

Missouri Translation Guide for User File Templates

Column Heading		Required or Not Required	Description
A	Legal First Name	Required	Required
B	Legal Last Name	Required	Required
C	Educator Identifier	Depends on the users' role.	This column is what links the teacher's name to the student(s) on his/her roster. Teacher's official email address. If a user is not assigned to students, then this field should be left blank.
D	Email Address	Required	Users official email address
E	Organization	Required	This is the 10 digit county district building code. Must include leading zeros, e.g., 0971191050
F	Organization Level	Required MUST BE UPPER CASE	DT or SCH depending on whether the user must have district-wide access, e.g., District Test Coordinator, or only building-level access, e.g., teacher. (Column F is case sensitive. Must be CAPITALIZED.)
G	Primary Role	Required	This is the role that automatically appears when the user logs in, e.g. Teacher. See table below
H	Secondary Role	May be used depending on the user's role in the district.	Can be entered if the user has more than one role in the district, e.g., the person's primary role is DTC but he/she is also a teacher.
I	Primary Assessment Program	Required MUST BE UPPER CASE	Required: Enter DLM (Must be CAPITALIZED.)

Codes for the Primary and Secondary Role Fields

Role Name	Role Codes
Teacher	TEA
Building Test Coordinator	BTC
Building User	BUS
District User	DUS
District Superintendent	SUP
District Test Coordinator	DTC

The User File Template must be saved as a CSV file. Please go to the Data Management Manual for step by step guidance on how to upload a CSV user file template.