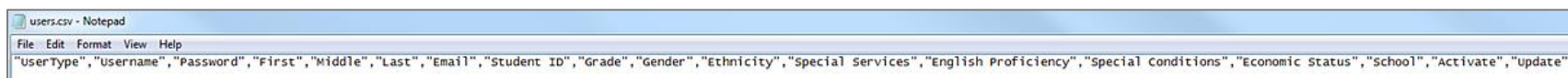# Holt McDougal Online users File Details Dictionary

Holt McDougal Online users File Details

The users template file contains all of the students and teachers who will be using *Holt McDougal Online* (HMO). You may populate and submit a single users file that includes both additions and updates of user accounts, or you may populate and submit multiple users files to separate your district's data into individual files.
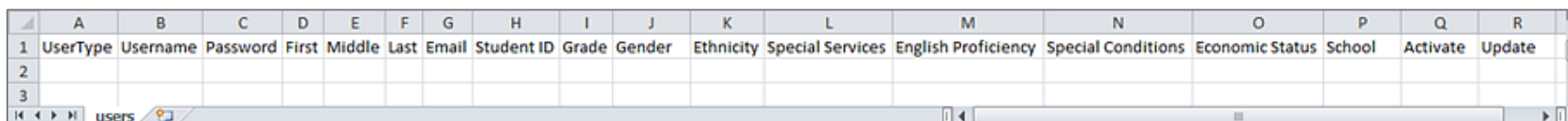
An example of the users.csv template in Notepad is shown below.

An example of the users.csv template in Microsoft Excel® is shown below.

Note:

- When populating the import template file, required fields must be populated. Fields that are not required may remain empty, but even empty fields must be retained using commas. Do not use a space for an empty field.

- HMH recommends that quoted identifiers be used around all headers and fields.

- If your data set includes special characters, you must save your file as a UTF-8 File. (See Encode Files as UTF-8 for details.)

Data requirements may change at any time. For the most up-to-date information, refer to Import Management Help.

Details for each of the users template fields are provided in the table below. (Fields that appear in gray are optional.)

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Column	**Field Name**	**Roles**	**Required**	**Instruction**	**Max. Field Length**	**Valid Values**	**Sample Entries**
A	UserType	Teacher Student	Y	Enter the role of the user being added or updated.	1	T = Teacher S = Student	T
B	Username	Teacher Student	Y	Enter the username each user must enter to sign into the application. For single sign on (SSO) users, see the list of SSO considerations 🔗. (*Click link to learn more.*) **Note:** • The username must be unique to the district, and if the user accesses HMH Player®, the username must be globally unique. • If you operate as an independent school, do not have a SIS, or are a private/Catholic school, consider the recommendations on page 10. **Warning: Once the username is submitted, it cannot be changed.**	5–75	A–Z, a–z, 0–9, and *symbols acceptable **Note:** Spaces are not allowed. *See Supported Symbols on page 10 for complete list.	John.Doe @DistrictA. ca.usd

Data requirements may change at any time. For the most up-to-date information, refer to Import Management Help.

					Max. Field Length		Sample Entries

Column	Field Name	Roles	Required	Instruction	Max. Field Length	Valid Values	Sample Entries
C	Password	Teacher Student	N	Enter the password each user must use to sign into the application. **For single sign on (SSO) users:** • Leave the password field blank (NULL). • Before proceeding, see the list of SSO considerations ⬈. *(Click link to learn more.)* **For district-controlled passwords:** • Set this field to a value of your choice. • Provide classroom teachers with their credentials and the credentials of their students. • Provide instructions for classroom teachers to follow if they forget or misplace the login credentials. • Warn users that even if they change a password in the UI, the password may be changed back on next import. (For HMO import files, passwords reset with each import.) *(…continued on following page)*	Min. Field Length = 8	**Teachers and Administrators** **Note:** Spaces are not allowed. *See Supported Symbols on page 10 for complete list. Case sensitive Must contain **at least one of each**: • uppercase character (A–Z) • lowercase character (a–z) • number (0–9) • special character (! @ # $ % ^ & ( ) _ - + = { } [ ] | \ : ; " ' / ? < > , .) For improved security, HMH strongly recommends the following: • Do not match Username. • Use passphrases ⬈ instead of passwords. (*Click link to learn more.*)	Password_ 1234567

Data requirements may change at any time. For the most up-to-date information, refer to Import Management Help.

