

# OneRoster users

## File Details Dictionary

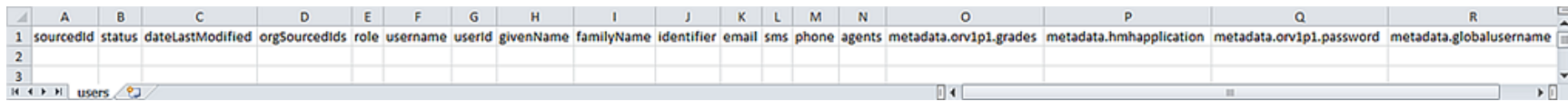
## users File Details

The users file contains all of the students and teachers who will be using *Ed: Your Friend in Learning*, *ThinkCentral* (TC) and/or *Holt McDougal Online* (HMO).



[Click to learn the file requirements and naming rules for OneRoster import files on page 13.](#)

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




	A	B	C	D	E	F	G	H	I	J	K	L	M	N	O	P	Q	R
1	sourcedid	status	dateLastModified	orgSourcedids	role	username	userid	givenName	familyName	identifier	email	sms	phone	agents	metadata.orv1p1.grades	metadata.hmhapplication	metadata.orv1p1.password	metadata.globalusername
2																		
3																		

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**Important:** HMH requires that you modify your OneRoster users file to include the custom, metadata fields.

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→ [Click to open an example of a populated users.csv template file](#) .

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**Note:** When populating the users.csv import template file, required fields must be populated and columns must appear in the proper order. 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. **The header row must always be included.**





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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	Required	Instruction	Max. Field Length	Valid Values	Sample Entries
A	sourcedId	Y	Enter the unique ID for the user.  <b>Note:</b> <ul style="list-style-type: none"> <li>• Must be unique across all users in your organization.</li> <li>• If your locally assigned student/staff ID (LASID or Identifier) from your SIS is unique across all schools and user types, then you can use that for sourcedId.</li> <li>• This value will map to the LASID field and will be shown in some platforms, exports, and reports.</li> <li>• If you operate as an independent school, do not have a SIS, or are a private/Catholic school, consider the recommendations on page 12.</li> </ul>	255	A–Z, a–z, 0–9, spaces, and *symbols acceptable  *See <a href="#">Supported Symbols</a> on page 12 for complete list.	STF_1234567
B	status	N	Leave this field blank.  HMH supports bulk rostering; delta processing (as required for this field) is not available at this time.	255		
C	dateLastModified	N	Leave this field blank.  HMH supports bulk rostering; delta processing (as required for this field) is not available at this time.	10		

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Column	Field Name	Required	Instruction	Max. Field Length	Valid Values	Sample Entries
D	orgSourcedIds	Y	<p>Enter the user's organization number. If the user is tied to multiple orgs, do the following:</p> <ul style="list-style-type: none"> <li>Enter all the user's orgids on the same row, separated by commas ("1, 2, 3, 4"). When entries in fields include commas, the use of quoted identifiers to contain the entries is important.</li> <li>Place the primary organization ID first in the orgSourcedIds field.</li> <li>DO NOT create separate rows for a single user, one for each org, because that is not a supported OneRoster 1.0 design.</li> <li>Some platforms automatically invoke account linking to support a user tied to more than one organization. To learn more, see <a href="#">Account Linking Using OneRoster</a> on page 12.</li> </ul> <p><b>Note:</b></p> <ul style="list-style-type: none"> <li>This orgsourcedID must exactly match the sourcedId in the orgs file.</li> <li>Be aware that "001" is not the same as "1".</li> </ul>	255	<p>A–Z, a–z, 0–9, spaces, and *symbols acceptable</p> <p><i>*See <a href="#">Supported Symbols</a> on page 12 for complete list.</i></p>	A_1234567
E	role	Y	<p>Enter the role of the user. If multiple roles exist, enter only the primary role.</p> <p><b>Note:</b> Multiple roles are not supported at this time.</p>	255	teacher student	teacher
F	username	N	<p>Enter the user name.</p> <p>HMH does not manage this field at this time. Instead, HMH uses the globally unique user name in the metadata.globalusername custom field (column R) detailed below.</p>	5–255	<p>A–Z, a–z, 0–9, spaces, and *symbols acceptable</p> <p><i>*See <a href="#">Supported Symbols</a> on page 12 for complete list.</i></p>	John.Doe@DistrictA.ca.usd





