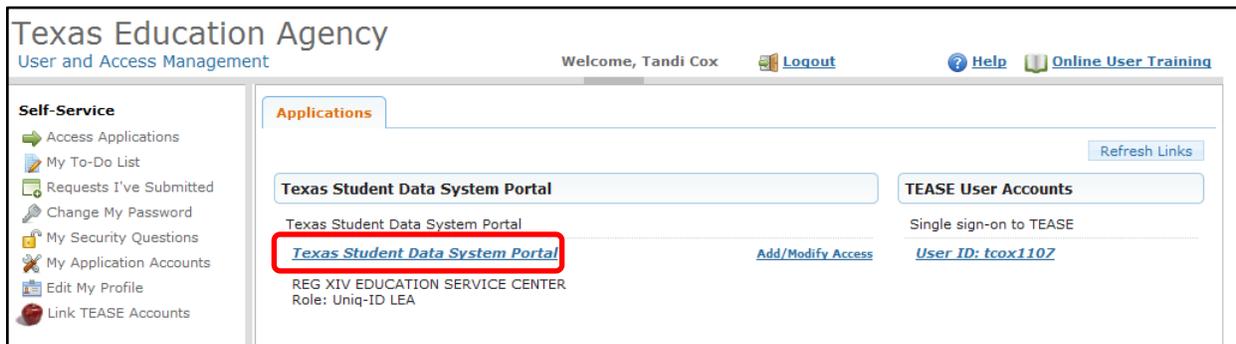


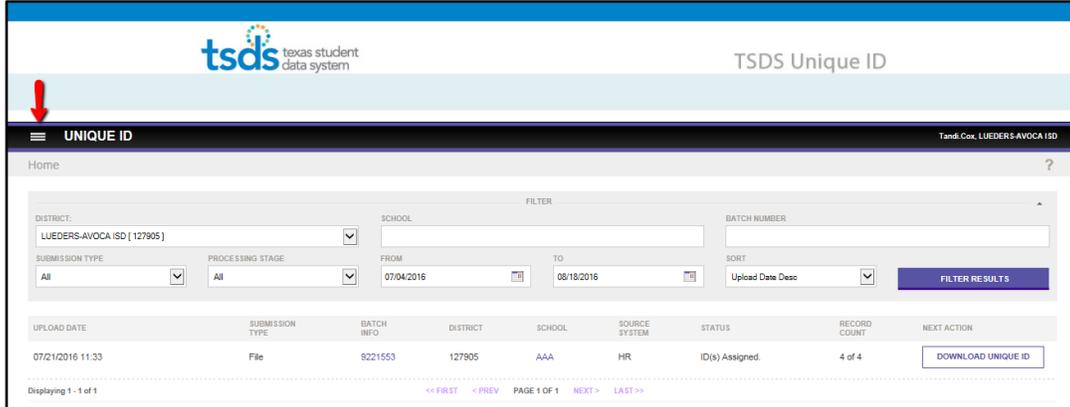
TSDS Unique ID (UID Assignment) Process

(How to assign a Unique ID in TSDS for staff/student.)

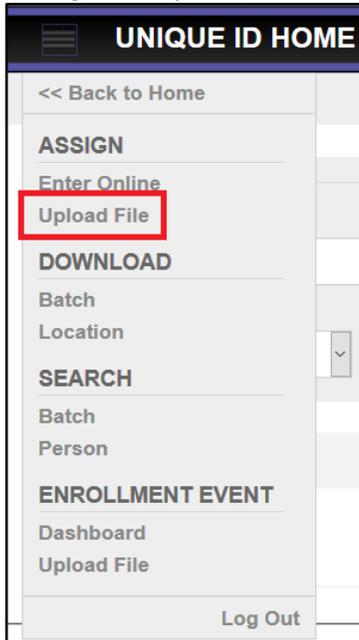
1. Log into TEAL,
2. Choose the *Texas Student Data System Portal* and then click on the *Manage Unique ID* logo.



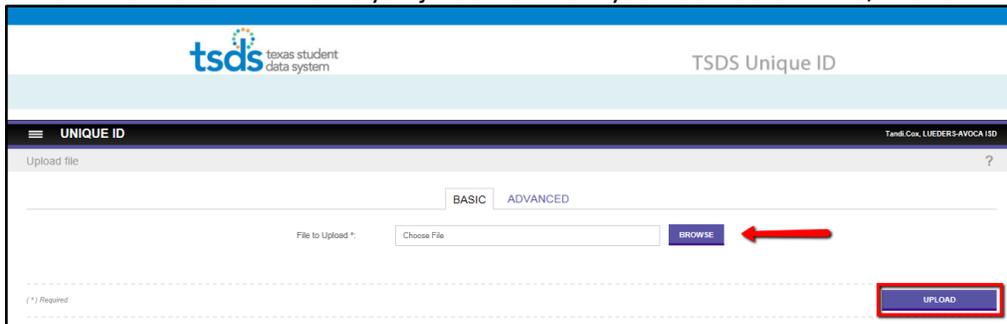
3. Select the pancake (three horizontal lines) in the upper left corner to display the menu.



