



## Importing data from Google Workspace

IMTLazarus Administrators

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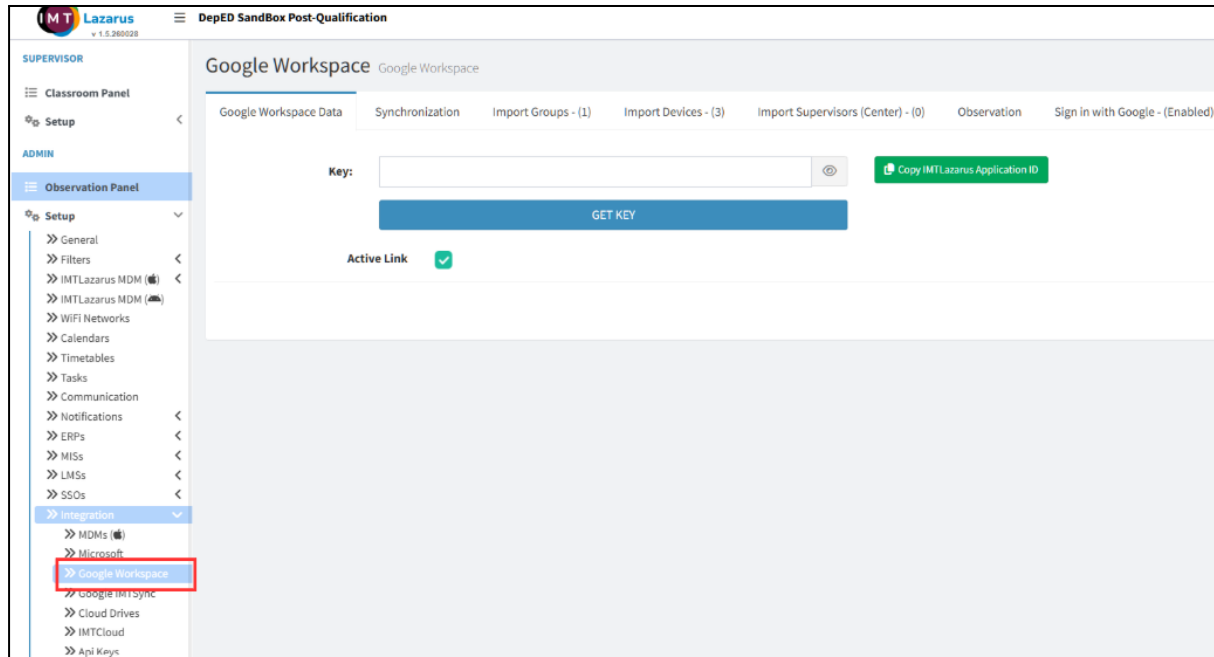
(+34) 94 437 78 01



[www.imtlazarus.com](http://www.imtlazarus.com)

## Step 1:

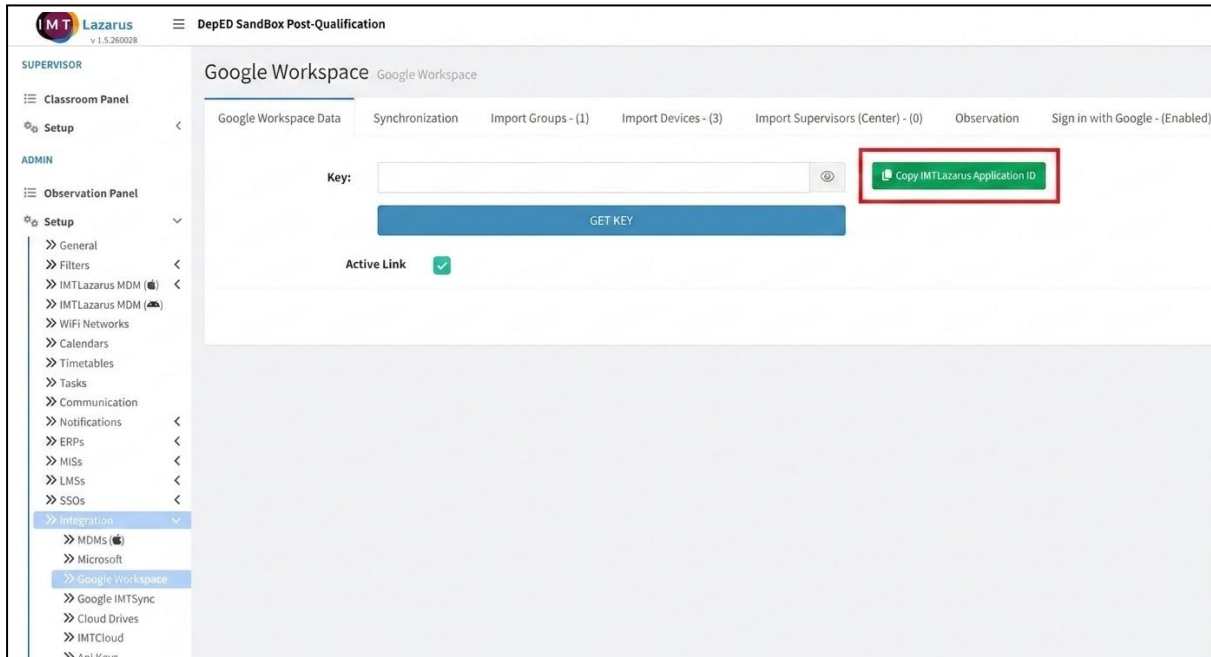
To import the data from our Google Workspace Console, we will access our IMTLazarus server as Administrators and go to the section Administrator > IMTLazarus > Settings > Integration > Google Workspace:



1

## Step 2:

Once on this screen, we will press the green button called “Copy IMTLazarus Application ID” to copy the application ID that we will use later:



