

# WISEid Import

Last Modified on 04/10/2024 11:30 am CDT

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The WISEid Import updates or adds state IDs generated by WISEid for students and staff.

As required by the Department of Public Instruction, staff IDs must be imported at the beginning of the year, **even if the staff person already exists in WISE**.

The imported data displays personal identifying information including legal names for both students and staff.

WISEid Import ☆

WISEid State Import

This tool will import data to the State ID & locator system.

Import Population ☒ Student ☐ Staff

File Contains Local Person Id ☐ Local Number ☒ None

File Contains Legal Identities ☐

Work to Perform Validate and Test ▾

File Browse... No file selected. Upload

WISEid Import

## Import Logic

The import identifies individuals (students and staff, depending on the import file) who have a new state ID generated by the WISEid system. The import matches the required fields based on the header name of the column data, not the position of the column.

The import matches data in the file to the local database to determine a single identity match. If a person identifier is included in the file, the WISE ID is imported to the Student/Staff State ID field and the Ed-FI ID field.

## Unique ID Match

1. A match is first attempted using the **Local Person ID**. If a match is found, additional validations are done before the value is imported (as follows).
2. If no match is found for Local Person ID, the **Local Student** or **Staff Number** is used. If this value is found, the ID is imported into the Person.studentNumber or Person.staffNumber field.
3. If no match is found for Local Student Number or Local Staff Number, the **Last Name, First Name, Birthdate** (not required for staff) and **Gender** fields are used.
  - A match on Last Name and First name excludes all special characters (hyphens, apostrophes, etc.).
  - A match on Birthdate may match with or without leading zeros.
4. If no match is found for Last Name, First Name, Birthdate or Gender fields, the **Middle Name** and/or **Suffix** fields are used.
5. If no match is found for Middle Name or Suffix fields, the **information is not imported**.

## Import Editor

| Field                                 | Description  |
|---------------------------------------|--|
| <b>Import Population</b>              | Selection determines what population is being imported - students or staff.  |
| <b>File Contains Local Person ID</b>  | Selection determines on what item the import contains - Local Number or None.  |
| <b>File Contains Legal Identities</b> | Selection determines if legal name and gender fields will be used for matching.  |
| <b>Work to Perform</b>                | Selection indicates what action will occur - data is <b>validated and tested</b> , or data is <b>imported</b> (without being validated). |
| <b>File</b>                           | Use these options to locate and upload the file.   |

## Import Files

1. Determine the **Import Population**.
2. Select the option for what the **File Contains**.
3. Determine the **Work to Perform** by choosing either **Validate and Test** or **Import**.
4. Click the **Browse** button to locate the file.
5. Click the **Upload** button to import the information.

Upon clicking the Upload button, an **Import Summary** displays in a new browser window. This summary lists what task was performed and how many IDs were imported (if any). It also provides a count of any errors and warnings, and what those issue were.

**Results:**

File Name: WISEStudentLocate.csv  
 Processing Started Time: Mon Jun 13 13:15:24 CDT 2016.  
 Processing Finished Time: Mon Jun 13 13:15:24 CDT 2016.  
 Total Time To Process File: 0 seconds.

0 WISEid imported.

**Valid Record Count:**3

**Error Count:**3

**Warning Count:**0

**Error Detail:**

**Line Number Error Message**

4 Missing required data in field 'WISEid', column 1. Field is required.  
 4 Bad data length in field 'WISEid', column 1. Field can be at most 11 characters and must be at least 1 characters. Value was null  
 4 Bad data in field 'WISEid', column 1. The specified value is not valid for the field 'WISEid'. This number field can have at most 10 digits. value w

