



SSID Website User Manual

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1 SSID System Overview

This document along with the SSID File Specification and other SSID-related documents are available in their latest form on the SSID Website Support Page.

1.1 Background

Federal and State laws along with data collection requirements have driven the creation of a unique State Student Identifier (SSID) for each student in the state of Utah. The SSID improves Utah public education by providing accountability, analysis, reporting, and tracking of every student that enters the Utah public school system.

The SSID website is an LEA's primary interface to the SSID system. The website provides all of the required tools for an LEA to manage the assignment of SSIDs.

1.2 Terms Used

In order to clarify the terminology used in this manual, the Terms, Acronyms, and Definitions table contains the specific meaning for each term in the context of the SSID web site.

Terms, Acronyms, and Definitions

Term	Acronym	Definition
Batch	n/a	A group of SSID requests submitted in a file
First name	n/a	Legal first name or as on birth certificate
Last name	n/a	Legal last name or as on birth certificate
LEA	LEA	Local Education Agency
LEA number	n/a	Local Education Agency number as assigned by USBE (District number)
LEA row reconciliation	n/a	The process of resolving Match issues using the SSID website.
LEA student number	n/a	Local Education Agency student number, or Student ID in SIS. Must be unique. Leading zeroes will be trimmed by the system.
Manual processing	n/a	Single student row processing using the SSID website.
Match or Matched	n/a	The attributes of an SSID Request row are the same as those in a row in the SSID system.
Middle name	n/a	Legal middle name or as on birth certificate
Multiple enrollment	n/a	A student is enrolled in multiple LEAs at the same time.
No Match	n/a	No single student with the supplied attributes can be found in the SSID system.
Possible Match	n/a	Suggested during reconciliation, some, but not all, attributes of an SSID Request row are identical to those of a row in the SSID system
Post, Posting, or Posted	n/a	The action specified in the Request Type is performed on the SSID database.
Primary Attributes	n/a	Primary attributes are: last name, first name, middle name, birth date and gender.
Request Type	N = New SSID	The action an LEA wishes to perform on a Request row. Different business rules are applied depending upon the Request Type.
Request Type	R = Retrieve	The action an LEA wishes to perform on a Request row. Different business rules are applied depending upon the Request Type.
Request Type	V = Verify	The action an LEA wishes to perform on a Request row. Different business rules are applied depending upon the Request Type.
Request Type	U = Update	The action an LEA wishes to perform on a Request row. Different business rules are applied depending upon the Request Type.
Row	n/a	A Row refers to one line of complete information related to a request. Also referred to as Student Row.
SIS	SIS	Student Information System
State Student Identifier	SSID	Unique number assigned to each student attending Utah Public Schools.
SSID Request File	n/a	The file uploaded to USBE from the LEA for SSID processing. The file must conform to the layout and requirements in the SSID File Specification document.
SSID Response File	n/a	The file downloaded by the LEA that contains the results of the processing of the corresponding SSID Request File. The file's layout can be found in the SSID File Specification document.
Student row	n/a	One row in the SSID Request and SSID Response Files. Also referred to simply as Row.
Student attributes	n/a	The identifying characteristics of the student used to Match the LEA SSID Request row to the SSID database.
Transaction	n/a	One row of SIF data inserted in the SLF processing database.
Transaction Status Code	n/a	The state of processing that a SIF transaction is in.
USBE	USBE	Utah State Board of Education Agency

1.3 SSID Web Site

The SSID web site is provided as the LEA's interface to the SSID system. It provides the LEA with:

- File Maintenance functions that facilitate automated processing
- Student Maintenance functions for manually managing student data
- User Maintenance functions to manage the LEA's access
- A Support section to provide on-line access to the latest versions of SSID-related documents and applications

Use Microsoft Internet Explorer version 9.x or above for best results. Other browsers may function but have not been tested.

1.4 Manual vs. Automated (Batch) Processing

There are two methods for updating the SSID system: *manual* or *batch*. An LEA may elect to use a single method or some combination of the two methods. The manual method requires the LEA to enter and update SSID information by hand on the SSID web site. The batch method requires the LEA to submit an SSID Request File containing student data and to download and process an SSID Response File.

The SSID Request File is a comma-delimited file that is generated by the LEA, and sent to the SSID system. A file contains one row per student. Each row contains a request type with which the LEA tells the SSID system which pre-defined operation to perform with the row.

An SSID Response File is automatically generated once an SSID Request File has been completely processed. The SSID Response File indicates the result of each operation requested in the SSID Request File and an LEA must synchronize their local SIS with this file.

Note: More information on SSID Request Files and SSID Response Files are available in the SSID File Specification Document on the SSID web site.

1.4.1 Example Batch Interaction

The steps below outline how an LEA might interact with the SSID system in batch mode. An LEA would;

1. create an SSID Request File from data in their SIS system.
2. upload the SSID Request File to the SSID system.
3. monitor the processing of the SSID Request File.
4. download the SSID Response File once processing is complete.
5. reconcile their system with the SSID Response File.

1.5 Types of Requests

LEAs specify a request type code on each submitted row to indicate the action they would like the SSID system to perform with that row. The four request types are defined in the Requests Types, Codes, and Descriptions Table.

Request Types, Codes, and Descriptions

Request Type	Code	Description
New SSID	N	Requests a new SSID for a student enrolling for the first time in a public school in the state of Utah.
Retrieve	R	Requests an existing student's SSID.
Verify	V	Determines if the student's SSID and attributes as recorded in the LEA's SIS system match the SSID system.
Update	U	Changes the attributes for a student that already exists in the SSID system.

1.5.1 New SSID

The *New SSID* request type is used to create a new SSID for a student enrolling for the first time in the State of Utah. The New SSID request type should be used to enroll kindergarten students and for transfer students that haven't previously attended public school in Utah.

Note: If a submitted row has a request type of New SSID but matches an existing row in the SSID system or the submitted row contains an SSID, LEA reconciliation is required.

1.5.2 Retrieve SSID

The *Retrieve* request type should be used to obtain the SSID for a student transferring from one Utah school to another or for a student transferring from out of state, but who had previously attended public school in Utah.

Note: SSIDs for students which have moved out of state remain in the SSID system.

1.5.3 Verify SSID

The *Verify* request type is used to confirm that an existing student's SSID and attributes, as recorded in the LEA's SIS system, match the SSID system.

Note: SSIDs and all attributes should be verified before any data containing SSIDs is submitted to the USB E.

1.5.4 Update SSID

The *Update* request type is used to change the attributes for a student that already exists in the SSID system. The submitted row's SSID, LEA number and LEA student number must match an existing student.

Note: Updates (i.e. corrections or changes) may be made at the LEA's convenience but should be completed prior to any submission deadlines.

1.6 Request File Matching

1.6.1 What is a Match?

A match occurs when the attributes in the row in the Request File are the same as the attributes for one and only one student in the SSID database. The attributes used to determine if a match occurs vary by Request Type. More extensive examples are available upon request.

1.6.2 How Matching is Performed

Table 1.3 lists the attributes that are matched based upon the Request Type. The Match Attributes Table is a symbol key provided to define the symbols used in the attribute table.

Match Attributes				
Match attribute	Retrieve	Verify	Update	New SSID †
SSID	↶	✓	✓	↶
Last name	✓	✓	😊	👎
First name	✓	✓	😊	👎
Middle name	✓	✓	😊	👎
Birth date	✓	✓	😊	👎
Gender	✓	✓	😊	👎
LEA Number	😊	✓	✓	👎
LEA Student Nbr	😊	✓	✓	👎
School Number	😞	😞	😞	😞

† If any of the primary attributes do not match, a new SSID is created and returned unless a duplicate LEA student number exists for the request.

Note: Middle names that do not match will post if there is only one match. However, an error code will be included in the SSID Response file saying that the middle name submitted doesn't match the one in the system. Please use Update to sync the middle name in the SSID system.

Match Symbol Key

Symbol	Definition
✓	Attribute must match – All match attributes are required.
😊	Attribute required – Match attempted on retrieves, required for updates and seven attribute match attempt.
😞	Attribute required – The school number is saved to the SSID database.
↶	Attribute returned from SSID system.
👎	One or more of the attributes do not match.

1.6.3 What Happens on a 'No Match'

A 'No Match' can occur in two ways:

1. The student attributes in the SSID Request File row don't match a student in the SSID system
2. The student attributes in the SSID Request File row match more than one student in the SSID system.

