

Dual User Enrollment Tips

Tips for Creating Students with the same Username and Password

Overview

This document provides suggestions for creating import files for the initial upload when using products on both SuccessNet and SuccessNet PLUS. This process is primarily recommended for new users of SuccessNet and SuccessNet PLUS. After successfully importing students into SuccessNet PLUS, use the usernames and passwords from the confirmation spreadsheet file for use in the SuccessNet import.

Requirements for Usernames and Passwords

Follow the guidelines below for creating student usernames and passwords. These guidelines meet both SuccessNet and SuccessNet PLUS requirements.

Usernames:

- Must be between 1 and 32 characters
- Must not include spaces

Passwords:

- Must be at least six characters long
- Must include at least one alpha and one numeric or special character. Special characters include " ! " # \$ % & ` () * + , - . /
- Must not contain the username, first name, or last name
- Are case sensitive

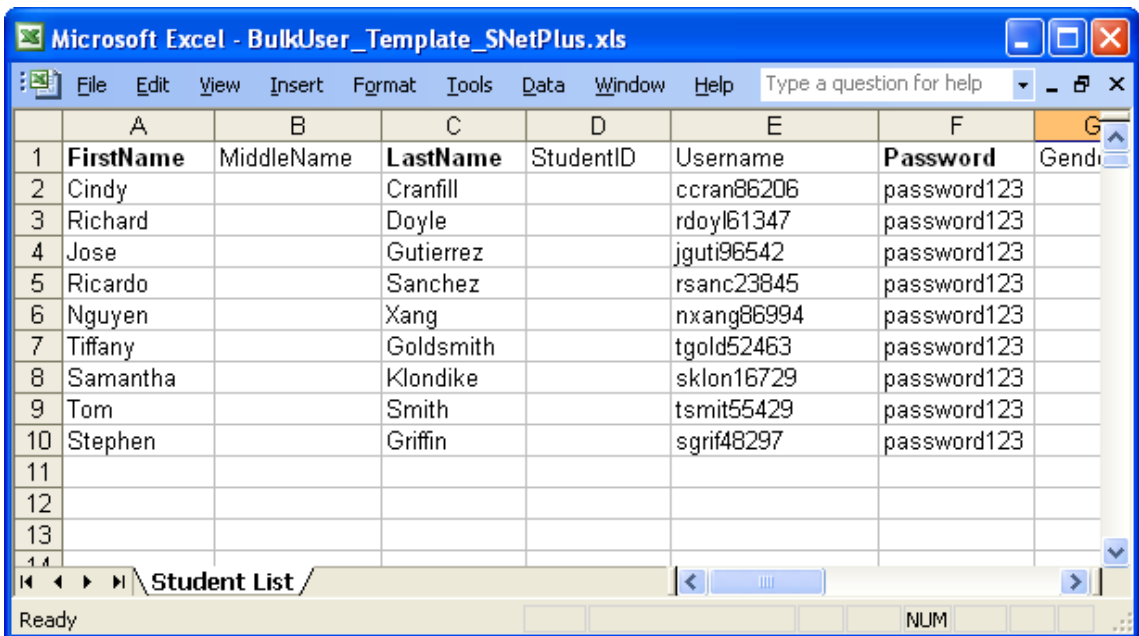
Follow these steps to create import files for both SuccessNet and SuccessNet PLUS (each template file is also available when importing students from a file):

1. Download the [UploadRoster.xls](#) template file for importing students into SuccessNet.
2. Download the [BulkUser_Template.xls](#) template files for importing students into SuccessNet PLUS.
3. Export student first and last names from PowerSchool or other SIS (Student Information System).

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4. Copy the student first name column from the export file and paste it into the FirstName column in the SuccessNet PLUS [BulkUser_Template.xls](#) file.
5. Copy the student last name column from the export file and paste it into the LastName column in the SuccessNet PLUS [BulkUser_Template.xls](#) file.
6. Confirm that the student first and last names line up properly in each row.
7. Create usernames that are likely to be globally unique across all SuccessNet PLUS users from every school and district not just within a school or district. For example, use the student's first name initial, first four characters of the last name, and five digits. The five digits could be the last five digits of the student's ID number.
8. Enter a generic password to be used by all students in the class. Recommend that students change their password on both SuccessNet and SuccessNet PLUS when they first log in. It is recommended they use the same password for both platforms.