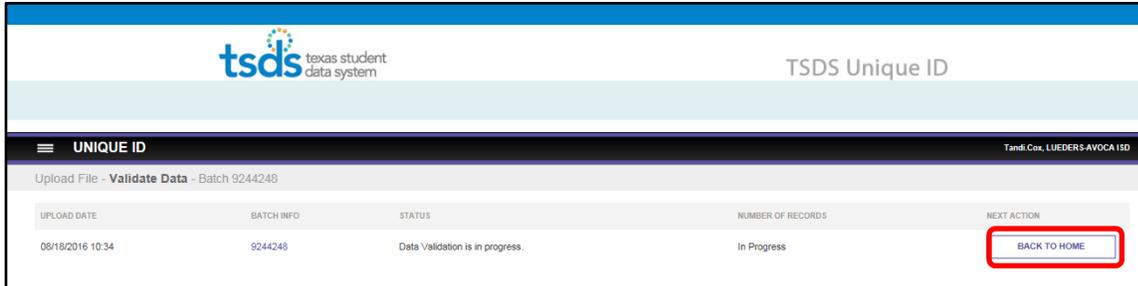
4. To assign a Unique ID, Under **Assign**, Select **Upload file**.



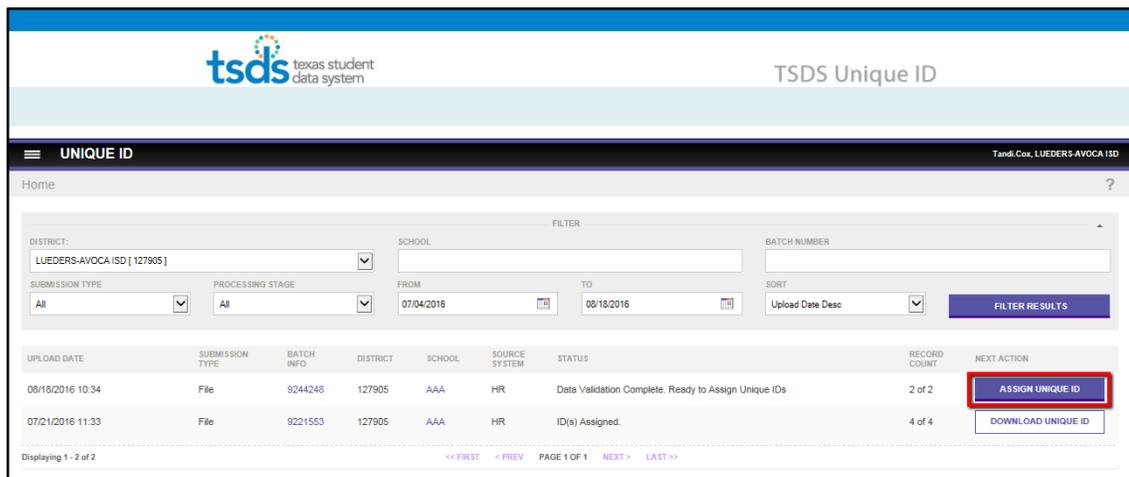
5. Browse to find the file you just saved from your local SIS or TxEIS, then click **Upload**.



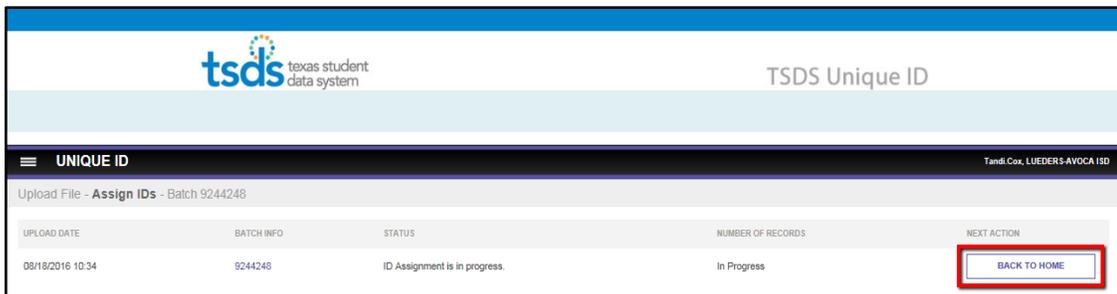
- Note the batch number that is assigned to your file in the Batch Info column in case there are several files being processed. Other campuses and business office files are also sent here, so there could be multiples files. The status will show that Data Validation is in progress. **Click the Back to Home button** on the far right.



