


# **Simple File Format USERS**

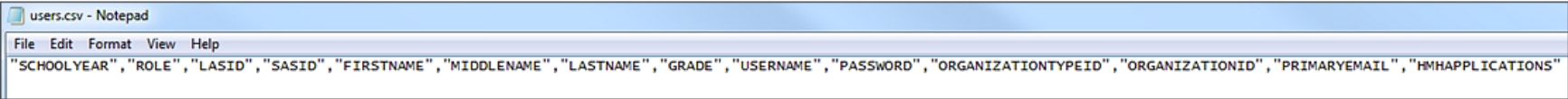
## **File Details Dictionary**

# USERS File Details

The USERS file contains all of the students and teachers who will be using HMH Ed™, *ThinkCentral* (TC) and/or *Holt McDougal Online* (HMO).

 [Click to learn the file requirements and naming rules for Simple File Format \(SFF\) import files on page 12.](#)


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.

	A	B	C	D	E	F	G	H	I	J	K	L	M	N	O
1	SCHOOLYEAR	ROLE	LASID	SASID	FIRSTNAME	MIDDLENAME	LASTNAME	GRADE	USERNAME	PASSWORD	ORGANIZATIONTYPEID	ORGANIZATIONID	PRIMARYEMAIL	HMHAPPLICATIONS	
2															
3															
4															

**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.)


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



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	SCHOOLYEAR	Strongly Recommended	<p>Enter the year (YYYY) that the school year ends. For example, if the school year starts on 8/20/2018 and ends on 5/30/2019, then enter 2019.</p> <p><b>Note:</b> HMH recommends that this field be populated with the last 4 digits of the school year end date; this ensures that future features can be applied to the appropriate school year, especially when a school year rollover is in place.</p> <p><i>(For future use as more features become available)</i></p>	4	0–9	2019
B	ROLE	Y	Enter the role of the user.	1	T (or t) = Teacher S (or s) = Student	T


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Column	Field Name	Required	Instruction	Max. Field Length	Valid Values	Sample Entries
C	LASID	Y	<p>Enter the user's unique Locally Assigned Staff/Student Identifier (LASID) number. This ID is assigned by the district or school from the Student Information System; the ID entered when the user is created is permanently assigned to the user record.</p> <p><b>Note:</b></p> <ul style="list-style-type: none"> <li>It is critical that this ID be unique across all users and all locations within your district.</li> <li>Once entered, the LASID cannot be changed.</li> <li>Uppercase, lowercase, and all UTF8 versions of a character are considered the same; for example, "e" is treated the same as "E" and treated the same as any UTF-version over the letter "e" including, ë, è, é, and ê (upper and lower case): "TèyE_123e" is considered a match with "TEYE_123E"</li> <li>HMH does NOT recommend the use of special characters or LASIDs that use last names because last names can change for many reasons (custody, marriage, divorce), which can lead to the removal of old accounts and creation of new accounts. IDs should be numeric and come from your student information system.</li> <li>If there is a chance that staff and student LASIDs overlap within your organization, you may want to add a prefix such as "STF" to the staff LASID.</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 11.</li> </ul>	75	<p>A–Z, a–z, 0–9, spaces, and *symbols acceptable</p> <p>*See <a href="#">Supported Symbols</a> on page 11 for complete list.</p>	STF_1234567

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Column	Field Name	Required	Instruction	Max. Field Length	Valid Values	Sample Entries
D	SASID	N	Enter the user's unique Secondary Assigned Student/Staff Identifier (SASID) number.  <b>Note:</b> Typically this only pertains to students.	75	A–Z, a–z, 0–9, spaces, and *symbols acceptable  *See <a href="#">Supported Symbols</a> on page 11 for complete list.	A_1234567
E	FIRSTNAME	Y	Enter the first name of the user.	255  **See details regarding <a href="#">truncated values</a> on page 11.	A–Z, a–z, 0–9, spaces, and *symbols acceptable  *See <a href="#">Supported Symbols</a> on page 11 for complete list.	John
F	MIDDLENAME	N	Enter the middle initial of the user.	255  **See details regarding <a href="#">truncated values</a> on page 11.	A–Z, a–z, 0–9, spaces, and *symbols acceptable  *See <a href="#">Supported Symbols</a> on page 11 for complete list.	A
G	LASTNAME	Y	Enter the last name of the user.	255  **See details regarding <a href="#">truncated values</a> on page 11.	A–Z, a–z, 0–9, spaces, and *symbols acceptable  *See <a href="#">Supported Symbols</a> on page 11 for complete list.	Grant