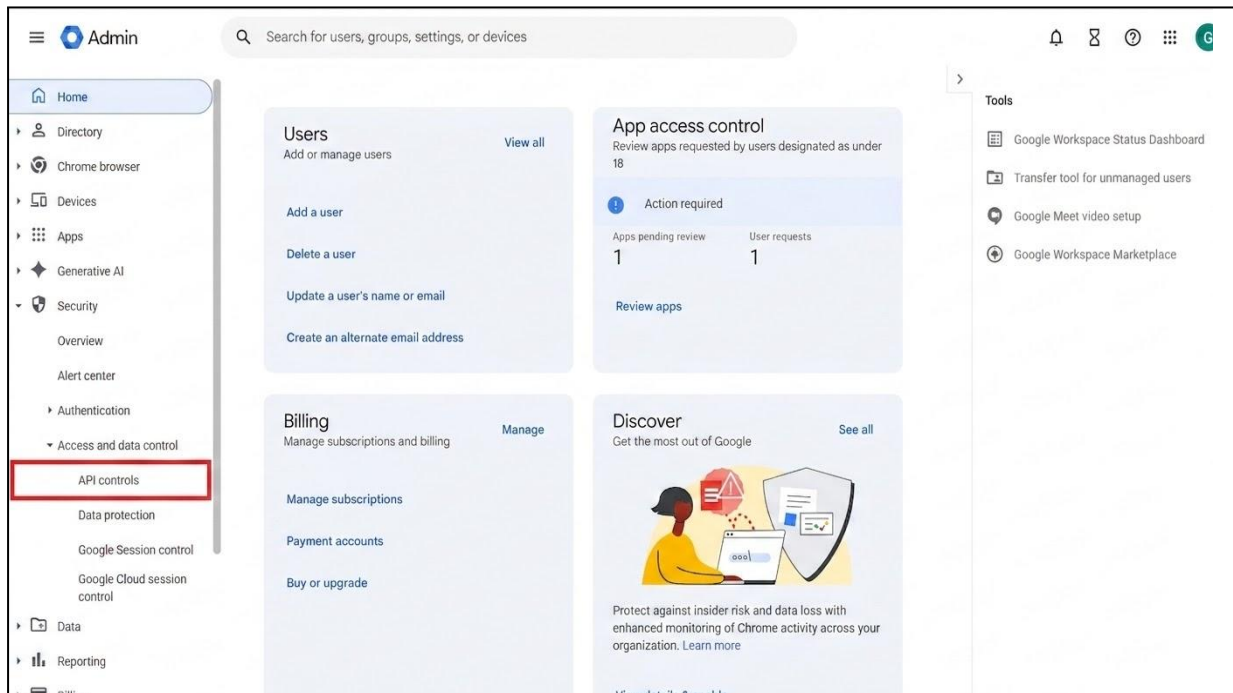
The IMTLazarus application ID is as follows:

None

**199426366087-drj8jdrq2misdmrflql2v0nhdam1pbpu.apps.googleusercontent.com**

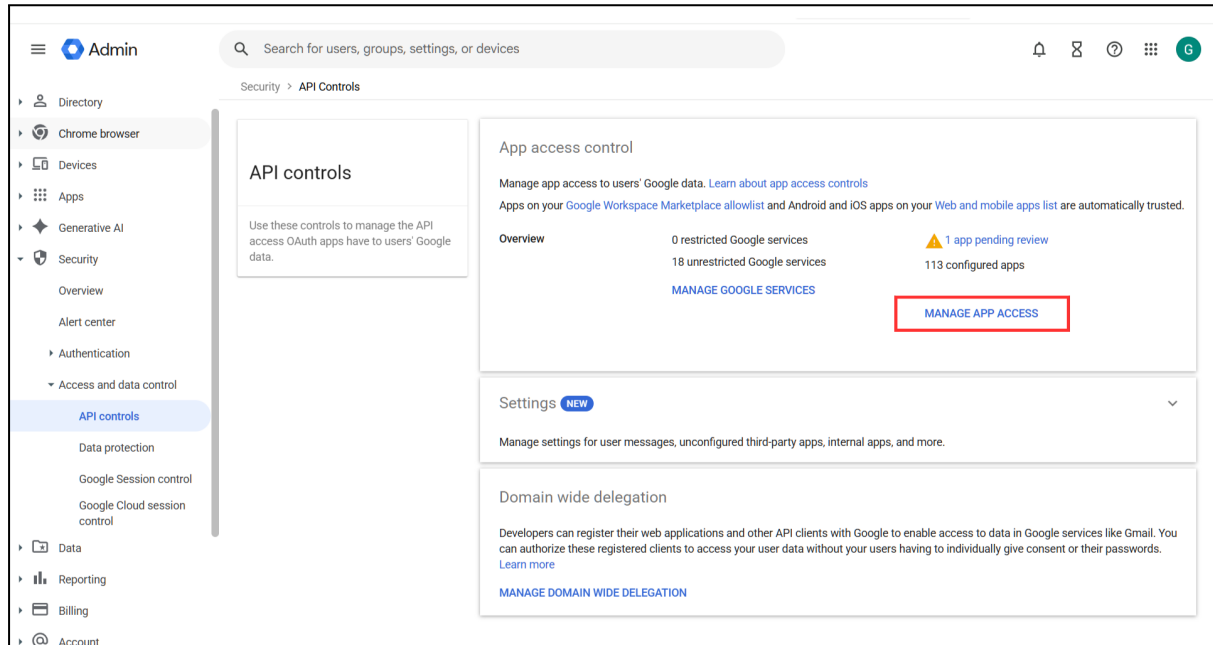
## Step 3:

Once the application ID has been copied, we will access the Google Workspace Console that we want to connect with an Administrator account and go to the Security > Access and Data Control > API Controls section:



