

Student Roster Upload and PIN Process

Student Roster and Registration Codes

Tired of the frantic phone calls from unregistered students? They did not register and now can't remember how? They want you to do it for them?

We are pleased to inform you that we now have the ability to upload your entire student roster to your Parchment secured library. This process will automatically generate a registration code that will ease the process for students, populating key information fields with uploaded information.

Student registration can occur with or without the registration code allowing Parchment availability to both current and new students.

No longer are your students required to sign and fax forms. They now have the ability to use their finger or mouse to sign the electronic form...once. Students can register and request transcripts immediately eliminating confirmation emails and fax-back forms.



Student Roster Upload Procedures

- **Create a Comma Delineated (CSV) or Tab Delineated file from your SIS containing the following information:**
 - Student Name (First & Last)
 - Student date of birth
 - Student ID (must be unique across all class years)
 - Graduation/Leave Year
 - Street Address
 - City
 - State
 - Postal Code
- **Log into your Docufide account**
- **Click on Preferences**
- **Click on 'Import Student Records'**
- **Click 'Browse' locate your saved CSV or Tab Delineated File**
- **Click 'Upload' > Click 'Validate'**
- **Click 'Yes or No' for headers included**
- **Click 'Continue'**

- Map your fields by selecting the appropriate fields from each drop down box >click 'Continue'

Map the fields in your data file to the available field to import.

Save Mapping [?](#)

Column	Your Data	Available Roster Fields
1	Student First Name	Student First Name (required) ▼
2	Student Last Name	Student Last Name (required) ▼
3	Address1	Student ID (required) ▼
4	City	Date of Birth (required) ▼
5	State	Graduation/Leave Year (required) ▼
6	Postal Code	Address1 (required) ▼
7	PIN	City (required) ▼

- Validation will indicate errors in the data and the row in which the error occurs
- If no errors exist, import file
- For records that were invalid, correct information and upload file again.

Import Student Roster

Current Status: Validated
Description: Dillon High School Roster upload
Date Imported: 08/10/2011 10:50:26 AM
Imported By: Roster Upload
Number Valid Records: 389
Number Invalid Records:550

Error Log

Row #	Validation Error
2	Missing Graduation/Leave Year
3	Missing Graduation/Leave Year

PIN Requests- Provides school with list of PINs and associated students

- Click Preferences
 - Manage Sender
- PIN settings
 - Current classes only
 - Request PDF

Manage Sender Preferences

Edit your options for sending transcripts and other admission documents.

General Settings Student Settings Queue Assignments Common App Settings Fee Waivers **PIN Settings**

Review and update the PIN Settings Preferences including:

[Generate a Mail Merge File or PDF Version of the Student PINs](#)
[Update a Logo to be Included on PIN Letter sent by Parchment](#)

Generate Mail Merge File or PDF
You have two options to distribute PINs to your student body (in addition to the letter that will be sent by Parchment)

1. Generate a mail merge file to print and mail the PINs to your students.
2. Print a PDF version of the PINs if you want to distribute the PINs in person.

To get started, select the Class Years to include and the preferred file format:
Include Class Years:

2012 2014
 2013 2015

File Format: Mail Merge File (CSV) PDF File

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Update Logo to be Included in PIN Letter sent by Parchment
Parchment will send a letter with the PIN to the home address for each student in the Student Roster. To include your school logo on this letter, upload an image here.

School Logo:

Logo must be uploaded as an image file (jpeg, gif) and not exceed 300 x 300 pixels.

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- Generate file

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