

# ADAM Admin User Import File Field Definitions



**Version 1.0**



# Document Revisions

| Revision Date | Version | Description     |
|---------------|---------|-----------------|
| 1/29/2024     | 1.0     | Initial Version |

The purpose of this document is to provide the information needed to populate values in the ADAM Admin User Import.

File must be imported as a **.csv (comma separated values)** file format.

Instructions for importing a file into ADAM and the file template can be found on the Admin User Import screen within ADAM under the Rostering menu. Additional guidance can be found within the training and User Import Guide located [dc.mypearsonsupport.com](https://dc.mypearsonsupport.com).

The document contains a table with the list of fields that will be present in the Admin User Import file. This table also indicates if fields are required, field length requirements, Field Definitions, Notes/Validations, and list of expected values or criteria for entering valid values.

**NOTE: Test Administrator accounts are not required to administer a test. Test Administrator accounts will not be created in ADAM.**

If assistance is needed, contact the Customer Support Center at **866-688-9555** or visit [dc.mypearsonsupport.com](https://dc.mypearsonsupport.com) and select **Contact Support**.



| Column Letter | Field Name | Required Y/N | Max Field Length | Definitions              | Notes   | Expected Values   |
|---------------|------------|--------------|------------------|--------------------------|---|---|
| A             | Identifier | Y            | No Max           | User's unique Identifier | <p>For DC CAPE, Unique Identifier will be the user's email address – should match column D Email on import.</p> <p>This must be properly formatted email address (example@email.com).</p> | A-Z<br>a-z<br>0-9<br>!<br>#<br>\$<br>%<br>^<br>&<br>*<br>+<br>{<br>=<br>}<br>/<br> <br>'<br>?<br>`~<br>@<br>-<br>No embedded spaces |
| B             | First Name | Y            | No Max           | User's First Name        |   | A-Z<br>a-z<br>0-9   |
| C             | Last Name  | Y            | No Max           | User's Last Name         |   | A-Z<br>a-z<br>0-9<br>.  |



| Column Letter | Field Name | Required Y/N | Max Field Length | Definitions          | Notes  | Expected Values  |
|---------------|------------|--------------|------------------|----------------------|--|--|
| D             | Email      | Y            | No Max           | User's Email Address | <p>User's email will be set to Username upon account creation.</p> <p>This must be properly formatted email address (example@email.com).</p> | <p>A-Z<br/>a-z<br/>0-9<br/>!<br/>#<br/>\$<br/>%<br/>^<br/>&amp;<br/>*<br/>+<br/>{<br/>=<br/>}<br/>/<br/> <br/>'<br/>?<br/>,<br/>~<br/>@<br/>-<br/>No embedded spaces</p> |



| Column Letter | Field Name     | Required Y/N | Max Field Length | Definitions   | Notes  | Expected Values  |
|---------------|----------------|--------------|------------------|---|--|------------------|
| E             | Role Code      | Y            | 3                | Role Code associated with the User Role's and Permissions the user is being provided. | <p>Available roles include:</p> <p>STC - School Test Coordinator<br/>           SPC - Special Populations Coordinator<br/>           TC - Technology Coordinator</p> <p>User accounts cannot be created with more than one role. STC includes all the permissions of the SPC and TC roles and multiple roles are not required.</p> | STC<br>SPC<br>TC |
| F             | Org Identifier | Y            | 6                |   | <p>Must only include one Org Identifier on import.</p> <p>If a user needs access to multiple schools, subsequent orgs must be added to the user manually through the ADAM User Interface.</p> <p>Org identifier value for a school can be retrieved from ADAM.</p>   | 0-9<br>-         |