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.wincrsystem.com). There are four main steps:

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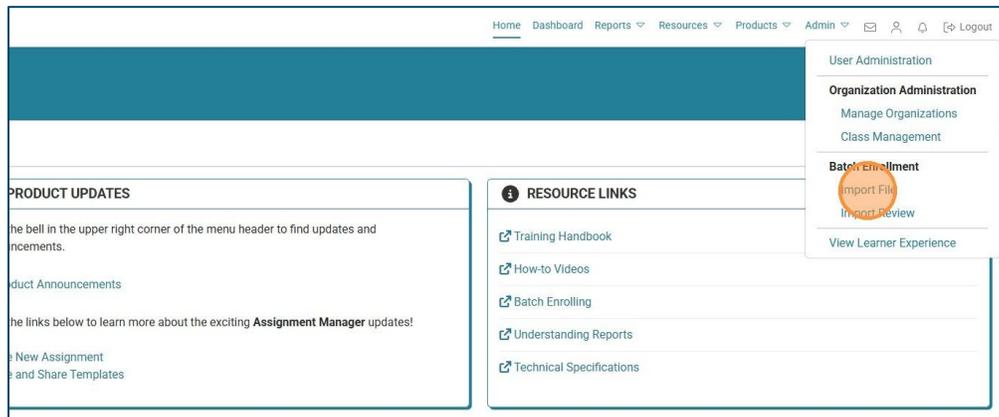- Import File
- Validate Data
- Submit Records

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
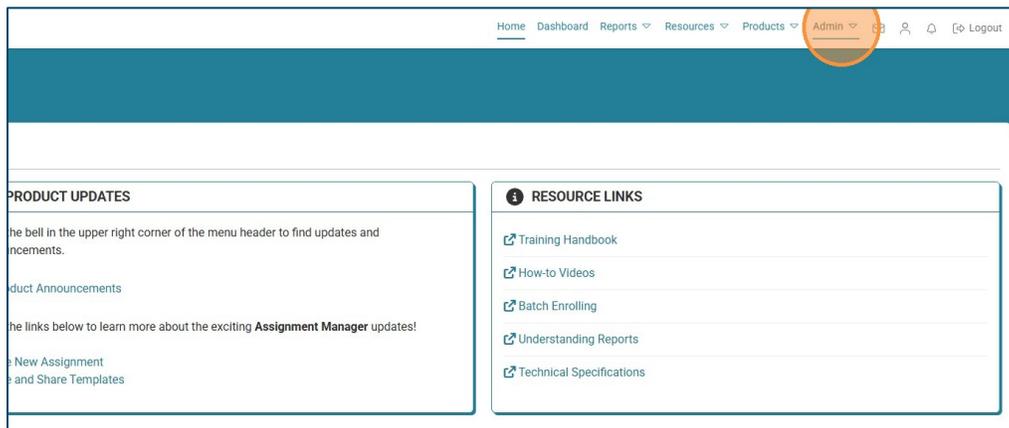
2. Click Import File under Batch Enrollment

3. Select Test Administrator from the Import As dropdown

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

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

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.

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

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

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.

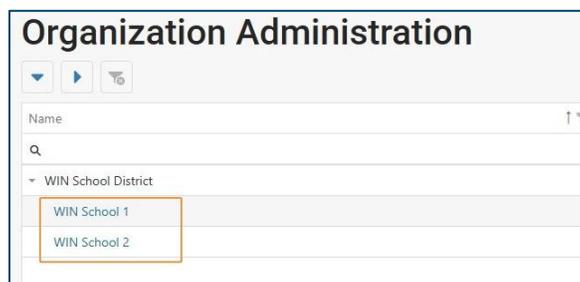**To find the Organization Name follow these steps:**

