

Multi-Org Account Linking for Simple File Format Users

If your organization used Simple File Format (SFF) last year and/or already has globally unique user names across all HMH platforms, then the easiest way to attach users to multiple organizations is described below.

- 1 Add the user's primary org location to the first instance of the user's accounts in the file, and assign the primary user name (for example John.Doe@mydistrict.com) to the USERNAME field in this line.

For *Ed: Your Friend in Learning*, the account listed first is considered the user's master account and primary user name.

- 2 Add any secondary org location for that user to subsequent rows (1 row per org location) making sure you have a unique user name for each row.

Districts often assign a building code to the USERNAME field for all secondary locations. Some platforms (such as *ThinkCentral* and *Holt McDougal Online*) require separate accounts per organization. In these cases, defining a unique USERNAME tied to the same LASID allows the user to switch from profile to profile after logging in to one account.

Example of a user tied to 2 organizations, using the HORIZONTAL File Format:

LASID	FIRSTNAME	LASTNAME	ORGANIZATIONID (MDR PID)	USERNAME	HMHAPPLICATION
12345678	John	Doe	12345678	JohnDoe@mydistrict.com	TC.HMO.ED
12345678	John	Doe	98765432	JohnDoe2@mydistrict.com	TC.HMO.ED

Note: The USERNAME and LASID fields form a composite key. Any platforms that share the same USERNAME must be on one line (in the HMHAPPLICATION field).

- 3 Verify file format. See [Verify SFF Import File Readiness](#) for details.
- 4 Import SFF file. See [Import Files](#) for details.
- 5 Automate to SFTP (if applicable). See [Automate Imports](#) for details.

If you have different user names for TC than you do for HMO, then see [Account Linking Using SFF](#) to view the details of the "VERTICAL" file format needed to set up your account linking.