A 'No Match' has the following implications:

- If a submitted row does not Match and the Request Type is Verify, Retrieve or Update, the row will not be posted.
- If a submitted row does not Match because there is no student with matching attributes and the Request Type is New, the row will be posted.
- In the case of No Match, Possible Matches are provided via the SSID Website to assist LEAs in resolving the No Match.
- Rows that have more than one match in the system or that do not match require LEA reconciliation using the website.
- All No Match rows must be reconciled by the LEA in order to be posted.
- New SSID requests should not match existing students in the system.

1.7 File Formats

The SSID system uses two file formats - the SSID Request File and the SSID Response File. The SSID Request File Validation Application is used to verify that each uploaded SSID Request File meets the file's specification. SSID Request Files that contain errors (data type errors, too many characters in an attribute, etc.) must be fixed by the LEA and re-uploaded for processing.

Note: The latest version of the SSID File Format specification is available on the SSID website **Support** page.

1.8 SSID System Codes

SSID system codes are required to identify the status of files and rows processed and the errors that may be displayed in the SSID systems. The latest SSID System codes and error codes are located in the SSID File Specification. To obtain the latest codes, download the SSID File Specification from the **Support** page on the SSID web site.

1.9 Website Security

Website security has been designed to ensure the privacy of the data being used throughout the website. Access to the website is secured with SSL and requires a valid user ID and password. The SSID website has multiple security levels. The security level assigned to a user ID dictates the actions that the user ID may perform on the SSID web site. Internet browsers that have been logged into the website and left idle for a period of time are required to login again in order to continue working on the website.

1.9.1 User ID Security Roles

When a new user ID is created, it is assigned one of three security roles: LEA Admin, LEA User, or LEA Report Viewer. A user ID with the LEA Admin security role may create other user ID's with the

LEA User security role. Table 1.5 identifies system security and functionality as it applies to each user type.

User ID Security Roles

SSID Functionality	LEA Admin.	LEA User	LEA Report Viewer
Student Maintenance	Student Maintenance	Student Maintenance	Student Maintenance
Student Search	Y	Y	Y
View & Edit Student Detail	Y	Y	N
Add Single Student	Y	Y	N
Retrieve Student	Y	Y	N
Merge Students	Y	Y	N
File Maintenance	File Maintenance	File Maintenance	File Maintenance
Upload Request File	Y	Y	N
Cancel File	Y	Y	N
Cancel Rows	Y	Y	N
Reconcile Rows	Y	Y	N
Reprocess File	Y	Y	N
Download Response File	Y	Y	N
Administration	Administration	Administration	Administration
Add LEA Administrators	N	N	N
Add LEA Users	Y	N	N
Change LEA User Attributes	Y	N	N
Change Own Attributes	Y	Y	N
Change/Reset LEA Passwords	Y	N	N
Reset Own Password	Y	Y	N
View LEA User Information	Y	N	N
Activate/Deactivate LEA User ID	Y	N	N

1.9.2 Obtaining a User ID and Password

An LEA must submit the proper form or contact the USBE directly to request a user ID with the LEA Admin security role. An LEA will have, at a minimum, at least one user ID with the LEA Admin security role. User IDs with the LEA Admin security role create user IDs with the LEA User security role. User ID's may be created only for the same LEA to which the creating user ID belongs.

1.9.3 Password Security

LEAs are able to change their password using the Edit User Info option.

Passwords must meet the following criteria:

1. Be at least 8 characters in length,
2. Contain at least 1 number (0-9),
3. Contain at least 1 uppercase letter (A-Z),
4. Contain at least 1 lowercase letter (a-z)

2 Logging into the System

A USB E assigned User ID and Password is required to gain access to the SSID system. Users are required to use strong passwords (8 characters or more, upper case letters, lower case letters and numbers). For security purposes, Invalid User Logins are disabled after 3 consecutive failed attempts; if an account should be disabled, users are required to contact their local LEA user administrator or the USB E in order to have it reset.



The screenshot shows the SSID System Login interface. On the left is the Utah State Office of Education logo. The main heading is "SSID System Login". Below this, there are two input fields: "User Name" and "Password". At the bottom of the form is a "Login" button.

3 Home Page

The SSID Home Page is the root of the web site. This page is the starting point for the user once they are logged into the SSID web site. The **Support** link is included to give users access to web site documentation usage and other quick links.

The home page may contain system messages for the user. After logon, these messages will alert users to important SSID information.



Utah State Board of Education | SSID

User: Test User	Log Out
LEA: USOE (99)	
School: N/A	

- [Home](#)
- [File Processing](#)
- [Student Search](#)
- [User Maintenance](#)
- [Contact List](#)
- [Support](#)

File Maintenance
Upload Request File
Review File Processing
Review File History
Student Maintenance
Student Search
Retrieve Student
New Student
Update Student Info
Student History
Merged Student Search
User Maintenance
Edit User Info
Change Password
Support

Documents of Interest

- | | |
|-------------------------|--|
| SSID User Contact List | Are you looking for an SSID user to contact by user ID (UID)? Check out the latest contact list on the Support page! |
| Closed/Inactive Schools | Inactive schools in existing data are now displayed with strikeout font. Inactive schools submitted in request files will not pass validation! See the Support Page Web Site Release Notes for more details. |

Links of Interest

- | | |
|--|--|
| USOE Computer Services | Official site for USOE's Computer Services, providing details on its systems and services. |
| Utah Charter Schools | Link to view a full listing of charter schools in Utah. |

4 File Maintenance

The **File Maintenance** area of the SSID web site is provided to aid in sending SSID Request Files, retrieving SSID Response Files, checking file statuses and correcting errors found in SSID Request Files. The following sub-sections explain and provide the steps for all web page areas listed under **File Maintenance**.

Utah State Board of Education | SSID

User: Test User [Log Out](#)
LEA: GRANITE DISTRICT (12)
School: N/A

Home | **File Processing** | Student Search | User Maintenance | Contact List | Support

File Maintenance

- Upload Request File
- Review File Processing
- Review File History

Student Maintenance

- Student Search
- Retrieve Student
- New Student
- Update Student Info
- Student History
- Merqed Student Search

User Maintenance

- Edit User Info
- Change Password

Support

File Processing | **File History**

Filename	Status	Downloaded	# of Rows	# of Errors	File Error
REQ_012_20160317_0001.CSV	Action Required		53	10	
REQ_012_20160314_0003.CSV	Action Required		21	20	
REQ_012_20160303_0002.CSV	Action Required		45	2	
REQ_012_20160420_0001.CSV	Received			0	
REQ_012_20160317_0002.CSV	Completed	✓	30	0	
REQ_012_20160314_0002.CSV	Completed		79	0	
REQ_012_20160314_0001.CSV	Completed		138	0	
REQ_012_20160303_0001.CSV	Completed		104	0	
REQ_012_20160301_0001.CSV	Completed		19	0	

Refresh | Cancel File | Cancel Errors & Re-Process | Reprocess File | View File Summary | View Errors | Download

of Rows: 53 Uploaded: 3/17/2016 10:34:51 AM Uploaded By: [User Name]
of Errors: 10 Last Processed: 4/19/2016 4:34:35 PM Last Download: [User Name]
Posted: 43 Response File Created Process Completed
Canceled: 0

Received ✓ | Loading ✓ | Queued ✓ | **Posting** | Preparing Download | Completed

4.1 Uploading SSID Request Files

Upload Request File provides a file transfer area for uploading SSID Request Files from the LEAs to USBE. Each LEA creates a comma delimited file (.csv) and verifies the contents by uploading the file to the SSID website. Before the file is uploaded, the web page verifies the file name and that it has not been uploaded before. The LEA browses for the file through the SSID web site interface and uploads it to the USBE system. After the file has been uploaded to USBE, the LEA may check the file processing status using the **Review File Processing** page. After the file uploads, a successful message appears and the file appears in the **File Processing** screen with its current status.

4.1.1 Before Uploading

Before uploading a file to the SSID system, the file name must adhere strictly to the SSID Request File naming standards in order to be accepted by the web site. The SSID Request File specification is available on the SSID web site **Support** page.

4.1.2 File Layout Verification

To validate the layout of the request files, simply upload them to the SSID website. If there are any validation errors the website can be used to identify where in the files they occur.

