

Import Test Administrators via Batch Enroll

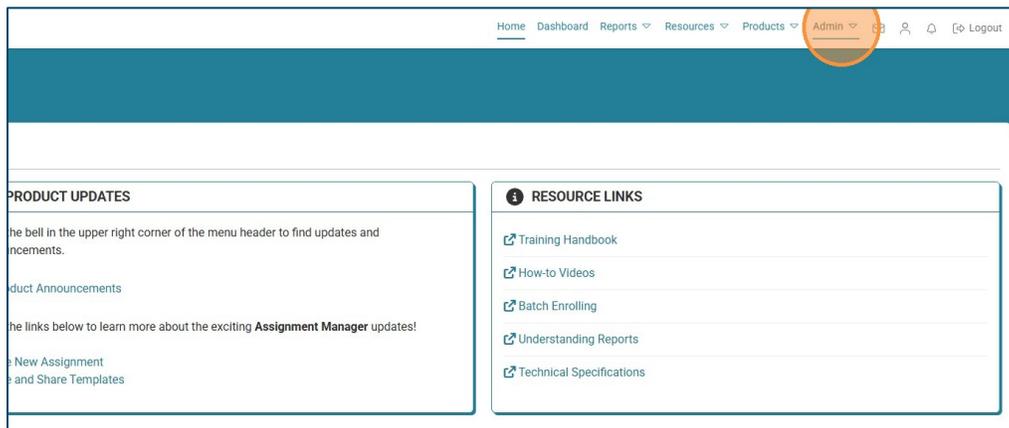
Below are the step-by-step instructions for batch enrolling Test Administrators into WIN Career Readiness System (<https://mi.winlearning.com>). There are four main steps:

- Prepare Import File
- Import File
- Validate Data
- Submit Records

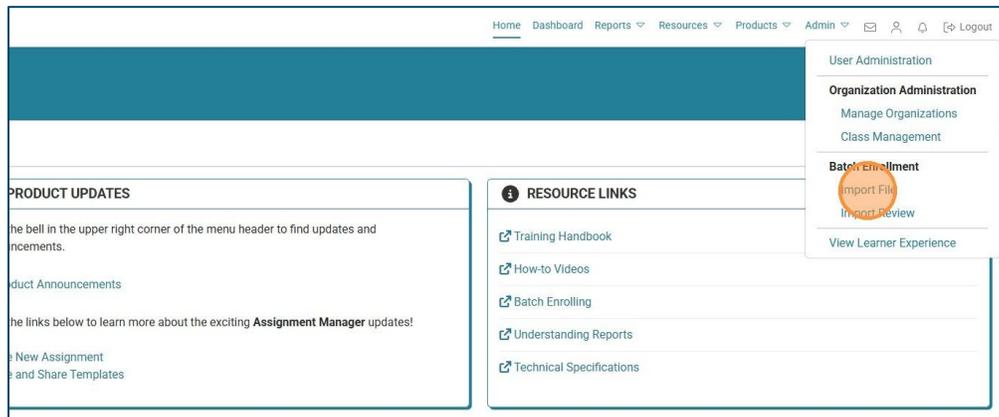
District Assessment Coordinators can enroll Test Administrators across multiple buildings in their district. Specific instructions are provided. Building Assessment Coordinators can only enroll Test Administrators in their building. If additional assistance is needed, please contact support@winlearning.com.

Prepare Import File

1. Log in to WIN Career Readiness System and Click Admin from the menu



2. Click Import File under Batch Enrollment



3. Select Test Administrator from the Import As dropdown

Batch Enrollment

Select Import File

Select file or Drop a file here

File Status:

File Name:

Import As: * Select Person Type...

Delimiter: * Test Administrator

Upload File Download Template Field Definitions

4. Select Download Template. This will download an enrollment template with the required fields.

Batch Enrollment

Select Import File

Select file or Drop a file here

is required

File Name:

Import As: * Test Administrator

Delimiter: * Comma

Upload File Download Template Field Definitions

5. Fill out the Template for the Test Administrators

- a. Enter each Test Administrator's First Name, Last Name, Username, Password.
 - i. Username pattern: user's work email handle (the part before the @) plus state assigned building code from the Educational Entity Master (EEM).
 - ii. Example: jpsmith12345

