



## User Import Quick Reference Guide

### Audience: LEA Test Coordinators and School 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 (STC), Special Populations Coordinators (SPC) and Technology Coordinators (TC) must be created manually in ADAM. LEA Test Coordinators (LTCs) can create accounts for all three of these user roles. STCs can create STCs, SPCs, and TC accounts for their school only. These user accounts can be added individually or bulk uploaded. LTC accounts and student information are added to ADAM via a nightly data feed into ADAM. **Do not** add or modify users in these automatically created roles. If an account is needed for a new LEA Test Coordinator, they must be added as an LEA Assessment Manager or DC CAPE 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) for that information to feed into ADAM.

### Before Creating New User Accounts

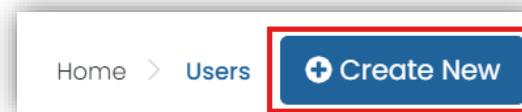
Before creating accounts, consider providing a communication to the new users to look out for a welcome email from "ADAM Assessment System," "[noreply@mail.adamexam.com](mailto:noreply@mail.adamexam.com)" with instructions to set their password. In the communication, advise new recipients it is not spam 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 – Bulk Upload*.

*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)

**Note:** If a user serves in multiple roles, pick the level of access based on the information the user needs when navigating in ADAM. School Test Coordinators can create other users with the same role.

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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 the user

**Note:** Some users may require multiple schools depending on the level of access their role requires with in their LEA.

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 – Bulk Upload

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 need for each user

**Note:** 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



3. Click the download template button
4. Open and save the template locally

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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

Sample completed spreadsheet

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

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

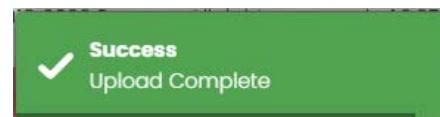
10. A temporary message will appear in the bottom of the screen to confirm the number of users

Step 3: Upload the modified file into ADAM.

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

Users: 4

11. A Success Upload Complete popup green flag will appear to confirm



### Troubleshooting Error Messages - Bulk Upload

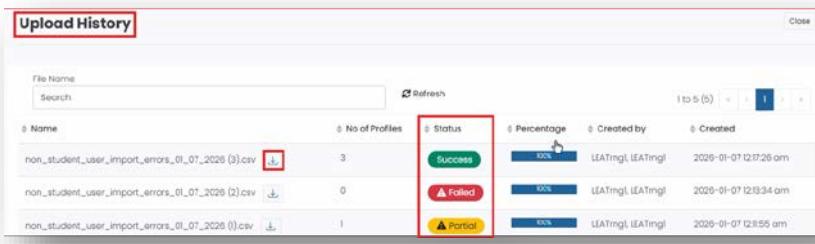
1. If the upload is not successful, you will see a red error message and Validation Error: Download CSV with Errors button
2. Scroll up and click the Upload History button.



Validation Error:

Upload History

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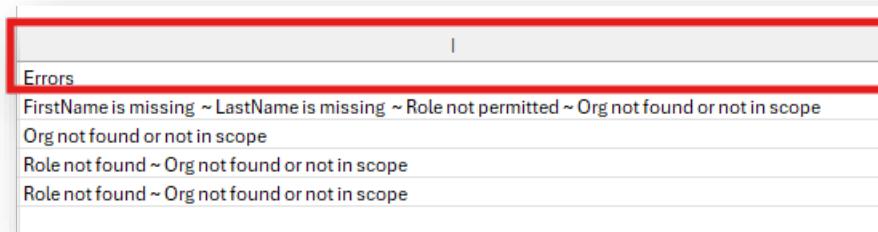


Name	No of Profiles	Status	Percentage	Created by	Created
non_student_user_import_errors_01_07_2020 (3).csv	3	Success	100%	LEATmg1, LEATmg1	2020-01-07 12:17:26 am
non_student_user_import_errors_01_07_2020 (2).csv	0	Failed	0%	LEATmg1, LEATmg1	2020-01-07 12:13:34 am
non_student_user_import_errors_01_07_2020 (1).csv	1	Partial	10%	LEATmg1, LEATmg1	2020-01-07 12:17:56 am

- Success means all profiles were created
- Partial means some profiles were created
- Failed means no profiles were created

You can download the file to view the errors on your spreadsheet. Click the download file button next to the file name.

- Review each column and all cell rows. Column "I" is titled "Errors". Correct any errors listed. Save the file and re-upload.
- Column "I" shown here are a few errors :



I
Errors
FirstName is missing ~ LastName is missing ~ Role not permitted ~ Org not found or not in scope
Org not found or not in scope
Role not found ~ Org not found or not in scope
Role not found ~ Org not found or not in scope

- Check each column and row for errors

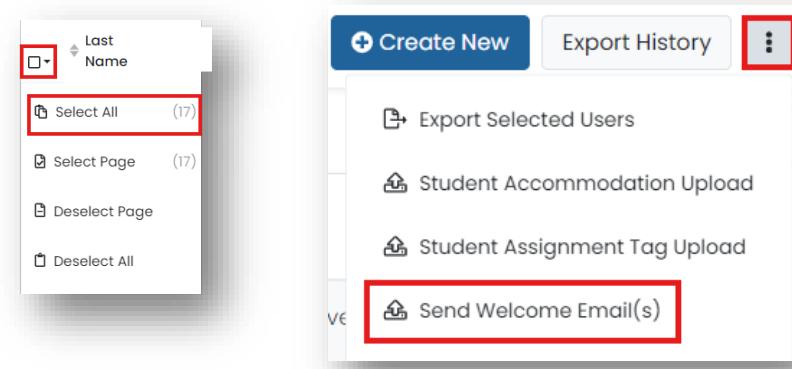
- OrgIdentifier needs to exist within the org scope shown in ADAM (Rostering >Orgs in the Identifier column )
- RoleCode needs to be STC, SPC, or TC

### How to Send Welcome Emails -Bulk Upload

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

*To select users and send email:*

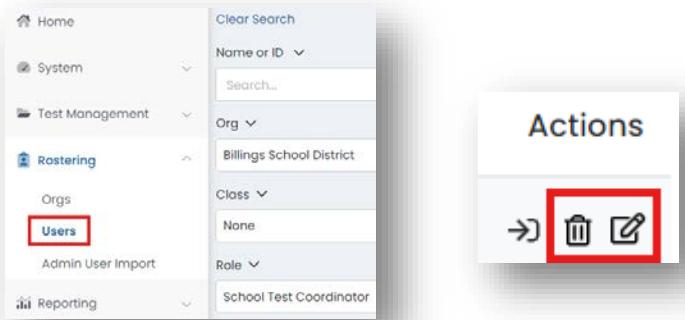
- Go to Rostering > Users
- Under Role, filter on 'School Test Coordinator'



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

### Search and Modify User Accounts

If you need to confirm users who have already been added or 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.