					Max. Field Length		
Column	Field Name	Roles	Required	Instruction		Valid Values	Sample Entries

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Column	Field Name	Roles	Required	Instruction	Max. Field Length	Valid Values	Sample Entries

				(…*continued*)
				
				For districts allowing users to control their own passwords:
				• Leave the password field blank (NULL). For the first upload, this creates a random password; for subsequent uploads, this retains the existing password.
				• Provide your teachers with the following instructions:
				  – **Manage Teacher Passwords:**
				  If the password was set to null, it is not accessible.
				    o Upon first login, teachers must click Reset Password.
				    o Teachers receive an email with reset instructions, allowing them to change their passwords. Be sure to allow emails from *.hmhco.com.
				
				  – **Manage Student Passwords:**
				  Teachers can do one of the following:
				    o Change the students' passwords themselves and provide the passwords to the students.
				    o Set temporary passwords for students and provide students with the temp passwords. After successful login with temp passwords, students are prompted to create their own passwords.
					Min. Field Length = 5	**Students:** A–Z, a–z, 0–9, and *symbols acceptable
						
						Note: Spaces are not allowed.
						
						*See Supported Symbols on page 10 for complete list.
						
						Case sensitive
						
						For improved security, HMH strongly recommends the following:
						• Do not match Username.
						• Use passphrases ☑ instead of passwords. (*Click link to learn more.*)
							paswd

D	First	Teacher Student	Y	Enter the first name of the user.	50	A–Z, a–z, 0–9, spaces, and *symbols acceptable *See Supported Symbols on page 10 for complete list.	John

Data requirements may change at any time. For the most up-to-date information, refer to Import Management Help.

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Column	Field Name	Roles	Required	Instruction	Max. Field Length	Valid Values	Sample Entries
				Back to Top			
E	Middle	Teacher Student	N	Enter the middle initial of the user.	1	A–Z, a–z, 0–9, spaces, and *symbols acceptable *See Supported Symbols on page 10 for complete list.	A
F	Last	Teacher Student	Y	Enter the last name of the user.	50	A–Z, a–z, 0–9, spaces, and *symbols acceptable *See Supported Symbols on page 10 for complete list.	Grant
G	Email	Teacher	Y	For students, leave blank. For teachers, enter the teacher's email address. **Note:** • Recommended practice is to use official district or school email address. • Unless the email notification setting in the HMO platform is turned off, newly added teachers receive an automated email containing their log in usernames. See HMO-District Settings ⬈ for details.	100	A–Z, a–z, 0–9, apostrophes, hyphens, periods, underscores, and at sign (' - . _ @) acceptable	jgrant@ccpsmail.com
H	Student ID	Student	N	Enter the student's unique ID. **Note:** • Leading zeros must be preserved. See Retain Leading Zeros ⬈ for more details. • If you operate as an independent school, do not have a SIS, or are a private/Catholic school,	15	A–Z, a–z, 0–9	Student00345

Data requirements may change at any time. For the most up-to-date information, refer to Import Management Help.

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Column	Field Name	Roles	Required	Instruction	Max. Field Length	Valid Values	Sample Entries
				consider the recommendations on page 10.			
I	Grade	Student	Y	Enter the student's grade level. **Note:** Students can only be assigned to a single grade.	2	PK = Pre Kindergarten K = Kindergarten 1 = Grade 1 2 = Grade 2 3 = Grade 3 4 = Grade 4 5 = Grade 5 6 = Grade 6 7 = Grade 7 8 = Grade 8 9 = Grade 9 10 = Grade 10 11 = Grade 11 12 = Grade 12	3
J	Gender	Student	N	Enter 1 for female, 2 for male, or leave blank for unknown.	1	1 = Female 2 = Male leave blank = Unknown	1
K	Ethnicity	Student	N	Enter 0–7 to indicate the student's ethnicity. **Note:** Multiple values must be separated by a pipe (|).	1 character between pipes (|)	0 = Unknown 1 = Native American 2 = Asian 3 = African American 4 = Hispanic 5 = Native Hawaiian/Pacific Islander 6 = White 7 = Other	2|3|5

Data requirements may change at any time. For the most up-to-date information, refer to Import Management Help.

