

# User File Field Definitions



**Version 1**

# Document Revisions

Revision Date	Version	Description
12/2/24	1.0	Initial Version

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The purpose of this document is to provide field details of the Illinois Administration Platform User File.

## **Checklist prior to File Import**

1	Receive a Welcome email from LaunchPad for the IL Administration Platform	<input type="checkbox"/>
2	Export Users Template from LaunchPad.	<input type="checkbox"/>
3	Complete all required columns. Verify expected data matches the values found in this document.	<input type="checkbox"/>
4	Do not delete the header row or columns.	<input type="checkbox"/>
5	File must be Imported as a Comma Delimited File (.csv file extension).	<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.

Column Letter	Field Name	Required Y/N	Definitions/ Notes	Example
A	sourcedid	Y	Unique identifier for user. User email is often used.	First.Last@email.com

B	orgSourcedids	Y	<p>User's org assignment. This can be a comma-separated list, if needed.</p> <p>Find orgsourcedids by going to Orgs in LaunchPad and find the Sourcedid listed.</p>  <p>IMPORTANT: IL district and school org codes begin with leading zeros. Ensure the leading zeros appear in the user template or the upload will fail.</p>	030160610021007
C	Username	Y	<p>Used for login purposes. User email is often used.</p>	First.Last@email.com

D	firstName	Y	User's first name.	First
E	lastName	Y	User's last name.	Last
F	Identifier	Y	Unique identifier for user. User email is often used.	First.Last@email.com
G	email	Y	User's email, required for access and password updates.	First.Last@email.com
H	status	Y	Determines if user should be "active" if adding new user or "ToBeDeleted" if a user should be removed.	Active