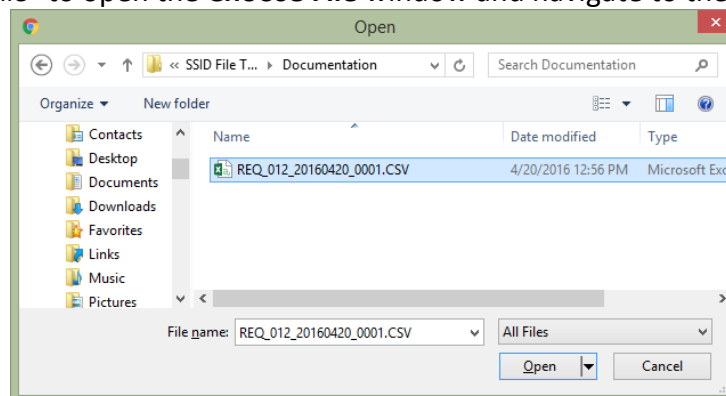
4.1.3 Steps

The following are general steps to be used in the uploading of SSID Request Files to the SSID web site.

1. Create a SSID Request File with one row for each student request
2. Login to the SSID web site using a valid user ID and password.
3. Select the **Upload Request File** link on the SSID home page. The **Upload a SSID Request File** screen will appear.

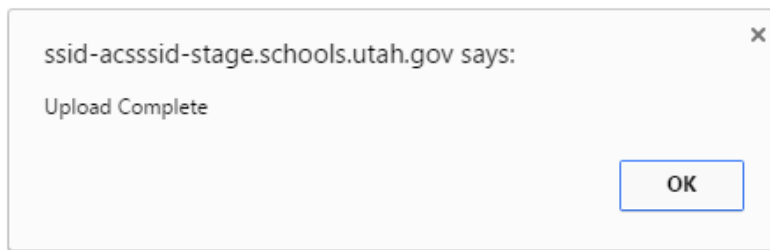


4. Click "Choose File" to open the **Choose File** window and navigate to the SSID Request File



5. After locating the correct SSID Request File, select it and click **"Open."**
6. The SSID Request File that was selected, should now appear in the **Request File Name** box or next to the *Choose File* button.
7. Click **"Upload"** to start the upload process
 - Upload time depends on the LEAs internet connection speed and the size of the file being uploaded.

8. After the file has been successfully uploaded, an "Upload Complete" message will appear.



4.1.4 Troubleshooting

If you are unable to log in to the SSID web site please verify your password with your LEA Administrator or with the USBE administrator.

4.2 Review File Processing

The **Review File Processing** page is provided to view the status of uploaded file(s), review file error(s), and control LEA file processing. SSID Request Files are displayed on the screen after they have been submitted to the SSID system for processing. Fourteen days after an SSID Request File reaches a completed (or canceled status) it will only display on the **File History** page.

Note: This period of fourteen days is a USBE configurable parameter and may be changed in the future.

In order for a file to have a completed status, all errors were canceled (or corrected) and at least 1 download attempt was made or the file failed the File Load process and was canceled.

4.2.1 Monitoring Uploaded Files

After uploading the SSID Request File to the SSID web site, you may select the **Review File Processing** page to see the current status for your files. Figure 4.5 shows a list of each status and their definition.

Review File Status

Status	Definition
Received	The SSID Request file has been received for processing.
Loading	The file contents is being validated and loaded into the system.
Queued	The file contents have been loaded and individual rows are waiting to be processed.
Posting	The file is being matched and processed in the SSID system.
Preparing Download	The file has completed processing and the SSID Response File is being created
Completed	The file has completed all processes.

4.2.1.1 Steps

The following are general steps to be used in the monitoring of SSID Request Files.

1. Log on to the SSID web site with a valid user ID and password
2. Select **Review File Processing** from the **File Maintenance** section of the home page
3. Click on a file name in the File Processing window to get a status.



File Maintenance		File Processing		File History	
Upload Request File					
Review File Processing					
Review File History					
Student Maintenance					
Student Search					
Retrieve Student					
New Student					
Update Student Info					
Student History					
Merged Student Search					
User Maintenance					
Edit User Info					
Change Password					
Support					

Filename	Status	Downloaded	# of Rows	# of Errors	File Error
REQ_012_20160317_0001.CSV	Action Required		53	10	
REQ_012_20160314_0003.CSV	Action Required		21	20	
REQ_012_20160303_0002.CSV	Action Required		45	2	
REQ_012_20160420_0001.CSV	Received			0	
REQ_012_20160317_0002.CSV	Completed	✓	30	0	
REQ_012_20160314_0002.CSV	Completed		79	0	
REQ_012_20160314_0001.CSV	Completed		138	0	
REQ_012_20160303_0001.CSV	Completed		104	0	
REQ_012_20160301_0001.CSV	Completed		19	0	

# of Rows:	Uploaded	4/20/2016 1:09:33 PM	Uploaded By	
# of Errors: 0	Last Processed		Last Download	
# Posted: 0	Response File Created		Process Completed	
# Canceled: 0				

4.2.2 Processing Files with Errors

After an SSID Request File has been uploaded, the file may have errors. If the file had errors while processing then a status of **Action Required** will appear next to the file name as shown in Figure 4.5. The following is a list of options that are available with a file that has errors.

- Click on the filename with status of **Action Required**
- The errors may be viewed by clicking on **“View Errors.”**
- Select **“Cancel Errors & Re-Process”** to cancel all rows that had an error and process the file WITHOUT these rows being posted. The SSID Response File will be created by the system.
- **“Reprocess File”** will submit the file for re-processing. If corrections have not been made to error rows, then the errors will prevent the file from being completed.

4.2.2.1 Steps to Process Individual Errors Rows

The following are general steps to be used in resolving errors in an SSID Request File.

1. Log on to the SSID web site with a valid user ID and password
2. Select **Review File Processing** from the **File Maintenance** section of the home page
3. Click on the file to get its status
4. When the file status is **Action Required**, click on **“View File Summary”** or **“View Errors.”**
5. A Summary of the file will be presented or
6. Errors will be presented one at a time.



- File Maintenance**
- Upload Request File
- Review File Processing
- Review File History
- Student Maintenance**
- Student Search
- Retrieve Student
- New Student
- Update Student Info
- Student History
- Merged Student Search
- User Maintenance**
- Edit User Info
- Change Password
- Support**

File Summary

File Information

Filename	File Status	File Uploaded	Last Processed	Last Downloaded	Match Attempts
REQ_012_20160314_0003.CSV	Action Required	3/14/2016 11:02:37 AM	4/19/2016 3:54:24 PM		1

Request File Status Summary

Description	Status Date
Received	4/14/2016 12:52:22 PM
Loading	4/14/2016 1:08:54 PM
Queued	4/14/2016 1:08:54 PM
Posting	4/19/2016 3:54:23 PM
Action Required	4/19/2016 3:54:25 PM

Request Type Summary

Request Type	Count
New	21

Row Count Summary

	Count
# of Rows	21
# Posted	1
# Canceled	0
# of Errors	20

File Row Errors

Error ID	Description	Count	Row Canceled
204	LEA Student Number Exists	20	No

No File Row Warnings

No File Errors



- File Maintenance**
- Upload Request File
- Review File Processing
- Review File History
- Student Maintenance**
- Student Search
- Retrieve Student
- New Student
- Update Student Info
- Student History
- Merged Student Search
- User Maintenance**
- Edit User Info
- Change Password
- Support**

File Error Detail

File Name	File Row #	Error #	Type of Request
REQ_012_20160314_0003.CSV	Row 8 of 21	Error 8 of 20	New

Type of Error - The submitted LEA student number already exists.

Submitted Row - This is what was sent in the SSID Request File for the student

Last Name	First Name	Middle Name	Birth Date	Gender	SSID	LEA Number	LEA Student Number	School Number	School Year
XXXXXXXXXX	XXXXXXXXXX		10/30/2004	M		12	XXXXXXXXXX	180	2016

Close Matches - These are the most likely matches

SSID	LEA Stud Num / LEA	Last Name	First Name	Middle Name	Gender	Birth Date	Last Updated Date	Created Date	Matched On
Update 14	XXXXXX / 12-GRANITE DISTRICT	XXXXXXXXXX	XXXXXXXXXX		M	10/30/2004		4/19/2016 3:37 PM	LEA Number, LEA Student Number

Other Possible Matches - These results may not be a close match, but could still be a possible match

SSID	LEA Stud Num / LEA	Last Name	First Name	Middle Name	Gender	Birth Date	Last Updated Date	Created Date	Matched On
Retrieve 38	XXXXXX / 38-PROVO DISTRICT	XXXXXXXXXX	XXXXXXXXXX		M	1/11/1998		9/9/2015 7:51 AM	Soundex First, Soundex Last

Functions of Options

Option	Function
New Student	Create a new student from this information
Cancel Row	Cancel the processing of this row
Resubmit Row	Reprocess row
<<Prior	Move to the previous error
Next>>	Move to the next error

7. Select **"Next>>"** to move to the next error until all errors have been processed
8. Return to the **Review File Processing** page
9. Select **"Reprocess File."**

4.2.2.2 Steps to Cancel Errors and Re-Process File

The following are general steps to be used in canceling errors and reprocessing an SSID Request File.

