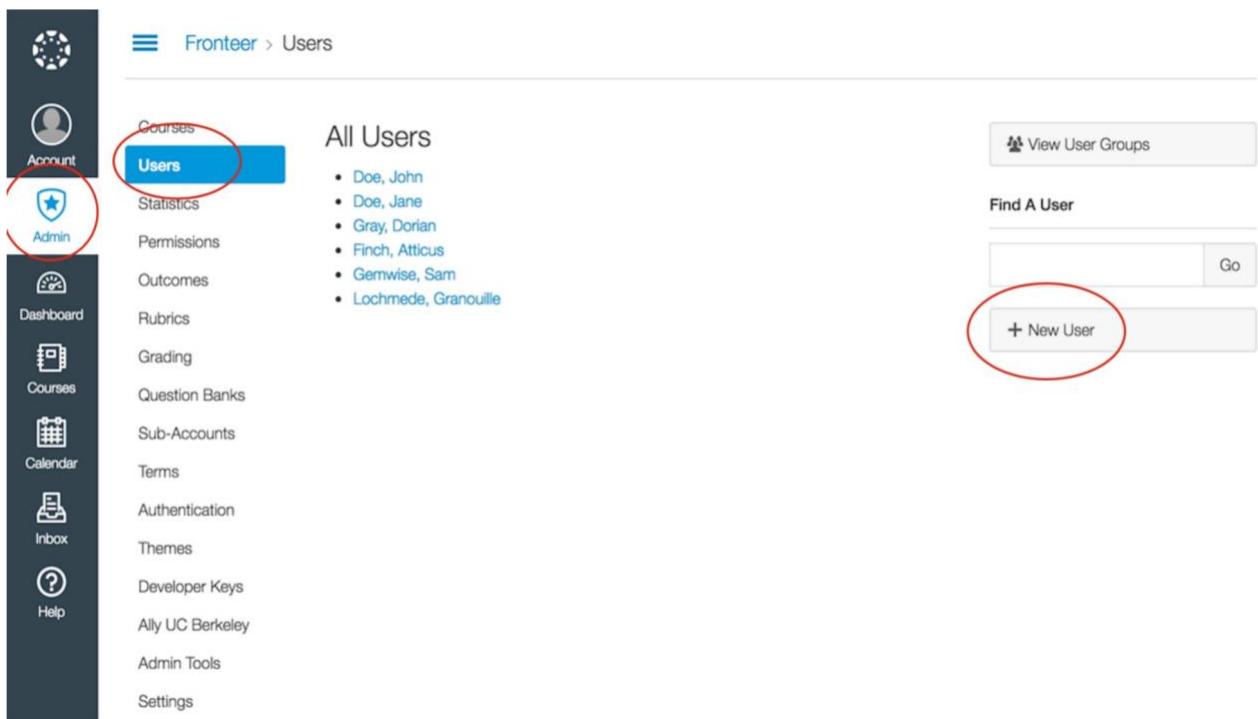
Screenshot 3: The permissions page with the new Ally column

## Step 2: Create a new user

It's considered best practice to create a new user for each integration with Canvas. If users for your institution are created directly in Canvas, please follow these instructions to do so. However, if users are managed in an external system such as SIS or LDAP, please follow the process for creating users for use in Canvas for your institution, then continue to **Step 3**.

If users are created directly in Canvas for your institution, please complete the following:

1. Navigate to the "Users" page under your account management
2. Click the "New User" button and add a new user called "Ally"



Screenshot 4: The users page with the "Add User" button highlighted

3. Make sure the "Email the user about this account creation" checkbox is ticked
4. Verify the account by following the link you received in your email inbox