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Column	Field Name	Required	Instruction	Max. Field Length	Valid Values	Sample Entries
G	userId	N	Enter the user's ID. HMH does not manage this field at this time.	255	A–Z, a–z, 0–9, spaces, and *symbols acceptable  *See <a href="#">Supported Symbols</a> on page 12 for complete list.	John.Doe@DistrictA.ca.usd
H	givenName	Y	Enter the user's first name.	255 **See details regarding truncated values.	A–Z, a–z, 0–9, spaces, and *symbols acceptable  *See <a href="#">Supported Symbols</a> on page 12 for complete list.	John
I	familyName	Y	Enter the user's last name.	255 **See details regarding truncated values.	A–Z, a–z, 0–9, spaces, and *symbols acceptable  *See <a href="#">Supported Symbols</a> on page 12 for complete list.	Doe
J	identifier	N	Enter the user's identifier. HMH does not manage this field at this time.	255	A–Z, a–z, 0–9, spaces, and *symbols acceptable  *See <a href="#">Supported Symbols</a> on page 12 for complete list.	



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Column	Field Name	Required	Instruction	Max. Field Length	Valid Values	Sample Entries
K	email	Student: N	For students, leave blank.	255, but HMH recommends 100  <i>Ed</i> supports 255.  TC and HMO support only 100.	A–Z, a–z, 0–9, apostrophes, hyphens, periods, underscores, and at sign (' - . _ @) acceptable	jdoe@ccpsmail.com
		Teacher Y	For teachers, enter the teacher's email address.  <b>Note:</b> <ul style="list-style-type: none"> <li>Recommended practice is to use official district or school email address.</li> <li>Newly added teachers receive an automated email containing their log in user names, unless the email notification setting is turned off.</li> </ul> <b>To Turn Off Email Notifications:</b> <ul style="list-style-type: none"> <li>For <i>Ed</i> administrators, turn off the automated email sent to teachers added manually or via rostering by doing either of the following:                             <ul style="list-style-type: none"> <li>On the <b>Org Settings</b> page, clear the <b>Enable Ed Welcome Email</b> check box. See <a href="#">Manage Org Settings</a>  for details.</li> <li>For Google® SSO customers, change your email notification setting on the <b>Authentication Manager</b> page. See the <a href="#">Authentication Manager</a>  topic for details.</li> </ul> </li> <li>For TC administrators, turn off the email notification setting in the TC platform; see <a href="#">TC-Edit District Configuration Settings and Add Products</a>  for details.</li> <li>For HMO administrators, turn off the email notification setting in the HMO platform; see <a href="#">HMO-District Settings</a>  for details.</li> </ul>			
L	sms	N	HMH does not store this data at this time.	255		


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Column	Field Name	Required	Instruction	Max. Field Length	Valid Values	Sample Entries
M	phone	N	HMH does not store this data at this time.	255		
N	agents	N	HMH does not store this data at this time.	255		
O	metadata.or v1p1.grade s	Y	<p>Enter the grade associated with the user.</p> <ul style="list-style-type: none"> <li> <b>Students</b> can be assigned to only a single grade.                             <ul style="list-style-type: none"> <li>If a grade range is entered for a student, it defaults to first grade listed in the range.</li> <li>If the field is blank, the student is not rostered and an import file error occurs.</li> </ul> </li> <li> <b>Teachers</b> can be assigned to a single grade or a grade range, such as 06–08.                             <ul style="list-style-type: none"> <li>Do not use Excel to open a users.csv file containing grade ranges. Excel converts numeric grade ranges to dates. For example, a grade range entry of "01 08" gets converted to "8-Jan".</li> <li>If teacher grade is not provided, it defaults to PK 12.</li> </ul> </li> <li>To determine the range of grade levels associated with a user by platform, view the <a href="#">grade table</a> on page 14.</li> </ul> <p><b>Note:</b> Teachers often need access to grade-level material above or below the grade level(s) that they teach; it may be easier to assign your teachers additional grade levels or even the full range of grade levels for the school. For example K–08 or 9–12.</p>	5	IT, PR, PK, TK, KG, 01, 02, 03, 04, 05, 06, 07, 08, 09, 10, 11, 12, 13, PS, UG, Other, [null], x-y  View the <a href="#">grade table</a> on page 14 to see acceptable values by platform.	06–08 (teacher)  06 (student)