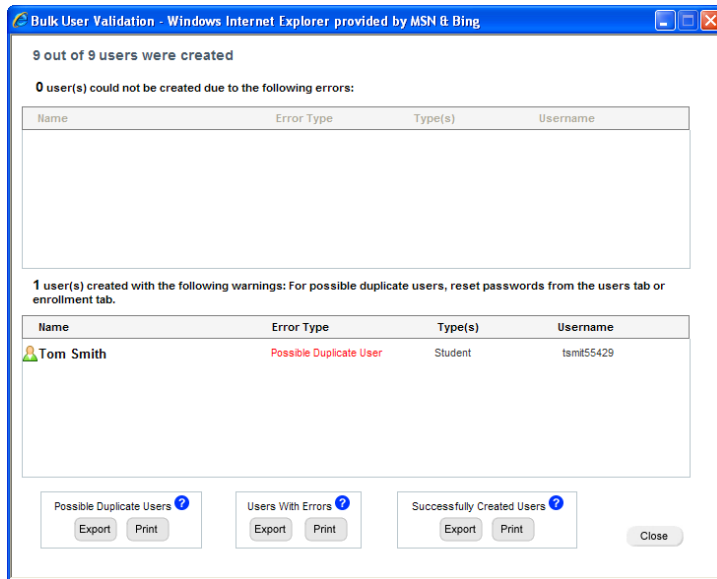
Example SuccessNet PLUS import file



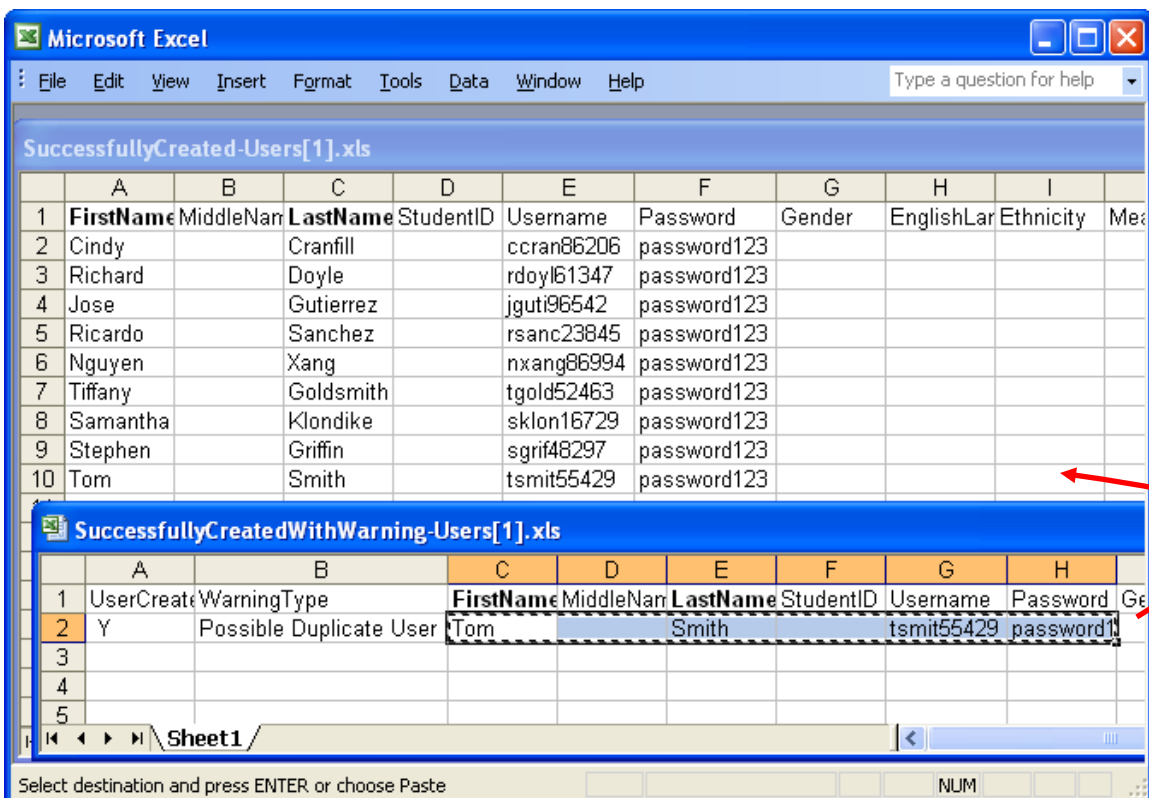
	A	B	C	D	E	F	G
1	FirstName	MiddleName	LastName	StudentID	Username	Password	Gender
2	Cindy		Cranfill		ccran86206	password123	
3	Richard		Doyle		rdoyl61347	password123	
4	Jose		Gutierrez		jguti96542	password123	
5	Ricardo		Sanchez		rsanc23845	password123	
6	Nguyen		Xang		nxang86994	password123	
7	Tiffany		Goldsmith		tgold52463	password123	
8	Samantha		Klondike		sklon16729	password123	
9	Tom		Smith		tsmit55429	password123	
10	Stephen		Griffin		sgrif48297	password123	
11							
12							
13							
14							