**Add a New User** ✕

**Full Name:\***   
This name will be used by teachers for grading.

**Display Name:**   
People will see this name in discussions, messages and comments.

**Sortable Name:**   
This name appears in sorted lists.

**Email: \***

Email the user about this account creation

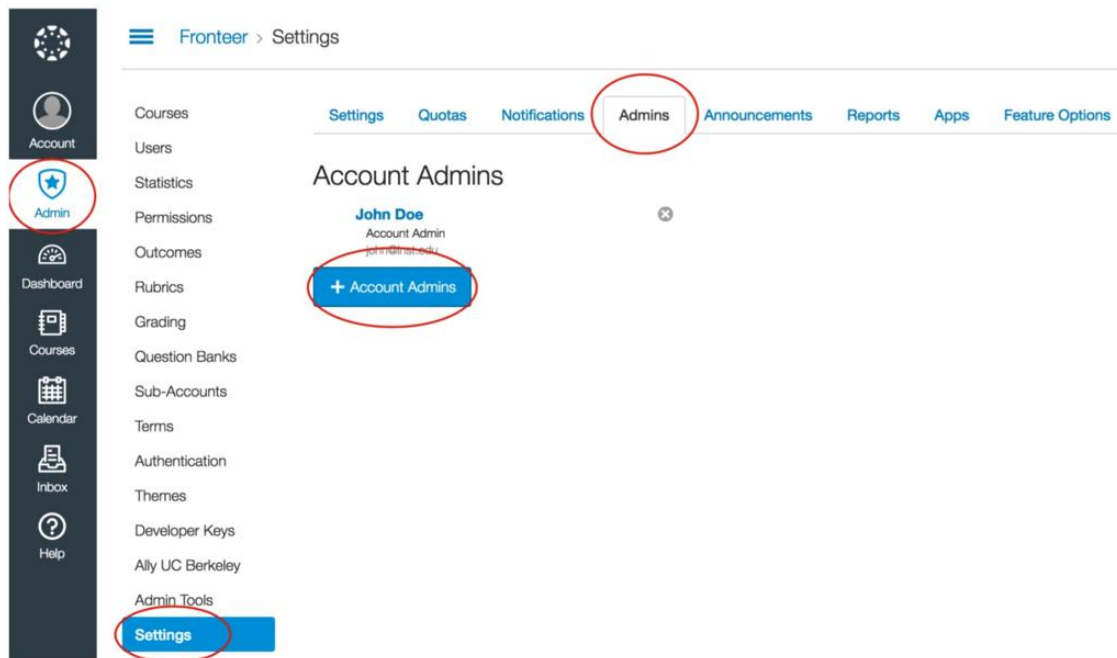
[View Privacy Policy](#)

Figure 5: The "Add new user" dialog that appears when the "Add User" button is clicked

## Step 3: Grant the new user the "Ally" role

Steps:

1. Navigate to the "Settings" page under your account management
2. Select the "Admins" tab
3. Click the "+ Account Admins" button to add the user



Screenshot 6: The "Admins" tab of the account settings page with the "Account Admins" button highlighted

4. In the form that popped open, ensure the "Ally" role is selected in the drop-down
5. If users are created directly in Canvas at your institution, you will be prompted to enter the email address of the user that you created in the previous section. If your user was created in an external system such as SIS or LDAP, please enter the identifier of the user requested by Canvas in the field
6. Click "Continue..."

Settings Quotas Notifications Admins Announcements Reports Apps Feature Options

### Account Admins

**John Doe**  
Account Admin  
john@inst.edu

### Add Account Admins

Add More Ally

Copy and paste a list of email addresses to add users.

an.address.you.own@inst.edu

Sample format: "Example Student" <student@example.com>, "Lastname, Firstname" <firstlast@example.com>, justAnEmailAddress@example.com

Cancel Continue...