**Warning Detail:**

**Line Number Warning Message Content**

No Warnings

*WISEid Import Summary*

# Import Layout

| Data Element                     | Business Logic  | Format and Length           |
|----------------------------------|---|-----------------------------|
| <b>WISEid</b><br><i>Required</i> | <b>This field must be included in order to import.</b><br>If there is a single, unique identity match between the ID in the file and the ID in Campus, the value in the file is imported into these database locations: <ul style="list-style-type: none"> <li>• Person.edFild</li> <li>• Person.studentStateID (if import is student-based)</li> <li>• Person.staffStateID (if import is staff-based)</li> </ul> | Numeric, 10 digits          |
| <b>Local Person ID</b>           | This field may or may not be present in the import file. <ul style="list-style-type: none"> <li>• If None is selected for the File Contains option, all values for this field are ignored.</li> <li>• If Student Number is selected for the File Contains option, see the <a href="#">Import Logic</a> for details.</li> </ul>  | Alphanumeric, 50 characters |

| Data Element                         | Business Logic   | Format and Length           |
|--------------------------------------|--|-----------------------------|
| <b>Last Name</b><br><i>Required</i>  | <p><b>This field must be included in order to import.</b></p> <ol style="list-style-type: none"> <li>If the 'File Contains Legal Identities' is checked on the extract editor: <ul style="list-style-type: none"> <li>If a Legal Last Name exists on the most recent identity, use the Legal Last Name. <ul style="list-style-type: none"> <li>Otherwise, use the Last Name from the most recent identity.</li> </ul> </li> </ul> </li> <li>If the 'File Contains Legal Identities' is NOT checked on the extract editor: <ul style="list-style-type: none"> <li>Use the Last Name from the most recent identity.</li> </ul> </li> </ol> <p>This field is ALWAYS used to verify a matching identity. See the <a href="#">Import Logic</a> for details.</p>     | Alphanumeric, 50 characters |
| <b>First Name</b><br><i>Required</i> | <p><b>This field must be included in order to import.</b></p> <ol style="list-style-type: none"> <li>If the 'File Contains Legal Identities' is checked on the extract editor: <ul style="list-style-type: none"> <li>If a Legal First Name exists on the most recent identity, use the Legal First Name. <ul style="list-style-type: none"> <li>Otherwise, use the First Name from the most recent identity.</li> </ul> </li> </ul> </li> <li>If the 'File Contains Legal Identities' is NOT checked on the extract editor: <ul style="list-style-type: none"> <li>Use the First Name from the most recent identity.</li> </ul> </li> </ol> <p>This field is ALWAYS used to verify a matching identity. See the <a href="#">Import Logic</a> for details.</p> | Alphanumeric, 50 characters |
| <b>Middle Name</b>                   | <p>This field may or may not be present in the import file.</p> <p>This field is sometimes used to verify a matching identity. See the <a href="#">Import Logic</a> for details.</p>   | Alphanumeric, 50 characters |
| <b>Suffix</b>                        | <p>This field may or may not be present in the import file.</p> <p>This field is sometimes used to verify a matching identity. See the <a href="#">Import Logic</a> for details.</p>   | Alphanumeric, 15 characters |

| Data Element                        | Business Logic  | Format and Length                       |
|-------------------------------------|---|---|
| <b>Birthdate</b><br><i>Required</i> | <p><b>This field must be included in order to import.</b></p> <p>This field is only used when importing student data. This is not a required field when importing staff data; if a value exists for a staff person, it is used, but if a value does not exist, the import will still process the file.</p> <p>This field matches with or without a leading zero (e.g., 05/13/2015 or 5/13/2015)</p> <p>See the <a href="#">Import Logic</a> for details.</p>  | Date field, 10 characters<br>mm/dd/yyyy |
| <b>Gender</b><br><i>Required</i>    | <p><b>This field must be included in order to import.</b></p> <ol style="list-style-type: none"> <li>If the 'File Contains Legal Identities' is checked on the extract editor: <ul style="list-style-type: none"> <li>If a Legal Gender exists on the most recent identity, use the Legal Gender. <ul style="list-style-type: none"> <li>Otherwise, use the Gender from the most recent identity.</li> </ul> </li> </ul> </li> <li>If the 'File Contains Legal Identities' is NOT checked on the extract editor: <ul style="list-style-type: none"> <li>Use the Gender from the most recent identity.</li> </ul> </li> </ol> <p>See the <a href="#">Import Logic</a> for details.</p> | Alphabetic, 1 character<br>M, F, or X   |
| <b>Race Key</b>                     | <p>This field may or may not be present in the import file.</p> <p>This field is not used for matching.</p>   | Alphanumeric, 4 characters              |
| <b>Other Name Last Name</b>         | <p>This field may or may not be present in the import file.</p> <p>This field is not used for matching.</p>   | Alphanumeric, 50 characters             |
| <b>Other Name First Name</b>        | <p>This field may or may not be present in the import file.</p> <p>This field is not used for matching.</p>   | Alphanumeric, 50 characters             |
| <b>Other Name Middle Name</b>       | <p>This field may or may not be present in the import file.</p> <p>This field is not used for matching.</p>   | Alphanumeric, 50 characters             |
| <b>Other Name Suffix</b>            | <p>This field may or may not be present in the import file.</p> <p>This field is not used for matching.</p>   | Alphanumeric, 15 characters             |