9. After importing the file, click View the Exceptions and Print. Notice that Tom Smith is a possible duplicate user. Export each spreadsheet available: Possible Duplicate Users, Users with Errors, and Successfully Created Users. Move the pointer over Export for each report type to determine which reports are available. A hand pointer indicates an active link, which means the report can be exported. This report is available to the user who completed the import for fourteen days from the date of import.

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In this example, the Possible Duplicate Users file with Tom Smith's account information and the Successfully Created Users file are downloaded. Copy and paste Tom's information from the SuccessfullyCreatedWithWarning-Users.xls into the SuccessfullyCreated-Users.xls file to have a complete record of all student accounts.



10. All students should now appear on the SuccessNet PLUS class roster.
11. Save the SuccessfullyCreated-Users.xls file that contains each student's assigned username and password. Change the filename if desired.
12. Open the SuccessNet [UploadRoster.xls](#) file.

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- Copy each of the four columns individually (first name, last name, username, and password) from the SuccessNet PLUS SuccessfullyCreated-Users.xls file and paste them into their respective columns in the SuccessNet file.

Notice that the SuccessNet PLUS password column must be copied and pasted into the SuccessNet [UploadRoster.xls](#) file twice. Paste the password column into both the Password and PasswordConfirmation columns.

	A	B	C	D	E	F	G	H	I
1	FirstName	MiddleInitial	LastName	StudentID	Grade	SuccessNetLanguage	UserName	Password	PasswordConfirmation
2	Cindy		Cranfill				ccran86206	password123	password123
3	Richard		Doyle				rdoyl61347	password123	password123
4	Jose		Gutierrez				jguti96542	password123	password123
5	Ricardo		Sanchez				rsanc23845	password123	password123
6	Nguyen		Xang				nxang86994	password123	password123
7	Tiffany		Goldsmith				tgold52463	password123	password123
8	Samantha		Klondike				sklon16729	password123	password123
9	Stephen		Griffin				sgrif48297	password123	password123
10	Tom		Smith				tsmit55429	password123	password123
11									
12									

- Save the [UploadRoster.xls](#) file as a Unicode text file as explained in the directions on SuccessNet.
- Upload the saved file into SuccessNet.
- Verify that the information being imported is accurate.

