

Getting your API Key

An API key is required to make API calls. The API key has the same permissions as your user.

Where to find it

Log into the portal and click on your user profile in the top right. Scroll down to the API key section to view or create one.

Click on the *edit* logo to view your FULL API key.

If you don't see the API key section you don't have the proper permissions, please contact your administrator in this case.

Expiry

An API key expires after a maximum of 12 months. When creating your API key you can set your own expiry date. Starting a month before it expires you will get regular notifications sent by email reminding you that you need to renew it.

Renewal

When you are notified that your API key is about to expire follow these steps to renew your API key:

1. Login and click on your user profile.
2. Navigate to the API section and create a new API key.
3. Replace your old API key with your new API key in your code base.
4. Go back to the API section in your user profile and delete your old API key.

It is possible to use the API to automate this process, take a look at the [API key endpoint](#).