

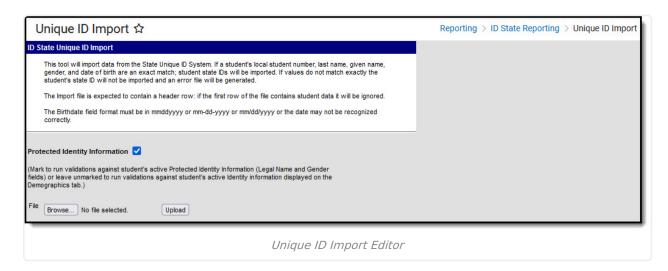
### **Unique ID Import (Idaho)**

Last Modified on 12/14/2025 8:45 pm CST

#### Importing a File | Upload Layout

Tool Search: 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.



## Importing a File

- 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 be generated indicating how many new State IDs were added and how many State IDs were changed.

If a State ID 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 no 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 student data fields 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	Census > People > Demographics > Person Identifier > Student Number
	Numeric, 10 digits	Person.studentNumber
Edu ID	The state-maintained student identifier	Census > People > Demographics > Person Identifier > State ID
	Numeric, 9 digits	Person.stateID
First Name	The legal first name of the individual.	Census > People > Identity > Protected Identity Information > Legal First Name
	Alphanumeric, 35 characters	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.	Census > People > Identity > Protected Identity Information > Legal Middle Name
	Alphanumeric, 30 characters	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