

tsdsuniqueidbutton

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❑ Click **TSDS Unique ID**. The Texas Unique Staff ID pop-up window is displayed.

- In the **User ID** and **Password** fields, type the user ID and password for the service account using the Unique ID Web Service. This is the user ID and password provided by TEAL.
- Click **Search** to submit the non-employee's information through the TSDS Unique ID Web Service to verify whether or not the non-employee's has already been assigned a Unique ID. The following Demographic fields are required for a successful search:
  - **First Name**
  - **Last Name**
  - **Staff ID/SSN** (Nine-digit SSN)
  - **DOB** (Date of Birth)
  - **Sex** (Gender)
  - **Race** (At least one)
- If the search returns a match or near match record in the Unique ID web service, the **Match Probability** column is displayed with a percentage indicating how closely the submitted record matches the existing record in the web service. This helps to determine if the record is for the same employee.

Note: Per TSDS, records should not be considered matches if they are not higher than the Upper Near Match Threshold configured in the system.

- If the search returns no matches, the following message is displayed: “TX Unique Staff ID cannot be found with provided credentials.” This indicates that the employee has not been previously assigned a TX Unique ID.
- Click **Assign New ID**. If the employee record contains the required information, the employee's information is displayed and a new Unique ID is either generated or if already existing, is displayed in the **Tx Unique Staff ID** field. If the employee has multiple records, a list of records is displayed.

  - **Staff ID**
  - **Tx Unique Staff ID**
  - **Last Name**
  - **First Name**
  - **SSN**
  - **DOB**
  - **Status** - Displays the status of the employee's Unique ID record from the Unique ID Web Service. This status varies based on the individual non-employee record.

- Review the row(s) of employee data, select the radio button for the correct row. The Unique ID is populated in the **Texas Unique Staff ID** field on the Demographic Information tab. Click **Assign New ID**.
- Click X to close the Texas Unique Staff ID pop-up window and return to the Demographic Information tab.
- Click **Cancel** to cancel the process. The pop-up window is closed and the Unique ID is not populated on the Demographic Information tab.

Note: If you click **Cancel**, the Unique ID that was generated for the employee will remain assigned to that employee in the Unique ID Web Service. This allows you to revisit the employee's record at a later time and assign the Unique ID in ASCENDER.

❑ Click **Save** to assign and save the Texas Unique Staff ID to the non-employee's record in District Administration.


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