1	2	3	4	5	6	7	8	9	10	11	12	13	14	15	16	17	18	19	20	
First Name	Last Name	Middle Name	Username	Password	Email	Deactivation Date	Access Reports	Activate or Deactivate User	Administer Organizations	Administer Users	Edit Learner Accommodations	Proctor Assessments								
Victor	Wilson		vjwilson11111	WinSuccess261	vjwilson@wintesting.com	6/30/2026	No	No	Yes	Yes	Yes	Yes								
Clay	Case		cmcase22222	WinSuccess261	cmcase@wintesting.com	6/30/2026	No	No	Yes	Yes	Yes	Yes								
Dedric	Hall		cahall13333	WinSuccess261	cahall@wintesting.com	6/30/2026	No	No	Yes	Yes	Yes	Yes								
Kody	Salgado		kjsalgado4444	WinSuccess261	kjsalgado@wintesting.com	6/30/2026	No	No	Yes	Yes	Yes	Yes								

Fill out First Name, Last Name, Username, and Password for the Test Administrator

iii. Password requirements:

- ✔ Password length must be at least 8 characters.
- ✔ Password must contain at least one capital letter.
- ✔ Password must contain at least one lower case letter.
- ✔ Password must contain at least one number.
- ✔ Password must contain at least one special character.
- ✔ Password must not contain the word "Password".
- ✔ Password must not contain your first name.
- ✔ Password must not contain your last name.
- ✔ Password must not contain your UserName.
- ✔ Password must not contain your Email.
- ✔ Password and Confirm Password must match.

b. Add each Test Administrator's Email for email notification of their account.

1	First Name	Last Name	Middle Na	UserName	Password	Email	Deactivation Date	Access Reports	Activate or Deactivate User	Administer Organizations	Administer Users	Edit Learner Accommodations	Proctor Assessments
2	Victor	Wilson		vjwilson11111	WinSuccess261	vjwilson@wintesting.com	6/30/2026	No	No	Yes	Yes	Yes	Yes
3	Clay	Case		cmcase22222	WinSuccess261	cmcase@wintesting.com	6/30/2026	No	No	Yes	Yes	Yes	Yes
4	Cedric	Hall		cahall33333	WinSuccess261	cahall@wintesting.com	6/30/2026	No	No	Yes	Yes	Yes	Yes
5	Kody	Salgado		kjsalgado44444	WinSuccess261	kjsalgado@wintesting.com	6/30/2026	No	No	Yes	Yes	Yes	Yes

Enter the Test Administrator's email for email notification

c. Add a Deactivation Date of 6/30 for the current test administration year using the format m/dd/yyyy.

1	First Name	Last Name	Middle Na	UserName	Password	Email	Deactivation Date	Access Reports	Activate or Deactivate User	Administer Organizations	Administer Users	Edit Learner Accommodations	Proctor Assessments
2	Victor	Wilson		vjwilson11111	WinSuccess261	vjwilson@wintesting.com	6/30/2026	No	No	Yes	Yes	Yes	Yes
3	Clay	Case		cmcase22222	WinSuccess261	cmcase@wintesting.com	6/30/2026	No	No	Yes	Yes	Yes	Yes
4	Cedric	Hall		cahall33333	WinSuccess261	cahall@wintesting.com	6/30/2026	No	No	Yes	Yes	Yes	Yes
5	Kody	Salgado		kjsalgado44444	WinSuccess261	kjsalgado@wintesting.com	6/30/2026	No	No	Yes	Yes	Yes	Yes

Set deactivation date to 6/30

d. Set Proctor Assessments permissions as shown here and detailed below.

1	First Name	Last Name	Middle Na	UserName	Password	Email	Deactivation Date	Access Reports	Activate or Deactivate User	Administer Organizations	Administer Users	Edit Learner Accommodations	Proctor Assessments
2	Victor	Wilson		vjwilson11111	WinSuccess261	vjwilson@wintesting.com	6/30/2026	No	No	Yes	Yes	Yes	Yes
3	Clay	Case		cmcase22222	WinSuccess261	cmcase@wintesting.com	6/30/2026	No	No	Yes	Yes	Yes	Yes
4	Cedric	Hall		cahall33333	WinSuccess261	cahall@wintesting.com	6/30/2026	No	No	Yes	Yes	Yes	Yes
5	Kody	Salgado		kjsalgado44444	WinSuccess261	kjsalgado@wintesting.com	6/30/2026	No	No	Yes	Yes	Yes	Yes

Set permissions as shown here and detailed below.
 Access Reports and Activate/Deactivate Users should be set to **NO**.
 Administer Organizations, Administer Users, Edit Learner Accommodations, and Proctor Assessments should be set to **YES**.

