

Creating a User Account File

When creating a user account file, use the following rules.

- The file must be comma delimited and must include the header row.
- Fields marked as optional must still be included in the file. Leave the fields blank if not including a value.
- User matching will occur on the Username.
- If an import record has an error, the entire record will be rejected.
- The export file will be in the same format as the import file, including all data elements.
- The header row (column or Field Name) is required for import files and will be included in export files. The columns must be in the order provided below.

Header Field Name	Field Description
Action	Required field. Contains the code representing the action to be taken for the record. Valid values are: C or c (create) U or u (update) The Actions will default to U for all records in an export file.
Username	Required field. Contains the username. Must be unique. Case insensitive. NOTE: It is suggested to use email address as the username to avoid uniqueness issues.
First Name	Required field. Contains the user's first name.
Last Name	Required field. Contains the user's last name.

Header Field Name	Field Description
Email	<p>Required field.</p> <p>Must be valid email address format or blank.</p> <p>Contains the email address for the intended user. When a new user account is created, a notification email is sent to this address.</p>
Authorized Organizations	<p>Required field.</p> <p>Delimited field. Multiple organization codes must be separated with a colon (e.g., 999001:999001002). Include leading zeros.</p> <p>Most users will have only one organization listed and will have access to that organization and all of its children organizations.</p>
Roles	<p>Required field.</p> <p>At least one Role is required.</p> <p>Case insensitive.</p> <p>This is a delimited field, multiple roles must be separated with a colon. Spaces should not be used in role names.</p> <p>Most users will have only one role assigned.</p> <p>Role names should be listed without spaces as shown below.</p> <p>Superintendent = Superintendent DistrictTestingCoordinator = District Testing Coordinator DistrictTestingAssistant = District Testing Assistant TechnologyStaff = Technology Staff DistrictUserAccountAssistant = District User Account Assistant CampusTestingCoordinator = Campus Testing Coordinator OnlineSessionAdministrator = Online Session Administrator OnlineTestAdministrator = Online Test Administrator StudentDataAssistant = Student Data Assistant TestSetupAssistant = Test Setup Assistant MarkTestComplete = Mark Test Complete</p>

Header Field Name	Field Description
Active Begin Date	<p>Optional field.</p> <p>Identifies when a user account becomes active.</p> <p>Format as: MM/DD/CCYY MM is the 2-digit month DD is the 2-digit day CC is the century YY is the 2-digit year</p> <p>For example, if an active begin date is March 30, 2011, it should be entered as 03/30/2011. Leading zeros in the month and day fields are not required.</p> <p>When blank, the system will populate the start date with the current date.</p>
Active End Date	<p>Optional field.</p> <p>Identifies when a user account becomes inactive.</p> <p>Format as: MM/DD/CCYY MM is the 2-digit month DD is the 2-digit day CC is the century YY is the 2-digit year</p> <p>For example, if an active end date is March 30, 2011, it should be entered as 03/30/2011. Leading zeros in the month and day fields are not required.</p> <p>When blank, the system will populate the active end date with a date that is 12 months into the future.</p>
Disabled	<p>Required field.</p> <p>Identifies whether the user's account is disabled. Case insensitive.</p> <p>Valid values are: Yes = Account should be disabled. No = Account should not be disabled.</p>
Disabled Reason	<p>Required if Disabled field is set to Yes.</p> <p>Alphanumeric.</p>