

# ADAM User Import File Field Definitions



**DC  
CAPE**

DC COMPREHENSIVE  
ASSESSMENTS OF  
PROGRESS IN EDUCATION

**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](http://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.mypearsupport.com](http://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: <b>STC</b> (School Test Coordinator) <b>SPC</b> (Special Populations Coordinator) <b>TC</b> (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 ,