Access Reports – No

Activate or Deactivate User – No

Administer Organizations – Yes

Administer Users – Yes

Edit Learner Accommodations – Yes

Proctor Assessments – Yes

e. **This step is for District Assessment Coordinators only:**

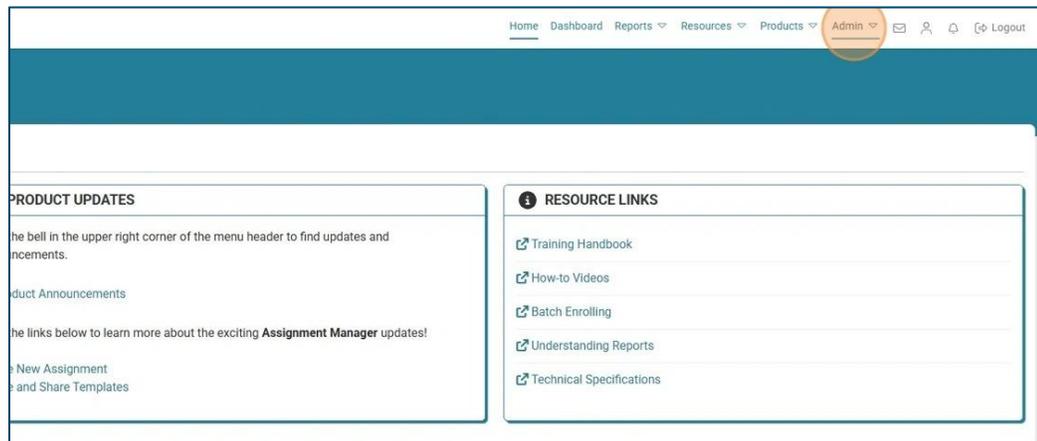
To enroll Test Administrators across multiple buildings at the same time, add an **Organization Name** column and enter the building name(s) for each Test Administrator. The Organization Name must exactly match what is in WIN Career Readiness System.

N	O	P	C
Proctor Assessments	Organization Name		
Yes	WIN School 1		
Yes	WIN School 1		
Yes	WIN School 1		
Yes	WIN School 2		
Yes	WIN School 2		
Yes	WIN School 2		
Yes	WIN School 2		

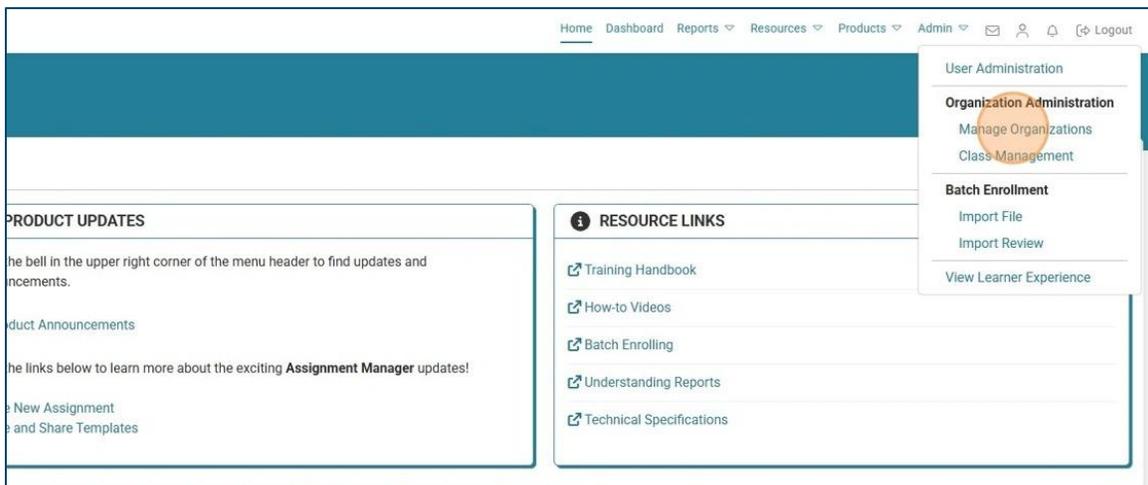
Add Organization Name column to enroll in more than one school, school name must exactly match what is in WINCRSystem

To find the Organization Name follow these steps:

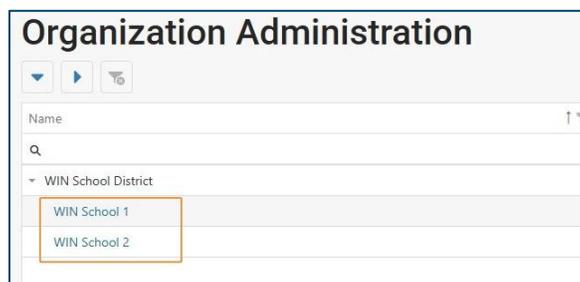
- i. Select Admin from the menu.



