



# Unique ID (UID) Import



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**Registration > Utilities > Texas Unique Student ID Processing > UID Import**

This utility imports a list of students and their assigned Texas Unique Student IDs from a file sent by the TEA.

## Import data:

1. Click **Browse**, then click **Choose File**. Locate and select the text file.
2. Click **Submit**.

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

Click **Execute**.

## Other functions and features:

<b>Print Tracking Report</b>	<p><a href="#">Click to view the list of student IDs imported</a></p> <p><b>Review the report using the following buttons:</b></p> <p>Click  to go to the first page of the report.</p> <p>Click  to go back one page.</p> <p>Click  to go forward one page.</p> <p>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.</p> <p>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.</p> <p>Click  to close the report window. Some reports may have a <b>Close Report, Exit</b>, or <b>Cancel</b> button instead.</p>
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**Preview Errors**

[Click to view the error list if errors are encountered.](#)

**Review the report using the following buttons:**

Click  to go to the first page of the report.

Click  to go back one page.

Click  to go forward one page.

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