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Column	Field Name	Required	Instruction	Max. Field Length	Valid Values	Sample Entries																
P	metadata.h mhapplication	Strongly Recommended	<p>Enter the code indicating the HMH product(s) available to the teacher, as follows:</p> <table border="1"> <thead> <tr> <th>Product(s)</th> <th>Code to Enter</th> </tr> </thead> <tbody> <tr> <td><i>ThinkCentral (only)</i></td> <td>TC</td> </tr> <tr> <td><i>Holt McDougal Online (only)</i></td> <td>HMO</td> </tr> <tr> <td><i>Ed: Your Friend in Learning (only)</i></td> <td>ED</td> </tr> <tr> <td><i>Holt McDougal Online and ThinkCentral</i></td> <td>TC.HMO</td> </tr> <tr> <td><i>ThinkCentral and Ed: Your Friend in Learning</i></td> <td>TC.ED</td> </tr> <tr> <td><i>Holt McDougal Online and Ed: Your Friend in Learning</i></td> <td>HMO.ED</td> </tr> <tr> <td><i>ThinkCentral and Holt McDougal Online and Ed: Your Friend in Learning</i></td> <td>TC.HMO.ED</td> </tr> </tbody> </table> <p><b>Note:</b></p> <ul style="list-style-type: none"> <li><b>ORDER MATTERS:</b> The code must be entered in the order shown in the table above.</li> <li><b>Additional Codes:</b> Additional <i>Holt McDougal Online</i> abbreviations are acceptable. HMO can be substituted with HMOF, HRW, or MYHRW in all instances.</li> </ul> <p>(...continued on following page)</p>	Product(s)	Code to Enter	<i>ThinkCentral (only)</i>	TC	<i>Holt McDougal Online (only)</i>	HMO	<i>Ed: Your Friend in Learning (only)</i>	ED	<i>Holt McDougal Online and ThinkCentral</i>	TC.HMO	<i>ThinkCentral and Ed: Your Friend in Learning</i>	TC.ED	<i>Holt McDougal Online and Ed: Your Friend in Learning</i>	HMO.ED	<i>ThinkCentral and Holt McDougal Online and Ed: Your Friend in Learning</i>	TC.HMO.ED	20	<p>HMO = <i>Holt McDougal Online</i> only</p> <p>TC = <i>ThinkCentral</i> only</p> <p>ED = <i>Ed</i> only</p> <p>TC.HMO = both <i>ThinkCentral</i> and <i>Holt McDougal Online</i></p> <p>TC.ED = both <i>ThinkCentral</i> and <i>Ed</i></p> <p>HMO.ED = both <i>Holt McDougal Online</i> and <i>Ed</i></p> <p>TC.HMO.ED = <i>ThinkCentral</i>, <i>Holt McDougal Online</i>, and <i>Ed</i></p> <p>***Blank (NULL) field = TC, HMO, and <i>Ed</i></p> <p>***Only leave blank if you plan to use all three platforms.</p>	TC.HMO.ED
Product(s)	Code to Enter																					
<i>ThinkCentral (only)</i>	TC																					
<i>Holt McDougal Online (only)</i>	HMO																					
<i>Ed: Your Friend in Learning (only)</i>	ED																					
<i>Holt McDougal Online and ThinkCentral</i>	TC.HMO																					
<i>ThinkCentral and Ed: Your Friend in Learning</i>	TC.ED																					
<i>Holt McDougal Online and Ed: Your Friend in Learning</i>	HMO.ED																					
<i>ThinkCentral and Holt McDougal Online and Ed: Your Friend in Learning</i>	TC.HMO.ED																					