- ii. Select Manage Organizations.



iii. Observe the building names under the District.

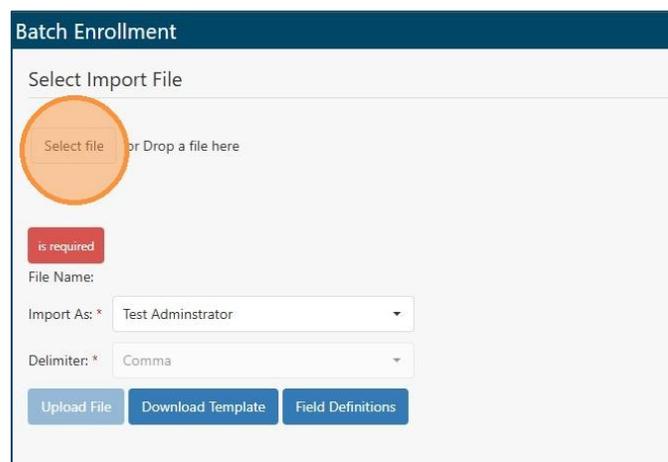


iv. When the template is filled out completely, save it.

Import File

1. Upload file (template) with all the Test Administrator information.

- a. On the Import File screen, click Select file and select the completed template file from where you saved it.



b. Select Test Administrator from the Import As dropdown

The screenshot shows the 'Batch Enrollment' form. At the top, there is a 'Select Import File' section with a 'Select file' button and the text 'or Drop a file here'. Below this, the 'File Status' is empty, and the 'File Name' is empty. The 'Import As' dropdown menu is open, showing 'Select Person Type...' at the top and 'Test Administrator' selected. The 'Delimiter' dropdown menu is also open, showing 'Comma' selected. At the bottom, there are three buttons: 'Upload File', 'Download Template', and 'Field Definitions'. An orange circle highlights the 'Test Administrator' option in the 'Import As' dropdown.

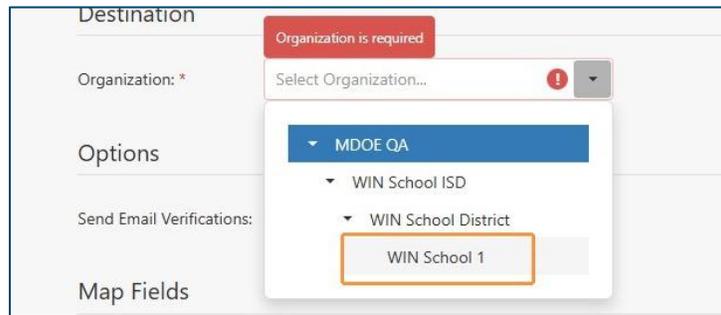
c. Select Upload File.

The screenshot shows the 'Batch Enrollment' form. The 'Select Import File' section now shows a file selected: 'BatchEnrollmentTemplate_WIN School 1 (4).csv' (237 bytes), with the status 'Ready to Upload'. The 'File Status' is 'File selected...Pending Upload' and the 'File Name' is 'BatchEnrollmentTemplate_WIN School 1 (4).csv (237 bytes)'. The 'Import As' dropdown menu is set to 'Test Administrator' and the 'Delimiter' dropdown menu is set to 'Comma'. The 'Upload File' button is highlighted with an orange circle. Below the file selection section, there is a 'Destination' section with an 'Organization' dropdown menu set to 'Select Organization...'. At the bottom, there are three buttons: 'Upload File', 'Download Template', and 'Field Definitions'.

