

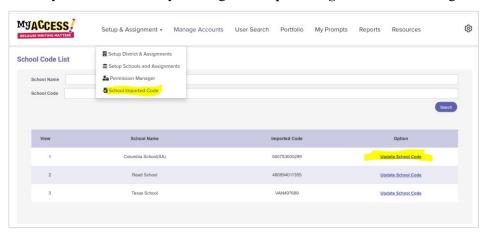
General Information

- Upload and activate teacher accounts first. Template should be saved as a csv or xls format.
- First name, last name, student id, birthdate, and grade level are required fields; template will be rejected if these fields are not completed for all students
- Usernames must be unique within the entire MY Access! system (you will be prompted to choose another username if selection has already been taken.
- Student ID is unique within a district (you will be prompted to choose another if student already exists in the district).
- Column header order must be maintained.
- Duplicate students must be removed from template prior to upload.
- Questions or problems? Call our MY Access! Support Specialists at (800) 322-0848 or support@myaccess.com

Teacher/Admin Batch Upload Process

The batch upload process supports the import of teachers and admins to multiple schools in a single file.

Step 1. Enter your school codes by clicking on Setup & Assignment and selecting School Import Code.

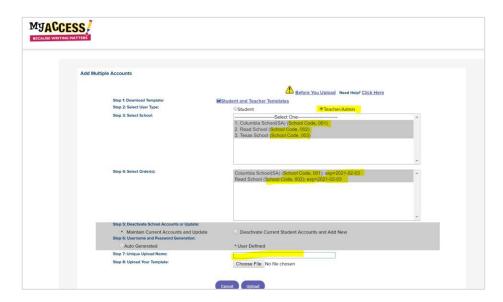


Step 2. Download the district multiple teacher and school admin template. Enter your school codes and required information (username, password, firstname, last name, gender, user role, email. Note: Usernames are globally unique. It is recommended that teacher school email be used for the username, and passwords be minimum of six letters/numbers.

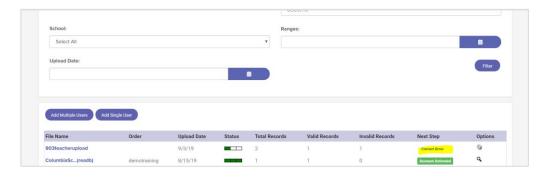
My Access New Te	acher and School Ac	dministrator Template		her / School Adm	inistrator Informat	ion	Ac	count Details
(System does not auto generate logins for new teachers and school administrators)			*Indicates absolute minimum required fields (M or F)				(Enter T for a teacher. Enter S for a school administrators) (Enables password recovery username@domain.edu com o	
School Code*	Username*	Password*	First Name*	Middle Name	Last Name*	Gender	User Role*	Email Address
030	s.smith@delhhs.edu	\$sm_0876	Sandy		Smith		Teacher	s.smith@delhhs.edu
	<u></u>			<u> </u>	<u> </u>			
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Step 3. Select the school(s) and orders, enter a unique upload name, choose file, and click upload.



Step 4. Click on Correct Error link to view and correct errors.



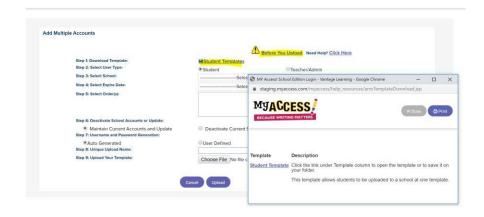
Step 5. Click on Activate Accounts to compete the process.



Student Import Process

Step 1. Download student file template.

NOTE: you may use your own spreadsheet template as long as the column headers are identical to the My Access! template.

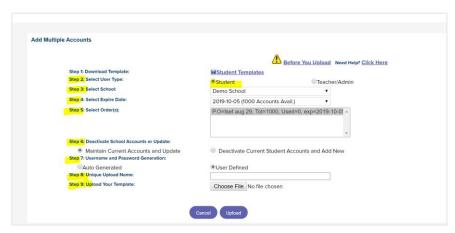




Step 2. Select Deactivate Current Student and add New OR Maintain Current Accounts and Update.

Maintain Accounts and Update: All current student accounts will remain active and new students added or existing updated. This feature is useful for mid-year additions and/or updates to your roster.

Deactivate Current
Accounts and Update: This
feature is useful for end of
semester or new school year.
Anyone on the template
would be automatically updated and
associated to the new order. New
students will automatically be updated
to the new order. NOTE: Data would
remain available as historical date for
reporting.



Step 3. Select the school, expiration

date(s) and order(s) to associate with the students.

- Step 4. Choose the method you wish your usernames and passwords to be generated with
 - Select Auto generated to allow MY Access! to assign a username and password for each user.
 - Select **Custom** if you entered the usernames and passwords.Note: Default usernames and passwords will be created in the following format:
 - Student Username: firstname+studentid
 - O Student Password: 999+lastname

Step 5. Enter a unique filename. Select and upload your file.

Correcting Invalid Records

If there are no errors in your file, you can simply click the **Activate Account** icon to complete the import process.



If there are errors in your import file that need to be corrected, the **Correct Accounts** icon will be displayed under the 'Next Step' column. Click Correct to access the Error Correction Screen.

There are two methods for correcting invalid records:

- **Correct Invalid Records Individually** allows you to edit user information from the current screen. This method is generally used when you have less than 20 errors to fix.
- Export to CSV allows you to send multiple invalid records to a CSV spreadsheet for



correction. This method is generally used when you have 20 or more errors to fix and it is easier to simply re-import the users.

When you have finished correcting the necessary errors, click the Import Valid Records button on the right-hand side of the screen to import your users and thus complete the process.