1. Log on to the SSID web site with a valid user ID and password
2. Select **Review File Processing** from the **File Maintenance** section of the home page
3. Click on the file to get its status
4. When the file status is **Action Required**, click on **"Cancel Errors & Re-Process."**
5. All errors rows will be canceled from the file and the file will be re-processed

4.2.3 Reviewing File Summary

The Review File summary page will show detailed information about each file.

4.2.3.1 Steps

The following are general steps to be used in viewing the summary of a processed file.

1. Log on to the SSID web site with a valid user ID and password.
2. Select **Review File Processing** from the **File Maintenance** section of the home page.
3. Click on the file to get its status.
4. Click on **"View File Summary."**
5. The file Summary will be displayed.

4.2.4 Reprocessing an SSID Request File

Reprocessing a file will resubmit it into the system for processing. Unless there has been a change to the file, or a change to the information contained in the SSID web site, the file will fail again with the same errors.

4.2.4.1 Steps to Reprocess an SSID Request File

The following are general steps to be used in reprocessing an SSID Request File.

1. Log on to the SSID web site with a valid user ID and password.
2. Select **Review File Processing** from the **File Maintenance** section of the home page.
3. Click on the file to get its status.
4. When the file status is **Action Required**, click on **"Reprocess File."**
5. The file will be reprocessed

4.2.5 Canceling Files

Files can ONLY be canceled **BEFORE** they are processed. Use the cancel file option to cancel the processing of a file. Rows that have been posted cannot be cancelled.

4.2.5.1 Steps to Cancel a File

The following are general steps to be used in the canceling a file in progress.

1. Log on to the SSID web site with a valid user ID and password
2. Select **Review File Processing** from the **File Maintenance** section of the home page.

3. Click on the file to get its status.
4. When the file status is **Action Required**, click on **“Cancel File.”**
5. The file will be canceled

4.2.6 Downloading a SSID Response Files

After an SSID Request File has been completely processed and posted to the SSID database, a SSID Response File is created. LEAs may download the SSID Response File by clicking on a Completed file to select it and then clicking on the Download button. If a file has already been downloaded a check in the Downloaded column will appear. File(s) may be downloaded by LEA’s as many times as they wish. LEAs should synchronize their SIS systems with the SSID Response File to ensure that each LEA SIS system and the USBE SSID system are in sync. The date and time that each SSID Response File was downloaded by the LEA is shown under the file list window.

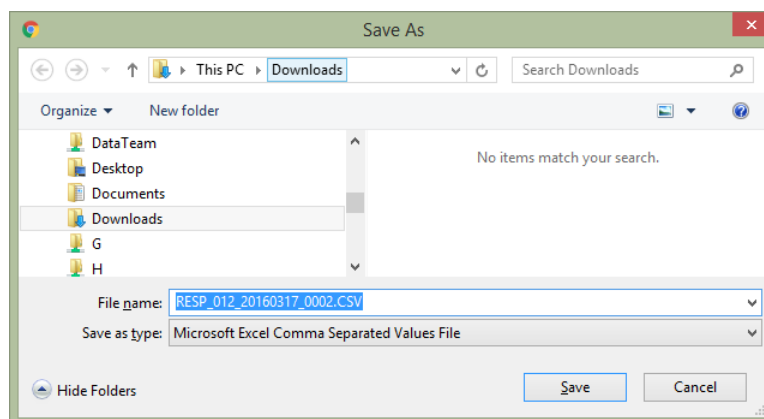
4.2.7 File Layout

The SSID Response File format is a comma delimited file (CSV). It is required that LEAs download and synchronize their LEA SIS systems with the SSID Response Files. See the specification document found on the SSID web site in the **Support** page for more information on the SSID Response File.

4.2.7.1 Steps

The following are general steps to be used in the downloading of SSID Response Files to the SSID web site.

1. Log on to the SSID web site with a valid user ID and password
2. Select **Review File Processing** from the **File Maintenance** section of the home page
3. Click on the file that has the status of Complete
4. Click on **“Download”** to display the screen
5. Click on **“Save”** to display a navigation window
6. Select the location for the SSID Response File and click **“Save.”**



4.3 Review File Summary

The **File Summary** page is provided to assist in troubleshooting SSID Request File processing issues and to give the user a broad view of a SSID Request File.

Information found on this page includes:

- General File information (file name, upload date...)
- Current file status.
- File status history
- The total number of rows in the file
- The number of rows for each request type
- The number of rows posted
- The number of rows canceled
- The number of rows in error
- A summary of row errors and the number of rows with each type of error
- A list of file load and validation errors



File Maintenance	File Summary					
Upload Request File						
Review File Processing						
Review File History						
Student Maintenance						
Student Search						
Retrieve Student						
New Student						
Update Student Info						
Student History						
Merged Student Search						
User Maintenance						
Edit User Info						
Change Password						
Support						

Filename	File Status	File Uploaded	Last Processed	Last Downloaded	Match Attempts
REQ_040_20160310_3000.CSV	Action Required	3/10/2016 3:39:39 PM	4/18/2016 9:49:21 AM		1

Request File Status Summary			Request Type Summary		Row Count Summary	
Description	Status	Date	Request Type	Count	Count	Count
Received		4/14/2016 12:52:22 PM	Verify	7645	# of Rows	7645
Loading		4/14/2016 1:01:36 PM			# Posted	0
Queued		4/14/2016 1:01:58 PM			# Canceled	0
Posting		4/18/2016 9:49:21 AM			# of Errors	7645
Action Required		4/18/2016 9:51:00 AM				

Error ID	Description	Count	Row Canceled
201	No match on primary attributes	35	No
202	No match in student location	3	No
223	SSID not in Lea	1	No
225	Close match	7606	No

4.4 Review File History


As files are processing in the system they are accessed by using the **File Processing** page. Fourteen days after a SSID Request File reaches a completed (or canceled status) it will move to the **File History** page.

Note: This period of fourteen days is a USB E configurable parameter and may be changed in the future.

For a SSID Request file to have a completed status means that all rows were either posted or canceled and at least 1 download attempt was made or the SSID Request File failed the File Load process and was canceled.

Files that have moved to the **File History** page will be visible until USB E determines that it is time to archive the file(s).

The **File History** page looks and works a lot like the **File Processing** page, except that files listed on the **File History** page cannot be reprocessed or modified.



Utah State Board of Education | SSID

User: Test User [Log Out](#)
 LEA: GRANITE DISTRICT (12)
 School: N/A

- File Maintenance**
- [Upload Request File](#)
- [Review File Processing](#)
- [Review File History](#)
- Student Maintenance**
- [Student Search](#)
- [Retrieve Student](#)
- [New Student](#)
- [Update Student Info](#)
- [Student History](#)
- [Merged Student Search](#)
- User Maintenance**
- [Edit User Info](#)
- [Change Password](#)
- Support**

File Processing

File History

Filename	Status	Downloaded	# of Rows	# of Errors	File Error
REQ_012_20160317_0002.CSV	Completed	✓	30	0	
REQ_012_20160317_0001.CSV	Action Required		53	10	
REQ_012_20160314_0003.CSV	Action Required		21	20	
REQ_012_20160314_0002.CSV	Completed		79	0	
REQ_012_20160314_0001.CSV	Completed		138	0	
REQ_012_20160303_0002.CSV	Action Required		45	2	
REQ_012_20160303_0001.CSV	Completed		104	0	
REQ_012_20160301_0001.CSV	Completed		19	0	

Refresh
Cancel File
Cancel Errors & Re-Process
Reprocess File
View File Summary
Download

# of Rows: 30	Uploaded: 3/17/2016 10:40:08 AM	Uploaded By: [User]
# of Errors: 0	Last Processed: 4/20/2016 1:18:46 PM	Last Download: 4/20/2016 2:07:25 PM
# Posted: 27	Response File Created: 4/20/2016 1:18:46 PM	Process Completed: 4/20/2016 1:18:46 PM
# Canceled: 3		

Received ✓
Loading ✓
Queued ✓
Posting ✓
Preparing Download ✓
Completed

5 Student Maintenance

The SSID web site allows LEAs to maintain student information in the system. Student Maintenance is started by using the Student Search screen. For security purposes, a history of all student maintenance modifications is retained by the SSID system.