| Data Element                    | Business Logic   | Format and Length           |
|---------------------------------|--|-----------------------------|
| <b>Born Outside US</b>          | This field may or may not be present in the import file.<br><br>This field is not used for matching.   | Alphabetic, 1 character     |
| <b>Birth City</b>               | This field may or may not be present in the import file.<br><br>This field is not used for matching.   | Alphanumeric, 30 characters |
| <b>Birth State</b>              | This field may or may not be present in the import file.<br><br>This field is not used for matching.   | Alphanumeric, 2 characters  |
| <b>Birth County</b>             | This field may or may not be present in the import file.<br><br>This field is not used for matching.   | Alphanumeric, 35 characters |
| <b>Birth Country</b>            | This field may or may not be present in the import file.<br><br>This field is not used for matching.   | Alphanumeric, 60 characters |
| <b>Entity ID</b>                | This field may or may not be present in the import file.<br><br>This field is not used for matching.   | Numeric, 10 digits          |
| <b>Local Person ID Key Type</b> | This field may or may not be present in the import file.<br><br>If included in the file, the value must match the Import Population selected on the extract editor in order to import. Otherwise, the value is not imported. | Alphanumeric, 6 characters  |
| <b>Parent 1 Type</b>            | This field may or may not be present in the import file.<br><br>This field is not used for matching.   | Alphabetic, 1 character     |
| <b>Parent 1 Last Name</b>       | This field may or may not be present in the import file.<br><br>This field is not used for matching.   | Alphanumeric, 50 characters |
| <b>Parent 1 First Name</b>      | This field may or may not be present in the import file.<br><br>This field is not used for matching.   | Alphanumeric, 50 characters |
| <b>Parent 1 Middle Name</b>     | This field may or may not be present in the import file.<br><br>This field is not used for matching.   | Alphanumeric, 50 characters |
| <b>Parent 1 Name Suffix</b>     | This field may or may not be present in the import file.<br><br>This field is not used for matching.   | Alphanumeric, 15 characters |

| Data Element                | Business Logic   | Format and Length           |
|-----------------------------|--|-----------------------------|
| <b>Parent 2 Type</b>        | This field may or may not be present in the import file.<br><br>This field is not used for matching. | Alphabetic, 1 character     |
| <b>Parent 2 Last Name</b>   | This field may or may not be present in the import file.<br><br>This field is not used for matching. | Alphanumeric, 50 characters |
| <b>Parent 2 First Name</b>  | This field may or may not be present in the import file.<br><br>This field is not used for matching. | Alphanumeric, 50 characters |
| <b>Parent 2 Middle Name</b> | This field may or may not be present in the import file.<br><br>This field is not used for matching. | Alphanumeric, 50 characters |
| <b>Parent 2 Name Suffix</b> | This field may or may not be present in the import file.<br><br>This field is not used for matching. | Alphanumeric, 15 characters |