

LaunchPad User Import File Field Definitions



Version 1.0



Document Revisions

Revision Date	Version	Description
11/13/2025	1.0	

The purpose of this document is to provide the information needed to populate values in the LaunchPad User Import. File must be imported as a .csv

(comma separated values) file format.

Instructions for importing a file into LaunchPad and the file template can be found on the Data Import screen within LaunchPad in the left navigation click Data Import >Upload File. Additional guidance can be found within the training and Interim User Import Guide located dc.mypearsonsupport.com.

The document contains a table with the list of fields that will be present in the Data 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.

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	sourcedId	Y	No Max	User's unique sourcedId	<p>For Interim Assessments, the unique sourcedID will be the user's email address and should match column C, F, and G email on import.</p> <p>This must be properly formatted email address (example@email.com).</p>	<p>A-Z</p> <p>a-z</p> <p>0-9</p> <p>!</p> <p>#</p> <p>\$</p> <p>%</p> <p>^</p> <p>&</p> <p>*</p> <p>+</p> <p>{</p> <p>=</p> <p>}</p> <p>/</p> <p> </p> <p>'</p> <p>?</p> <p>`</p> <p>~</p> <p>@</p> <p>_</p> <p>No embedded spaces</p>
B	orgSourcedIds	Y	No Max	User's Org number	Organization number example, 125, 1292 or 11-151	<p>0-9</p> <p>-</p>

Column Letter	Field Name	Required Y/N	Max Field Length	Definitions	Notes	Expected Values
C	UserName	Y	No Max	User's UserName	<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
D	First Name	Y	No Max	User's First Name		A-Z a-z 0-9 .
E	Last Name	Y	No Max	User's Last Name		A-Z a-z 0-9 .
F	Identifier	Y	No Max	User's Identifier	<p>User's email will be set to Identifier 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

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