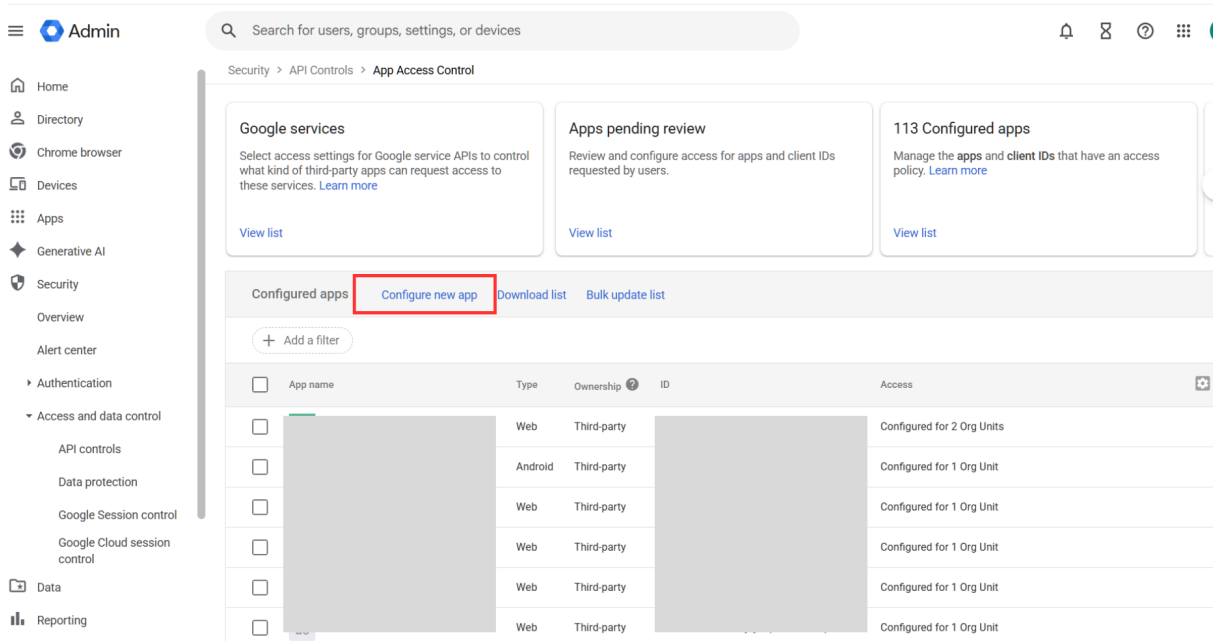
## Step 4:

Once there, we will click on “MANAGE APPLICATION ACCESS”:



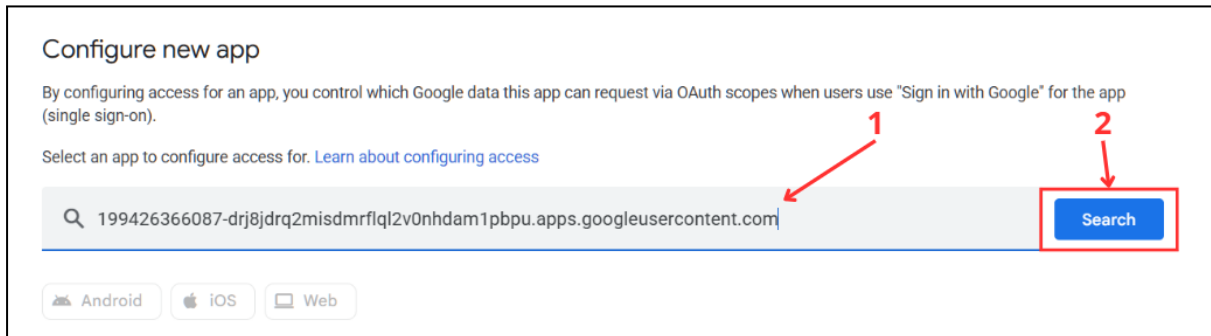
## Step 5:

On the next screen, we will click on “Set up new application”:



## Step 6:

In the pop-up window, paste the IMTLazarus application ID that you copied earlier into the "Search application" box and click the "Search" button:



**Configure new app**

By configuring access for an app, you control which Google data this app can request via OAuth scopes when users use "Sign in with Google" for the app (single sign-on).

Select an app to configure access for. [Learn about configuring access](#)

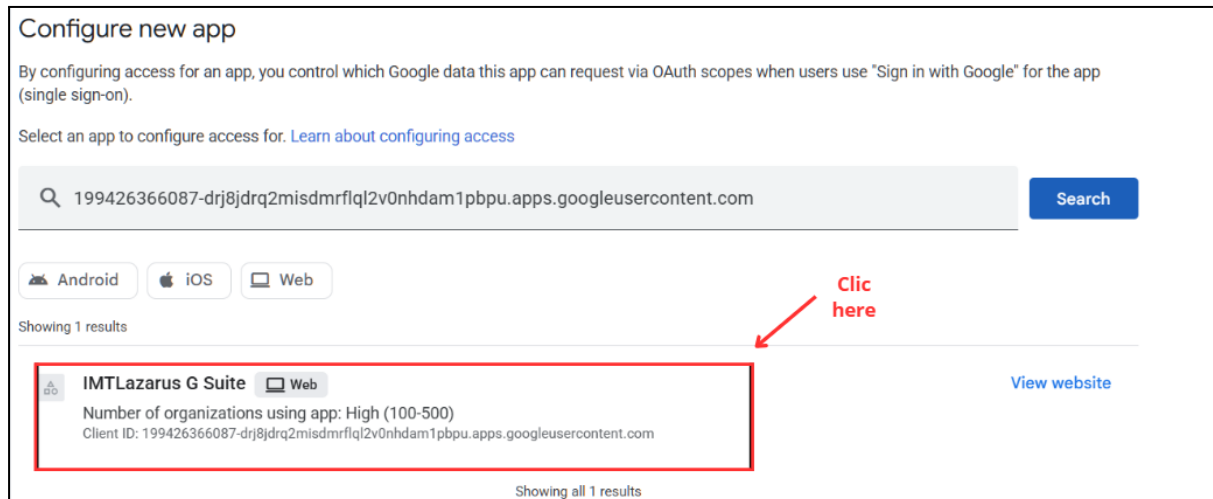
Q 199426366087-drj8jdrq2misdmrflql2v0nhdam1pbpu.apps.googleusercontent.com

