

## User Import Quick Reference Guide

Audience: LEA Test Coordinators

This document explains how to create, locate, and edit user accounts. It also explains how manually created users log in. User accounts for School Test Coordinators, Special Populations Coordinators and Technology Coordinators must be created manually in ADAM. LEA Test Coordinators (LTCs) can create accounts for all three of these user roles. School Test Coordinators can create Special Populations and Technology Coordinators accounts for their school only. Manual user accounts can be added individually or bulk uploaded. LEA Test Coordinator (LTC) accounts and student information are added to ADAM via a data feed from OSSE; do not add or modify users in these non-manually created roles. If an account is needed for a new LEA Test Coordinator, they must be added as an LEA Assessment Manager in the OSSE AllStaff collection. LEAs needing to change student demographic information should make those changes directly in their own student information systems (SIS), which will feed automatically to OSSE, then to the ADAM system.

### Before Creating New User Accounts

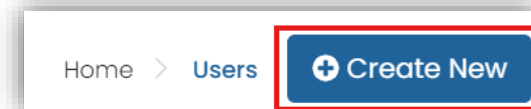
Before creating accounts, consider providing a communication to the new users to look out for a welcome email from 'ADAM Assessment System, 'no\_reply@mzdevinc.com,' with instructions to set their password. In the communication, advise new recipients it is not spam and remind them to bookmark <https://ltr.adamexam.com> as this is where they will be logging in once they set their password.

### Create User Accounts One at a Time

If you have a small number of users to add, you can create them one at a time. For bulk uploads, refer to the next section, *Upload Multiple User Accounts*.

To add one user at a time:

1. Navigate to Rostering > Users



2. In the upper right, select Create New
3. Enter the first and last name of the user
4. For Roles, pick only one:
  - School Test Coordinator (STC)
  - Special Populations Coordinator (SPC)
  - Technology Coordinator (TC)

If a user serves in multiple roles, pick the most applicable. School Test Coordinators can create other users with the same role.

5. For Identifier, add the user's email, and then paste it into the Sourced ID field, Username and Email fields
6. Do not enter anything for grade
7. For Org Scopes, enter one school, or multiple schools if applicable

**Note:** You can only add the user to a school to which you are assigned as LEA Test Coordinator.

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8. Do not set a password
9. Leave 'User enabled' selected
10. Select 'Send Welcome Email'
11. Click Save

You will see a temporary pop-up message in green confirming the user is added.

12. Click the Back arrow button
13. Repeat steps as needed to add additional users

### Upload Multiple User Accounts

For more than a few new users, uploading is faster.

*To bulk upload users:*

1. Go to Rostering > Orgs to get the school identifier you will need for each school that has users who will be created

Tip: If you have multiple schools, highlight, copy and paste into a temporary document for easy reference.

Name	Type	Identifier
Friendship PCS – Armstrong Middle	School	1140
DYRS	District	11-4002
Lee Montessori PCS – East End	School	1141
The Foundation Learning Center	School	1143

Sample school list with identifiers that will be used in upload.

2. Go to Rostering > Admin User Import.



Orgs

Users



3. Click the download template button.
4. Open and save the template locally.
5. Fill in the spreadsheet as follows:
  - Enter the user's email in the **Identifier** and **Email** columns
  - Enter the first name and last name
  - Complete the **RoleCode** with STC, SPC, or TC
  - Add the school identifier from step 1 in the **OrgIdentifier** column

	A	B	C	D	E	F
	Identifier	FirstName	LastName	Email	RoleCode	OrgIdentifier
1	jackie.robinson@cabinet.com	Jackie	Robinson	jackie.robinson@cabinet.com	STC	11
2	iverson.allen@cabinet.com	Iverson	Allen	iverson.allen@cabinet.com	TC	11
3	toni.morrison@cabinet.com	Toni	Morrison	toni.morrison@cabinet.com	STC	11
4	langston.hughes@cabinet.com	Langston	Hughes	langston.hughes@cabinet.com	SPC	11

Sample completed spreadsheet

6. Save the complete CSV file (comma separated values)
7. On the Admin User Import via CSV page, click inside the outlined green area to choose a file
8. Navigate to the file you created and open it
9. Click Upload
10. A Confirm Upload popup window will appear to confirm the role and org. Click Confirm.

