Field Order	Field Name	Max Length	Required?	Description	Rules and Comments
1	Action	1	Y	Contains the code representing the action to be taken for the record.	Case insensitive. Valid values are: C or c (create) U or u (update) R or r (restore) D or d (delete) If attempting to create a record and the Username provided already exists in the system, the record will error. If attempting to update a record and the Username provided does NOT already exist in the system, the record will error. If attempting to restore a previously deleted/disabled user and the username provided exists in the system (deleted/disabled or active), the delete date and disabled date will be removed from the user as well as a disabled reason. Any changes from the import will be updated on the user following the Update rules above. If attempting to restore a previously deleted/disabled user and the username does not exist in the system (deleted/disabled or active), an error will be presented: "An existing or deleted user with username <username>, does not exist." If attempting to restore a previously deleted/disabled user and the user doing the import does not have the proper delete permissions, they will receive an error: "User is not authorized to delete/restore users", in this case the user will need to re-import the change as an update (u) and remove the data in the disabled date and disabled reason fields. If attempting to delete a user and the username provided exists in the system (active), the delete date will be added using the current system date. Any changes from the file will not be updated on the existing user. If the user already has a delete date present, an error will be presented: "User <username> is already flagged as deleted as of <delete date>." If attempting to delete a user and the username provided does not exist in the system (deleted or active), an error will be presented: "User <username> does not exist and cannot be flagged as deleted." NOTE: Users flagged as deleted will still be updated based on rules for Create and Update above but will remain in a deleted status.

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Field Order	Field Name	Max Length	Required?	Description	Rules and Comments
2	Username	100	Y	Contains the unique username.	Used for matching and must be unique. Case insensitive. *Note: Suggestion is to use your email address as your username to help with uniqueness issues.*
3	First Name	50	Y	Contains the user's first name.	
4	Last Name	50	Y	Contains the user's last name.	
5	Email	100	Y	Contains the user's email address.	Case insensitive. Must be in valid email format.
6	Authorized Organizations	Variable	Y	Contains the organization codes associated to the user. The values in this field should represent ALL organizations associated to the user. Users with access to a district or state-level organization will automatically gain access to associated organizations that belong to that hierarchy. These organizations do not need to be listed.	Case insensitive. Use the organization code displayed in the upper right-hand corner of the screen when you are logged into your PearsonAccess^{next} account (including hyphens). Invalid data will result in an error. For example: TN-123456-1234 Delimited field. Multiple organization codes must be separated with a colon (e.g., 555:556). Include leading zeros. Can only create/modify organizations for users that are within the list of organizations that the user submitting the file has access to.
7	Roles	Variable	Y	Contains the role codes associated to the user. The values in this field should represent ALL roles associated to the user.	Case insensitive. Delimited field. Multiple role codes must be separated with a colon (e.g., Technical Coordinator:Room Supervisor). It is recommended to only provide the highest-level role needed to a single user. Some situations may require a user to need multiple roles, but some permissions may contradict each other. Only Administration Test Coordinators can assign the Administration Test Coordinator role. Make sure to enter the user role name exactly and do not include spaces. Invalid data will result in an error. For more information about user roles, see the User Role Matrix on ACT Aspire Knowledge Hub. AdministrationTestCoordinator TestCoordinator TechnicalCoordinator RoomSupervisor FullAccessEducator ReportsOnlyEducator Report

Field Order	Field Name	Max Length	Required?	Description	Rules and Comments
8	Active Begin Date	10	N	Identifies when a user account becomes active.	The date format will check for any of the following: yyyy-MM-dd yyyy-M-d yyyy-M-dd yyyy-MM-d MM/dd/yyyy yyyy/MM/dd MM-dd-yyyy yyyy/MM/dd yyyy-MM-dd HH:mm:ss.SSS yyyy-MM-dd HH:mm HH:mm If all attempts to determine a date fail, the following message will be displayed: "Column 'parseDateTime' cannot be bound due to a Spel evaluation exception." For example, if a start date is March 30, 2011, it should be entered as 03/30/2011. Leading zeros in the month and day fields are not required. Active Begin Date must be equal to or before Active End Date. *Note: Even though time is not collected, system time is currently in CT which may affect perceived access crossing over midnight boundaries.*
9	Active End Date	10	N	Identifies when a user account becomes inactive. If an account has expired, the user will receive an error message upon log in.	The date format will check for any of the following: yyyy-MM-dd yyyy-M-d yyyy-M-dd yyyy-MM-d MM/dd/yyyy yyyy/MM/dd MM-dd-yyyy yyyy/MM/dd yyyy-MM-dd HH:mm:ss.SSS yyyy-MM-dd HH:mm HH:mm If all attempts to determine a date fail, the following message will be displayed: "Column 'parseDateTime' cannot be bound due to a Spel evaluation exception." For example, if an end date is August 30, 2011, it should be entered into this field as 08/30/2011. Leading zeros in the month and day fields are not required. Active End Date must be equal or after Active Begin Date. Leave this field blank if the user does not need a predetermined inactivation date. *Note: Even though time is not collected, system time is currently in CT which may affect perceived access crossing over midnight boundaries.*

Field Order	Field Name	Max Length	Required?	Description	Rules and Comments
10	Disabled	3	Y	Identifies whether the user's account is disabled. Also use this field when a user will never need to access the system again (e.g., the user retires or changes jobs). If an account is disabled, the user will receive an error message when attempting to login to the system.	Case insensitive. Yes = Account should be disabled. No = Account is not disabled. Disabled Date within the system will be populated with current date if Disabled field on this file is set to Yes.
11	Disable Reason	1000	Y*	Identifies the reason given as to why the user account has been disabled.	*Required if Disabled field on this file is set to Yes. Field should be left blank if Disabled field on this file is set to No.
12	Is Deleted	3	N	Identifies whether the user's account is deleted.	Populated on Export, ignored on Import. Yes = Account is deleted. No = Account is not deleted.