Mass Assign Alternate IDs

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Scanning tools are available with Campus Workflow Suite.

Tool Search: Mass Assign Alternate IDs

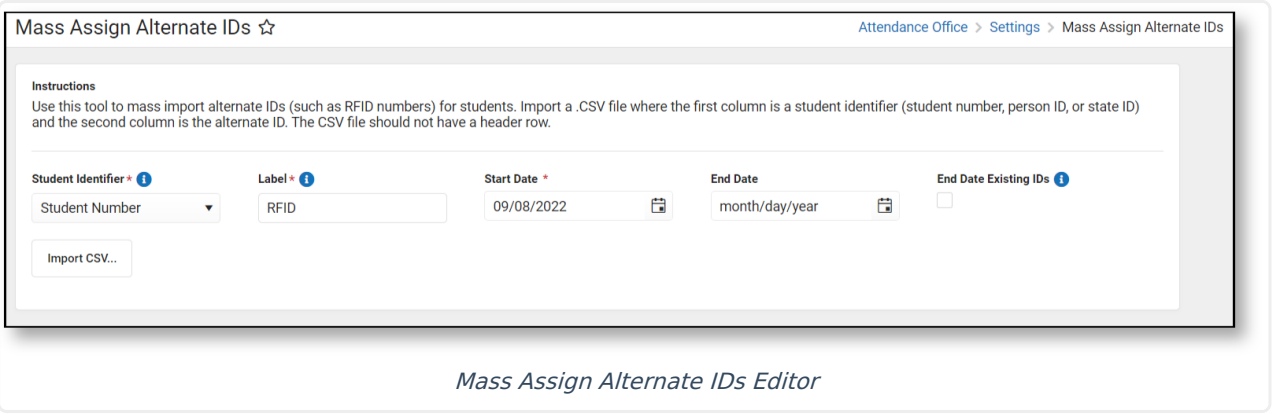
The Mass Assign Alternate IDs tool is used to import alternate IDs, such as RFID numbers from a CSV file. If Alternate Identifier is enabled in Scanner Settings, students can scan in/out at kiosks and scanners using the Alternate ID.

CSV File Format

The CSV file to be imported should contain two columns. The first column will include the student identifier (student number, person ID or state ID) that exists in Campus, and the second column contains the alternate ID.

The file should not have a header row.

Import Alternate IDs

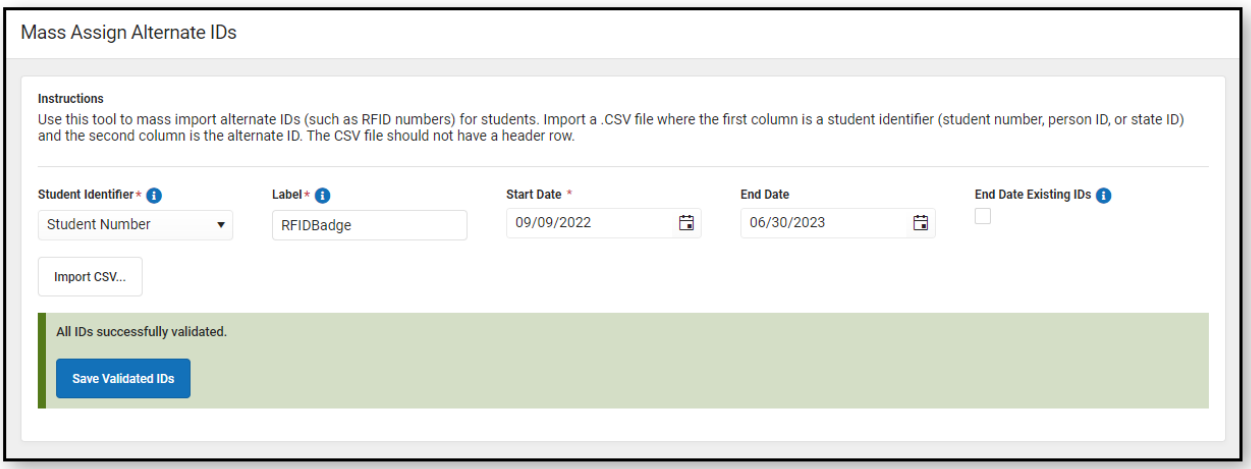


Mass Assign Alternate IDs Editor

1. Select the **Student Identifier** used in the first column of the CSV file.
2. Enter a **Label** for the Alternate ID. This will list on the Alternate ID Lookup.
3. Enter the **Start Date** for the Alternate ID.
4. Enter an **End Date** for the Alternate ID.
5. If desired, end existing Alternate IDs by marking the **End Date Existing IDs** checkbox.
6. Press **Import CSV**.
7. Navigate to, and select, the CSV file.
    - Campus validates the file to ensure Alternate IDs do not conflict with existing student

numbers.

8. If no errors are found, press **Save Validated IDs**.



Mass Assign Alternate ID Fields

Field	Description
Student Identifier	Select the value in the CSV file which will be used to map alternate IDs to students. Options include: • Student Number • Person ID • State ID
Label	Defines the name for the Alternate ID.
Start Date	Start date for the alternate ID to be active.
End Date	End date for the alternate ID to be active.
End Date Existing IDs	If marked, existing Alternate IDs will be ended for those students in the CSV file if: • there is no End Date. • the existing ID End Date is after the import Start Date.