Mass Assign Alternate IDs

Last Modified on 10/22/2022 9:42 am CDT

> The Scanning toolset is part of the Campus Workflow Suite.

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The Mass Assign Alternate IDs tool is used to import alternate IDs, such as RFID numbers from a CSV file. If Alternate Identifier is enabled in Scanner Settings, students can scan in/out at kiosks and scanners using the Alternate ID.

CSV File Format

The CSV file to be imported should contain two columns. The first column will include the student identifier (student number, person ID or state ID) that exists in Campus, and the second column contains the alternate ID.

The file should not have a header row.

Importing Alternate IDs

Field	Description
Student Identifier	Select the value in the CSV file which will be used to map alternate IDs to students. Options include: • Student Number • Person ID • State ID

Field	Description
Label	Defines the name for the Alternate ID.
Start Date	Start date for the alternate ID to be active.
End Date	End date for the alternate ID to be active.
End Date Existing IDs	If marked, existing Alternate IDs will be ended for those students in the CSV file if: • there is no End Date. • the existing ID End Date is after the import Start Date.

1. Select the Student Identifier used in the first column of the CSV file.
2. Enter a Label for the Alternate ID. This will list on the Alternate ID Lookup.
3. Enter the Start Date for the Alternate ID.
4. Enter an End Date for the Alternate ID.
5. If desired, end existing Alternate IDs by marking the End Date Existing IDs checkbox.
6. Click Import CSV.
7. Navigate to and select the CSV file.
   - Campus will validate the file to insure Alternate IDs do not conflict with existing student numbers.
8. If no errors are found, click **Save Validated IDs**.

Mass Assign Alternate IDs

Instructions
Use this tool to mass import alternate IDs (such as RFID numbers) for students. Import a .CSV file where the first column is a student identifier (student number, person ID, or state ID) and the second column is the alternate ID. The CSV file should not have a header row.

Student Identifier * ⓘ	Label * ⓘ	Start Date *	End Date	End Date Existing IDs ⓘ
Student Number ▼	RFIDBadge	09/09/2022	06/30/2023	☐

Import CSV...

All IDs successfully validated.

Save Validated IDs