Column	Field Name	Roles	Required	Instruction	Max. Field Length	Valid Values	Sample Entries
				Back to Top			
L	Special Services	Student	N	Enter 0-5 to indicate the student's special services. **Note:** Multiple values must be separated by a pipe (|).	1 character between pipes (|)	0 = Unknown 1 = IEP 2 = 504 3 = Gifted/Talented 4 = Migrant Education 5 = Title l	3|5
M	English Proficiency	Student	N	Enter 0-6 to indicate the student's English proficiency.	1	0 = Unknown 1 = Fully/Only 2 = English Proficient 3 = English Student Level 1 - Beginning/Pre-production 4 = English Student Level 2 - Beginning/Production 5 = English Student Level 3 - Intermediate 6 = English Student Level 4 - Advanced	2

Data requirements may change at any time. For the most up-to-date information, refer to Import Management Help.

Column	Field Name	Roles	Required	Instruction	Max. Field Length	Valid Values	Sample Entries
				Back to Top			
N	Special Conditions	Student	N	Enter 0–13 to indicate the student's special conditions. **Note:** Only a single entry is accepted.	2	0 = None 1 = Autism 2 = Visual Impairment 3 = Deaf – Blindness 4 = Developmental Delay 5 = Hearing Impairment 6 = Orthopedic Impairment 7 = Multiple Disabilities 8 = Intellectual Disability 9 = Emotional Disturbance 10 = Speech and Language Disorders 11 = Specific Learning Disabilities 12 = Other Health Care Needs 13 = Traumatic Brain Injury	0

Data requirements may change at any time. For the most up-to-date information, refer to Import Management Help.

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					Max. Field Length		

Column	Field Name	Roles	Required	Instruction	Max. Field Length	Valid Values	Sample Entries
O	Economic Status	Student	N	Enter 0–4 to indicate the student's economic status.	1	0 = Unknown 1 = No - NOT economically disadvantaged 2 = Eligible for free lunch program 3 = Eligible for reduced price lunch program 4 = Economically disadvantaged by other criteria	2
P	School	Teacher Student	Y	Enter the school PID, also known as the Market Data Retrieval (MDR) number, which is available on the VIEW MDR INFO page. See Locate MDR PIDs 🔗 for more details. **Note:** • PIDs are not the same as SIS Local Building IDs. • If a user is associated with multiple schools, alternative options are available. See Associate Users with Multiple Schools on page 13 to learn more.	9	0–9	12345678
Q	Activate	Teacher Student	Y	Enter the status of the user account (active or inactive).	1	A = Active I = Inactive	A
R	Update	Teacher Student	Y	Specify the purpose of this row in the import file by doing the following: • Enter a "Y" when updating an existing account. • Leave the field blank when adding a new account. If you are moving a user account, see Move User Accounts 🔗 for complete details.		Y = Update to existing account leave blank = Adding a new account	Y

Data requirements may change at any time. For the most up-to-date information, refer to Import Management Help.

Appendix

Supported Symbols

!#$%&'()*+,-./:;<=>?@[]_` {|}~\¡¢£¤¥¦§¨©ª«¬®¯°±²³´¶¸¹º»¼½¾¿ÀÁÂÃÄÅÆÇÈÉÊËÌÍÎÏÐÑÒÓÔÕÖ×ØÙÚÛÜÝÞàáâãäåæçèéêëìíîïðñòóôõö÷øùúûüýþ

If you plan to use these extended special characters, you must save the file as a UTF-8 file. (See Encode Files as UTF-8 ⬈ for details.) Additionally, HMH recommends that all fields and headers be placed in quoted identifiers.

Usernames and LASIDs for Independent, Non-SIS, and Private/Catholic Schools

If you are moving students between organizations in your diocese or the organizational structure of your diocese is not centrally managed and you prefer to continue with school-based management only, then your district should adhere to a district-based username formula.

HMH suggests that you create LASIDs and usernames using the formulas indicated as follows.

Field	Formula	Example	Notes
USERNAME	student ID or name + building ID	123.98765432	Be aware that names can change; if that happens, multiple accounts are created.
LASID	value of your choice + building ID	JDOE.98765432	The building ID can be a local building ID or the MDR PID found in the platform.

