

ADAM User Import File Field Definitions



Version 2.0



Document Revisions

Revision Date	Version	Description
2/25/2025	2.0	Updated for 2025

The purpose of this document is to provide the information needed to populate values in the ADAM 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 User Import screen within ADAM in the left navigation click Rostering >Admin User Import. Additional guidance can be found within the training and User Import Guide located dc.mypearsonsupport.com.

The document contains a table with the list of fields that will be present in the 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 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 a-z 0-9 ! # \$ % ^ & * + { = } / ' ? `. ~ @ - No embedded spaces
B	First Name	Y	No Max	User's First Name		A-Z a-z 0-9
C	Middle Name	N	N/A	N/A	Not required field	N/A
D	Last Name	Y	No Max	User's Last Name		A-Z a-z 0-9 .



Column Letter	Field Name	Required Y/N	Max Field Length	Definitions	Notes	Expected Values
E	UserName	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 a-z 0-9 ! # \$ % ^ & * + { = ' ? , ~ @ _</p> <p>No embedded spaces</p>



Column Letter	Field Name	Required Y/N	Max Field Length	Definitions	Notes	Expected Values
F	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>	A-Z a-z 0-9 ! # \$ % ^ & * + { = } / ' ? `~ @ - No embedded spaces
G	Grade	N	N/A	N/A	Not required field	N/A
H	DOB	N	N/A	N/A	Not required field	N/A
I	Gender	N	N/A	N/A	Not required field	N/A