Utah State Board of Education | SSID

User: Test User [Log Out](#)
LEA: GRANITE DISTRICT (12)
School: N/A

Home | File Processing | **Student Search** | User Maintenance | Contact List | Support

File Maintenance
[Upload Request File](#)
[Review File Processing](#)
[Review File History](#)

Student Maintenance
[Student Search](#)
[Retrieve Student](#)
[New Student](#)
[Update Student Info](#)
[Student History](#)
[Merged Student Search](#)

User Maintenance
[Edit User Info](#)
[Change Password](#)

Support

Student Search and Maintenance

The SSID# OR LEA Student# OR Partial Last Name OR Partial First Name OR Birthdate/Gender is Required.
(Only active students are displayed.)

Last Name First Name Middle Name

Equal Like Contains Equal Like

Gender Male Female Birthdate (mm/dd/yyyy) SSID

Include Similar Birthdates

School Year LEA School LEA Student #

Use Soundex in search

Matches

Close Matches - These are the most likely matches

Other Possible Matches - These results may not be a close match, but could still be a possible match


5.1 Searching for Students in the System

Student searches allows students to be looked up by many different search filters using the student's SSID number, student number or name. Search results will display student information which can be edited from the same screen. Bubble help will appear when the mouse cursor hovers over one of the search data entry fields.

5.1.1 Steps and Criteria

The following are general steps to be used in the searching for students.

1. Log on to the SSID web site with a valid user ID and password.
2. Select **Student Search** from the **Student Maintenance** section of the home page.
3. Searches may be done on a student's SSID number or Student number or a birth date paired with a gender, or a single part or combination of a name.
4. Allowed characters are alpha (A-Z, a-z), - (hyphens), '(apostrophes) and spaces between names.
5. When using the Equal or Like search filters, up to 100 search results may be returned, and up to 300 when using the 'Contains' search filter.
6. Enter search data into the search criteria fields.
7. Click on **"Search."**
8. Students that match the search criteria are displayed in the result window located in the lower half of the search page.



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User: Test User [Log Out](#)
 LEA: GRANITE DISTRICT (12)
 School: N/A

File Maintenance

[Upload Request File](#)

[Review File Processing](#)

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Student Maintenance

[Student Search](#)

[Retrieve Student](#)

[New Student](#)

[Update Student Info](#)

[Student History](#)

[Merged Student Search](#)

User Maintenance

[Edit User Info](#)

[Change Password](#)

Support

Student Search and Maintenance

The SSID# OR LEA Student# OR Partial Last Name OR Partial First Name OR Birthdate/Gender is Required.
(Only active students are displayed.)

Last Name

First Name

Middle Name

Equal
 Like
 Contains

Equal
 Like

Gender Male Female

Birthdate (mm/dd/yyyy)

SSID

School Year

LEA

School

Use Soundex in search

LEA Student #

Matches

Close Matches - These are the most likely matches

SSID	Last Name	First Name	Middle Name	Gender	Birth Date	Last Updated Date	Created Date	Matched On
History 2307172	GoodHandWash	Like	A	M	9/9/2009	4/20/2016 2:35 PM	4/20/2016 2:35 PM	Last contains
History 2307173	HandWave	Ahoy		F	7/7/2007	4/20/2016 2:37 PM	4/20/2016 2:37 PM	Last contains
History 2307174	SmithAndWesson	Steele		M	8/8/2008	4/20/2016 2:38 PM	4/20/2016 2:38 PM	Last contains
History 2307175	WithAndWithout	Living		F	10/10/2010	4/20/2016 2:38 PM	4/20/2016 2:38 PM	Last contains

Other Possible Matches - These results may not be a close match, but could still be a possible match

5.1.2 Search Types

Multiple Row Result Searches

- A. Names can be searched on by last name only, or first name only, or by any combination of first, middle or last name.
 1. The Equal, Like and Contains filters are the available searches.
 - a) The **Equal** filter is an exact match of what was entered including spaces, hyphens and apostrophes.
 - b) The **Like** (default for first name) filter returns matches on any name that starts with the text that is entered into the search field.
 - c) The **Contains** (default for last name) filter returns match on any name that contains your search criteria regardless of placement within the name.
 2. Last name requires a minimum of one character and can be searched by the filters *Equal*, *Like* and *Contains*.
 3. First name can be searched by the filters *Equal* and *Like*.
 4. Middle name search must be combined with Last name or First name or both. There are no filters for Middle name. Middle name defaults to *Like*.
- B. Gender / Date of Birth can be queried together as a search.
 1. Search will result in a list of all students that match birth date/gender search criteria. It will display all names that have that gender and date of birth if no other search criterion is entered.
 2. May show multiple results for one search.

Single Row Result Searches

1. SSID number or Student Number may be searched for individually.
2. Searches ignore any data entered in the other search fields.
3. Returns only a single result for each search.

5.2 Retrieving Students

The **Retrieve Student** area allows LEAs to transfer students from another district to their district.

5.2.1 Steps

The following are general steps to be used in retrieving student information.

1. Log on to the SSID web site with a valid user ID and password.
2. Select **Retrieve Student** from the **Student Maintenance** section of the home page.
3. Enter a student's SSID number or their last name along with the first two letters of their first name.
4. Click on **"Search."**
5. Select the correct student.
6. Enter the correct LEA School # and LEA Student #.
7. Click on **"Retrieve."**

Note: If the student already belongs to the LEA, then only the Update option is available.

5.3 Creating New Students in the System

Students that are new to the Utah Public School system must have a new SSID created for them. Kindergarten students may be considered as new students and may need to have an SSID created for them. To avoid creating duplicate SSIDs, perform a search on students that may have previously been in the Utah school system.

It is a requirement for all LEAs who provide testing for either privately taught or home-schooled students to administer an SSID number for the student. To do this, each LEA must first create or retrieve a student's SSID number because private and home schools are not to have access to the SSID system. The school number that the LEA assigns to the student will not be a school number of their own, but one of the following:

- 990 - Home School
- 995 - Private School

5.4 Creating New Students Manually

To create students manually an LEA will use the New Student option from the SSID web site menu. Before creating a new SSID for a student, the existence of the student should be verified, or a duplicate may be created in the system. If a student exists with the same Primary Attributes, the LEA will be required to over-ride the system to create the new student SSID.

The screenshot shows the Utah State Board of Education SSID web application. At the top, there is a navigation bar with links for Home, File Processing, Student Search, User Maintenance, Contact List, and Support. A user information box in the top right corner displays: User: Test User, Log Out, LEA: GRANITE DISTRICT (12), and School: N/A. The main content area is titled 'Create New Student' and contains a form with the following fields: Last Name, First Name, Middle Name, Gender (radio buttons for Male and Female), Birth Date (mm/dd/yyyy) set to 00/00/0000, School Year (dropdown menu set to 2016), LEA (text box with '12'), School, and LEA Student #. Below the form are 'Save' and 'Reset' buttons. A section titled 'Close Matches' contains the text '- These are the most likely matches'. Below that, a section titled 'Other Possible Matches' contains the text '- These results may not be a close match, but could still be a possible match'. On the left side, there is a sidebar menu with categories: File Maintenance (Upload Request File, Review File Processing, Review File History), Student Maintenance (Student Search, Retrieve Student, New Student, Update Student Info, Student History, Merged Student Search), User Maintenance (Edit User Info, Change Password), and Support.

5.4.1 Steps

The following are general steps to be used in creating a new SSID for a student.

1. Log on to the SSID web site with a valid user ID and password.
2. Select **New Student** from the **Student Maintenance** section of the home page.
3. Enter a student's complete information.
4. Click on **"Save."**
5. Make note of the new student's SSID in the LEA SIS system.

5.5 Updating Students

LEAs are able to update existing student attributes in the SSID system using the website or using the SSID Request File process. This may be done manually or in a batch process.

5.5.1 Steps

The following are general steps to be used in updating student information.

1. Log on to the SSID web site with a valid user ID and password.
2. Select **Update Student Information** from the **Student Maintenance** section of the home page.
3. Enter a student's SSID number or their last name along with the first two letters of their first name.
4. Click on **"Search."**
5. Select the correct student.
6. Enter the updated student information.
 - 6.1. School number cannot be updated from an open to a closed school.
 - 6.2. School number can be updated from a closed school to an open school.
 - 6.3. Student number can be updated regardless of school status.
7. Click on **"Update."**


5.6 Reviewing a Student's History

An LEA may view changes that have been made to a student by using the Student history section of the web site.

5.6.1 Steps

The following are general steps to be used in viewing **Student History**.

1. Log on to the SSID web site with a valid user ID and password.
2. Select **Student History** from the **Student Maintenance** section of the home page.
3. Enter a student's SSID number or their last name along with the first two letters of their first name.
4. Click on **"Search."**
5. Select the correct student.
6. Click **"Student History"** to view the screen.



