Unique ID (UID) Import

Table of Contents

Unique ID (UID) Import 1

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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:

❑ 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 First to go to the first page of the report. Click ◀ to go back one page. Click ▶ to go forward one page. Click Last 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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Back Cover