Confirm Student List

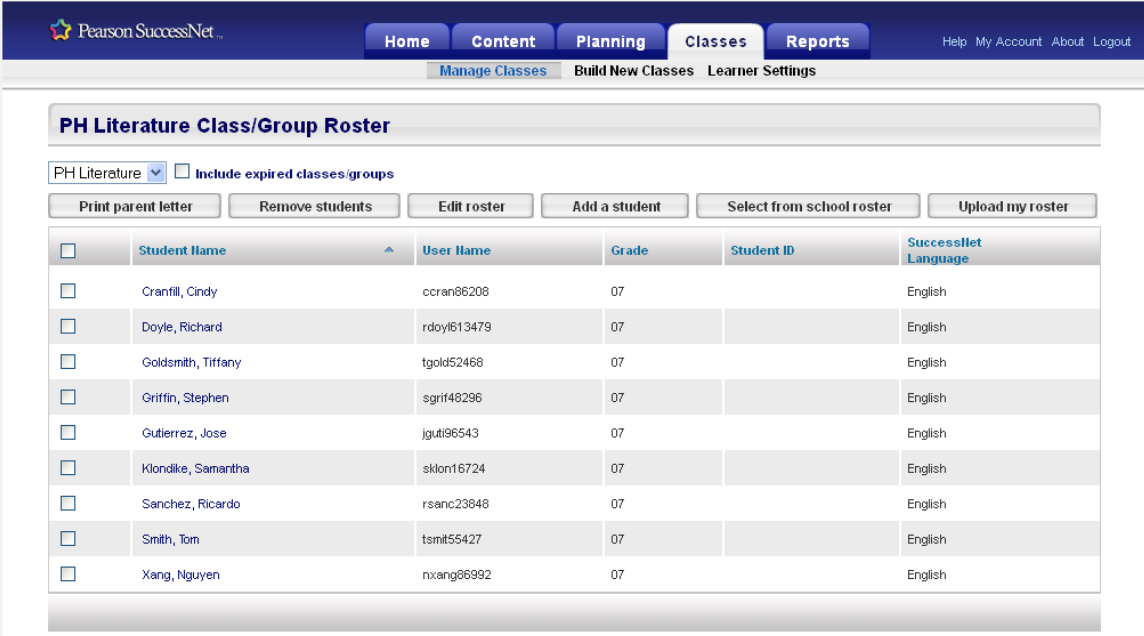
The system is ready to add your students to **PH Literature**. Verify the list and click Save to complete the process.

First Name	MI	Last Name	Student ID	Grade	SuccessNet Language	User Name	Password	Confirm Password	Demographic profile									
									GEN	ELP	ETH	MP	SPC	CHD	MI	STAT	SPC	SRV
Cindy		Cranfill		07	English	ccran86206	*****	*****										
Richard		Doyle		07	English	rdoyl61347	*****	*****										
Jose		Gutierrez		07	English	jguti96542	*****	*****										
Ricardo		Sanchez		07	English	rsanc23845	*****	*****										
Nguyen		Xang		07	English	nxang86994	*****	*****										
Tiffany		Goldsmith		07	English	tgold52463	*****	*****										
Samantha		Klondike		07	English	sklon16729	*****	*****										
Stephen		Griffin		07	English	sgrif48297	*****	*****										
Tom		Smith		07	English	tsmit55429	*****	*****										

Save Cancel

Note: SuccessNet will flag possible duplicate users. Select the correct student account to add to the class.

17. Students now appear on the class roster.



The screenshot displays the Pearson SuccessNet interface for a class roster. At the top, there is a navigation bar with tabs for Home, Content, Planning, Classes, and Reports. Below this, there are sub-tabs for Manage Classes, Build New Classes, and Learner Settings. The main content area is titled "PH Literature Class/Group Roster". It features a dropdown menu for "PH Literature" and a checkbox for "Include expired classes/groups". Below these are several action buttons: "Print parent letter", "Remove students", "Edit roster", "Add a student", "Select from school roster", and "Upload my roster". The central part of the interface is a table with the following columns: Student Name, User Name, Grade, Student ID, and SuccessNet Language. The table contains nine rows of student data.

<input type="checkbox"/>	Student Name	User Name	Grade	Student ID	SuccessNet Language
<input type="checkbox"/>	Cranfill, Cindy	ccran86208	07		English
<input type="checkbox"/>	Doyle, Richard	rdoyl613479	07		English
<input type="checkbox"/>	Goldsmith, Tiffany	tgold52468	07		English
<input type="checkbox"/>	Griffin, Stephen	sgrif48296	07		English
<input type="checkbox"/>	Gutierrez, Jose	gguti96543	07		English
<input type="checkbox"/>	Klondike, Samantha	sklon16724	07		English
<input type="checkbox"/>	Sanchez, Ricardo	rsanc23848	07		English
<input type="checkbox"/>	Smith, Tom	tsmi55427	07		English
<input type="checkbox"/>	Xang, Nguyen	nxang86992	07		English

18. Print parent letters from SuccessNet to disseminate each student's username and password that will be used for both SuccessNet and SuccessNet PLUS.