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Column	Field Name	Required	Instruction	Max. Field Length	Valid Values	Sample Entries
P	metadata.h mhapplication	Strongly Recommended	<p>(...continued)</p> <p><b>Email Notification Warning:</b> For each platform, every rostered staff account receives a "kickoff" email, which provides the user name and instructions for creating a password. If your staff is not using all platforms, these automated emails can cause confusion. Additionally, if you are using SSO, you may not want these emails to be sent. To stop the email notifications, you must turn off the setting for each platform.</p> <p><b>To Turn Off Email Notifications:</b></p> <ul style="list-style-type: none"> <li>○ For <i>Ed</i> administrators, turn off the automated email sent to teachers added manually or via rostering by doing either of the following:                             <ul style="list-style-type: none"> <li>– On the <b>Org Settings</b> page, clear the <b>Enable Ed Welcome Email</b> check box. See <a href="#">Manage Org Settings</a>  for details.</li> <li>– For Google® SSO customers, change your email notification setting on the <b>Authentication Manager</b> page. See the <a href="#">Authentication Manager</a>  topic for details.</li> </ul> </li> <li>○ For TC administrators, turn off the email notification setting in the TC platform; see <a href="#">TC-Edit District Configuration Settings and Add Products</a>  for details.</li> <li>○ For HMO administrators, turn off the email notification setting in the HMO platform; see <a href="#">HMO-District Settings</a>  for details.</li> </ul>	20	<p>HMO = <i>Holt McDougal Online</i> only</p> <p>TC = <i>ThinkCentral</i> only</p> <p>ED = <i>Ed</i> only</p> <p>TC.HMO = both <i>ThinkCentral</i> and <i>Holt McDougal Online</i></p> <p>TC.ED = both <i>ThinkCentral</i> and <i>Ed</i></p> <p>HMO.ED = both <i>Holt McDougal Online</i> and <i>Ed</i></p> <p>TC.HMO.ED = <i>ThinkCentral</i>, <i>Holt McDougal Online</i>, and <i>Ed</i></p> <p>***Blank (NULL) field = TC, HMO, and <i>Ed</i></p> <p>***<i>Only leave blank if you plan to use all three platforms.</i></p>	TC.HMO.ED

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Column	Field Name	Required	Instruction	Max. Field Length	Valid Values	Sample Entries
Q	metadata.or v1p1.passw ord	N	<p>Enter the password each user must use to sign into the application.</p> <p><b>For single sign on (SSO) users:</b></p> <ul style="list-style-type: none"> <li>• Leave the password field blank (NULL).</li> <li>• Before proceeding, see the list of <a href="#">SSO Considerations</a> . (Click link to learn more.)</li> </ul> <p><b>For district-controlled passwords:</b></p> <ul style="list-style-type: none"> <li>• Set this field to a value of your choice.</li> <li>• Provide classroom teachers with their credentials and the credentials of their students.</li> <li>• Provide instructions for classroom teachers to follow if they forget or misplace the login credentials.</li> <li>• Warn users that even if they change a password in the UI, the password may be changed back on next import. Passwords reset back if that user account has any changes. Example: If you import a user and set the password to P@ssword1 and then you go in the UI and change the password to ABC123, nothing changes the password back to P@ssword1, UNLESS something triggers that user account's row in the import file to be updated, such as a change to the user name, org location, or so on.</li> </ul> <p>(...continued on following page)</p>	Min. Field Length = 8	<p><b>Teachers and Administrators:</b> A–Z, a–z, 0–9, and *symbols acceptable</p> <p><b>Note:</b> Spaces are not allowed.</p> <p>*See <a href="#">Supported Symbols</a> on page 12 for complete list.</p> <p>Case sensitive Must contain <b>at least one of each:</b></p> <ul style="list-style-type: none"> <li>• uppercase character (A–Z)</li> <li>• lowercase character (a–z)</li> <li>• number (0–9)</li> <li>• special character (! @ # \$ % ^ &amp; ( ) _ - + = { } [ ]   \ : ; " ' / ? &lt; &gt; , .)</li> </ul> <p>For improved security, HMH strongly recommends the following:</p> <ul style="list-style-type: none"> <li>• Do not match Username.</li> <li>• <a href="#">Use passphrases</a>  instead of passwords. (Click link to learn more.)</li> </ul>	