Search

Android iOS Web

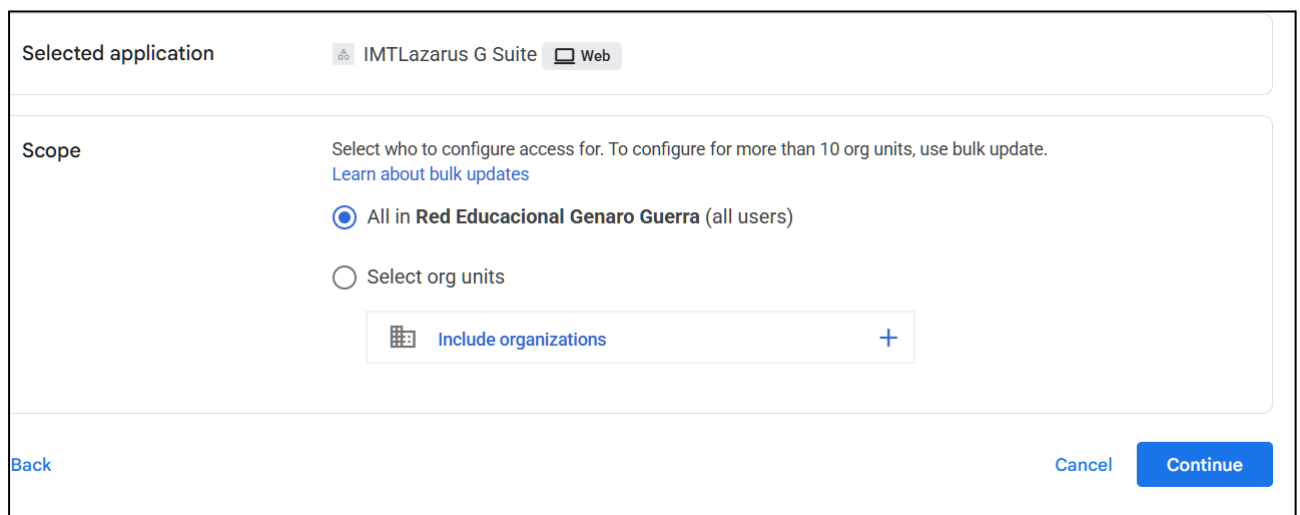
## Step 7:

After clicking the "Search" button, the "IMTLazarus G Suite" application will appear in the results. Click on it to select it.



## Step 8:

Once selected, we will proceed to the Permissions screen, where we can select the root Organizational Unit with all users to be able to read any user from our Google Workspace Console or those Organizational Units that we want within our Console:



Once the selection has been made, we will click on the "Continue" button to move on to the next step.

## Step 9:

We will select the “Trusted” option and click the “Continue” button:

Selected application

IMTLazarus G Suite Web

Access to Google Data

Choose an access type to specify which data this app can request from users signing in with their Google Account.  
[Learn more about app access to Google data](#)

☒ Trusted

This app can request access to user data in any Google service via OAuth 2.0 scopes.  
[What to expect with trusted access](#)

☐ Limited

This app can request access to user data in any Google service marked unrestricted under Google services.  
[What to expect with limited access](#)

☐ Specific Google data

This app can only request access to user data from the Google services specified below. Note, you must include the Google Sign-in scope below to allow users to sign in with their Google Account.

Google Workspace Admin

8 scopes

Update Google services or scopes

☐ Blocked

Users can't sign into this app with their Google Account, and the app can't request access to user data in any Google service.

Back

Cancel

Continue

## Step 10:

A summary window will appear so we can review our selections. If everything is correct, we'll click the "Finish" button; otherwise, we can go back to review the options.

### Apps

 **IMTLazarus G Suite**  [View website](#)

Number of organizations using app: High (100-500)  
Client ID: 199426366087-drfj8jdrq2misdmrflql2v0nhdam1pbpu.apps.googleusercontent.com

### Scope

Org Unit (1)  
Red Educacional Genaro Guerra

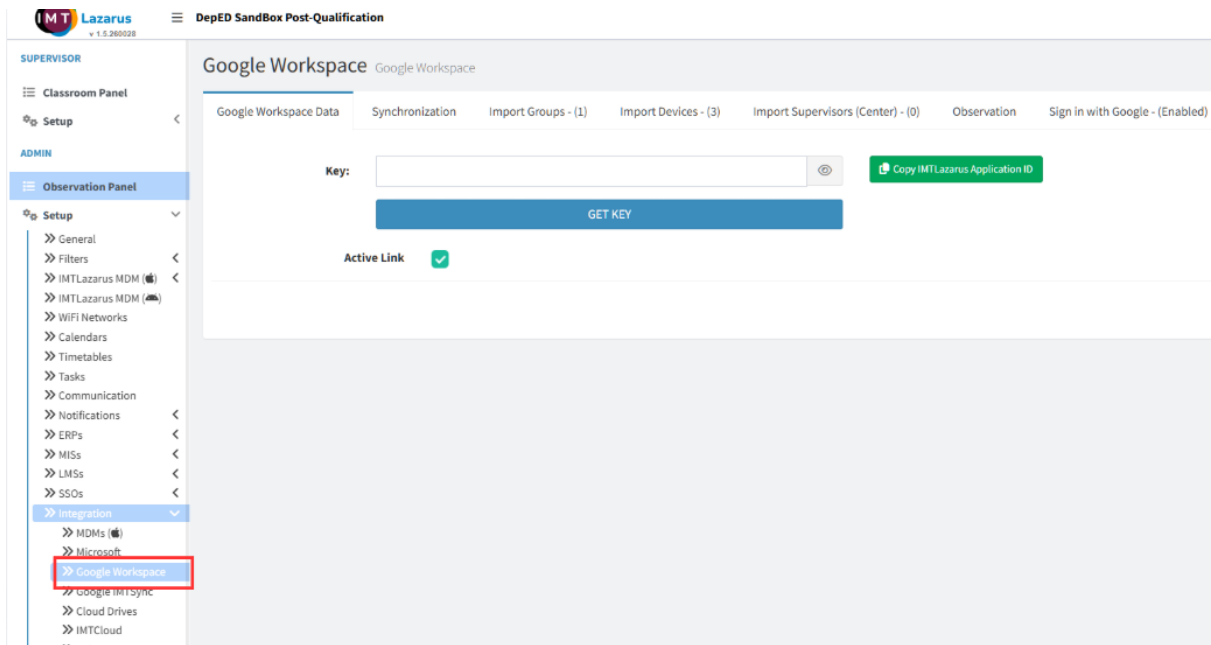
### Access to Google Data

Trusted  
[What to expect with trusted access](#)

