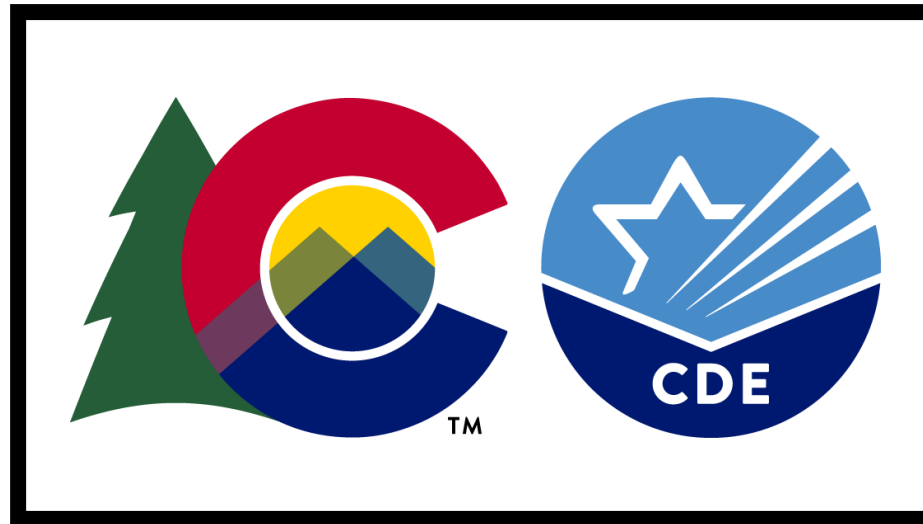# User File
Field Definitions

Version 1.0

CMAS Science, Mathematics and English Language Arts/Literacy (including CSLA)

CoAlt Science

Document Revisions

Revision Date	Version	Description
10/1/2022	1.0	Initial Version

If assistance is needed, *call 1-888-687-4759 or visit*
https://co.pearsonaccessnext.com/, sign in to your
account, and select **Contact COLORADO Support**.

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The purpose of this document is to provide the information needed to populate values in the User Data File and instructions for importing the file into PearsonAccess^next to create or edit users. The first section of this document has a checklist of tasks to complete before importing the file, helpful hints, and step-by- step instructions for importing the file into PearsonAccess^next. The second section of this document contains a table with the list of fields that are present in the data file. This table also indicates if fields are required, field length requirements, field definitions, notes/validations, and lists of expected values or criteria for entering valid values.

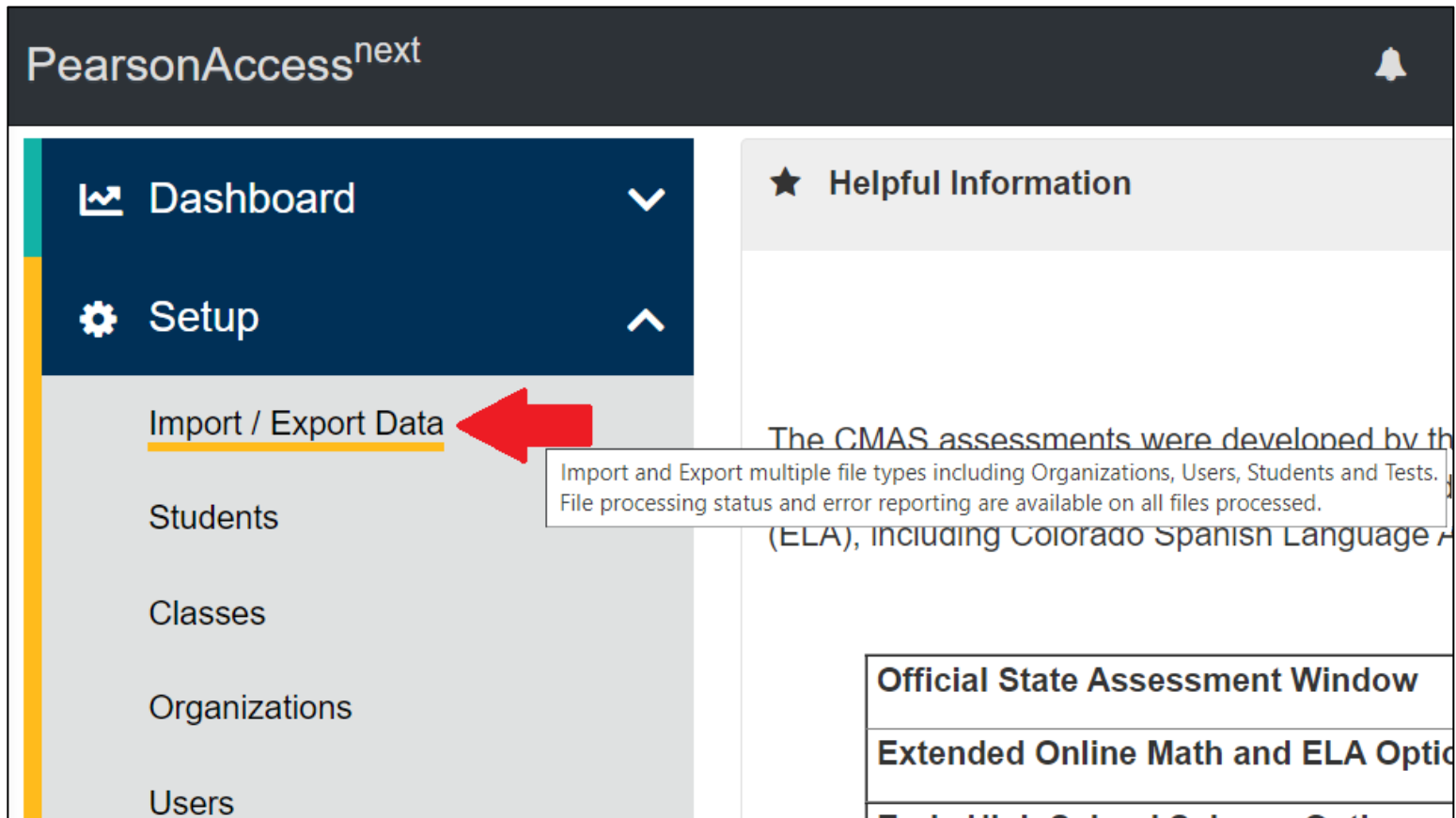| Checklist Prior to File Import		
1	Receive a PearsonAccess^next User Account.	☐
2	Verify the appropriate organizations are available in PearsonAccess^next.	☐
3	Verify all required fields are populated. Required field rows are highlighted in green.	☐
4	All expected values match the values found in this document. Bold text in the Expected Values column must be entered exactly as it appears in this document.	☐
5	Do not delete the header row.	☐
6	Import the file as a Comma Delimited File (.csv file extension).	☐