    i. Select Admin from the menu.
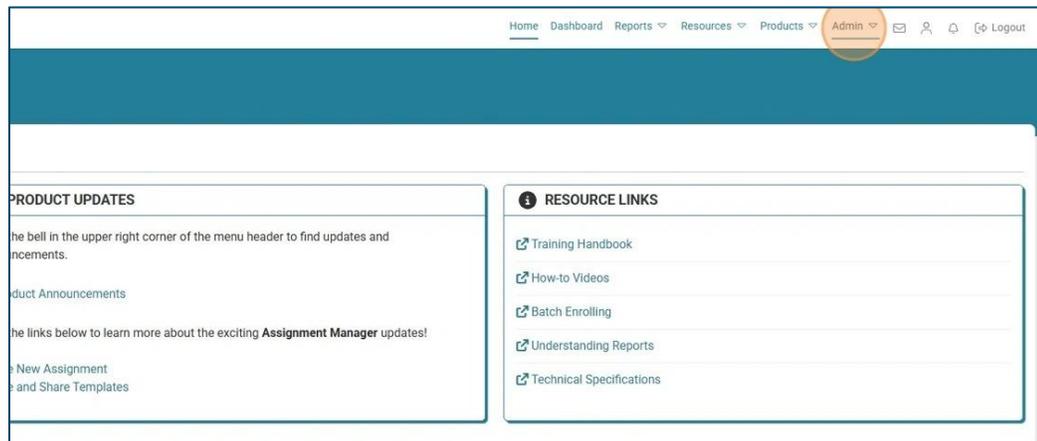
    ii. Select Manage Organizations.
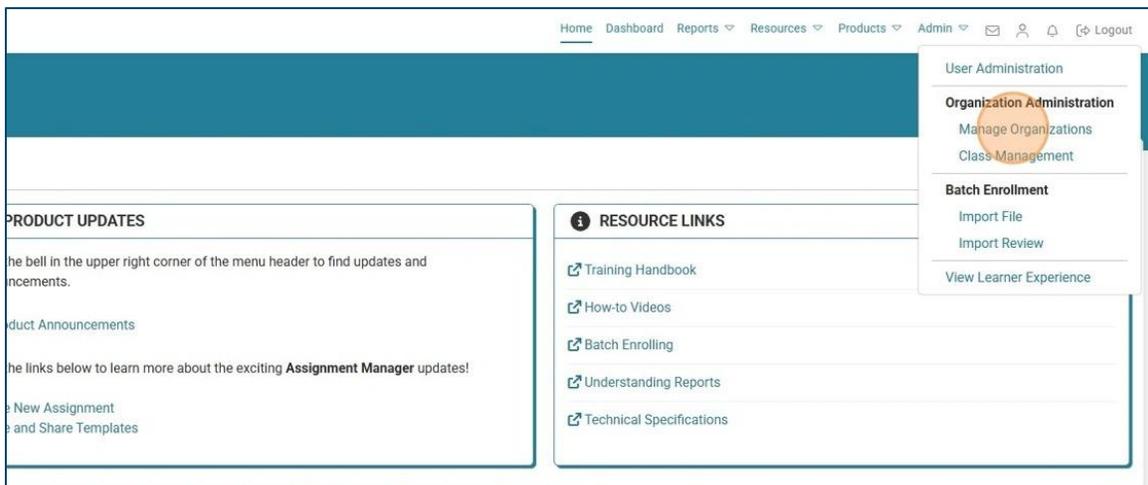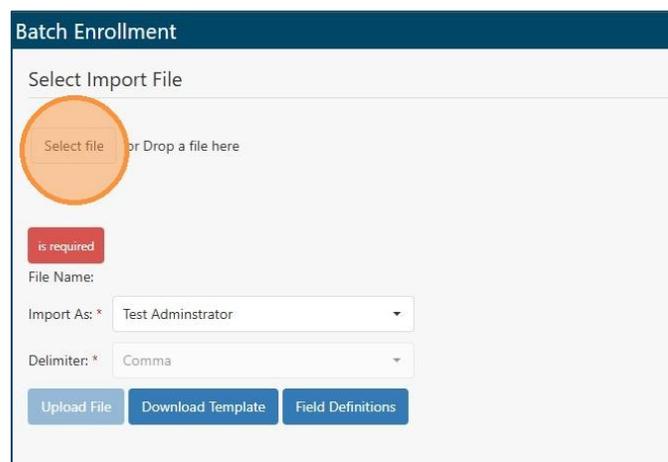
   iii. Observe the building names under the District.

   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

c. Select Upload File.