[Back](#) [Cancel](#) [Finish](#)

## Step 11:

Once we have confirmed the authorization of the IMTLazarus API connection with Google Workspace, we can return to the first step, that is, in IMTLazarus, we will return to the section Administrator > Settings > Integration > Google Workspace:



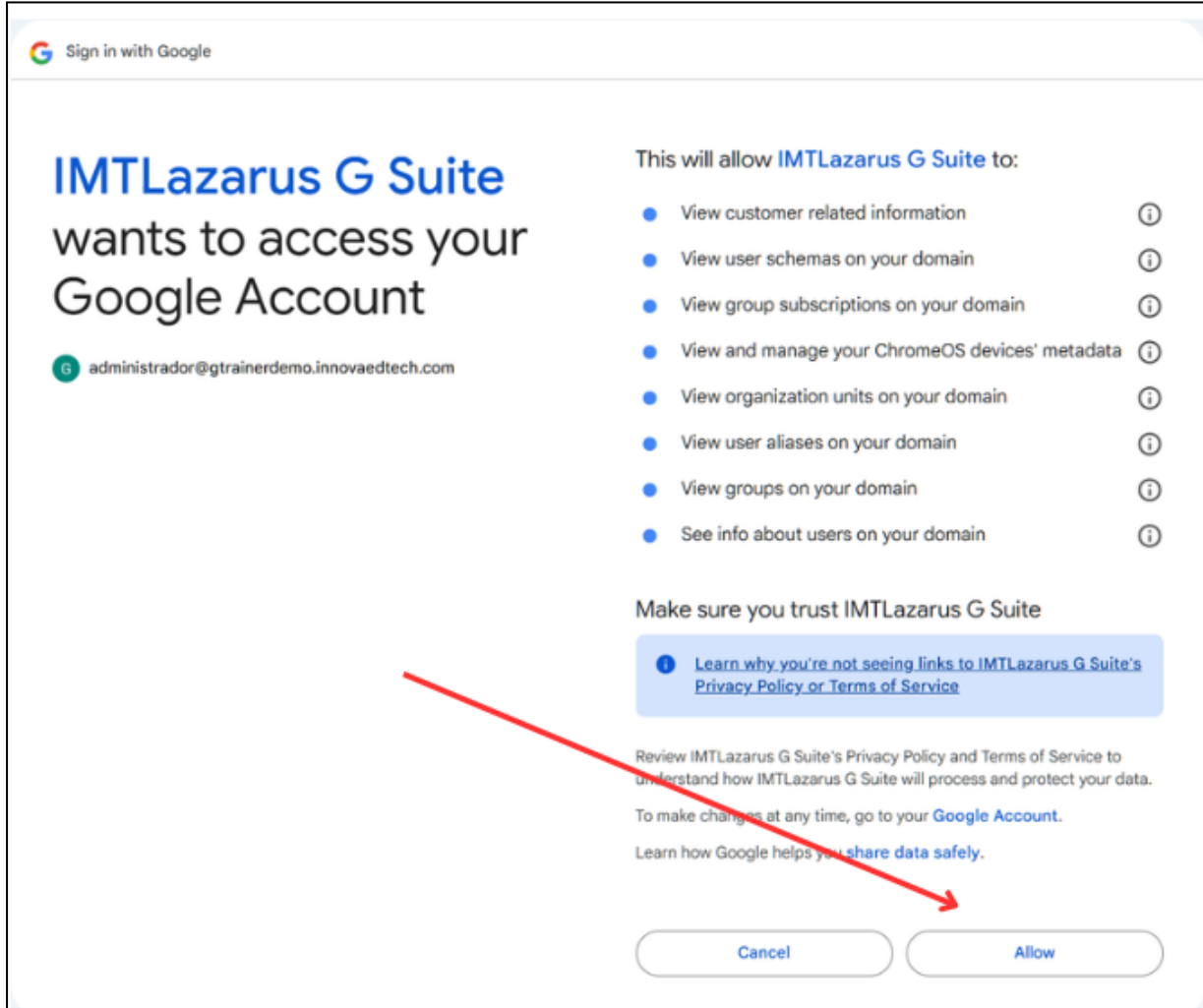
## Step 12:

From this window, we will click on the blue “GET KEY” button and a new tab will open where we will have to select a Google Workspace Administrator account:



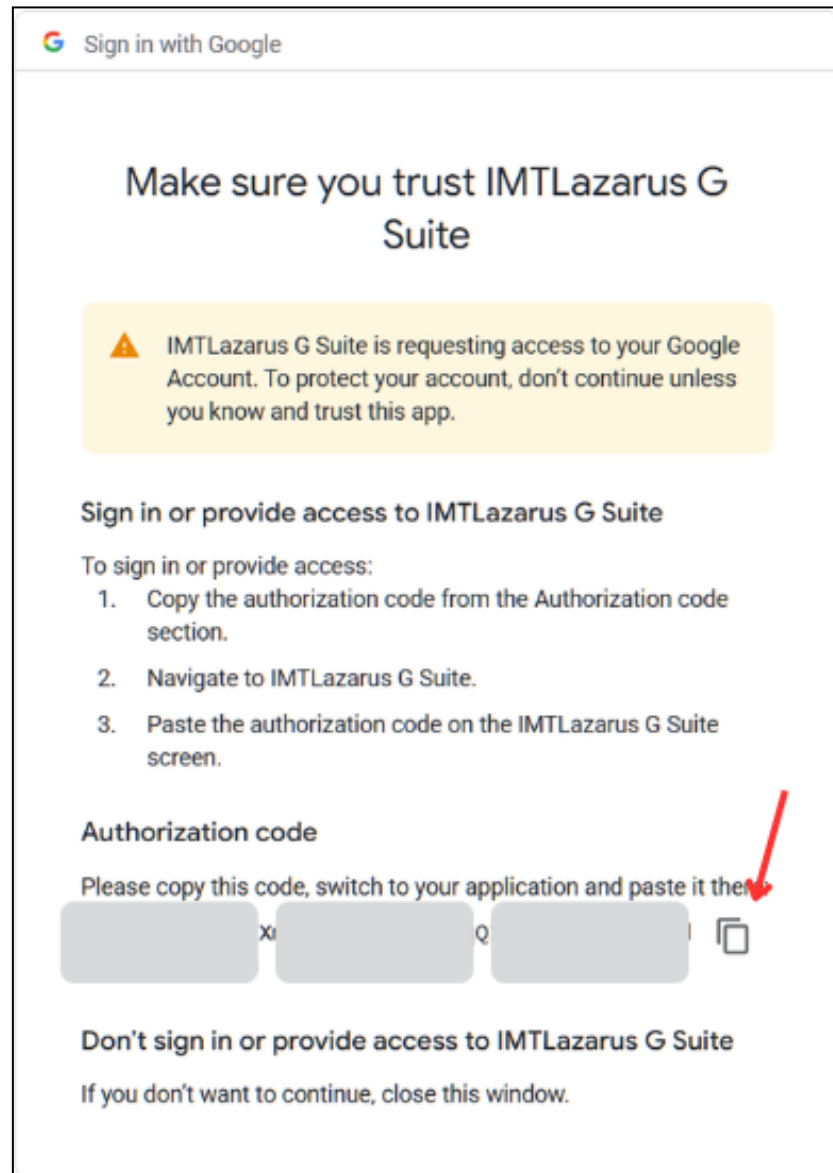
## Step 13:

