



# 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.

Click  to go to the last page of the report.

**The report can be viewed and saved in various file formats.**

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 **Close Report, Exit,** or **Cancel** button instead.



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