



**registration\_texas\_unique\_student\_id\_processing\_uid\_import**

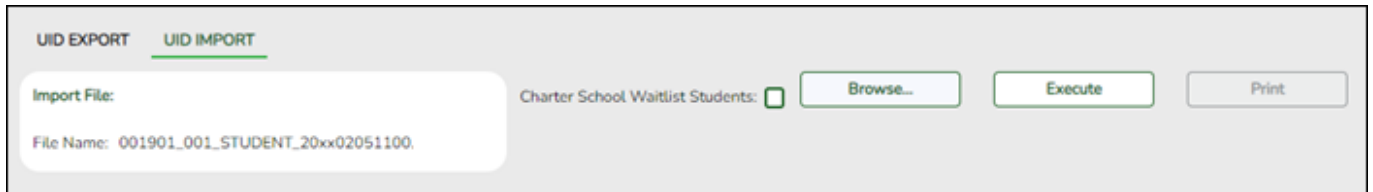


# Table of Contents



Import the file provided by the TEA which contains the list of students and their assigned UIDs.

[Registration > Utilities > Texas Unique Student ID Processing > UID Import](#)



☐ Download the Texas UID file from the TEA and save the file in a known location on the network or local PC.








☐ Click **Browse**, then click **Choose File**. Locate and select the file.

☐ Click **Submit**.

<b>File Name</b>	The selected file name is displayed.
------------------	--------------------------------------

☐ Click **Execute**.

A message is displayed indicating that the import was successful. Click **OK**.

<b>Print</b>	<p>Click to view the import report. If errors are encountered, they are listed. Otherwise the columns are blank.</p> <p><b>Review the report using the following buttons:</b></p> <p>Click  to go to the first page of the report. Click  to go back one page. Click  to go forward one page. Click  to go to the last page of the report.</p> <p><b>The report can be viewed and saved in various file formats.</b></p> <p>Click  to save and print the report in PDF format. Click  to save and print the report in CSV format. (This option is not available for all reports.) When a report is exported to the CSV format, the report headers may not be included. Click  to close the report window. Some reports may have a <b>Close Report</b>, <b>Exit</b>, or <b>Cancel</b> button instead.</p>
--------------	---

Date Run: [REDACTED]		Texas Unique Student ID Import Report				Page: 1
Cnty Dist: 000-000		TXEIS ISD				
Stu ID	Student Name	Import Student Name	DOB	Import DOB	Tx Unique Student ID	Import Tx Unique Student
Total Errors:		0				
Total Students Updated:		4				
End Of Report						

☐ Run the Missing UID report again to ensure that it is blank.



## Back Cover