

General Information

- Upload and activate teacher accounts first. Template should be saved as a csv or xls format.
- First name, last name, student id, birthdate, and grade level are required fields; template will be rejected if these fields are not completed for all students
- Usernames must be unique within the entire MY Access! system (you will be prompted to choose another username if selection has already been taken.
- Student ID is unique within a district (you will be prompted to choose another if student already exists in the district).
- Column header order must be maintained.
- Duplicate students must be removed from template prior to upload.
- Questions or problems? Call our MY Access! Support Specialists at (800) 322-0848 or support@myaccess.com

Teacher/Admin Batch Upload Process

The batch upload process supports the import of teachers and admins to multiple schools in a single file.

Step 1. Enter your school codes by clicking on Setup & Assignment and selecting School Import Code.

	Setup & Assignment • Manage Acco	ounts User Search Portfolio	My Prompts Re	eports Resources	
School Code List School Name School Code	Setup District & Assignments Setup Schools and Assignments Permission Manager School Imported Code				Search
View	School Name	Imported Code		Option	
1	Columbia School(SA)	500753000299		Update School Code	
2	Read School	480894011355		Update School Code	
3	Texas School	VAN497689		Update School Code	

Step 2. Download the district multiple teacher and school admin template. Enter your school codes and required information (username, password, firstname, last name, gender, user role, email. Note: Usernames are globally unique. It is recommended that teacher school email be used for the username, and passwords be minimum of six letters/numbers.

My Access New Tea	cher and School Adm	ninistrator Template						
	Login Information	Teach	ner / School Admi	Account Details				
(System does not au	ito generate logins for new administrators)	teachers and school	*Indicates absolute r	ninimum required fie	lds	(M or F)	(Enter T for a teacher. Enter S for a school administrators)	(Enables password recovery. username@domain.edu com org)
School Code*	Username*	Password*	First Name*	Middle Name	Last Name*	Gender	User Role*	Email Address
030	s.smith@delhhs.edu	\$sm_0876	Sandy		Smith		Teacher	s.smith@delhhs.edu

COPYRIGHT © by <u>Vantage Learning</u>. All Rights Reserved. No part of this work may be used, accessed, reproduced or distributed in any form or by any means or stored in a database or any retrieval system, without the prior written permission of Vantage Learning.



Step 3. Select the school(s) and orders, enter a unique upload name, choose file, and click upload.

Add Multiple Accounts	
	Before You Upload Need Help? Click Here
Step 1: Download Template:	Student and Teacher Templates
Step 2: Select User Type:	Student Teacher/Admin
Step 3: Select School:	Select One
	1. Columbia School(SA1 (School Code, 001) 2. Read School (School Code, 002) 3. Texas School (School Code, 003)
Step 4: Select Order(s):	Columbia School (SA) (School Code, 001): exp=2021-02-03 Read School (School Code, 002): exp=2021-02-03
	Read School (School Code, UC2): exp=2021-02-03
	۰. ۲
Step 5: Deactivate School Accounts or Update:	
 Maintain Current Accounts and Update Step 6: Username and Password Generation: 	Deactivate Current Student Accounts and Add New
Auto Generated	* User Defined
Step 7: Unique Upload Name:	
Step 8: Upload Your Template:	Choose File No file chosen

Step 4. Click on Correct Error link to view and correct errors.

School:				Range	5.			
Select All				v				#
Upload Date:								Filter
								Pilter
Add Multiple Users Add	I Single User							
		Upload Date	Status	Total Records	Valid Records	Invalid Records	Next Step	Ontions
Add Multiple Users Add File Name 903teacherupload	l Single User Order	Upload Date 9/3/19	Status	Total Records	Valid Records	Invalid Records	Next Step	Options

Step 5. Click on Activate Accounts to compete the process.

