

DASL SSID UPDATE INSTRUCTIONS

FROM DASL:

1. Management → Import/Export → State Student ID **Export**
2. **IBM** user ID – Enter your SSID website username
3. Choose school to extract – move to text box on right using the arrows
4. Use the values that are shown below for all other fields.
5. Click export button.

DASL

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This Screen does not use a Selected Student
Data on this screen applies to the current school building

State Student ID Export

From this screen, you can export data for a specific file format.

Header Fields

IBM User ID:

Source Building IRN:

Source District IRN:

Schools



Social Security Number:

- All Digits
- Last 4 Digits
- Leave Empty

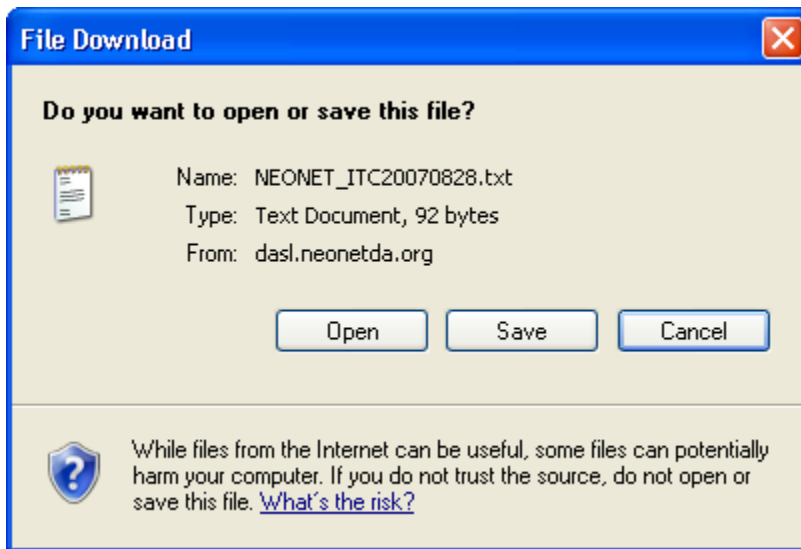
Existing Student Code:

- Y - Used to indicate that the student has already been enrolled in an Ohio public school and likely has an existing SSID
- N - Record will be updated
- This Is A Practice Run

Student Options:

- Send Only Students With No SSID
- Send Only Students With SSID
- Send All Students

6. If errors or missing data is detected, you will need to correct each issue listed on the page before continuing. You may continue (by clicking the continue button at the bottom of the page) without correcting issues, but these students WILL NOT be included in the extract.
7. If no issues are found or you click continue, a file download dialog box (similar to what follows) will appear. Click the SAVE button to save the file to your computer.



Upload file to SSID:

8. LOGIN to the SSID website at: https://www.ohiossid.com/ssid_login.asp
9. Click on BATCH PROCESS tab
10. Click link for BATCH FILE UPLOAD
11. Click BROWSE and locate SSID extract file on your computer
12. Click UPLOAD

The SSID website will process this file at night and create an IMPORT file for DASL:

13. LOGIN to the SSID website at: https://www.ohiossid.com/ssid_login.asp
14. Click on BATCH PROCESS tab
15. Click link for BATCH FILE DOWNLOAD
16. Click link for FILE NAME that was uploaded (EXAMPLE:
NEONET_ITC20070116_**JobID_14307**.TXT) * notice the JOBID and number at the end of the filename
17. A file download dialog box will appear. Click the SAVE button to save the file to your computer.

Now you need to import the file into DASL:

FROM DASL:

18. Management → Import/Export → State Student ID **Import**
19. Click **BROWSE** and locate extract file on your computer that was downloaded from the SSID website (with JOBID_ in the filename)
20. Click **VERIFY**
21. Click **IMPORT**