Figure 7: The "Add Account Admin" form

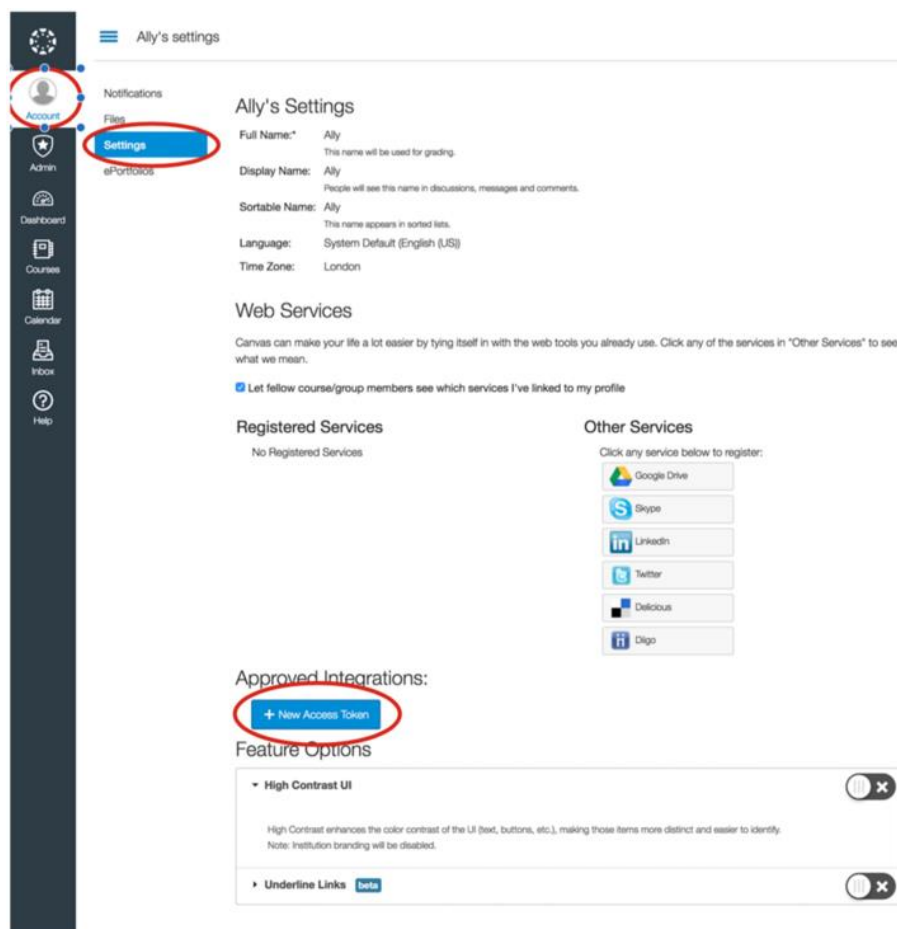
7. If the user was found, click the "OK Looks Good" button
8. Ensure the "Ally" user was added to the list

## Step 4: Generate an access token

In this final step, we'll generate an access token that can be used by the Ally service to safely and securely interact with the REST API.

Steps:

1. Sign in as the "Ally" user. Note that masquerading as the "Ally" user won't work for these steps as Canvas forbids administrators setting up an access token on another user's behalf.
2. Navigate to the user's settings by clicking "Account" in the left hand navigation followed by clicking on the "Settings" link in the new window.



Screenshot 8: The user settings page where an Access Token can be generated

3. Click on the "New Access Token" button
4. Enter "Ally.ac integration" as the purpose of the token, the expiration timestamp field can be left blank.



5. Click the "Generate Token" button

New Access Token

### Generate an Access Token

Access tokens are what allow third-party applications to access Canvas resources on your behalf. These tokens are normally created automatically for applications as needed, but if [you're developing a new or limited project](#) you can just generate the token from here.

Purpose: Ally.ac integration

Expires:

leave blank for no expiration

Cancel Generate Token

Figure 9: The "Generate an Access Token" modal that appears when the "+ New Access Token" button is clicked

6. A new window should appear that contains the access token. Please copy this token now, as once you leave this page you will no longer be able to access it

Access Token Details

Access tokens can be used to allow other applications to make API calls on your behalf. You can also generate access tokens and [\\*use the Canvas Open API\\*](#) to come up with your own integrations.

**Token:** 8516~vzjleeNic2ilOZtsDsUyzoEffbZH5BTp5EtoSoQvp3f8lpodqakHVI7EgV5j8DoJ  
**Copy this token down now.** Once you leave this page you won't be able to retrieve the full token anymore, you'll have to regenerate it to get a new value.

**App:** User-Generated

**Purpose:** Ally.ac integration

**Created:** Sep 2 at 3:10pm

**Last Used:** --

**Expires:** never

Regenerate Token

Figure 10: The "Access Token" details dialog that appears when a token has been successfully generated