Add Multiple Users Ar	dd Single User							
File Name	Order	Upload Date	Status	Total Records	Valid Records	Invalid Records	Next Step	Options
903teacherupload		9/3/19		2	2	0	Activate Account	9

COPYRIGHT © by <u>Vantage Learning</u>. All Rights Reserved. No part of this work may be used, accessed, reproduced or distributed in any form or by any means or stored in a database or any retrieval system, without the prior written permission of Vantage Learning.



Student Import Process

Step 1. Download student file template.

NOTE: you may use your own spreadsheet template as long as the column headers are identical to the My Access! template.

		Before You Upload Need Help? Click Here
Step 1: Download Template:	HStudent Templates	
Step 2: Select User Type:	* Student	Teacher/Admin
Step 3: Select School:	Selee	ec 🚱 MY Access! School Edition Login - Vantage Learning - Google Chrome 🛛 🗖
Step 4: Select Expire Date:	Sele	
Step 5: Select Order(s):		 staging.myaccess.commingaccessmep_resources/anistempates.communus.jsp
Step 6: Deactivate School Accounts or Update: Maintain Current Accounts and Update Step 7: Username and Password Generation:	Deactivate Current	BECAUSE WRITING MATTERS
Auto Generated Step 8: Unique Upload Name:	User Defined	_
Step 9: Upload Your Template:	Choose File No file of	
		Student Template Click the link under Template column to open the template or to save it your folder.
	Cancel Upload	This template allows students to be uploaded to a school at one templa

Step 2. Select **Deactivate Current Student and add New OR Maintain Current Accounts and Update**.

Maintain Accounts and

Update: All current student accounts will remain active and new students added or existing updated. This feature is useful for mid-year additions and/or updates to your roster.

Deactivate Current Accounts and Update: This feature is useful for end of semester or new school year. Anyone on the template

d Multiple Accounts	
	Before You Upload Need Help? Click Here
Step 1: Download Template:	Student Templates
Step 2: Select User Type:	Student Teacher/Admin
Step 3: Select School:	Demo School
Step 4: Select Expire Date:	2019-10-05 (1000 Accounts Avail.)
Step 5: Select Order(s):	P.O=tset aug 29, Tot=1000, Used=0, exp=2019-10-0{ ^
Step 6: Deactivate School Accounts or Update:	
Maintain Current Accounts and Update Step 7: Username and Password Generation:	Deactivate Current Student Accounts and Add New
Auto Generated	User Defined
Step 8: Unique Upload Name:	
Step 9: Upload Your Template:	Choose File No file chosen

would be automatically updated and associated to the new order. New students will automatically be updated to the new order. NOTE: Data would remain available as historical date for reporting.

Step 3. Select the school, expiration date(s) and order(s) to associate with the students.

- Step 4. Choose the method you wish your usernames and passwords to be generated with
 - Select Auto generated to allow MY Access! to assign a username and password for each user.
 - Select **Custom** if you entered the usernames and passwords.Note: Default usernames and passwords will be created in the following format:
 - Student Username: firstname+studentid
 - Student Password: 999+lastname

Step 5. Enter a unique filename. Select and upload your file.



Correcting Invalid Records

If there are no errors in your file, you can simply click the **Activate Account** icon to complete the import process.

Add Multiple Users Add Single User										
File Name	Order	Upload Date	Status	Total Records	Valid Records	Invalid Records	Next Step	Options		
0904test3		9/4/19		14	14	0	Account Activated	a		
0904test2		9/4/19		27	27	0	Activate Account	٢		

If there are errors in your import file that need to be corrected, the **Correct Accounts** icon will be displayed under the 'Next Step' column. Click Correct to access the Error Correction Screen.

There are two methods for correcting invalid records:

- **Correct Invalid Records Individually** allows you to edit user information from the current screen. This method is generally used when you have less than 20 errors to fix.
- **Export to CSV** allows you to send multiple invalid records to a CSV spreadsheet for correction. This method is generally used when you have 20 or more errors to fix and it is easier to simply re-import the users.

When you have finished correcting the necessary errors, click the Import Valid Records button on the right-hand side of the screen to import your users and thus complete the process.