By selecting the Administrator account, a screen will appear where we must allow the connection between IMTLazarus and Google Workspace by clicking the "Allow" button:



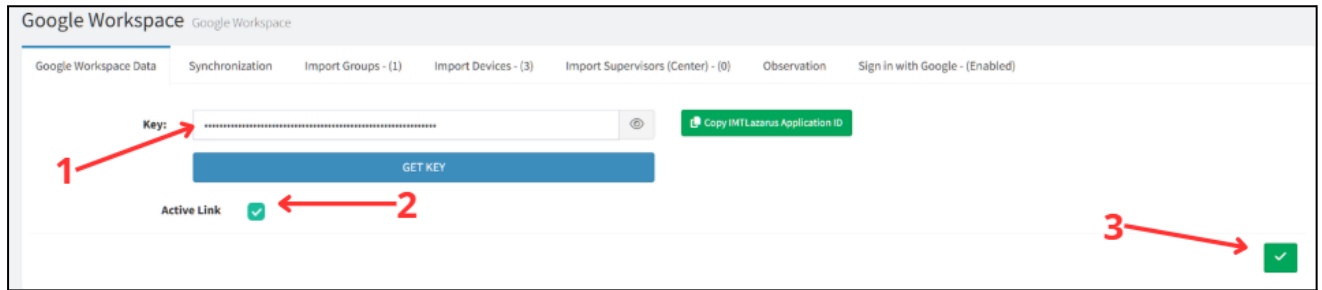
## Step 14:

Clicking the "Allow" button will display another screen with an "Authorization Code" that you must copy:



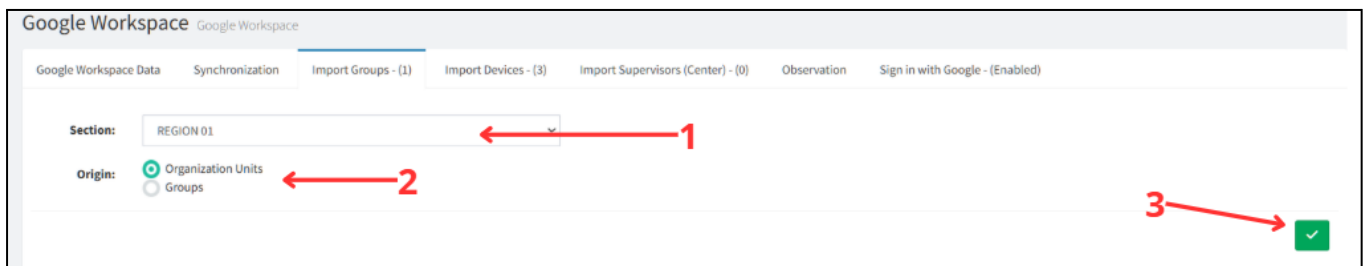
## Step 15:

Once this authorization code is copied, we will return to the IMTLazarus screen to paste it into the "Key" box, activate the "Active Link" checkbox and click on the green button (bottom right) to save the changes:



## Step 16:

To import Groups or Organizational Units, go to the second tab called “Import Groups”, select the section\* where you want to add these groups, and select whether you want to import Organizational Units or Groups from your Google Workspace Console:

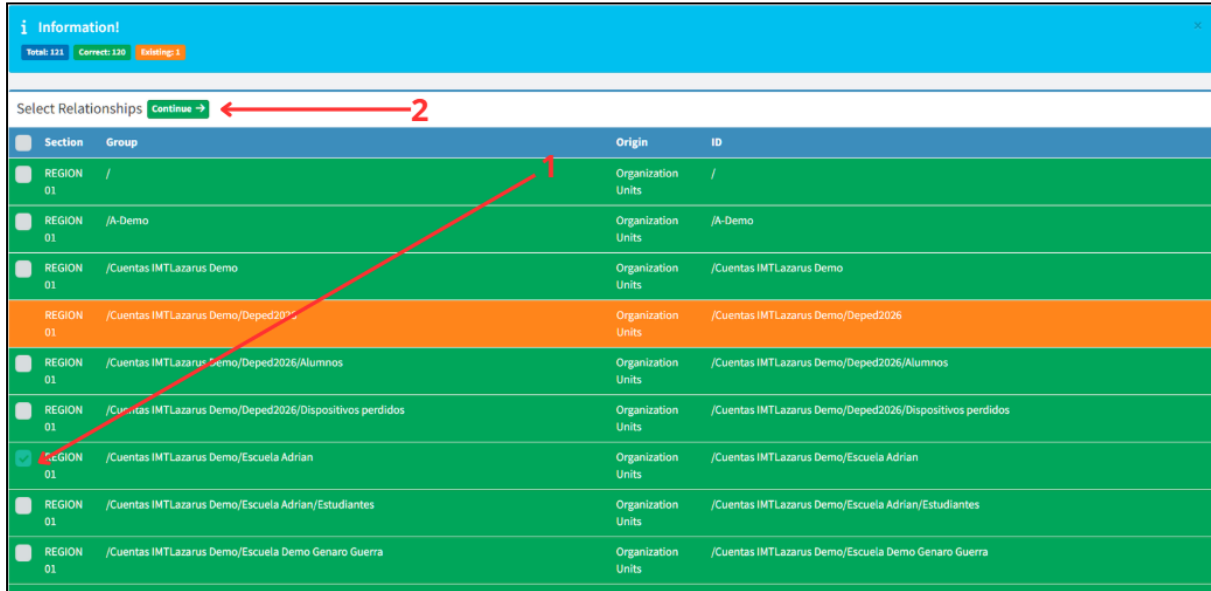


We will press the green button (bottom right) to continue.

