

ADAM User Import File Field Definitions



Version 3.0

DC CAPE 2026
ADAM User Import
File Field Definitions Document

Document Revisions

| Revision Date | Version | Description |
|---------------|---------|------------------|
| 2/25/2025 | 2.0 | Updated for 2025 |
| 1/5/2026 | 3.0 | Revised Version |

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.

NOTE: Users with the role of “LEA Assessment Manager” or “DC CAPE Assessments Coordinator” in the OSSE AllStaff Integrated Data Submission (IDS) tool will have a LEA Test Coordinator account automatically created.

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 | For DC CAPE, Identifier will be the user's email address This must be properly formatted email address (example@email.com). | 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 | Last Name | Y | No Max | User's Last Name | Not required field | A-Z a-z 0-9 |

| Column Letter | Field Name | Required Y/N | Max Field Length | Definitions | Notes | Expected Values |
|---------------|------------|--------------|------------------|----------------------|--|---|
| D | SourcedId | Y | No Max | User's Email Address | For DC CAPE, SourcedId will be the user's email address This must be a properly formatted email address (example@email.com) | A-Z a-z 0-9 ! # \$ % * + { = } / ' ? , ~ @ - No embedded spaces |
| E | Username | Y | No Max | User's Email Address | Username upon account creation This must be a properly formatted email address (example@email.com) | A-Z a-z 0-9 ! # \$ % * + { = } / ' ? , |

| | | | | | | ~ @ - No embedded spaces |
|---------------|---------------|--------------|------------------|---|--|---|
| Column Letter | Field Name | Required Y/N | Max Field Length | Definitions | Notes | Expected Values |
| F | Email | Y | No Max | User's Email Address | User's email will be used for welcome emails and password reset This must be a properly formatted email address (example@email.com) | A-Z a-z 0-9 ! # \$ % * + { = } / ' ? , ~ @ - No embedded spaces |
| G | RoleCode | Y | 3 | The role code should be used in the import file instead of the role name For DC CAPE, the options are: STC (School Test Coordinator) SPC (Special Populations Coordinator) TC (Technology Coordinator) | | A-Z a-z |
| H | OrgIdentifier | Y | No Max | The Org Identifier will be the school code or district code. If multiple codes are required for the user separate with comma | Not required field | 0-9 , |