Helpful Hints:
If using Microsoft Excel, it is recommended that the source file is saved as an Excel spreadsheet to keep formatting (leading zeros). Prior to each import attempt, save the data file as an Excel spreadsheet. Then save again as a .csv file. If an error is encountered, make the updates in the source Excel spreadsheet and save, then save again as a .csv file. Repeat as necessary.
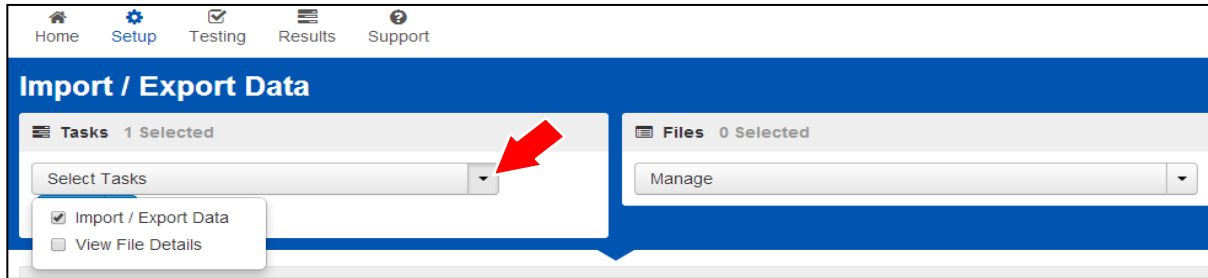
Importing a User Data File
To import a User file

1. Log into PearsonAccess^{next}.

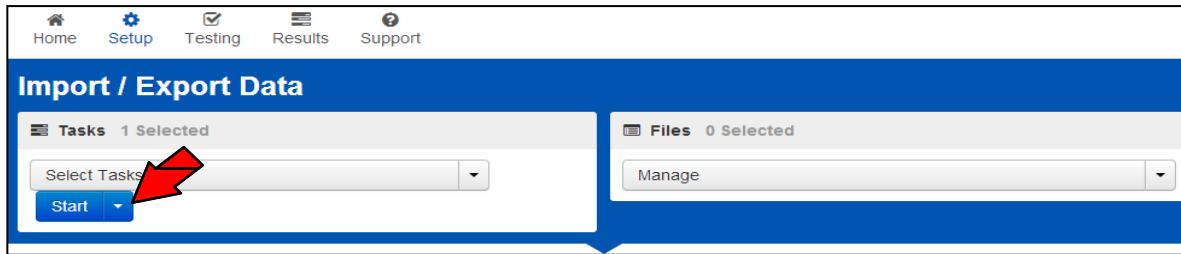2. Select **Import / Export Data** under **Setup** drop down menu.