- Once on the Home page, click the **Assign Unique ID button** to the right of your batch file.



- The status should now show ID Assignment is in progress. Click the **Back to Home button** again to check its progress.



- You may have to refresh the Home page a few times if you have a large file or several districts are trying to hit the server at once. We are looking for a new button in the Next Action column.

If the button says **Resolve Near Matches**, complete the next step. If it says **Download Unique ID**, you may skip to step 15. Otherwise, click on the Resolve Near Matches button.

The screenshot shows the TSDS Unique ID interface. At the top, there is a header with the TSDS logo and the text 'TSDS Unique ID'. Below the header, there is a navigation bar with 'UNIQUE ID' and a user name 'Tandi Cox, LUEDERS-AVOCA ISD'. The main content area has a 'Home' link and a search filter section. The filter section includes dropdowns for 'DISTRICT' (LUEDERS-AVOCA ISD [127905]), 'SUBMISSION TYPE' (All), and 'PROCESSING STAGE' (All). It also has date pickers for 'FROM' (07/04/2016) and 'TO' (08/18/2016), and a 'SORT' dropdown (Upload Date Desc). A 'FILTER RESULTS' button is present. Below the filter is a table with the following data:

UPLOAD DATE	SUBMISSION TYPE	BATCH INFO	DISTRICT	SCHOOL	SOURCE SYSTEM	STATUS	RECORD COUNT	NEXT ACTION
08/18/2016 10:34	File	9244248	127905	AAA	HR	Near Matches / Duplicates Found	1 of 2	RESOLVE NEAR MATCHES
07/21/2016 11:33	File	9221553	127905	AAA	HR	ID(s) Assigned.	4 of 4	DOWNLOAD UNIQUE ID

At the bottom, there is a pagination bar showing 'Displaying 1 - 2 of 2' and navigation links: '<< FIRST < PREV PAGE 1 OF 1 NEXT > LAST >>'. The 'RESOLVE NEAR MATCHES' button in the first row is highlighted with a red box.

10. All Near matches must be resolved. To resolve, **click on the first person's name**. Or the Radio button and Review and Select

The screenshot shows the 'Near Match' detail view for batch 9244248. At the top, there is a header with the TSDS logo and the text 'TSDS Unique ID'. Below the header, there is a navigation bar with 'UNIQUE ID' and a user name 'Tandi Cox, LUEDERS-AVOCA ISD'. The main content area has a 'Near Match - Batch 9244248' link and a search filter section. The filter section includes a 'LAST NAME' input field and a 'FILTER RESULTS' button. Below the filter is a table with the following data:

LAST NAME	FIRST NAME	MIDDLE NAME	ALT LAST NAME	SUFFIX	DATE OF BIRTH	GENDER	DISTRICT	SCHOOL	RES DISTRICT	LOCAL ID	NEXT ACTION
DEES	FRANK	DUANE			06/25/1947	MALE	127905	127905000		000269	REVIEW AND SELECT

At the bottom, there is a pagination bar showing 'Displaying 1 - 1 of 1' and navigation links: '<< FIRST < PREV PAGE 1 OF 1 NEXT > LAST >>'. A red arrow points to the 'FRANK' first name in the table. Below the table, there are two buttons: 'CANCEL ALL NEAR MATCH RECORDS FOR THIS BATCH' and 'CANCEL ALL CHECKED RECORDS'.

11. On the following screen, **click on the first name of each possible match in the bottom section.** Most will have only one name listed, but if more than one is listed, check each one to determine the best possible match. If you determine there are two records that actually reflect the same person, please contact a Region 14 Consultant to help resolve the issue.

