

# User File Field Definitions



**Version 1.2**

## Document Revisions

Revision Date	Version	Description
2/5/2019	1.0	Initial Version
11/8/2022	1.1	Update for Accessibility
2/22/2023	1.2	Update

If assistance is needed, contact the Customer Support Center at  
**1-833-213-3879**

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The purpose of this document is to provide field details of the PearsonAccess<sup>next</sup> User File. Review the User Role Matrix for additional information on managing user accounts in PearsonAccess<sup>next</sup>

Checklist prior to File Import		
1	Receive a PearsonAccess <sup>next</sup> User Account.	<input type="checkbox"/>
2	Verify your organizations have been imported into PearsonAccess Next.	<input type="checkbox"/>
3	Verify all required fields are populated. Required field rows are highlighted green.	<input type="checkbox"/>
4	All expected values match the values found in this document. Bolded text in the Expected Values Column must be entered exactly as it appears.	<input type="checkbox"/>
5	Do not delete the header row.	<input type="checkbox"/>
6	<b>File must be Imported as a Comma Delimited File (.csv file extension).</b>	<input type="checkbox"/>

**Helpful Hints:**

If you use Microsoft Excel, it is recommended that you save a source file as an Excel Spreadsheet to keep formatting (leading zeros). Prior to each import attempt, save data file as an Excel spreadsheet. Then save again as a .csv file. If you encounter an error, make the updates in the source Excel spreadsheet and save, then save again as a .csv file. Repeat as necessary.

A file may contain records that processed correctly and records that contained errors. The records that processed correctly were added to the system. Only records that contained errors need to be processed again.

If attempting to create a record and the Username provided already exists in the system, the record will error.

If attempting to update a record and the Username provided does NOT already exist in the system, the record will error.

Column Letter	Field Name	Required Y/N	Max Field Length	PARCC Definitions/ Notes	Expected Values
A	Action	Y	1	Contains the code representing the action to be taken for the record.	<b>C</b> = Create <b>U</b> = Update
B	Username	Y	100	Contains the unique username. It must be unique.  <b>It is recommended to use an email address as the username.</b>	A-Z a-z 0-9 ! # \$ % ^ & * + { = } /   , ? , ~ @ No embedded spaces
C	First Name	Y	35	The full legal first name given to a person at birth, baptism, or through legal change.	A-Z a-z 0-9 . - ' Embedded Spaces

Column Letter	Field Name	Required Y/N	Max Field Length	PARCC Definitions/ Notes	Expected Values
D	Last Name	Y	35	The full legal last name borne in common by members of a family.	A-Z a-z 0-9 . - '  Embedded Spaces
E	Electronic Mail Address	Y	100	This must be properly formatted email address.  Allow the following values before (username) and after (domain name) the '@' sign: example@email.com.	A-Z a-z 0-9 ! # \$ % ^ & * + { = } /   ' ? , ~ @ No embedded spaces

Column Letter	Field Name	Required Y/N	Max Field Length	PARCC Definitions/ Notes	Expected Values
F	Authorized Organizations	Y	Variable	<p>Delimited field. Multiple organization codes must be separated with a colon (e.g., 123456789000000:123456789000000-123456789012345). Include leading zeros.</p> <p>Most users will have only one organization listed. They will have access to that organization and all of its children organizations.</p>	0-9 -
G	Roles	Y	50	<p>This is a delimited field. Multiple role codes must be separated with a colon (e.g., DTC:ReportAccess).</p>	<p><b>State</b> = State  <b>DTC</b> = District Test Coordinator  <b>STC</b> = School Test Coordinator  <b>TestAdministrator</b> = Test Administrator  <b>TechnologyCoordinator</b> = Technology Coordinator  <b>ReportAccess</b> = Report Access</p>
H	Active Begin Date	N	10	<p>This date identifies when a user account becomes active.</p> <p>When blank, the system will populate the start date to the import date.</p>	<p>Format as: YYYY-MM-DD  Blank</p>
I	Active End Date	N	10	<p>This date identifies when a user account becomes inactive.</p> <p>Active End Date must be equal to or after the Active Begin Date.</p>	<p>Format as: YYYY-MM-DD  Blank</p>

Column Letter	Field Name	Required Y/N	Max Field Length	PARCC Definitions/ Notes	Expected Values
J	Disabled	Y	3	<p>This identifies whether the user's account is disabled.</p> <p>Disabled Date within the system will be populated with current date if Disabled field on this file is set to Yes.</p> <p>Also, use this field when a user will never need to access the system again (e.g., the user retires or changes jobs).</p>	<p>Case Insensitive</p> <p><b>Yes</b> = Account should be disabled.</p> <p><b>No</b> = Account is not disabled.</p>
K	Disabled Reason	Y*	100	<p>Field should not be provided if Disabled field on this file is set to No.</p> <p>*Required if Disabled field on this file is set to Yes.</p>	<p>A-Z</p> <p>0-9</p> <p>Blank</p>
L	Filler	N	3		