Utah State Board of Education | SSID

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User: Test User [Log Out](#)

LEA: GRANITE DISTRICT (12)

School: N/A

File Maintenance

[Upload Request File](#)

[Review File Processing](#)

[Review File History](#)

Student Maintenance

[Student Search](#)

[Retrieve Student](#)

[New Student](#)

[Update Student Info](#)

[Student History](#)

[Merge Student Search](#)

User Maintenance

[Edit User Info](#)

[Change Password](#)

Support

Student History

Current Student Information

SSID	Last Name	First Name	Middle Name	Gender	Birth Date	Last Modified User	Last Updated Date	Creation Date
000009	BENTON	ANNE		F	9/19/2002	[User]	4/20/2016 2:54 PM	11/9/2011 10:43 AM

Historical Student Information

SSID	Last Name	First Name	Middle Name	Gender	Birth Date	Last Modified User	Last Updated Date	Creation Date
000009	BENTON	ANNE	A	F	9/19/2002	[User]		11/9/2011 10:43 AM

UTREx Student Enrollments

SSID	Last Name	First Name	Middle Name	Gender	Birth Date	Grade	Grade Entry Date	Grade Exit Date	School Year	LEA / School
000009	BENTON	ANNE	ANNIE	F	11/4/1995	1	8/27/2012		2013	12-GRANITE DISTRICT 160-MILL CREEK SCHOOL
000009	BENTON	ANNE	ANNIE	F	11/4/1995	0	11/8/2011		2012	12-GRANITE DISTRICT 188-ROOSEVELT SCHOOL

Student Location

SSID	School Year	LEA / School	LEA Student #	Last Verified Date	Last Retrieved Date	Last Modified User	Last Updated Date	Creation Date
000009	2016	07-DAVIS DISTRICT 412-NORTH DAVIS JR HIGH	000009		4/20/2016 2:52 PM	[User]	4/20/2016 2:52 PM	4/20/2016 2:52 PM
000009	2015	07-DAVIS DISTRICT 112-BOUNTIFUL SCHOOL	000009		4/20/2016 2:52 PM	[User]	4/20/2016 2:52 PM	4/20/2016 2:52 PM
000009	2012	12-GRANITE DISTRICT 188-ROOSEVELT SCHOOL	000009			[User]		11/9/2011 10:43 AM

Historical Student Locations

SSID	School Year	LEA / School	LEA Student #	Last Verified Date	Last Retrieved Date	Last Modified User	Last Updated Date	Creation Date
000009	2016	07-DAVIS DISTRICT 112-BOUNTIFUL SCHOOL	000009		4/20/2016 2:52 PM	[User]	4/20/2016 2:52 PM	4/20/2016 2:52 PM

Merge History No records found

5.7 Merging Students in the System

Duplicate students may exist in the SSID system based upon LEA data entry. This may occur due to incorrect information, or user error. To resolve the occurrences of student duplications, the student merge feature is used.

To use this function, all SSID numbers for a student must be known. A search may be performed to find a student's SSID numbers.

5.7.1 Description

A student may have more than one SSID number in the SSID system. Duplicate SSID records can occur when student names or other student attributes are entered incorrectly or when possible matches identified by the SSID system are ignored. Duplicate records are generally discovered while searching for student information. To resolve occurrences of duplicate student records the student merge feature is used. After an SSID number has been merged, it is no longer considered valid for testing, UTREx or any other data submitted to USBE.

5.7.2 Steps the LEA must take before contacting USBE

1. Before a user requests that SSID records be merged, all LEAs involved must be contacted by the requesting LEA's user to ensure that a duplication does, in fact, exist. The user from the requesting LEA should make a note of who they spoke to at each involved LEA to verify a duplicate student.
2. The requesting LEA must verify that the student already exists in the SSID system based on the student's name, gender, date of birth and any other common information available to the involved LEAs such as parent names, address, etc.
3. If you know the school(s) the student transferred from, this information can be helpful in identifying duplicate students based on the student location records.
4. The user requesting the merge must know the LEA Student number that will be kept for his/her LEA.

5.7.3 Information the requesting LEA must provide to USBE

Once it has been verified that a duplicate student exists, the USBE requires the following information in order to perform the merge:

1. The SSID number to be kept – this will always be the lowest (earliest assigned) SSID number that exists for the student
2. The SSID number(s) to be merged –it is possible that there may be more than one duplicate student record for the same student to be merged
3. The requesting LEA's assigned Student number - this is the student number that will be kept in the SSID system for the location records in the requesting LEA.
4. The name of the individuals contacted at all LEAs that will be affected by the merge being requested
5. The name of the SSID user from the requesting LEA asking for the merge as well as the reason for the request. This must be an SSID user with active and unlocked status, who is authorized to use the system

5.7.4 Information provided after the merge is successfully completed

When the merge is complete, the affected LEAs will be notified by email. The email notification states that either the kept or the merged SSID had one or more location records at the affected LEAs. All LEAs should update any student records' SSID number to reflect the kept SSID number. This update should be made within the LEA's SIS system if its SIS system had the student's merged SSID number and not the kept SSID number. The merged student location record(s) will have been combined with the kept SSID record.

5.7.5 Merged Student Search

The **Merge Students** link on the SSID web page has been replaced with **Merged Student Search**. If you have records containing an SSID number that does not have active status in the SSID system, it is likely that the SSID number at your LEA has been merged. An SSID user can now verify this using the **Merged Student Search** feature.

The screenshot displays the Utah State Board of Education | SSID web application. At the top left is the USOE logo. The main header includes the text "Utah State Board of Education | SSID" and a user information box on the right showing "User: Test User", "LEA: GRANITE DISTRICT (12)", and "School: N/A". A navigation menu below the header contains links for Home, File Processing, Student Search, User Maintenance, Contact List, and Support. On the left side, there is a vertical menu with categories: File Maintenance (Upload Request File, Review File Processing, Review File History), Student Maintenance (Student Search, Retrieve Student, New Student, Update Student Info, Student History, Merged Student Search), User Maintenance (Edit User Info, Change Password), and Support. The main content area is titled "Merged Student Search" and features a search form with a text input field labeled "SSID to Search For", a "Search" button, and a "Reset" button. Below the search form, the text "UTREx Student Enrollments" is visible.

5.7.5.1 Steps in searching for a merged SSID number

1. Log on to the SSID web site with a valid user ID and password
2. Select **Merged Student Search** from the **Student Maintenance** section of the home page
3. Enter the SSID you are searching for in the box "**SSID to Search For.**"
4. Click on "**Search.**"
5. If the SSID was merged, the system will return a response showing the merged SSID in red as well as the kept SSID number, student and location information.
6. If you determine that an SSID previously assigned to a student in your LEA has been merged you should take whatever steps are necessary to update your LEA's SIS system to the kept SSID number.



Utah State Board of Education | SSID

User: Test User [Log Out](#)
 LEA: GRANITE DISTRICT (12)
 School: N/A

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- File Maintenance**
 - [Upload Request File](#)
 - [Review File Processing](#)
 - [Review File History](#)
- Student Maintenance**
 - [Student Search](#)
 - [Retrieve Student](#)
 - [New Student](#)
 - [Update Student Info](#)
 - [Student History](#)
 - [Merged Student Search](#)
- User Maintenance**
 - [Edit User Info](#)
 - [Change Password](#)
- Support**

Merged Student Search

SSID to Search For:

Student Information

SSID Status	SSID	Last Name	First Name	Middle Name	Gender	Birth Date	Last Updated Date	Creation Date	Merge Requestor
Kept	1554358	[REDACTED]	[REDACTED]	[REDACTED]	[REDACTED]	10/2/2000	12/13/2010 10:18 AM	7/25/2006 11:37 AM	[REDACTED]
Merged	1664540	[REDACTED]	[REDACTED]	[REDACTED]	[REDACTED]	10/2/2000		8/30/2007 9:25 AM	[REDACTED]

UTREx Student Enrollments

SSID	Last Name	First Name	Middle Name	Gender	Birth Date	Grade	Grade Entry Date	Grade Exit Date	School Year	LEA / School
1554358	[REDACTED]	[REDACTED]	[REDACTED]	[REDACTED]	5/25/2000	6	7/25/2012		2013	14-JORDAN DISTRICT 109-BLUFFDALE SCHOOL
1554358	[REDACTED]	[REDACTED]	[REDACTED]	[REDACTED]	5/25/2000	5	7/26/2011	7/2/2012	2012	14-JORDAN DISTRICT 109-BLUFFDALE SCHOOL
1554358	[REDACTED]	[REDACTED]	[REDACTED]	[REDACTED]	5/25/2000	4	8/16/2010	6/30/2011	2011	14-JORDAN DISTRICT 109-BLUFFDALE SCHOOL
1554358	[REDACTED]	[REDACTED]	[REDACTED]	F	5/25/2000	3	7/27/2009	6/30/2010	2010	14-JORDAN DISTRICT 109-BLUFFDALE SCHOOL