The screenshot shows the TSDS Unique ID interface. At the top, there is a header with the 'tsds' logo and 'TSDS Unique ID'. Below this is a navigation bar with 'UNIQUE ID' and a user name 'Tamé Cox, LUEBERS AVOCA ISD'. The main content area is titled 'Resolve Near Matches / Duplicates - Batch 9244248'. It features two tables:

PERSON RECORD TO REVIEW AND SELECT										
LAST NAME	FIRST NAME	MIDDLE NAME	ALT LAST NAME	SUFFIX	DATE OF BIRTH	GENDER	DISTRICT	SCHOOL	LOCAL ID	
DEES	FRANK	DUANE				MALE	127905	127905000	000269	

NEAR MATCHES / DUPLICATES FOUND											
	LAST NAME	FIRST NAME	MIDDLE NAME	ALT LAST NAME	SUFFIX	DATE OF BIRTH	GENDER	DISTRICT	SCHOOL	LOCAL ID	MATCH PROBABILITY
<input type="radio"/>	DEES	FRANK	D				MALE	115903	115903001	UNKNOWN	95 (NEAR MATCH)

At the bottom of the interface, there are four buttons: 'CANCEL RECORD', 'SELECT ANOTHER RECORD', 'CREATE NEW ID', and 'ASSIGN SELECTED'. A red arrow points to the 'FRANK' first name in the 'NEAR MATCHES' table.

12. See image on next page: Clicking on the name will bring up a screen that compares the data currently held in the PID database at TEA to the information you have in your local SIS. The information in the center column under Submission Record reflects what is displayed in your local SIS. The information on the far right Master Record is what is currently in TEA's PID database. Review to determine which side is accurate. Information that differs is highlighted in a yellow/orange color. **The information from your local SIS (center column) should be correct.**

In our example, the TEA database shows a middle initial D. We have the full middle name of Duane. Other differences have to do with his moving from one school to ours, so we know we want that updated. Assuming the info in your local SIS is correct, select the **Yes radio button near the bottom to Update Master** and **click Assign Selected**. This will Update TEA's records to reflect the new information on the student or employee, such as a name change, and will resolve the near match so an ID can be assigned.


TSDS Unique ID

UNIQUE ID
Tend Cox, LUEDERS-AVOCA ISD

Near Match - Compare - Batch 9244248

95

Data in SIS

Data in PID Database

(SUBMISSION) LOCAL ID: 000269
 (SUBMISSION) LOCAL ID: UNKNOWN SSN: 458-28-7912

MATCH SCORE

GENDER: MALE DATE OF BIRTH: 06/25/1947 LOCAL ID: 000269
 GENDER: MALE DATE OF BIRTH: 06/25/1947 LOCAL ID: UNKNOWN SSN: 458-28-7912

COMPARE RECORDS

The different field values between the submission record and the master record are highlighted.

FIELDS	SUBMISSION RECORD	MASTER RECORD (UNIQUE ID: 1759421421)	ADD NOTE
FIRST NAME	FRANK	FRANK	
LAST NAME	[REDACTED]	[REDACTED]	
MIDDLE NAME	DUANE	D	
SUFFIX			
ALT LAST NAME			
DATE OF BIRTH	06/25/1947	06/25/1947	
GENDER	MALE	MALE	
SSN	[REDACTED]	[REDACTED]	
ETHNICITY	Non-Hispanic/Latino	Non-Hispanic/Latino	
RACE/ETHNICITY	[REDACTED]	[REDACTED]	
RACE 2			
RACE 3			
RACE 4			
RACE 5			
DISTRICT	127905-LUEDERS-AVOCA ISD	115903-DELL CITY ISD	
SCHOOL	127905000-LUEDERS-AVOCA ISD	115903001-DELL CITY SCHOOL	
RES DISTRICT			
GRADE LEVEL	NA	NA	
SCHOOL YEAR	2016	2011	
SOURCE SYSTEM	HR	Default	
LOCAL ID	000269	UNKNOWN	
UNIQUE ID		1759421421	
ALTERNATE ID		[REDACTED]	
ALTERNATE SOURCE		Default	
SERIAL #	43160593	6926469	
CREATED	08/18/2016	02/10/2013	
LAST UPDATED	08/18/2016	02/10/2013	
COMMENTS	1759421421:		
MATCH NOTES			

UPDATE MASTER Yes No

RETURN TO LIST

CANCEL SUBMISSION

CREATE NEW ID

ASSIGN SELECTED

See image on next page: If the Master Record at TEA (far right side) is correct, choose the **NO** radio button next to **Update Master** and click **Assign Selected**. This will keep TEA's record the same, but resolve the Near Match and allow a Unique ID to be assigned. You will then need to correct the erroneous information in local SIS.

95
MATCH SCORE

SUBMISSION
GENDER: MALE DATE OF BIRTH: 06/25/1947 LOCAL ID: 000289 SSN: [REDACTED]

1759421421
GENDER: MALE DATE OF BIRTH: 06/25/1947 LOCAL ID: UNKNOWN SSN: [REDACTED]

COMPARE RECORDS
The different field values between the submission record and the master record are highlighted.

