



## ASCENDER GUIDES



# Unique ID (UID) Import



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# Unique ID (UID) Import

**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:

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

To import the list for Charter School Waitlist students, select the **Charter School Waitlist Students** field.

Click **Submit**.

**File Name** The selected file name is displayed.

Click **Execute**.

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

**Print** Click to view the import report. If errors are encountered, they are listed. Otherwise the columns are blank.

### 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.

After importing the file, return to the **UID Export tab** and run the Missing UID report to ensure that it is blank.



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