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

a. Building Assessment Coordinators will only see their building in the Organization dropdown. Select the **building** name.
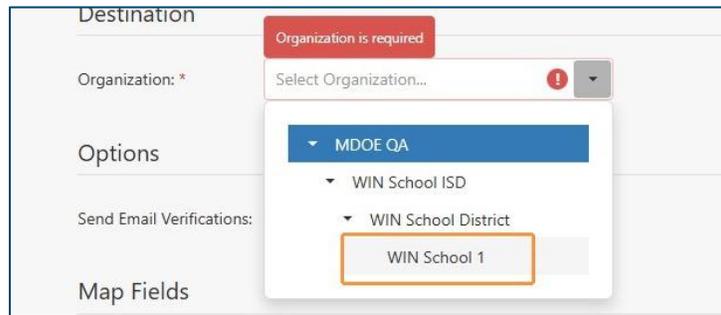
b. District Assessment Coordinators will see all buildings in their District in the Organization dropdown. If the enrollment file includes Test Administrators at more than one building, the District Assessment Coordinator will select their **District** in the Dropdown.
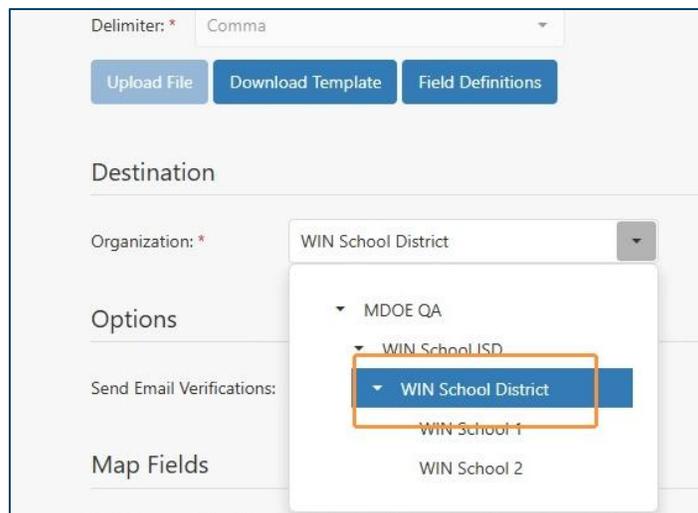
3. Toggle Send Email Verifications to On

This will enable the system to automatically notify the Test Administrators via email of their new account in WIN Career Ready System.
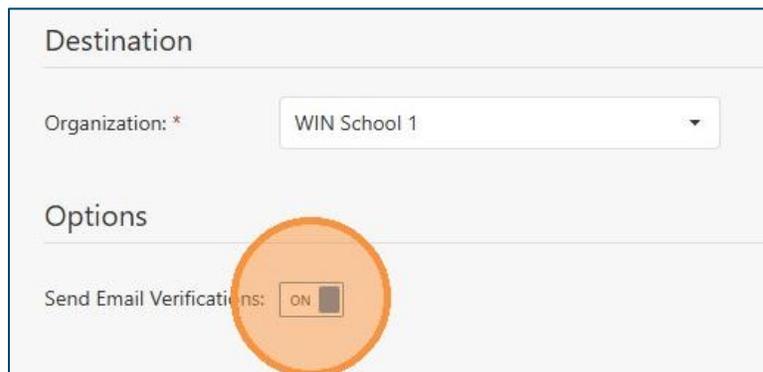
4. Scroll down below Map Fields and Click Submit For Validation.

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

Validate Data

1. Import Review

    a. On the Batch Import Review screen, the grid will display if the records were validated successfully or if there were errors.

    b. 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).**

    c. 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.

Submit Records

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

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.

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:**
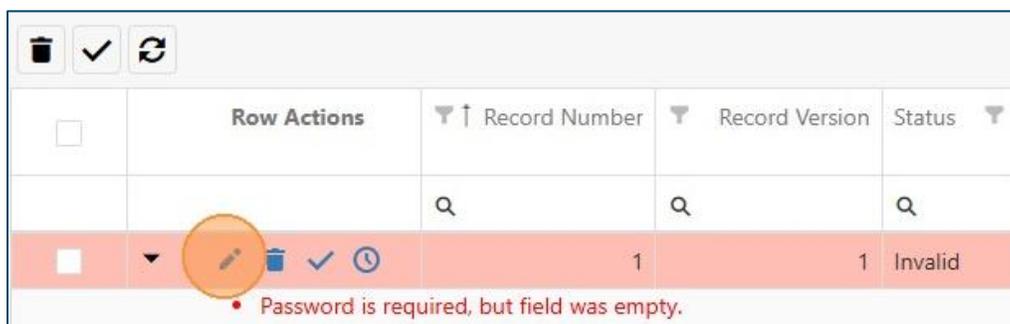

Select the arrow from the row action menu on the record to observe the error for the record.

a. **Resolve Password is required error:**

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

Password|Password:

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.

	Row Actions	Record Number	Record Version	Status	Is Transfer
☐		Q	Q	Q	(All) ▾
☐	▾ ✎ 🗑 ✓ 🕐	1	1	Invalid	No
	• Duplicate UserName: john.smith11111				