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Column	Field Name	Required	Instruction	Max. Field Length	Valid Values	Sample Entries
H	GRADE	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.</li> <li>• <b>Teachers</b> can be assigned to a single grade or a grade range, such as 6–8. <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 "1–8" gets converted to "8-Jan".</li> <li>– 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 (K–8) for the school.</li> </ul> </li> </ul>	5	<p>PK, K, 1, 2, 3, 4, 5, 6, 7, 8, 9, 10, 11, or 12</p> <p>Teachers only: hyphens (–) acceptable (used for ranges, such as 6-8)</p>	3
I	USERNAME	Y	<p>Enter the username each user must enter to sign into the application.</p> <p>For single sign on (SSO) users, see the list of <a href="#">SSO considerations</a> . (Click link to learn more.)</p> <p><b>Note:</b></p> <ul style="list-style-type: none"> <li>• It is critical that this username be unique across all users &amp; locations within your district.</li> <li>• If the user accesses HMH Player®, the username must be <i>globally unique</i>.</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 11.</li> </ul> <p><b>Warning:</b> Unlike <i>Ed</i>, <i>TC</i> and <i>HMO</i> accounts do not allow for username changes.</p> <ul style="list-style-type: none"> <li>• If a username is changed for a <i>TC</i> or an <i>HMO</i> user account, a new account is created and the old account goes inactive.</li> <li>• If a username is changed for an <i>Ed</i> user account, the username for that account is changed.</li> </ul>	5–75	<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 11 for complete list.</p>	John.Doe @District A.ca.usd

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Column	Field Name	Required	Instruction	Max. Field Length	Valid Values	Sample Entries
J	PASSWORD	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.</li> </ul> <p><b>For SFF import files</b>, 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 username, org location, or so on.</p> <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 11 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>	Password @1234567

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Column	Field Name	Required	Instruction	Max. Field Length	Valid Values	Sample Entries
J	PASSWORD	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 11 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 <a href="#">link to learn more</a>.)</li> </ul>	paswd
K	ORGANIZATION TYPEID	Y	Enter the letters "MDR".	3	Currently "MDR" is the only ORGANIZATIONTY PEID accepted.	MDR

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Column	Field Name	Required	Instruction	Max. Field Length	Valid Values	Sample Entries
L	ORGANIZATION ID	Y	Enter your Market Data Retrieval (MDR) number, also known as the school PID.  <b>Note:</b> <ul style="list-style-type: none"> <li>PIDs are not the same as SIS Local Building IDs.</li> <li>If a user is associated with multiple schools, see <a href="#">Multi-Org Account Linking for SFF</a> .</li> </ul>	8	0–9	12345678
M	PRIMARYEMAIL	Student: N	For students, leave blank.	100	A–Z, a–z, 0–9, apostrophes, hyphens, periods, underscores, and at sign (' - . _ @) acceptable	
		Teacher: Y	For teachers, enter the teacher's email address.  <b>Note:</b> Recommended practice is to use official district or school email address.			jgrant@c cps.mail.c om


