Unique ID Import (Idaho)

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Importing a File | Upload Layout

PATH: ID State Reporting > Unique ID Import

The state EUID system in Idaho is designed for the request and import of both student and staff identification numbers. The Unique ID Import is used to upload unique IDs for individuals who do not have them. The Import matches student data with existing state identities and imports State ID numbers.
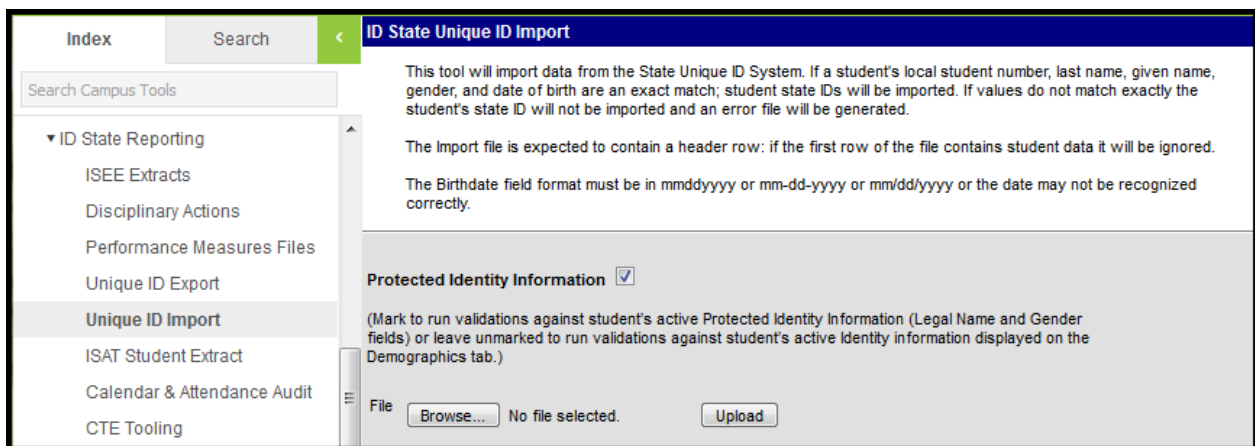

Image 1: Unique ID Import Editor

Importing a File

1. Indicate if the import should run validations against the student's **Protected Identity Information** (Legal name and gender fields) or unmark to validate against general identity information.
2. Click **Browse** to select a file to be imported.
3. Once a file is chosen, click **Upload** to import the file. A report will generate indicating how many new State IDs were added and how many State IDs were changed.

If a State ID already exists for an individual for whom a file is uploaded, the new State ID will replace the existing one.

Errors and Warnings

If data cannot be uploaded properly, the import file will generate an error report describing why each record could not be uploaded.

Errors occur when one of the following is true:

- The file name was not found.
- If format issues exist, such as a column count less than 7.

- If the new record does not contain a State ID.
- If the import file does not contain the necessary information.
- If there is not a matching Local Student Number, First Name, Middle Name, Last Name, Birth Date or Gender in Campus.

If more than one student has the same Local Student Number, State ID will be imported based on other student information. If all fields match for more than one student, a message will appear indicating "Multiple students with local student ID and complete identity match were found," followed by a possible list of Person IDs.

Upload Layout

The import file is expected to contain the first 7 fields of student data in exact order. The remainder of the file is ignored.

Expected Element Name	Description & Format	Campus Location
Local Person ID	The locally-maintained student identifier *Numeric, 10 digits*	Census > People > Demographics > Person Identifier > Student Number Person.studentNumber
Edu ID	The state-maintained student identifier *Numeric, 9 digits*	Census > People > Demographics > Person Identifier > State ID Person.stateID
First Name	The legal first name of the individual. *Alphanumeric, 35 characters*	Census > People > Identity > Protected Identity Information > Legal First Name *Protected Identity Information checked:* Identity.legalFirstName
		Census > People > Demographics > First Name *Protected Identity Information NOT checked:* Identity.firstName
Middle Name	The legal middle name of the individual. *Alphanumeric, 30 characters*	Census > People > Identity > Protected Identity Information > Legal Middle Name *Protected Identity Information checked:* Identity.legalMiddleName

Expected Element Name	Description & Format	Campus Location
		Census > People > Demographics > Middle Name *Protected Identity Information NOT checked:* Identity.middleName
Last Name	The legal last name of the individual. *Alphanumeric, 45 characters*	Census > People > Identity > Protected Identity Information > Legal Last Name *Protected Identity Information checked:* Identity.legalLastName
		Census > People > Demographics > Last Name *Protected Identity Information NOT checked:* Identity.lastName
Birth Date	The date on which the individual was born. *Date field, 10 characters, MM/DD/YYYY*	Census > People > Demographics > Birth Date Identity.birthDate
Gender	Identification of the individual as male or female. *Alphanumeric, 1 character, M or F*	Census > People > Identity > Protected Identity Information > Legal Gender *Protected Identity Information checked:* Identity.legalGender
		Census > People > Demographics > Gender *Protected Identity Information NOT checked:* Identity.gender