

Spring 2017 Indiana User Upload File Layout

FIELD ORDER	NAME* (Display Name in PearsonAccess Next)	DATA FIELD DESCRIPTION:	REQUIRED (Y/N)	MAX LENGTH	VALID VALUES	NOTES
1	Action	Contains the code representing the action to be taken for the record.	Y	1	Valid values are: C or c (create) U or u (update)	Values are not case sensitive.
2	Username	The numbers, letters, and symbols used to identify an electronic mail (e-mail) user within the network to which the person or organization belongs.	Y	100	Must be properly formatted email address Allow the following values before(username) and after (domain name) the '@' sign: example@email.com A-Z a-z 0-9 ! # \$ % ^ & * + { = } / ' ? ` ~ No embedded spaces	Enter the user name (email address) of the record you are creating or of the existing record you are updating. If the user name entered to create a new account is already taken, an error message will be received upon upload.
3	First Name	The full legal first name given to a person at birth, baptism, or through legal change.	Y	50	Alphanumeric: A-Z, a-z, hyphens, apostrophe and embedded spaces	Enter the first name of the record you are creating or of the existing record you are updating. This is a required field when creating new user accounts or when updating existing accounts.
4	Last Name	The full legal last name borne in common by members of a family.	Y	50	Alphanumeric: A-Z, a-z, hyphens, apostrophe and embedded spaces	
5	Email	The numbers, letters, and symbols used to identify an electronic mail (e-mail) user within the network to which the person or organization belongs.	Y	100	Must be properly formatted email address Allow the following values before(username) and after (domain name) the '@' sign: example@email.com A-Z a-z 0-9 ! # \$ % ^ & * + { = } / ' ? ` ~ No embedded spaces	Enter the email address of the intended user. When a new user account is created, a notification email is sent to this address.
6	Authorized Organizations	A unique number or alphanumeric code assigned to an organization by a school, school system, a state, or other agency or entity.	Y	9	Alphanumeric A-Z, a-z, 0-9 Corporation access must be formatted as follows: CCCC-0000 School access must be formatted as follows: CCCC-SSSS	Enter the organization codes associated with the user account. Example: Corp ID or School ID.

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7	Roles	The description of role assigned to a user.	Y	22	Required. Case sensitive. Delimited field. Multiple role codes must be separated with a colon. Most users should have only one role. Valid User Roles: CTC = Corporation Test Coordinator STC = School Test Coordinator CITC = Corporation IT Coordinator SITC = School IT Coordinator IDOE = State examiner=Examiner proctor=Proctor corporationuser=Corporation User schooluser=School User teacher=Teacher resume=Resume Test	Can only create/modify roles for users that are within the list of roles that the user submitting the file has access to. Note: resume=Resume Test is a new role that can be added to an existing role. Use this role to allow additional users to help resume students during test administration.
8	Active Begin Date	Identifies when a user account becomes active.	N	10	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 For example, if a start date is March 30, 2011, it should be entered as 03/30/2011. Leading zeros in the month and day fields are not required.	This field may be left blank. If left blank, the system will populate the Start Date field with a default value of the system's current date and time (CT) when your file is processed. The start date can also be predated.
9	Active End Date	Identifies when a user account becomes inactive.	N	10	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 For example, if a start date is March 30, 2011, it should be entered as 03/30/2011. Leading zeros in the month and day fields are not required.	This field may be left blank. If left blank, the system will populate the End Date field with a default value of 12 months after the system's current date and time (CT) when your file is processed.

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FIELD ORDER	NAME* (Display Name in PearsonAccess Next)	DATA FIELD DESCRIPTION:	REQUIRED (Y/N)	MAX LENGTH	VALID VALUES	NOTES
10	Disabled	Disables a user account.	N	3	Case Insensitive. Yes = Account should be disabled. No = Account is not disabled.	Use this field when a user will never need to access the system again (e.g., the user retires or switches positions). An account marked as disabled "YES" cannot be accessed by the user. Because the account is only marked as disabled, you can revive the account by populating the Disabled field with "NO" (not disabled). If an account is disabled, the user will receive an error message when he or she attempts to log in.
11	Disabled Reason	Identifies the reason code for why an account is disabled.	N	100	If Disabled = Yes, a disable reason must be provided. Alphanumeric	Only use this field when the disabled field is populated with "yes".