Student Location Information

SSID Status	SSID	LEA / School	Student Number	School Year	Creation Date	School Phone
Kept	1554358	14 - JORDAN DISTRICT 109 - BLUFFDALE SCHOOL	[REDACTED]	2009	7/25/2006 11:37 AM	(801) 254-8090
Kept	1554358	14 - JORDAN DISTRICT 415 - SOUTH HILLS MIDDLE	[REDACTED]	2014	1/31/2014 12:07 PM	(801) 412-2400
Kept	1554358	35 - WEBER DISTRICT 408 - SOUTH OGDEN JR HIGH	[REDACTED]	2008	8/30/2007 9:25 AM	(801) 452-4460
Kept	1554358	35 - WEBER DISTRICT 701 - BONNEVILLE HIGH	[REDACTED]	2010	8/31/2009 4:39 PM	(801) 452-4050



Utah State Office of Education | SSID

User: Test User [Log Out](#)
 LEA: USOE (99)
 School: N/A

- [Home](#)
- [File Processing](#)
- [Student Search](#)
- [User Maintenance](#)
- [Contact List](#)
- [Support](#)

- File Maintenance**
 - [Upload Request File](#)
 - [Review File Processing](#)
 - [Review File History](#)
- Student Maintenance**
 - [Student Search](#)
 - [Retrieve Student](#)
 - [New Student](#)
 - [Update Student Info](#)
 - [Student History](#)
 - [Merged Student Search](#)
- SIF Maintenance**
 - [SIF Transactions](#)
 - [SIF Email Maintenance](#)
- User Maintenance**
 - [Edit User Info](#)
 - [Change Password](#)
- Support**

Merged Student Search

SSID to Search For:

Student Information

SSID Status	SSID	Last Name	First Name	Middle Name	Gender	Birth Date	Last Updated Date	Creation Date	Merge Requestor
Kept	1554358	[REDACTED]	[REDACTED]	[REDACTED]	[REDACTED]	10/2/2000	12/13/2010 10:18 AM	7/25/2006 11:37 AM	[REDACTED]
Merged	1664540	[REDACTED]	[REDACTED]	[REDACTED]	[REDACTED]	10/2/2000		8/30/2007 9:25 AM	[REDACTED]

UTREx Student Enrollments

SSID	Last Name	First Name	Middle Name	Gender	Birth Date	Grade	Grade Entry Date	Grade Exit Date	School Year	LEA / School
1554358	[REDACTED]	[REDACTED]	[REDACTED]	[REDACTED]	5/25/2000	6	7/25/2012		2013	14-JORDAN DISTRICT 109-BLUFFDALE SCHOOL
1554358	[REDACTED]	[REDACTED]	[REDACTED]	[REDACTED]	5/25/2000	5	7/26/2011	7/2/2012	2012	14-JORDAN DISTRICT 109-BLUFFDALE SCHOOL
1554358	[REDACTED]	[REDACTED]	[REDACTED]	[REDACTED]	5/25/2000	4	8/16/2010	6/30/2011	2011	14-JORDAN DISTRICT 109-BLUFFDALE SCHOOL
1554358	[REDACTED]	[REDACTED]	[REDACTED]	[REDACTED]	5/25/2000	3	7/27/2009	6/30/2010	2010	14-JORDAN DISTRICT 109-BLUFFDALE SCHOOL

Student Location Information

SSID Status	SSID	LEA / School	Student Number	School Year	Creation Date	School Phone
Kept	1554358	14 - JORDAN DISTRICT 109 - BLUFFDALE SCHOOL	[REDACTED]	2009	7/25/2006 11:37 AM	(801) 254-8090
Kept	1554358	14 - JORDAN DISTRICT 415 - SOUTH HILLS MIDDLE	[REDACTED]	2014	1/31/2014 12:07 PM	(801) 412-2400
Kept	1554358	35 - WEBER DISTRICT 408 - SOUTH OGDEN JR HIGH	[REDACTED]	2008	8/30/2007 9:25 AM	(801) 452-4460
Kept	1554358	35 - WEBER DISTRICT 701 - BONNEVILLE HIGH	[REDACTED]	2010	8/31/2009 4:39 PM	(801) 452-4050

6 User Maintenance

A valid user ID and password are required to use the SSID website. Users are able to change their password using the **User Maintenance** web page. LEAs must contact USBE in order to create a new LEA Administrator user ID. Each user has a specific security role in the system based upon how the user is setup. LEA Administrators are able to add and maintain other LEA users in the system for their LEA.

Note: LEA Administrators are **ONLY** able to manage and edit their own LEA users and passwords.

Utah State Board of Education | SSID

User: Test Admin Log Out
LEA: GRAND DISTRICT (11)
School: N/A

Home | File Processing | Student Search | **User Maintenance** | Contact List | Support

Edit User Info

User Name	Security Level	Name	SIF Email	Active	Merge Notify	Sch #	Last Login	Last Modified	User ID
1111111111	LEA User	Test User	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>		09/08/2005	12/10/2015	1111
1111111111	LEA User	Test Admin	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>		01/05/2015	12/10/2015	1112
1111111111	LEA User	Test Admin	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>		11/20/2015	12/10/2015	1112
1111111111	LEA Administrator	Test Admin	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>		04/21/2016	04/21/2016	1112
1111111111	LEA Administrator	Test Admin	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>		06/27/2007	12/10/2015	1112

Save | New | Reset Password | Delete

Security Level: LEA Administrator | User Name: 111admin

First Name: Test | Last Name: Admin | Title: | Phone: 801.555.1212 ext. | Primary e-mail: TestUser@mailinator.com | Secondary e-mail: | School: No school assigned | Notes: |

User Name: 111admin | LEA Number: 11 | Last Login at: 4/21/2016 2:34:23 PM | Last Modified by: on 4/21/2016 2:34:23 PM | Created by: on 4/20/2016 3:19:47 PM | Approved by: |

Active User | Primary Contact | Locked | Receive SIF Email | USOE Approved | Merge Notify

6.1 Creating new users

LEA Administrators may create users for their own LEA, and adjust the information for each user. The web site holds contact and location information for each individual user. Changes are tracked for individual users.

6.1.1 Steps

The following are general steps to be used in creating new LEA users.

1. Log on to the SSID web site with a valid user ID and password.
2. Select **Edit User Info** from the **User Maintenance** section of the home page.
3. Click on **"New."**
4. Enter the new user's information into the system.
5. Click on **"Save"** to save the user information.

Save	New	Reset Password	Delete
Security Level	LEA User	User Name	11
First Name		LEA Number	11
Last Name		Last Login at	9/8/2005 10:32:01 AM
Title		Last Modified by	on 12/10/2015 1:10:07 PM
Phone	ext.	Created by	on 9/8/2005 10:20:46 AM
Primary e-mail		Approved by	on 9/12/2005 3:50:55 PM
Secondary e-mail		<input type="checkbox"/> Active User	<input type="checkbox"/> Primary Contact
School	No school assigned	<input type="checkbox"/> Locked	<input type="checkbox"/> Receive SIF Email
Notes		<input checked="" type="checkbox"/> USOE Approved	<input type="checkbox"/> Merge Notify

6.2 Editing Users

If an LEA user's information is incorrect or needs changed, use the **Edit User Info** page to modify the information.

6.2.1 Steps

The following are general steps to be used in editing user information.

1. Log on to the SSID web site with a valid user ID and password.
2. Select **Edit User Info** from the **User Maintenance** section of the home page.
3. Change the users information as required.
4. Click on **"Save."**

6.3 Change Password

Passwords must be changed at regular intervals and at any time the password may have been compromised.

Utah State Board of Education | SSID

User: Test Admin Log Out
LEA: GRAND DISTRICT (11)
School: N/A

Home | File Processing | Student Search | **User Maintenance** | Contact List | Support

Change Password

All passwords must meet the following criteria:

- 1) Be at least 8 characters in length
- 2) Contain at least 1 number (0-9)
- 3) Contain at least 1 uppercase letter (A-Z)
- 4) Contain at least 1 lowercase letter (a-z)

Current Password

New Password

Confirm New Password

6.3.1 Steps

The following are general steps to change the current user's password.

