

## 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

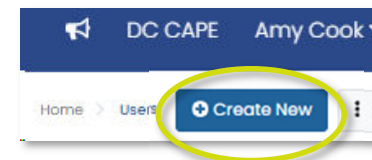
Before creating accounts, consider providing a communication to the new users to be on the lookout for a welcome email from 'ADAM Assessment System, 'no\_reply@mzdevinc.com,' with instructions to set their password. In the communication, let them know it is not spam and remind them to bookmark <https://ltr.adamexam.com> 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 **one** only:
  - 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 cannot create other users with this same role, but an LEA Test Coordinator can if needed.

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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- Do not set a password
- Leave 'User enabled' selected
- Select 'Send Welcome Email'
- Click **Save**

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

- Click **Back to Users**
- 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:*

- 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	Parent
Washington Latin PCS	district	11-151	OSSE
Washington Latin PCS - Upper School	school	1118	Washington Latin PCS
Washington Latin PCS - Middle School	school	1125	Washington Latin PCS
Washington Latin PCS - Anna Julia Cooper Middle School	school	11292	Washington Latin PCS

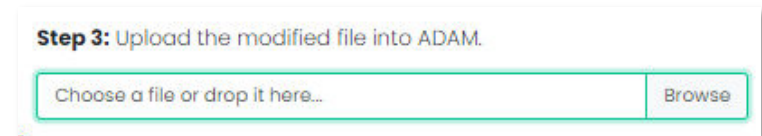
Sample school list with identifiers that will be used in upload.

- Navigate to **Rostering > Admin User Import**
- Read the instructions on the Admin User Import via CSV page,
- Click the button to download the template
- Open and save the template locally
- Fill in the spreadsheet as follows:
  - Enter the user's email in both **Identifier** and **Email** columns
  - For RoleCode, enter one of the three available role codes: STC (School Test Coordinator), SPC (Special Populations Coordinator) or TC (Technology Coordinator)
  - For OrgIdentifier, use the school identifier from Step 1

A	B	C	D	E	F
Identifier	FirstName	LastName	Email	RoleCode	OrgIdentifier
jane.doe@dc.gov	Jane	Doe	jane.doe@dc.gov	SPC	123
joe.public@dc.gov	Joe	Public	joe.public@dc.gov	TC	123
anna.kowalski@dc.gov	Anna	Kowalski	anna.kowalski@dc.gov	SPC	345
john.smith@dc.gov	John	Smith	john.smith@dc.gov	TC	345

Sample completed spreadsheet

- Save the complete CSV file (comma separated values)
- On the Admin User Import via CSV page, click inside the outlined green area to choose a file

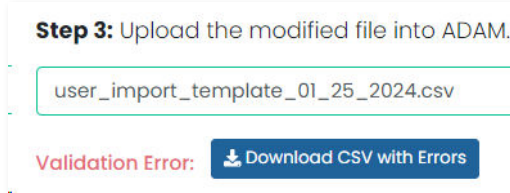


- Navigate to the file you created and open it
- Click **Upload**
- A temporary message will appear in the bottom right of the screen to confirm success uploading

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## Troubleshooting Error Messages

If the upload is not successful, you will see a red error message. Under Step 3, click the button to download the file



In the error file you'll see an error column that describes the issue(s) with the file. You can correct the original file and upload again.

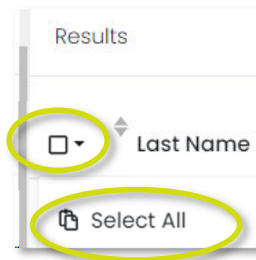
F	G
e OrgIdentifier	Errors
12345	Username already exists ~ Org not found or not in scope

## How to Send Welcome Emails

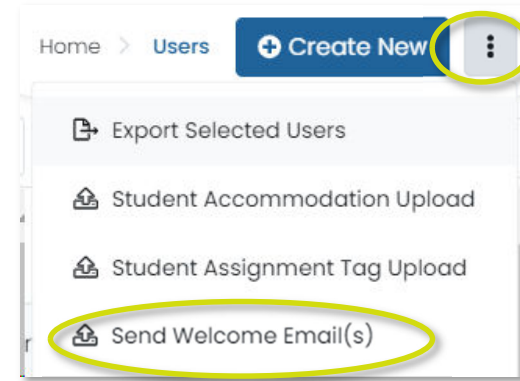
Once you upload all the users, send an email with login instructions and credentials.

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**



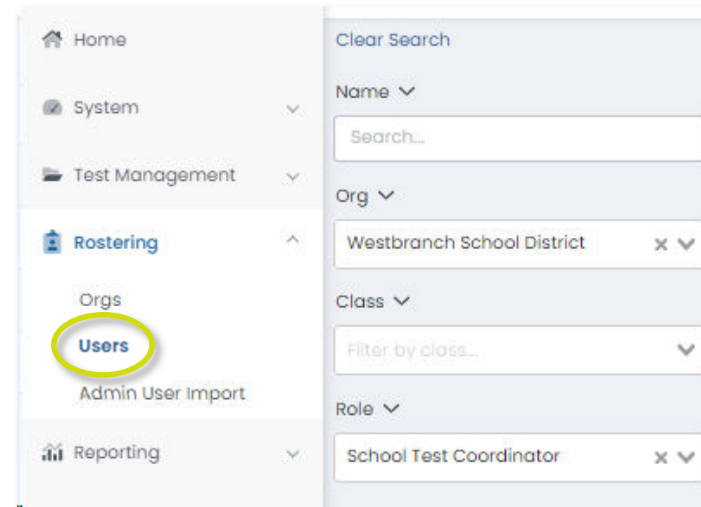
4. In the Ellipsis menu, select 'Send Welcome Email(s)'



5. Repeat (from Step 2) for any other user roles you added

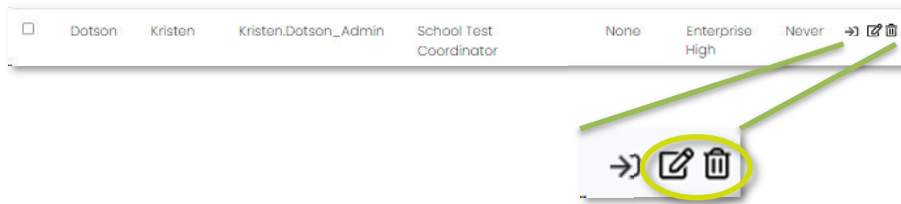
## Search and Modify User Accounts

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.



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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. Do not edit or delete any accounts that you did not create.



## Where Users Will Log in

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