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11. A temporary message will appear in the bottom of the screen to confirm the amount of users

**Step 3:** Upload the modified file into ADAM.

Billings School District\_School Test Coordinator\_01\_04\_2025.csv

Users: 4

## Troubleshooting Error Messages

12. Scroll up and click Upload History to verify successful upload.  
If the upload is not successful, you will see a red error message.

Name	No of Profiles	Status
non_student_user_import_template_01_15_2025.csv	0	Failed

13. Click the download button to view the errors in the file, correct them, save your changes, and upload again.

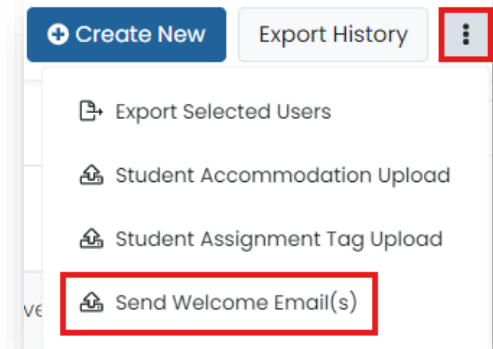
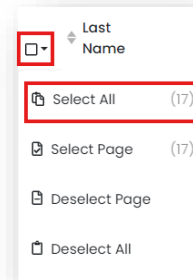
	1	2	3	4	5	6	7	8	9	10
1	Identifier	FirstNameMiddleNa	LastName	UserName	Email	Grade	DOB	Gender	Errors	
2	hank.jones@dc.gov	Hank	Jones	hank.jones@dc.gov	hank.jones@dc.gov					
3	jone.rivers@dc.gov	Jone	Rivers	jone.rivers@dc.gov	jone.rivers@dc.gov				Email is mis	
4	anna.belle@dc.gov	Anna		anna.belle@dc.gov	anna.belle@dc.gov				LastName is	
5	bruce.wayne@dc.gov	Bruce	Wayne	bruce.wayne@dc.gov	bruce.wayne@dc.gov					

## How to Send Welcome Emails

Once you upload all the users, send an email with login instructions and credentials.

To select users and send email:

1. Go to Rostering > Users
2. Under Role, filter on 'School Test Coordinator'

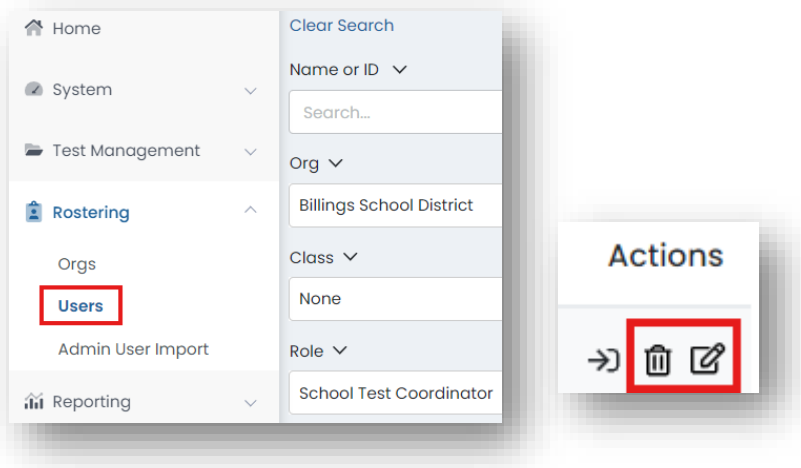


3. Click the checkbox at the top of the list and click Select All
4. Repeat (from Step 2) for any other user roles you added

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## Search and Modify User Accounts

If you need to confirm who has already been added, modify or delete existing accounts, you can use available filters to view and access user accounts. In the search results, you can click the Edit icon for a user to edit their account if needed, or the Delete icon to remove the account.



## Where Users Will Log in

The users you create will log into <https://ltr.adamexam.com/> to access ADAM.