\*If we haven't created the sections, we can do so from the Administrator menu > Groupings > Sections.

## Step 17:

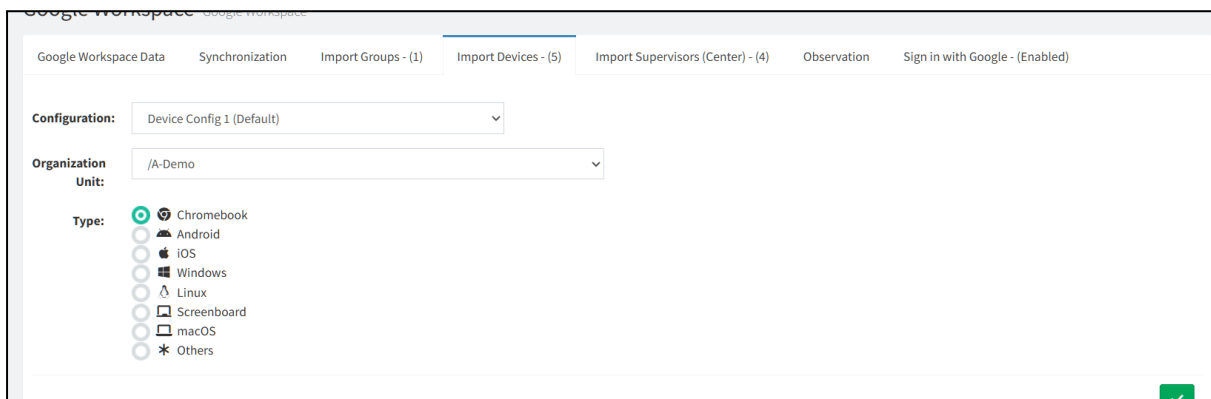
We will select the groups or Organizational Units that we want to import and click the "Continue" button:



| Section                             | Group                                                              | Origin             | ID                                                       |
|-------------------------------------|--------------------------------------------------------------------|--------------------|----------------------------------------------------------|
| <input type="checkbox"/>            | REGION 01 /                                                        | Organization Units | /                                                        |
| <input type="checkbox"/>            | REGION 01 /A-Demo                                                  | Organization Units | /A-Demo                                                  |
| <input type="checkbox"/>            | REGION 01 /Cuentas IMTLazarus Demo                                 | Organization Units | /Cuentas IMTLazarus Demo                                 |
| <input type="checkbox"/>            | REGION 01 /Cuentas IMTLazarus Demo/Deped2026                       | Organization Units | /Cuentas IMTLazarus Demo/Deped2026                       |
| <input type="checkbox"/>            | REGION 01 /Cuentas IMTLazarus Demo/Deped2026/Alumnos               | Organization Units | /Cuentas IMTLazarus Demo/Deped2026/Alumnos               |
| <input type="checkbox"/>            | REGION 01 /Cuentas IMTLazarus Demo/Deped2026/Dispositivos perdidos | Organization Units | /Cuentas IMTLazarus Demo/Deped2026/Dispositivos perdidos |
| <input checked="" type="checkbox"/> | REGION 01 /Cuentas IMTLazarus Demo/Escuela Adrian                  | Organization Units | /Cuentas IMTLazarus Demo/Escuela Adrian                  |
| <input type="checkbox"/>            | REGION 01 /Cuentas IMTLazarus Demo/Escuela Adrian/Estudiantes      | Organization Units | /Cuentas IMTLazarus Demo/Escuela Adrian/Estudiantes      |
| <input type="checkbox"/>            | REGION 01 /Cuentas IMTLazarus Demo/Escuela Demo Genaro Guerra      | Organization Units | /Cuentas IMTLazarus Demo/Escuela Demo Genaro Guerra      |

## Step 18:

We return to the Admin > Settings > Integration > Google Workspace section and click on the "Import Devices" tab. Here we will select a Device Configuration, the Organizational Unit from which we want to import our student accounts or emails (no devices) and the type of technology that "Chromebook" will be:



Google Workspace Data Synchronization Import Groups - (1) **Import Devices - (5)** Import Supervisors (Center) - (4) Observation Sign in with Google - (Enabled)

Configuration: Device Config 1 (Default)

Organization Unit: /A-Demo

Type: ☒ Chromebook ☐ Android ☐ iOS ☐ Windows ☐ Linux ☐ Screenboard ☐ macOS ☐ Others

## Step 19:

We will click on the green button (bottom right) to view the student accounts of the Organizational Unit we have selected and the complete list will appear:

Information!