3. Select **Import / Export Data** under **Select Tasks** drop down menu.

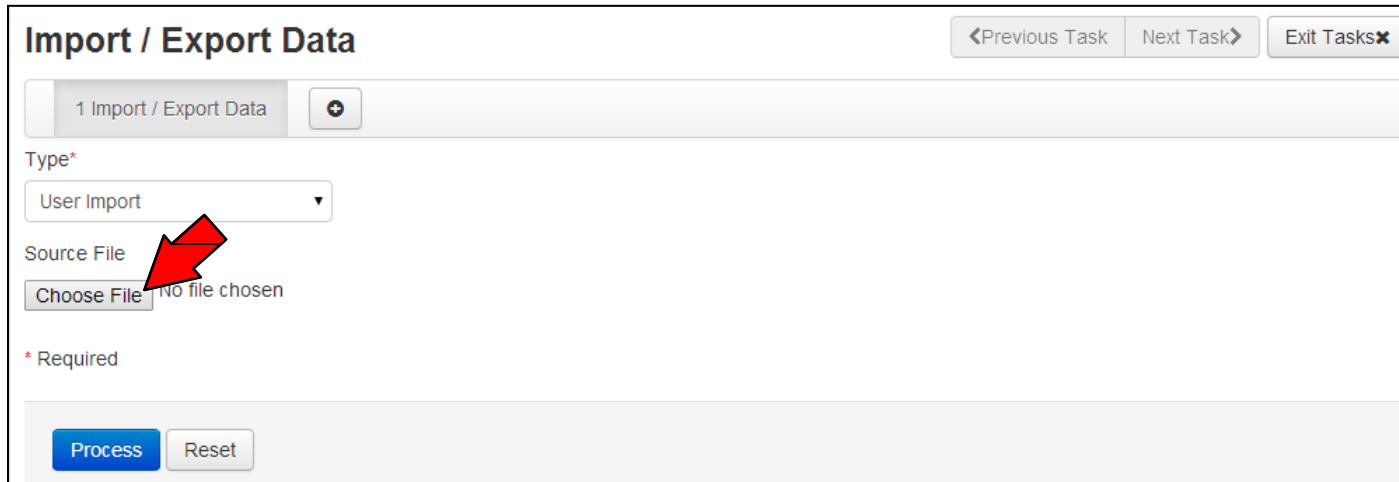4. Select **Start.**

5. Select **User Import** from the **Type** drop down menu.

6. Select **Choose File** to select the file to be imported.
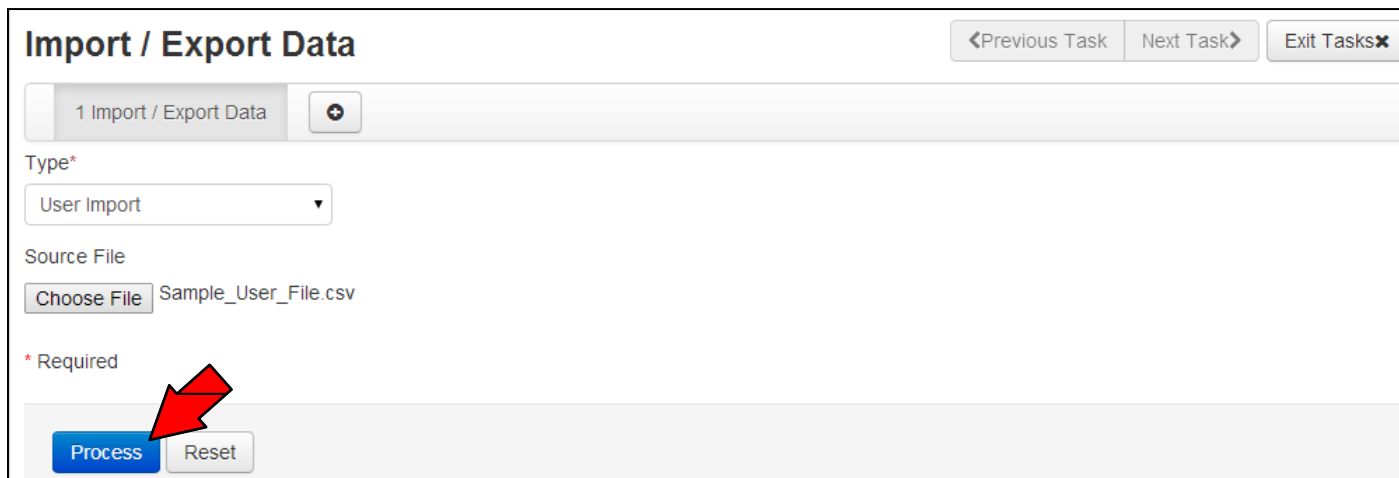
7. Select **Process** to import the selected file.