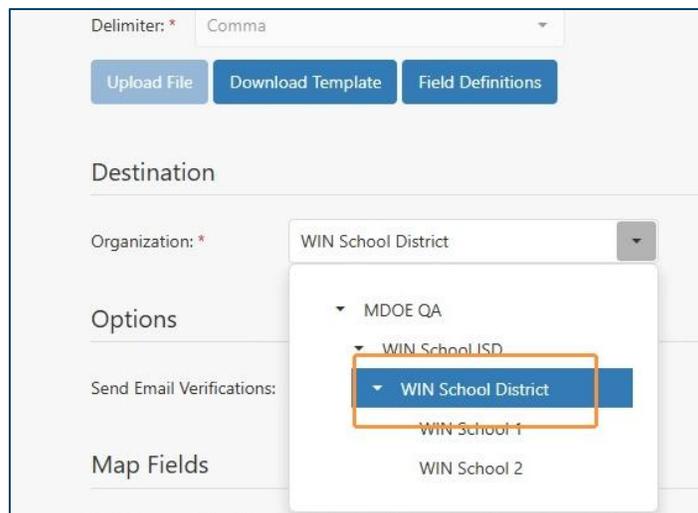
2. From the Organization dropdown select the Organization (Building) the Test Administrator will be enrolled in.

The screenshot shows the 'Batch Enrollment' form. The 'File Status' is now 'Uploaded' and the 'File Name' is 'BatchEnrollmentTemplate_WIN School 1 (4).csv (237 bytes)'. The 'Import As' dropdown menu is set to 'Test Administrator' and the 'Delimiter' dropdown menu is set to 'Comma'. The 'Upload File' button is no longer highlighted. The 'Destination' section has the 'Organization' dropdown menu highlighted with an orange circle. At the bottom, there are three buttons: 'Upload File', 'Download Template', and 'Field Definitions'. Below the buttons, there is an 'Options' section with a 'Send Email Verifications' toggle switch set to 'OFF'.

- a. Building Assessment Coordinators will only see their building in the Organization dropdown. Select the **building** name.

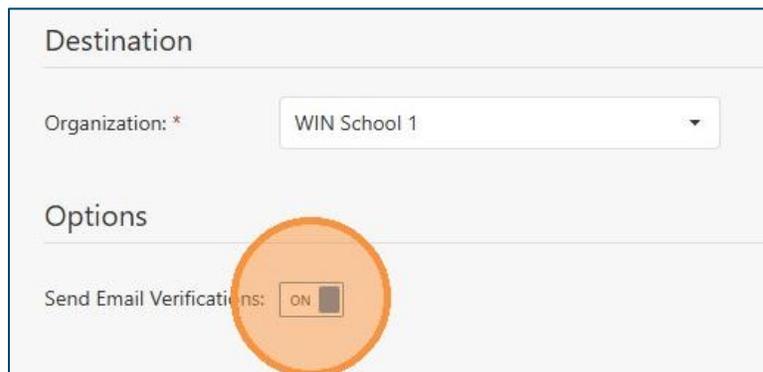


- b. District Assessment Coordinators will see all buildings in their District in the Organization dropdown. If the enrollment file includes Test Administrators at more than one building, the District Assessment Coordinator will select their **District** in the Dropdown.



3. Toggle Send Email Verifications to On

This will enable the system to automatically notify the Test Administrators via email of their new account in WIN Career Ready System.



4. Scroll down below Map Fields and Click Submit For Validation.

Once you select Submit for Validation, you will be taken to the Batch Import Review screen.

Map Fields

Map the user fields from your file (**File Columns**) to the fields available in the application (**Application Fields**) by selecting an **Application Field** from the drop down menu for each row. Unmapped fields will be automatically generated by the system.

File Columns	Application Fields
First Name	First Name
Last Name	Last Name
Middle Name	Middle Name
UserName	UserName
Password	Password
Email	Email
Deactivation Date	Deactivation Date
Access Reports	Access Reports
Activate or Deactivate User	Activate or Deactivate User
Administer Organizations	Administer Organizations
Administer Users	Administer Users

Submit For Validation Clear Mappings

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Validate Data

1. Import Review

- On the Batch Import Review screen, the grid will display if the records were validated successfully or if there were errors.
- If Status shows **validated successfully**, select all records in the grid by clicking the checkbox at the top left. Then, click the checkmark at the top above the grid to **Submit Record(s)**.
- If some records show Validated Successfully and others show a status of **Invalid**, only select the successful records to submit. Instructions on how to resolve Invalid records is in Step 4 of the next section.

