



SUBMIT ADMINISTRATOR DATA

Please **send your administrator data** to Vantage in one file in accordance with the following procedures.

1. **Step 1.** Obtain the campus data template from the Sign Up link available on the TMDS & TSDS homepage, www.accesstmds.com or www.accesstsd.com.
2. **Step 2.** There are two ways in which you can choose to send your template. You may either (1) download the administrator data into the template or (2) create your own excel spreadsheet. If you have previously used TMDS & TSDS, then you will notice that the import template format has changed slightly from the template used last year.

When creating your own spreadsheet, the data must align in the same columns as stated in the template (and stated below, Columns A through I with the following data for each student who will test with TMDS:

- a. **Column A:** District ID
- b. **Column B:** School ID
- c. **Column C:** Username (email address)
- d. **Column D:** First Name
- e. **Column E:** Last Name
- f. **Column F:** Middle Name
- g. **Column G:** Gender
- h. **Column H:** Role (teacher, school or district admin)
- i. **Column I:** Email address

3. **Step 3.** Ensure your data meets the following PEIMS data definitions and formats. (See Data Definitions Chart Below).
4. **Step 4:** Zip and Password Protect Your Administrator Data Files.
5. **Step 5:** Email your zipped, password protected files to Vantage Learning, tmds-import-data@vantage.com.
 - Please allow up to 5 business days for Vantage to load your data
6. **Step 6:** Receive email confirmation from Vantage that your administrator data was loaded.
7. **Step 7:** Inform your administrators that their usernames and passwords are available. The protocol is:
 - Username: Email address
 - Password: 999lastname (all lowercase, no spaces)

Note: The first time users access TMDS & TSDS, they will be prompted to change their password.

1. **Step 8:** Send your Student data or begin using the system.
 - If you have not sent your student data, kindly do so.
 - If you have already sent your student data you may begin using the system as soon as you have received your usernames and passwords.

**ADMINISTRATOR DATA FIELD DEFINITIONS & FORMATS**

The language for these definitions and formats is drawn directly from the state PEIMS manual.

1. DISTRICT-ID (6 digits) - indicates the district identification number registered with the Texas Education Agency.
2. SCHOOL/CAMPUS ID (3 digits) - indicates the unique campus identification number of the campus in which the student is enrolled.
3. USERNAME (email address) – the administrator’s email address will serve as the username.
4. FIRST-NAME (up to 17 digits) - identifies a person's legal first name. Do not use periods. Do not use any punctuation other than a hyphen or a single apostrophe.
5. LAST-NAME (up to 25 digits) - identifies a person's legal last name. Do not use periods. Do not use any punctuation other than a hyphen or single apostrophe.
6. MIDDLE-NAME (up to 14 digits) - identifies a person's legal middle name. For students, a single initial or the entire middle name may be entered. If the student has no middle name, the field should contain at least one equal sign (=), and not more than 14 equal signs. This field may not be blank for students. Do not use periods. Do not use any punctuation other than a hyphen or a single apostrophe.
7. GENDER/SEX-CODE (1 digit) - identifies the gender of the person.
 - M = Male
 - F = Female
8. ROLE/USER-TYPE – identifies the user as a teacher, campus administrator, or district administrator.
 - T = Teacher
 - S = Campus administrator
 - D = District administrator
7. EMAIL ADDRESS – will be used as the individual’s username.