FIELDS	SUBMISSION RECORD	MASTER RECORD (UNIQUE ID: 1759421421)	ADD NOTE
FIRST NAME	FRANK	FRANK	
LAST NAME	[REDACTED]	[REDACTED]	
MIDDLE NAME	DUANE	D	
SUFFIX			
ALT LAST NAME			
DATE OF BIRTH	06/25/1947	06/25/1947	
GENDER	MALE	MALE	
SSN	[REDACTED]	[REDACTED]	
ETHNICITY	Non-Hispanic/Latino	Non-Hispanic/Latino	
RACE/ETHNICITY	White	White	
RACE 2			
RACE 3			
RACE 4			
RACE 5			
DISTRICT	127905-LUEDERS-AVOCA ISD	115903-DELL CITY ISD	
SCHOOL	127905000-LUEDERS-AVOCA ISD	115903001-DELL CITY SCHOOL	
RES DISTRICT			
GRADE LEVEL	NA	NA	
SCHOOL YEAR	2016	2011	
SOURCE SYSTEM	HR	Default	
LOCAL ID	000289	UNKNOWN	
UNIQUE ID		1759421421	
ALTERNATE ID		[REDACTED]	
ALTERNATE SOURCE		Default	
SERIAL #	43160563	6926469	
CREATED	08/18/2016	02/10/2013	
LAST UPDATED	08/18/2016	02/10/2013	
COMMENTS	1759421421;		

MATCHANCES
UPDATE MASTER

 Yes
 No

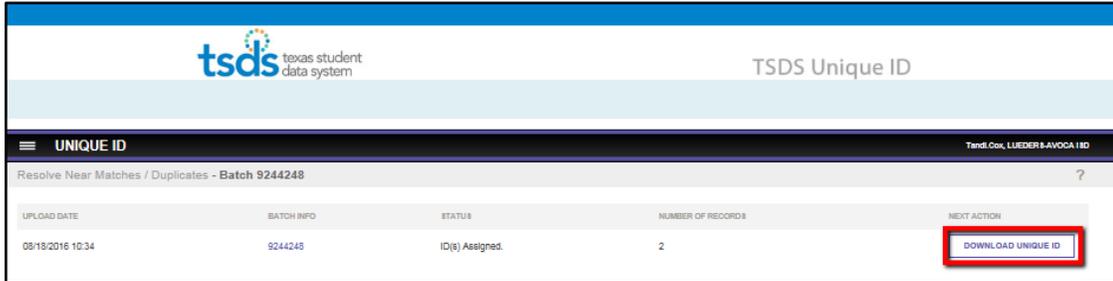
RETURN TO LIST
CANCEL SUBMISSION
CREATE NEW ID
ACTION SELECTED

NOTE 1: If you determine that the person being compared is a completely different person, select the Return to List of Near Matches button to check the next possible match in the list at the bottom of that screen.

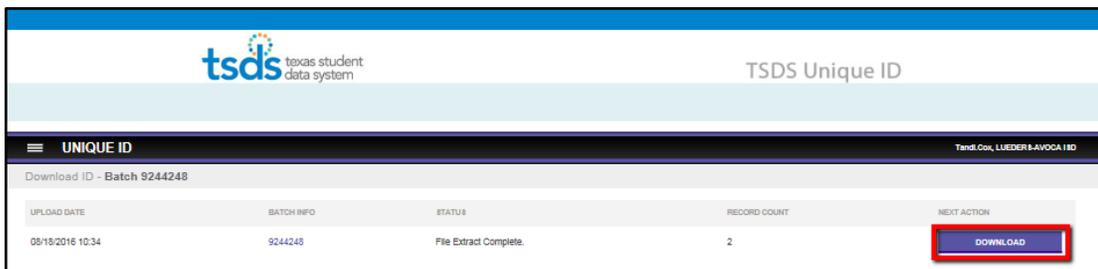
NOTE 2: If you have reviewed all possible matches and believe this is a totally new student or employee to the system, **please call a Region 14 consultant** for assistance. **DO NOT select the Create New ID button without talking to a Region 14 consultant first.**

13. Once you have resolved the near match on the person in the list, continue in the same manner until all matches are resolved. You may need to **Cancel** some records until you get more info on that person.

14. Once all Near Matches have been resolved, select the **Download Unique ID** button to the right of your batch number to create a downloadable file.



Click the Download button to obtain the file that contains the Unique IDs.



15. Save the file to the desired location. Note the new file is named `aaa_999999_000_Student` (or Staff)
Upload the saved file into your local SIS to update the UIDs.