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Column	Field Name	Required	Instruction	Max. Field Length	Valid Values	Sample Entries
Q	metadata.or v1p1.passw ord	N	<p>(...continued)</p> <p><b>For districts allowing users to control their own passwords:</b></p> <ul style="list-style-type: none"> <li>• Leave the password field blank (NULL). For the first upload, this creates a random password; for subsequent uploads, this retains the existing password.</li> <li>• Provide your teachers with the following instructions:                             <ul style="list-style-type: none"> <li>– <b>Manage Teacher Passwords:</b> If the password was set to null, it is not accessible. Upon first login, teachers must click Reset Password. Teachers receive an email with reset instructions, allowing them to change their passwords. Be sure to allow emails from *.hnhco.com.</li> <li>– <b>Manage Student Passwords:</b> Teachers can do one of the following:                                     <ul style="list-style-type: none"> <li>○ Change the students' passwords themselves and provide the passwords to the students.</li> <li>○ 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.</li> </ul> </li> </ul> </li> </ul>	Min. Field Length = 5	<p><b>Students:</b> A–Z, a–z, 0–9, and *symbols acceptable</p> <p><b>Note:</b> Spaces are not allowed.</p> <p>*See <a href="#">Supported Symbols</a> on page 12 for complete list.</p> <p>Case sensitive</p> <p>For improved security, HMH strongly recommends the following:</p> <ul style="list-style-type: none"> <li>• Do not match Username.</li> <li>• <a href="#">Use passphrases</a>  instead of passwords. (Click link to learn more.)</li> </ul>	paswd

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Column	Field Name	Required	Instruction	Max. Field Length	Valid Values	Sample Entries
R	metadata.globalusername	Y	<p>Enter the globally unique user name.</p> <p>For single sign on (SSO) users, see the list of SSO considerations. (Click link to learn more.)</p> <p><b>Note:</b></p> <ul style="list-style-type: none"> <li>This value must be globally unique across all users in the world. See <a href="#">Tips for Creating User Names</a> on page 15 for recommendations.</li> <li>If you operate as an independent school, do not have a SIS, or are a private/Catholic school, consider the recommendations on page 12.</li> </ul> <p><b>Warning:</b> Unlike <i>Ed</i>, TC and HMO accounts do not allow for user name changes.</p> <ul style="list-style-type: none"> <li>If a user name is changed for a TC or an HMO user account, a new account is created and the old account goes inactive.</li> <li>If a user name is changed for an <i>Ed</i> user account, the user name for that account is changed.</li> </ul>	<p>255, but HMH recommends 75</p> <p><i>Ed</i> supports 255.</p> <p>TC and HMO support only 75.</p>	<p>A–Z, a–z, 0–9, and *symbols acceptable</p> <p><b>Note:</b> Spaces are not allowed.</p> <p>*See <a href="#">Supported Symbols</a> on page 12 for complete list.</p>	John.Doe@DistrictA.ca.usd

## Appendix

### Supported Symbols

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

Quoted identifiers are strongly recommended for characters such as commas (",").

### Truncated Values

\*\*While 255 characters are allowed for certain fields, HMH may truncate values if necessary to align with platform size requirements.

### User Names 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 user name formula.

HMH suggests that you create LASIDs and user names 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.

### Account Linking Using OneRoster

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

ThinkCentral (TC) and Holt McDougal Online (HMO) provide the ability for a user to be in multiple org locations using a process called "account linking." By default, the HMH OneRoster agent identifies a user belonging to more than one org based on the orgSourceId field in the users.csv file and then rosters the user to all org locations in this field. The first org listed is assigned the global user name. Secondary org locations automatically receive a new account with a separate user name. However, because all the accounts are all "account linked," the user can login with the standard global user name and simply jump from profile to profile. This will not impact SSO in anyway.

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## File Requirements and Naming Rules for OneRoster Import Files

The OneRoster files that you prepare and submit must be:

- saved as .csv (comma delimited) files with quoted identifiers (HMH strongly recommends that you use quoted identifiers.)
- named to match the original file names (orgs.csv, users.csv, classes.csv, enrollments.csv, courses.csv, academicSessions.csv, demographics.csv)
- combined and compressed into a single zipped file, which includes all seven files, prior to upload and named according to the following rules:
  - Valid values: alphanumeric (A–Z, a–z, 0–9), dashes ( - ), underscores ( \_ )
  - Must not contain special characters (except dashes and underscores)
  - For SFTP site file submissions (automated imports), spaces are not allowed (Import Management accepts zipped files with spaces, but the SFTP site does not.)
- complete snapshots of your organization's data

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**Note:** HMH supports BULK rostering, which is full files every run. Imports using the OneRoster templates require that all data be included at the time of the import. Your submitted import files are considered full year-to-date data files, so every import file replaces the last one imported. For example, if you import 500 users today and 15 tomorrow, then that triggers the removal of 485 users. Always submit full files for all locations if using OneRoster.