Using these formulas for LASIDs and usernames allows your school or site to operate independently of other schools that are associated with the diocese or higher reporting organization.

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Data requirements may change at any time. For the most up-to-date information, refer to Import Management Help.

Username Recommendations by Identity Provider

If your organization is considering single-sign-on (SSO) options now or in the future, it is important to note that many of the Identity Providers (IdPs) have restrictions on the form of the username that is used. At this time, establishing a new username requires a district to purge accounts in the HMH database. Because of this, HMH wants to offer recommendations on how to choose a post-purge username convention that positions you for a smooth implementation of SSO now or later. Taking this action now eliminate the need to purge data again later when you are ready to implement SSO.

Identity Provider	Username	Comments
Microsoft Active Directory Federation Services (AD FS)	User Principal Name (JohnDoe@myDistrict.com) AKA (SAM-Account Name + Domain Name) *See Additional Options below the table.	User Principal Name (UPN) or NameID resembles a long username format similar to that of an email address. Be aware that users who change their usernames due to marriage or custody changes will encounter duplicate accounts until an account linking solution is available.
Stoneware, Inc.	User Principal Name (JohnDoe@myDistrict.com) AKA (SAM-Account Name + Domain Name) *See Additional Options below the table.	User Principal Name (UPN) or NameID resembles a long username format similar to that of an email address. Be aware that users who change their usernames due to marriage or custody changes will encounter duplicate accounts until an account linking solution is available. *(…continued on following page)*

Data requirements may change at any time. For the most up-to-date information, refer to Import Management Help.

Identity Provider	Username	Comments
G Suite for Education	Email	*(…continued)* *Google links on email addresses, so use your student and teacher email addresses as the usernames. Be aware that users who change their usernames due to marriage or custody changes will encounter duplicate accounts until an account linking solution is available.* *While Google is not a supported IdP at this time, setting this value now ensures a quick and easy SSO integration when it is available.*
Azure AD *Not currently available*	User Principal Name (JohnDoe@myDistrict.com) AKA (SAM-Account Name + Domain Name) *See Additional Options below the table.	User Principal Name (UPN) or NameID resembles a long username format similar to that of an email address. Be aware that users who change their usernames due to marriage or custody changes will encounter duplicate accounts until an account linking solution is available. While Azure AD is not a supported IdP at this time, setting this value now ensures a quick and easy SSO integration when it is available.
LTI *Not currently available*	LTI User_Id or LIS_person_sourceId	This value may not be known by your end users, so it is a new value they must remember or write down. While LTI is not a supported IdP at this time, setting this value now ensures a quick and easy SSO integration when it is available.

*Additional Options
- LASID + Domain (12345@myDistrict.com)
- LASID is a locally assigned student or staff Id. It does not change. Append the domain name to make a globally unique username. Be aware that this setting requires a custom claim to be added unless this entire string is already stored in a field in your SSO User Store.

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Data requirements may change at any time. For the most up-to-date information, refer to Import Management Help.

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Associate Users with Multiple Schools

If a student or teacher is associated with two schools, HMH recommends that you convert to data entry using the Simple File Format template or the OneRoster 1.0 CSV template. If that is not an option, then you must set up a second account for the user to accommodate the additional school.

Specific field-level entries of the primary account and secondary accounts are detailed below.

To associate a user with two different schools using the *Holt McDougal Online* template:

1. Create a primary account for the user, and enter the MDR PID of the main school on the user's primary account. Below are the files and fields by template type that require the MDR PID of the main school for the primary account.

File	Field	Column
users.csv	**School**	P

2. Create a second account for the same user, using an ***alternative*** username, password, and student or staff ID and link the user to the secondary school by entering the second school's MDR PID on the second account. Below are the files and fields by template type that require alternative entries for the secondary account, in addition to an alternative entry for the MDR PID field.

File	Field	Column
users.csv	**Username**	B
	Password	C
	Student ID	H
classes.csv	**Teacher Username**	A

Warning: The secondary account and login are for single use only and cannot be utilized for single sign on (SSO).

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Data requirements may change at any time. For the most up-to-date information, refer to Import Management Help.