1. Log on to the SSID web site with a valid user ID and password.
2. Select **Change Password** from the **User Maintenance** section of the home page.
3. Enter the current password.
4. Enter the new password in the next two blanks.
5. Click on **"Save New Password."**

6.4 Disabling Users

It may be necessary to disable a user's account when a job function changes or for any other reason.

6.4.1 Steps

The following are general steps to disabling user accounts.

1. Log on to the SSID web site with a valid user ID and password.
2. Select **Edit User Info** from the **User Maintenance** section of the home page.
3. Uncheck Active User checkbox.
4. Click on **"Save."**

6.5 USBE User Maintenance

Stagnant SSID user accounts provide opportunity for system abuse. LEAs are responsible to inform USBE when a user account should be inactivated or possibly deleted because of reassignment or termination. In addition, user maintenance will be performed regularly by USBE using the SSID Support application, and user accounts will be deleted or inactivated, or cleaned up, based on the following rules:

1. If the last login date is one year or greater from the date the maintenance application is run, the user account will be made inactive. If there are no SSID records attached to this user account, the user account will be deleted.
2. If the USBE approved date is empty and the last login date is greater than one year, the user account will be made inactive. If there are no SSID records attached to this user account, the user account will be deleted. The USBE approved date can be empty if USBE approval has been revoked due to a security violation, or if the LEA Administrator set up the account and it was never approved by USBE.
3. If the user account creation date is greater than one year and the user has never logged in, there will be no last login date and the user account will be deleted. There would be no SSID records attached to this user account since the user would not have logged in.

When an SSID user account is deleted or disabled access to the SSID folder at the secure FTP site will also be removed.

An inactivated SSID user account can be reactivated, or a deleted SSID user account can be recreated by completing the new SSID user process. This includes completing and faxing the SSID new User Agreement Form, and USBE approval. The user will also need to request access to the secure FTP site.

When a user account is inactivated or deleted an email notification will be sent to all remaining active SSID users within the affected LEA.

Listed below are some examples of action that would be taken with user accounts after User Maintenance is performed. For each example, assume the User Maintenance was performed on April 1, 2007.

User Maintenance

User account information	Action taken and explanation
User last logged in 2/23/2006 and uploaded a request file	User account is inactivated since last login is greater than one year; account is not deleted because SSID records are attached to this user account
User logged in 1/15/2007 and performed a manual search	User account remains active since last login is less than one year
User logged in once on 1/5/2006 and downloaded the SSID User Manual	User account is deleted since last login is greater than one year and no SSID records are attached to this user
User account created 5/1/2006, user has never logged in	Account remains active since account creation date is less than one year
User last logged in 3/15/2006. USBE approved date is blank due to USBE approval revocation; user has previously retrieved students manually	Account is inactive due to USBE approval revocation; account is not deleted because SSID records are attached to this user account
User last logged in 1/16/2005. User account is flagged as a USBE user	Account is active; USBE user accounts are not deleted or inactivated when maintenance is performed.

Inactive user accounts can be viewed on the SSID web site on the User Maintenance page. If a user account is inactivated, the Active User box is not checked and the Description and Notes page will contain an explanation of the action taken and the date it occurred.

7 SSID Support

The **SSID Support** page contains information to aid in the usage of the SSID web site. Included are user documents with many instructions, as well as links to download files like the SSID Request File Validation Application tool mentioned above.

Utah State Board of Education | SSID

User: Test Admin Log Out
LEA: GRAND DISTRICT (11)
School: N/A

Home | File Processing | Student Search | User Maintenance | Contact List | Support

Name Specification Documents			Release Date	Version / Size
Student Name Specification	Student name data entry rules and examples to be used by all registrar, SIS, and SSID users.	4/15/2008	0.1 43 KB	
Name Specification PowerPoint Slides	Additional name information and examples in PowerPoint presentation format.	1/25/2013	N/A 1.2 MB	
Prekindergarten Children Documents			Release Date	Version / Size
Migrant Child/Student Information	Highlights the importance of SSID numbers for mobile children and the MAPS system, along with a few tips too!	10/21/2008	N/A 88 KB	
Special Education Child Information	Overview of the TEDI system that requests SSID numbers and interfaces with the SSID system.	10/21/2008	N/A 277 KB	
SSID Number Merge Information Documents			Release Date	Version / Size
Merge PowerPoint Slides	Additional merge information and requirements outlined in PowerPoint presentation format.	2/1/2013	N/A 1 MB	
General Documents			Release Date	Version / Size
SSID File Format Specification	Detailed specification for building and parsing SSID Request Files and SSID Response Files.	5/8/2013	.12 30 KB	
SSID Website Release Notes	Contains revision history for the SSID website.	10/06/2005	1.1 10 KB	
SSID User Manual	New! Details on using the new SSID Extension SIF screens plus web site and Request File Validation application documentation.	02/01/2013	2.1.4 2.3 MB	
New LEA Admin Agreement	Download, complete, and return this form to the USOE SSID Administrator to gain LEA Administrator level access to SSID.	2/19/2008	N/A 38 KB	
New LEA User Agreement	Download, complete, and return this form to the USOE SSID Administrator to gain LEA User level access to SSID.	2/19/2008	N/A 38 KB	
SSID FAQs	Top Frequently asked questions for the SSID system.	10/04/2005	N/A 70 KB	
SSID Error Messages	List of SSID error codes and their descriptions.	11/18/2010	N/A 22 KB	
LEA Checklist	Checklist of SSID preparation items for LEA use.		16 KB	

Icon Key

- Downloads with this image require Adobe Acrobat Reader.
- Downloads with this image require Microsoft PowerPoint.
- Downloads with this image are installation programs compatible with Microsoft Windows.
- Downloads with this image require a zip archive compression tool like WinZip or PKUNZIP.

7.1 SSID Support Downloads

The SSID Support page has one section which is associated to the Request File Validation Application and one section which contains artifacts to assist LEA's to use the SSID web site.

7.1.1 Download Documents

This area of the download page contains artifacts related to the SSID system.

SSID File Spec: This is the SSID Request and Response file specification.

SSID Release Notes: This contains the latest information about the SSID Web Site.

SSID User Manual: SSID Web Site user manual.

LEA Admin Agreement: This section contains the required forms for requesting a LEA administrator account in the SSID system.

LEA User Agreement: This section contains the required forms for requesting a LEA User account in the SSID system.

Student Name Specification: The artifact which describes how LEAs should submit student names to the SSID system. Contains specifications for first name, last name, and middle name data entry. Also contains examples for each.

SSID Error Messages: Error message that may be returned by the system on the web site as well as the SSID Response files.

Revisions and Updates

DATE	AUTHOR	VERSION	NOTES
5-22-2005	Wayne Will, Brad Loveland, Stuart Schroeder	0.9	First Released version of user manual
6-15-2005	Brad Loveland	0.92	Added SSID File Validation save file information
9-6-2005	Brad Loveland	1.0	Updated Support page graphic, change password graphic and home page graphic
10-5-2005	Brad Loveland	1.1	Updated File Processing section, various website graphics
10-3-2006	Lisa Lindgren	1.2	Revised Section 5.7, Merging Students in the System, added instruction for Merged Student Search
10-23-2006	Lisa Lindgren	1.3	Added instruction regarding merged SSID numbers and testing (Sec. 5.7); included instruction regarding Home and Private LEA numbers (Sec. 5.3)
3-6-2007	Karla DeVita	1.4	Added additional information on LEA Student Numbers regarding leading zeroes.
4-3-2007	Lisa Lindgren	1.5	Added Sec. 6.5 USB E User Maintenance
4-25-2011	Brad Loveland	2.0	Manual was updated with SSID SIF website changes. Sections 1.2, 6.6.... Were added or enhanced.
7-11-2011	Casey Loveland	2.1	Add screen shots for SIF processing, updated user click information
8-2,10-2011	Brad Loveland	2.1	Updated instructions and latest screen shots for SIF Processing screens. Converted to docx file.
8/23/2011	Brad Loveland	2.1.1	Additional fixes per USB E request.
12/07/2011	Brad Loveland	2.1.2	Updated diagrams for SSID extension
04/16/2012	Mike Thompson	2.1.3	Updated student search instruction and screens. Student Update closed school info was added.
01/29/2013	Mike Thompson	2.1.4	Revised the student search instructions and updated the search screen figures.
04/07/2014	Robert Nicholson	2.1.5	Updated images to reflect recent changes on the user maintenance screen. Updated references to figures throughout the document.
6/9/2015	Robert Nicholson	2.1.6	Removed references to Testing in section 5.7 and modified wording in section 7