

Review required fields and guidelines.

Download import template(s).

Compile data in template(s).

Upload completed template.

Receive file and distribute logins.

Download and Upload

1. Download SIS educator template [here](#).
Download LMS educator template [here](#).
2. Once data has been completed per the guidelines below, please save your file(s) using the following naming convention(s):
State - District or School Name – Educator - IS
3. Please use the submission link provided to upload your file: [Uploading your roster files to Edgenuity](#)

Import Instructions

Educators Import Template Instructions

Please do not change the file format type, remove the header row, or add or remove columns.

The following table explains the Fields in the header row of the Educator Import Template used to create School Administrator and Teacher accounts. Required fields are noted and must contain values to successfully process records.

Please pay special attention to the Password requirements for Educators.

Field	Required	Description	Rules/Allowed Value(s)
First Name	Yes	Teacher First Name	
Last Name	Yes	Teacher Last Name	
Requested Username	Yes	Username to login to https://sislogin.edgenuity.com/	Recommend using teacher's email or a username that is unique within the Edgenuity ecosystem.
Requested Password	Yes	Password to login to https://sislogin.edgenuity.com/	Recommend using "changeme" since the system will force the user to pick a personalized password upon first sign on.
Genius SIS District ID	Yes	Unique district ID assigned in the Genius SIS school	Enter the Genius SIS district ID of the client. This is found on the Genius SIS district tab > select district > main information page > District ID. Please visit with an Edgenuity team member if you need assistance.
CAP	Yes	This puts a limit on the number of enrollments a teacher can support at one time.	Recommend listing 99999 if you don't use cap limits or enter the specific enrollment limit you would like to enforce. Once a teacher hits their cap limit, the system will display a teacher cap error message the next time a user attempts to enroll a student in one of the teacher's course sections.
Email	Yes	Email address you would like to receive student responses to.	If email address need to be whitelisted, please refer to the following: Edgenuity Technical Requirements

Field	Required	Description	Rules/Allowed Value(s)
Phone	No	Contact option for students to call teacher	
Employee Number	No	Client unique identifier for the teacher. This ID is helpful for reporting purposes.	

Accessing Logins

Your Edgenuity Point of Contact will send your login file(s) via Box. To ensure security, a Box account is required to retrieve the login file(s). If you'd like to get a head start on creating your Box account, you can sign up by clicking [here](#).

Educators Import Template Instructions

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Field	Required	Description	Rules/Allowed Value(s)
School ID	Yes	Please enter the School Name for the Educator.	To associate an Educator with multiple schools within the district, separate the School IDs with semicolons.
Last Name	Yes	Educator last name.	1 (min) to 255 (max), any UTF-8 case-sensitive encodable characters.
First Name	Yes	Educator first name.	1 (min) to 255 (max), any UTF-8 case-sensitive encodable characters.
Username	Yes	Username to log in to the Educator application.	Must be unique for the login code domain (typically the district). 1 (min) to 50 (max), any UTF-8 case-insensitive encodable characters. No spaces. Allowed special characters are !@#\$* and .(period).
Password	Yes	Password to log in to the Educator application.	Case-sensitive characters, minimum eight (8) characters: at least 1 uppercase, 1 lowercase, 1 numeral, and 1 special character of !@\$^* and .(period). No spaces.
Email	Yes	Educator's email address.	Case-sensitive characters, must be properly formatted and unique in the MPNG system for resetting passwords.
Educator Type	Yes	Educator's role.	Case-insensitive text of School Administrator or Teacher.
External ID	No	Identifier for the educator in an external application, such as a SIS.	Any format but value must be unique within the login code domain (typically the district).