

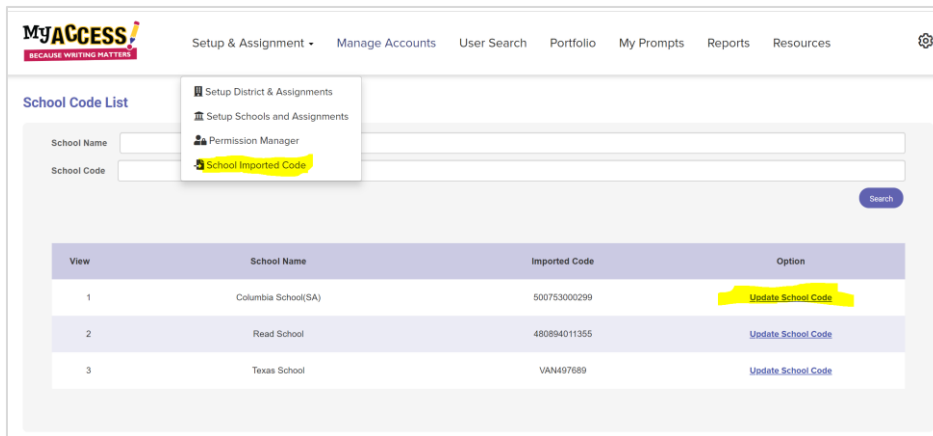
General Information

- 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**.



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 Teacher and School Administrator Template			Teacher / School Administrator Information				Account Details	
Login Information			Teacher / School Administrator Information				Account Details	
(System does not auto generate logins for new teachers and school administrators)			*Indicates absolute minimum required fields				(Enter T for a teacher. Enter S for a school administrators)	
School Code*	Username*	Password*	First Name*	Middle Name	Last Name*	Gender (M or F)	User Role*	Email Address
030	s.smith@delhhs.edu	\$sm_0876	Sandy		Smith		Teacher	s.smith@delhhs.edu

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

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

File Name	Order	Upload Date	Status	Total Records	Valid Records	Invalid Records	Next Step	Options
903teacherupload		9/3/19	<div style="width: 50%; background-color: green;"></div>	2	1	1	Correct Error	
ColumbiaSc...(readb)	demotraining	8/15/19	<div style="width: 100%; background-color: green;"></div>	1	1	0	Account Activated	

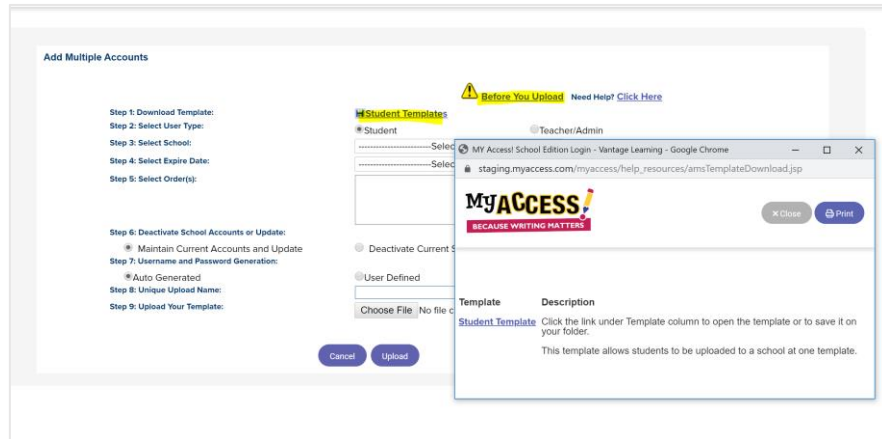
Step 5. Click on **Activate Accounts** to complete the process.

File Name	Order	Upload Date	Status	Total Records	Valid Records	Invalid Records	Next Step	Options
903teacherupload		9/3/19	<div style="width: 100%; background-color: green;"></div>	2	2	0	Activate Account	

Student Import Process

Step 1. Download student file template.

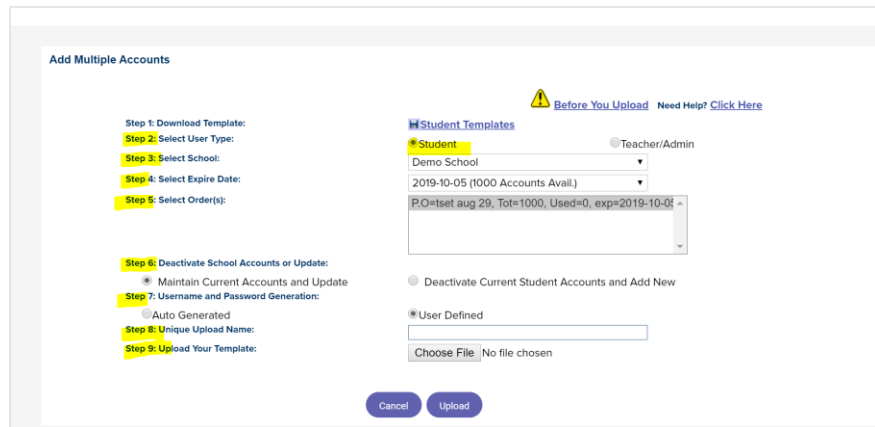
NOTE: you may use your own spreadsheet template as long as the column headers are identical to the My Access! template.



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 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.



District Level-Batch Import Process

Correcting Invalid Records

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

File Name	Order	Upload Date	Status	Total Records	Valid Records	Invalid Records	Next Step	Options
0904test3		9/4/19	<div style="width: 100%; height: 10px; background-color: green;"></div>	14	14	0	Account Activated	
0904test2		9/4/19	<div style="width: 100%; height: 10px; background-color: green;"></div>	27	27	0	Activate Account	

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.