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## Range of Grades Levels by Platform

The following table shows the grade levels associations by platform for entries in the OneRoster user.csv metadata.ovr1p1grades field.

Entry	Teacher			Student		
	ED	TC	HMO	ED	TC	HMO
"IT"	PK	PK	PK	PK	PK	PK
"PR"	PR	PK	PK	PR	PK	PK
"PK"	PK	PK	PK	PK	PK	PK
"TK"	TK	K	K	TK	K	K
"KG"	KG	K	K	KG	K	K
"01"	1	1	1	1	1	1
"02"	2	2	2	2	2	2
"03"	3	3	3	3	3	3
"04"	4	4	4	4	4	4
"05"	5	5	5	5	5	5
"06"	6	6	6	6	6	6
"07"	7	7	7	7	7	7
"08"	8	8	8	8	8	8
"09"	9	9	9	9	9	9
"10"	10	10	10	10	10	10
"11"	11	11	11	11	11	11
"12"	12	12	12	12	12	12
"13"	12	12	12	12	12	12
"PS"	12	12	12	12	12	12
"UG"	12	12	12	12	12	12
"Other"	12	12	12	12	12	12
[null]	PK-12	PK-12	PK-12	invalid	invalid	invalid

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## Tips for Creating User Names

Each user name must be unique for all users in your school district and should be as strong as possible.

If your organization is currently using or has future plans to use single sign on (SSO), then it is strongly recommended that your organization use the globally unique SSO user names, which are typically the “principal names,” or the long user names, from the SSO provider. This is recommended best practice for the following reasons:

- If you are already using SSO, then your users are already familiar with these user names.
- If you choose to add Identify Providers, such as Microsoft Active Directory Federation Services (AD FS) or Stoneware, Inc., at a later point, the use of the SSO user names will simplify this migration for you and your staff.
- See the [User Name Recommendations by Identify Provider](#) on the following page for further details.

If you prefer not to follow this recommendation for SSO user names, then see the guidelines below to create your own globally unique user names.

- District-Unique User Names plus District and State

Depending on the uniqueness of your district name in your state, you may be able to build a globally unique user name by appending your district-unique user name with the district name and state code.

Example: JDOE@Riverside.CA (District-Unique User Name + District + State Code)

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**Note:** Do not use the school name because students often move between schools, which may cause duplicates.

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- District-Unique User Name plus District Email Domain

Depending on the uniqueness and length of your district domain, you may be able to build a globally unique user name by appending your district-unique user name with the district email domain.

Example: JDOE@Riverside.k12.ca.us (District-Unique User Name + District Email Domain)

- District-Unique User Name plus District PID

You may build a globally unique user name by appending your district-unique user name with the district MDR PID.

Example: JDOE-12345 (District-Unique User Name + District MDR PID)

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**Note:** Do not use the school PID (MDR) because students often move between schools, which may cause duplicates.

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## User Name Recommendations by Identity Provider

If your organization is considering a single-sign on (SSO) options now or in the future, it is important to note that many of the Identity Provides (IdPs) have restrictions on the form of the user name that is used. At this time, establishing a new user name requires a district to purge accounts in the HMH database. Because of this, HMH wants to offer recommendation son how to choose a post-purge user name convention that positions you for a smooth implementation of the SSO now or later. Taking this action now eliminates 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 user name format similar to that of an email address. Be aware that users who change their user names 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 user name format similar to that of an email address. Be aware that users who change their user names due to marriage or custody changes will encounter duplicate accounts until an account linking solution is available.
G Suite for Education	Email	Google links on email addresses, so use your student and teacher email addresses as the user names. Be aware that users who change their user names 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.

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Identity Provider	Username	Comments
Azure AD <i>Not currently available</i>	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 user name format similar to that of an email address. Be aware that users who change their user names due to marriage or custody changes will encounter duplicate accounts until an account linking solution is available.  While Azure AD is not a support IdP at this time, setting this value now ensures a quick and easy SSO integration when it is available.
LTI <i>Not currently available</i>	LTI User_Id or LIS_person_sourceld	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 user name. 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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