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Column	Field Name	Required	Instruction	Max. Field Length	Valid Values	Sample Entries																
N	HMHAPPLICATI ONS	Strongly Recomm- ended	<div>Enter the code indicating the HMH product(s) available to the teacher, as follows:</div> <table><tr><th>Product(s)</th><th>Code to Enter</th></tr><tr><td>ThinkCentral (only)</td><td>TC</td></tr><tr><td>Holt McDougal Online (only)</td><td>HMO</td></tr><tr><td>HMH Ed <sup>TM</sup> (only)</td><td>ED</td></tr><tr><td>Holt McDougal Online and ThinkCentral</td><td>TC.HMO</td></tr><tr><td>ThinkCentral and HMH Ed <sup>TM</sup></td><td>TC.ED</td></tr><tr><td>Holt McDougal Online and HMH Ed <sup>TM</sup></td><td>HMO.ED</td></tr><tr><td>ThinkCentral and Holt McDougal Online and HMH Ed <sup>TM</sup></td><td>TC.HMO.ED</td></tr></table> <div><b>Note:</b><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></div>	Product(s)	Code to Enter	ThinkCentral (only)	TC	Holt McDougal Online (only)	HMO	HMH Ed <sup>TM</sup> (only)	ED	Holt McDougal Online and ThinkCentral	TC.HMO	ThinkCentral and HMH Ed <sup>TM</sup>	TC.ED	Holt McDougal Online and HMH Ed <sup>TM</sup>	HMO.ED	ThinkCentral and Holt McDougal Online and HMH Ed <sup>TM</sup>	TC.HMO.ED	11	HMO = <i>Holt McDougal Online</i> only  TC = <i>ThinkCentral</i> only  ED = <i>Ed</i> only  TC.HMO = both <i>ThinkCentral</i> and <i>Holt McDougal Online</i>  TC.ED = both <i>ThinkCentral</i> and <i>Ed</i>  HMO.ED = both <i>Holt McDougal Online</i> and <i>Ed</i>  TC.HMO.ED = <i>ThinkCentral, Holt McDougal Online, and Ed</i>  ***Blank (NULL) field = TC, HMO, and <i>Ed</i>  ***Only leave blank if you plan to use all three platforms.	TC.HMO ED
Product(s)	Code to Enter																					
ThinkCentral (only)	TC																					
Holt McDougal Online (only)	HMO																					
HMH Ed <sup>TM</sup> (only)	ED																					
Holt McDougal Online and ThinkCentral	TC.HMO																					
ThinkCentral and HMH Ed <sup>TM</sup>	TC.ED																					
Holt McDougal Online and HMH Ed <sup>TM</sup>	HMO.ED																					
ThinkCentral and Holt McDougal Online and HMH Ed <sup>TM</sup>	TC.HMO.ED																					

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Column	Field Name	Required	Instruction	Max. Field Length	Valid Values	Sample Entries
N	HMHAPPLICATI ONS	Strongly Recomm- ended	<p>(...continued)</p> <ul style="list-style-type: none"> <li>• <b>Plan to provide new users with their login credentials:</b> <ul style="list-style-type: none"> <li>○ If you are doing SSO, send them an email personally detailing how to launch from your SSO provider.</li> <li>○ If you are using the Ed platform login, do either of the following: <ul style="list-style-type: none"> <li>– Select users to receive an email with login information. For details, see <a href="#">Send Login Credentials to School Admins and Teachers</a>  in Ed Administrator Help.</li> <li>– Direct your newly added teachers and administrators to go to the Ed Sign In page, click the "Request sign in details" link, and follow the instructions. For details, see <a href="#">Request Ed Platform Login Credentials</a>  in Ed Administrator Help.</li> </ul> </li> <li>○ For TC administrators, any newly added administrator or teacher will get an email. You can manage this preference from the TC platform; see <a href="#">TC-Edit District Configuration Settings and Add Products</a>  for details.</li> <li>○ For HMO administrators, any newly added administrator or teacher will get an email. You can manage this preference from the HMO platform; see <a href="#">HMO-District Settings</a>  for details.</li> </ul> </li> </ul>	11	<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, Holt McDougal Online, and 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

# Appendix

## Supported Symbols

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

## Truncated Values

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

## Username 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 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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## File Requirements and Naming Rules for Simple File Format Import Files

The Simple File Format (SFF) files that you prepare and submit must be:

- saved as CSV (comma delimited)
- named a variation of the original file names (users.csv, class.csv, classassignments.csv, demographics.csv) with the following allowances:
  - may be uppercase or lowercase
  - may be singular or plural

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**For example:** All of the following file names are acceptable: user.csv, users.csv, USER.csv, or USERS.csv

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- combined and compressed into a single zipped file 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:** Imports using the SFF 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 SFF.

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## Username 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 Providers (IdPs) have restrictions on the form of the user name 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 recommendation son how to choose a post-purge username 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 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.
G Suite for Education	Email	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.

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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 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 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_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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