

Updating User Accounts

Understanding the User CSV Upload

The User CSV file can be used to add new users or edit existing users in Educator Portal. The changes made depend upon whether the user's email address (i.e., their User ID) or the user's Educator ID already exists in Educator Portal. If the user's email address and educator ID are not in Educator Portal, the user's information is added. If the user's email address or educator ID is already in Educator Portal, information is updated or changed as described in the table below.

Column Letter	Column Header Name	For an Existing Email Address or Educator ID
A	Legal_First_Name	Any entries in this column will replace the information currently in Educator Portal.
B	Legal_Last_Name	Any entries in this column will replace the information currently in Educator Portal.
C	Educator_Identifier	If the user's educator ID has changed but email address exists, their educator ID will update.
D	Email	If the user's email address has changed but their educator ID exists, their email will update.
E	Organization	If the Organization is new to that user, the organization will be added to the user.
F	Organization_Level	If the Organization Level is new to that user, the organization level will be added to the user.
G	Primary_Role	If the user has this primary role already, that role will become the default role for that organization and level. If the user does not have this primary role, the role is added as the default for the organization and level.
H	Secondary_Role	The information in the secondary role column will be added as an additional user role for the organization and level.
I	Primary_Assessment_Program	If the user has a primary assessment program nothing will change. If the user does not have a primary assessment program, the assessment program will be added to the user. Note: Any additional assessment programs must be added manually in Educator Portal.

Frequently Asked Questions (FAQs)

Refer to the paragraphs below for more information about updating user accounts for the new school year.

Can a user be added to more than one school?

Yes. If the user needs access to more than one school, add a line to the CSV file for each school. The user's email address and educator ID should stay the same, but each line would list a different combination of organization and level and primary roles. The user can also be added to another organization by editing the user manually in Educator Portal.

Can a user be added to more than one district?

Yes, but doing so requires state-level access. If a user needs another district added, contact the service desk for assistance.

Can the user's primary assessment program be changed using a CSV file?

If the user is not assigned to a primary assessment program, an assessment program can be added with the CSV file. If the user already has a primary assessment program, the program cannot be changed using the CSV file. To change the primary assessment program for an existing user, log in to Educator Portal and edit the user manually.

How does a user access the First Contact Survey for DLM?

To access the First Contact Survey, a user must be assigned to the Dynamic Learning Maps® (DLM®) assessment program. If the user only needs access to DLM, use the user CSV file to upload DLM as the primary assessment program. If the user will need to access both DLM and another program, log in to Educator Portal and edit the user manually to add the second assessment program.