Record Count: 4

Validated: 4
Validation Failures: 0
Manually Validated: 0
Discarded: 0
Pending Validation: 0
Transfers: 0

Download Roster... Import Pending Records

Row Actions	Record Number	Record Version	Status	Is Transfer	Current Org	Destination Org	Time Validated
<input type="checkbox"/>	1	1	Validated Successfully	No			2/4/2026, 2:53
<input type="checkbox"/>	2	1	Validated Successfully	No			2/4/2026, 2:53
<input type="checkbox"/>	3	1	Validated Successfully	No			2/4/2026, 2:53
<input type="checkbox"/>	4	1	Validated Successfully	No			2/4/2026, 2:53

Row Actions	Record Number	Record Version	Status	Is Transfer	Current Org	Destination Org	Time Validated
<input checked="" type="checkbox"/>	1	1	Validated Successfully	No			2/4/2026, 2:53
<input checked="" type="checkbox"/>	2	1	Validated Successfully	No			2/4/2026, 2:53
<input checked="" type="checkbox"/>	3	1	Validated Successfully	No			2/4/2026, 2:53
<input checked="" type="checkbox"/>	4	1	Validated Successfully	No			2/4/2026, 2:53

Submit Records

1. Click the Import Pending Records bar to complete the import of the Test Administrators.

Record Version	Status	Is Transfer	Current Org	Destination Org	Time Validated	Time Imported	First Name	Last Name	Middle Name	User Name
1	Pending Import	No			2/4/2026, 2:53 PM		Victor	Wilson		
2	Pending Import	No			2/4/2026, 2:53 PM		Clay	Case		
3	Pending Import	No			2/4/2026, 2:53 PM		Cedric	Hall		
4	Pending Import	No			2/4/2026, 2:53 PM		Kody	Salgado		

2. Confirm Import.

After you select Import Pending Records you will receive a Confirm Import Actions dialogue box that gives a summary of the records being imported. Select Continue.

Are you sure you would like to continue with the following actions?

Import Action Summary

Record(s) Validated Successfully:	0
Record(s) Pending Import:	0
Record(s) Discarded:	0
Record(s) Edited:	0
Record(s) Resubmitted w/o Editing:	4

Cancel Continue

3. **Success! If records have successfully imported, they will turn green on the Batch Enrollment Import Review Screen. You may need to click the Refresh button to see the screen update.**



4. **Error! Invalid Records. If records have not been successfully imported, the record will turn red:**

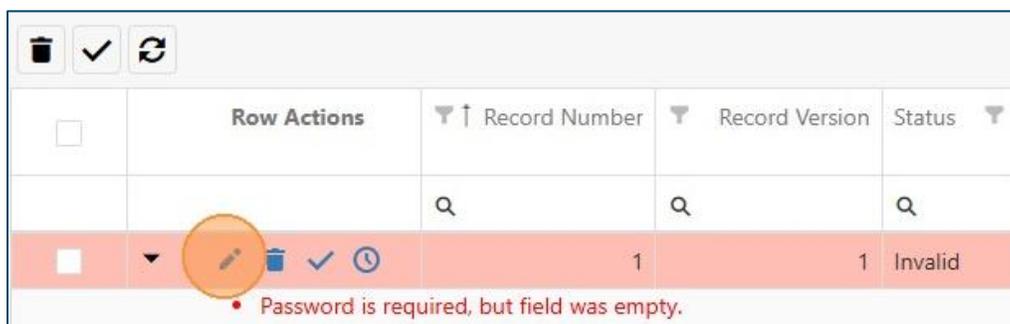


Select the arrow from the row action menu on the record to observe the error for the record.



a. Resolve Password is required error:

- i. Select the Edit button and add a password for the record.



<input type="text" value="Password Password:"/>
<input type="text" value="Email Email:"/>

- ii. Save your edits. The record will show a status of Edited and Resubmitted. Then select the Import Pending Records bar and confirm import to complete the process.

b. Duplicate Username:

This means this username already exists in the system. Generally, this means a Test Administrator has already been enrolled. If that is the case, no action is needed.

- i. If the Test Administrator has not already been enrolled, you will need to edit the username to be unique. This can be done by adding an additional number to the username.
- ii. Edit the record and then save your edits. The record will show a status of Edited and Resubmitted. Then select the Import Pending Records bar and confirm import to complete the process.

<input type="checkbox"/> <input checked="" type="checkbox"/> <input type="checkbox"/>						
Row Actions	Record Number	Record Version	Status	Is Transfer		
<input type="checkbox"/>	<input type="text" value="1"/>	<input type="text" value="1"/>	<input type="text" value="Invalid"/>	<input type="text" value="No"/>		
<ul style="list-style-type: none"> • Duplicate UserName: john.smith11111 						