Total: 11

Correct: 11

Select Devices

Import

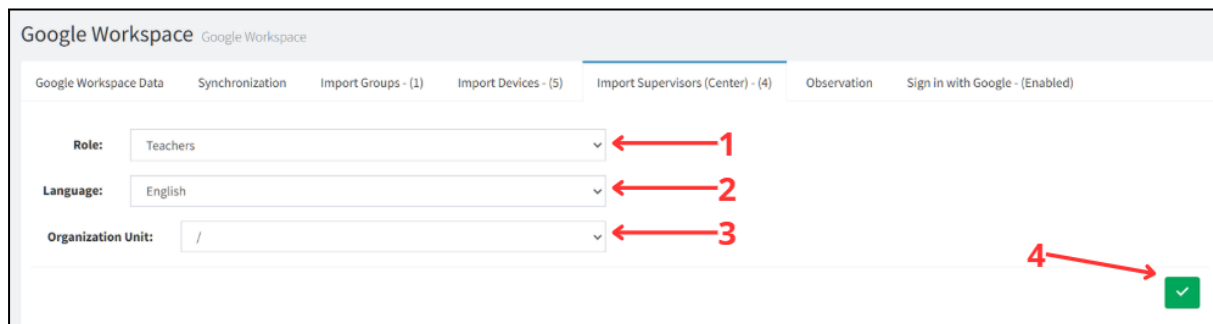
| <input type="checkbox"/>            | Name   | Last Name | ID                    | Email                                  | Password | Device                           | Configuration             | Organization Unit                                                    | Serial Number (HW) |
|-------------------------------------|--------|-----------|-----------------------|----------------------------------------|----------|----------------------------------|---------------------------|----------------------------------------------------------------------|--------------------|
| <input type="checkbox"/>            | Abel   | Ruiz      | 113929234715340245977 | a.ruiz@trainerdemo.innovaedtech.com    | 129446   | <div><div></div>Chromebook</div> | Device Config 1 (Default) | /Cuentas IMTLazarus Demo/Escuela Genaro/Estudiantes/Primaria/Segundo |                    |
| <input type="checkbox"/>            | Ana    | García    | 114003315194033690513 | ana@trainerdemo.innovaedtech.com       | 373500   | <div><div></div>Chromebook</div> | Device Config 1 (Default) | /Cuentas IMTLazarus Demo/Escuela Genaro/Estudiantes/Primaria/Primero |                    |
| <input type="checkbox"/>            | Diana  | López     | 102679245962335081524 | d.lopez@trainerdemo.innovaedtech.com   | 439460   | <div><div></div>Chromebook</div> | Device Config 1 (Default) | /Cuentas IMTLazarus Demo/Escuela Genaro/Estudiantes/Primaria/Primero |                    |
| <input checked="" type="checkbox"/> | Genaro | User1     | 108468594753270885315 | genaro.u1@trainerdemo.innovaedtech.com | 757282   | <div><div></div>Chromebook</div> | Device Config 1 (Default) | /Cuentas IMTLazarus Demo/Escuela Genaro/Estudiantes/Primaria/Primero |                    |

We will select the accounts we want to import that appear in green, since those that appear in orange mean that they already exist in IMTLazarus (either because we have imported them previously or because they have been added manually or through an upload with a CSV file).

We will click on the green "Continue" button above to add student accounts.

## Step 20:

We return to the Admin > Settings > Integration > Google Workspace section and click on the "Import Supervisors (Center)" tab. We will select the Role we want to apply to the Supervisor accounts we are importing, the Language, and the Organizational Unit we want to read from our Google Workspace Console, and then click the green button (bottom right) to continue.



## Step 21:

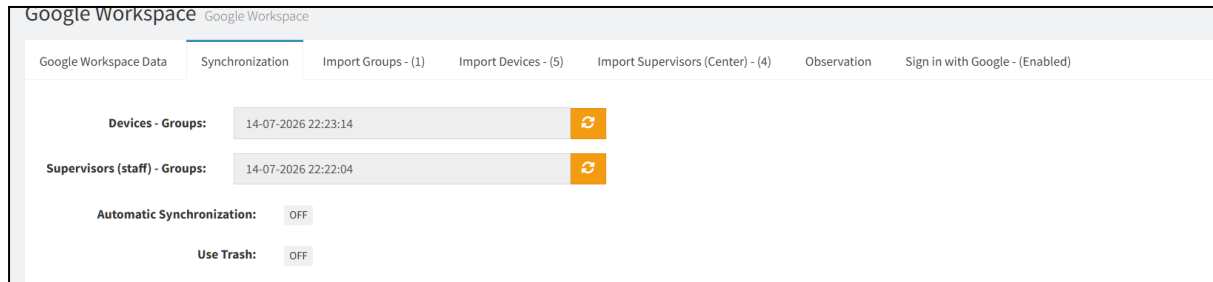
We will select the accounts we want to import that appear in green, since those that appear in orange mean that they already exist in IMTLazarus (either because we have imported them previously or because they have been added manually or through an upload with a CSV file).

| i Information!                            |            |           |                                          |          |                       |          |          |                                                                              |
|-------------------------------------------|------------|-----------|------------------------------------------|----------|-----------------------|----------|----------|------------------------------------------------------------------------------|
| Total: 146 Correct: 138 Existing: 8       |            |           |                                          |          |                       |          |          |                                                                              |
| Select Supervisors <a href="#">Import</a> |            |           |                                          |          |                       |          |          |                                                                              |
|                                           | First Name | Last Name | Email                                    | Password | ID                    | Role     | Language | Organization Unit                                                            |
| <input checked="" type="checkbox"/>       | Alejandra  | Fernandez | a.fernandez@trainerdemo.innovaedtech.com | 334731   | 114479883141623488307 | Teachers | English  | /Cuentas IMTLazarus Demo/Escuela Genaro/Estudiantes/Secundaria/2ª Secundaria |
| <input checked="" type="checkbox"/>       | Ana        | Martinez  | a.martinez@trainerdemo.innovaedtech.com  | 194889   | 115820252845393231640 | Teachers | English  | /Cuentas IMTLazarus Demo/Escuela de David/Estudiantes                        |
| <input checked="" type="checkbox"/>       | Adrian     | Ramirez   | a.ramirez@trainerdemo.innovaedtech.com   | 704735   | 104881731606035030360 | Teachers | English  | /Cuentas IMTLazarus Demo/Escuela Genaro/Estudiantes/Secundaria/4ª Secundaria |

We will click on the green "Continue" button above to add the Supervisor teacher accounts.

## Step 22:

We return to the Admin > Settings > Integration > Google Workspace section and click on the “Synchronization” tab.



From here we can synchronize Devices with Groups and Supervisors with Groups:

**Devices - Groups:** The student accounts we have imported will appear in the groups we imported in the previous steps (provided that those student accounts are in those groups or Organizational Units in our Google Admin Console).

**Supervisors - Groups:** the teacher accounts that we have imported will have access to the groups or Organizational Units that we have imported.