

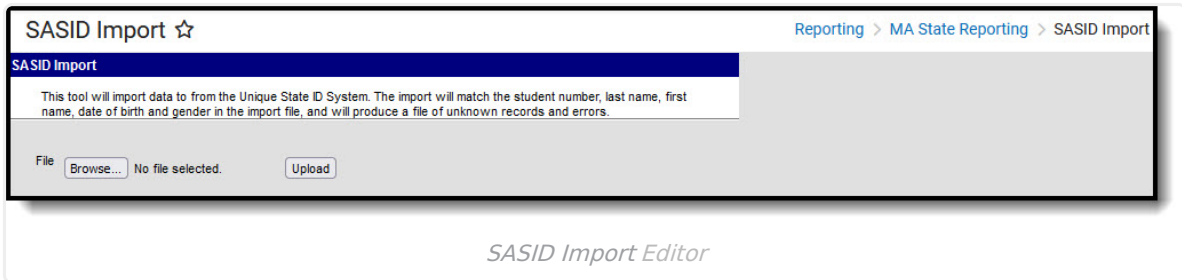
# SASID Import (Massachusetts)

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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
<b>LASID</b>	The locally assigned student identification number.	Alphanumeric, 5 characters	Enrollment. localStudentNumber	> Demographics Student Number

Element	Description	Type, Format, and Length	Campus Database	Campus Interface
<b>First Name</b>	The student's first name.	Alphanumeric, 50 characters	Identity.firstName	> Demographics > First Name
<b>Middle Name</b>	The student's middle name.	Alphanumeric, 50 characters	Identity.middleName	> Demographics > Middle Name
<b>Last Name</b>	The student's last name.	Alphanumeric, 50 characters	Identity.lastName	Demographics > Last Name
<b>Suffix</b>	The student's suffix.	Alphanumeric, 2 characters	Identity.suffix	Demographics > Suffix
<b>Date of Birth</b>	The student's birth date.	Date, 10 characters MM/DD/YYYY	Identity.birthDate	Demographics > Birth Date
<b>City of Birth</b>	The student's city of birth.	Alphanumeric, 50 characters	Identity.birthCity	Demographics > Town of Birth
<b>Gender</b>	The student's gender. <ul style="list-style-type: none"> <li>If Gender = N in the import file, logic checks for a flag where Code = "GndrNB" (Program Admin &gt; Flags &gt; Flags Detail &gt; Code) and State Reported = checked (Program Admin &gt; Flags &gt; Flags Detail &gt; State Reported).</li> </ul>	Alphanumeric, 1 character	Identity.gender	Demographics > Gender
<b>Town of Residence</b>	The student's town of residence.	Alphanumeric, 10 characters	Enrollment.fiscalTown	Enrollments > State Reporting Fields > City/Town of Residence

Element	Description	Type, Format, and Length	Campus Database	Campus Interface
<b>SASID</b>	The state assigned student identification number.	Alphanumeric, 16 characters	Person.stateID	Demographics > State ID

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