

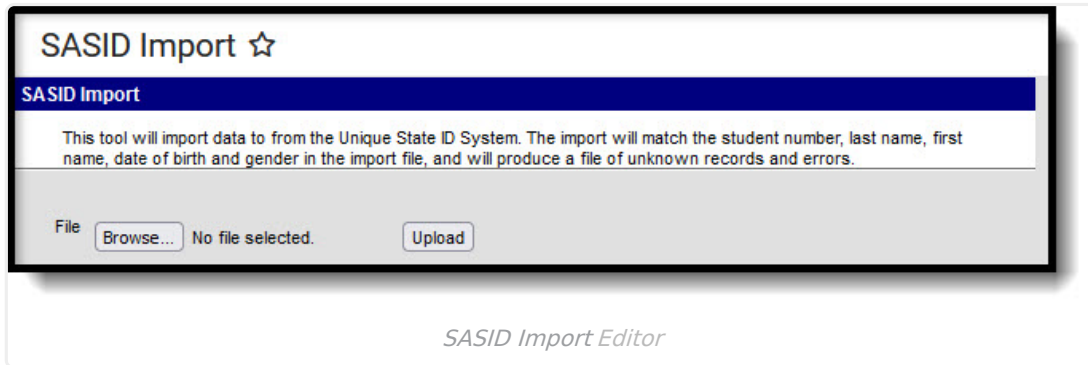
SASID Import (Massachusetts)

Last Modified on 03/11/2024 8:44 am CDT

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The SASID Import is used to import newly assigned SASIDs to students accounts.



Importing a File

1. Click **Browse** to select a file to be imported.
2. Once a file is chosen, click **Upload** to import the file. A report will generate indicating how many State IDs were changed.

Errors and Warnings

If data cannot be uploaded properly, the import file generates 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 the import file does not contain the necessary information.
- If there is not a matching LASID, First Name, Last Name, and/or SASID.

Upload Layout

Element	Description	Type, Format, and Length	Campus Database	Campus Interface

Element	Description	Type, Format, and Length	Campus Database	Campus Interface
LASID	The locally assigned student identification number.	Alphanumeric, 5 characters	Enrollment. localStudentNumber	Census > People > Demographics > Person Identifiers > Student Number
First Name	The student's first name.	Alphanumeric, 50 characters	Identity.firstName	Census > People > Demographics > Person Information > First Name
Middle Name	The student's middle name.	Alphanumeric, 50 characters	Identity.middleName	Census > People > Demographics > Person Information > Middle Name
Last Name	The student's last name.	Alphanumeric, 50 characters	Identity.lastName	Census > People > Demographics > Person Information > Last Name
Suffix	The student's suffix.	Alphanumeric, 2 characters	Identity.suffix	Census > People > Demographics > Person Information > Suffix
Date of Birth	The student's birth date.	Date, 10 characters MM/DD/YYYY	Identity.birthDate	Census > People > Demographics > Person Information > Birth Date

Element	Description	Type, Format, and Length	Campus Database	Campus Interface
City of Birth	The student's city of birth.	Alphanumeric, 50 characters	Identity.birthCity	Census > People > Demographics > Person Information > Town of Birth
Gender	The student's gender. <ul style="list-style-type: none"> If Gender = N in the import file, logic checks for a flag where Code = "GndrNB" (Program Admin > Flags > Flags Detail > Code) and State Reported = checked (Program Admin > Flags > Flags Detail > State Reported). 	Alphanumeric, 1 character	Identity.gender	Census > People > Demographics > Person Information > Gender
Town of Residence	The student's town of residence.	Alphanumeric, 10 characters	Enrollment.fiscalTown	Student Information > General > Enrollments > State Reporting Tab > City/Town of Residence
SASID	The state assigned student identification number.	Alphanumeric, 16 characters	Person.stateID	Census > People > Demographics > Person Identifiers > State ID