Checking the status of an imported file

The **View File Details** screen will appear after selecting **Process.** This screen shows the processing status. Select the ⟳ icon to refresh the screen.

After the file processes, the **View File Details** screen shows the number of successful records.

If there are errors, they are displayed at the bottom of the screen. There is an option to download a file with just the records that contain errors or a list of error messages.

Errors

Download Records in Error ⓘ

Download Error Messages ⓘ

Record Number	Message
2	No matching organization could be found with code: IA-IA987654-1
3	No matching organization could be found with code: IA-IA987654-1

Helpful Hints:
A file may contain records that processed correctly and records that contain errors. The records that processed correctly were added to the system. Only records that contain errors need to be processed again.

If attempting to create a record and the provided username already exists in the system, the record errors.

If attempting to update a record and the provided username does NOT already exist in the system, the record errors.

User Data File Fields

Column Letter	Field Name	Required Y/N	Field Length	Definitions/Notes	Expected Values				
A	Action	Y	1	Contains the code representing the requested action for the record.	**C** = Create **D** = Delete **R** = Restore **U** = Update				

B	Username	Y	100	Contains the username which must be unique.
				
				Best Practice: Use the user's email address as the username.
					A-Z
					a-z
					0-9
					!
					#
						$
						%
						^
						&
						*
							+
							{
							=
							}
								/
								|
								'
								?
									`
									~
									@
									No embedded spaces

C	First Name	Y	35	The user's first name.	A-Z a-z 0-9	. - ' Embedded Spaces			
D	Last Name	Y	35	The user's last name.					

E	Email Address	Y	100	The numbers, letters, and symbols used to identify an email address within the network to which the user belongs. Requires proper formatting.
				
				Example: example@email.com.
					A-Z
					a-z
					0-9
					!
					#
						$
						%
						^
						&
						*
							+
							{
							=
							}
								/
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								'
								?
									`
									~
									@
									No embedded spaces

F	Authorized Organizations	Y	34	Identifies the organizations to which a user has access. Delimited field. Separate multiple organization codes with a colon (e.g., CO-1234-1234:CO-1234-3456). Include leading zeros. **District**: CO-DDDD where DDDD equals the four-digit district code assigned by CDE **School**: CO-DDDD-SSSS where DDDD equals the four-digit district code and SSSS equals the four-digit school code assigned by CDE **Note**: Users with district level access (e.g., CO-1234) do not need access to individual schools within the district as this is built into the district level access. Most users have only one authorized organization listed (i.e., the district or a single school). An example of a user who may need access to multiple organizations is a special education teacher shared by two schools, but this teacher should not have access to the entire district.	A-Z a-z 0-9 -				

Column Letter	Field Name	Required Y/N	Field Length	Definitions/Notes	Expected Values
G	Roles	Y	50	Identifies the roles assigned to a user. This is a delimited field. Separate multiple role codes with a colon (e.g., SCHOOL_INST_TC: SENSITIVE_DATA).	**LEA_DIST_TC** = LEA/District Test Coordinator **SCHOOL_INST_TC** = School/Institution Test Coordinator **TEST_ADMINISTRATOR** = CMAS Test Administrator **TECHNOLOGY_COORDINATOR** = Technology Coordinator **PUBLISHED_REPORTS** = Published Reports Role **SENSITIVE_DATA =** Sensitive Data Role **REJECTED_STUD_TEST** = Rejected Student Test **STUDENT_TEST_UPDATE_ROLE** = Student Test Update Role **ONDEMANDTEACHER** = OnDemand Teacher Report Access Role **ONDEMAND_ADMIN** = OnDemand Admin Report Access Role
H	Active Begin Date	N	10	This date identifies when a user account becomes active. When blank, the system populates the start date to the import date.	Format as: YYYY-MM-DD
I	Active End Date	N	10	This date identifies when a user account becomes inactive. The Active End Date must be equal to or after the Active Begin Date.	
J	Disabled	Y	3	This identifies whether the user's account is disabled. The Disabled Date within the system is populated with the import date if Disabled field is set to Yes. Use this field when a user no longer needs to access the system (e.g., the user retires or changes jobs).	**Yes** = Account is disabled. **No** = Account is not disabled. Case Insensitive
K	Disabled Reason	Y*	100	Do not populate if the Disabled field is set to No. *Required if Disabled field is set to Yes.	A-Z 0-9
L	Is Deleted	N	3	Identifies whether the user's account is deleted.	**Yes** = Account is deleted **No** = Account is not deleted.