

Center for Educational Performance and Information

K-12 Request for Unique Identification Code Bulk Upload Guide

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Questions:

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Introduction

This guide is for K-12 authorized users of the Michigan Student Data System. The purpose of this guide is to offer a comprehensive overview of the process for uploading multiple requests for Unique Identification Codes.

For additional guidance, refer to the [MSDS District User Guide](#).

While the Request for UIC collection does not have open and close dates, UICs are required data fields in other MSDS collections that do have deadlines. Please see the [CEPI calendar](#) for more information.

Overview

This guide describes the process of uploading multiple students to the Request for UIC Collection in one file. To upload multiple students, student information must be converted to the Extensible Markup Language schema used for the collection. This involves the use of Microsoft Excel to produce an XML file. Students are added to an Excel spreadsheet and then uploaded to the collection.

This guide breaks the bulk upload process into seven steps:

1. Downloading the schema file
2. Preparing the data file (in Microsoft Excel)
3. Preparing the data file (using XML)
4. Uploading the XML file to MSDS
5. Checking the file upload status
6. Recovering UIC assignment details
7. Clearing staging data

This guide is intended for **non-college** and **non-university** users, such as those who submit students for:

- K-12 entities
- Early Childhood entities (for more information on EC programs, please refer to the [MSDS web page](#))
- Adult education centers

Step 1: Download the Request for UIC Schema File

To begin obtaining UICs, student data must be uploaded in XML format. The template you will use is called a schema file.

1. Go to the [CEPI Request for UIC web page](#).
2. At the bottom of the page, expand the "Technical Material" menu.

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About CEPI ▾ PreK-12 Applications ▾ Postsecondary ▾ Nonpublic Schools Calendar e-Transcript MI School Data ▾

Request for UIC

Home > PreK-12 Applications > Michigan Student Data System > Request for UIC

MSDS Request for UIC Collection

The Request for UIC collection in the MSDS allows school districts to obtain or validate Unique Identification Codes for their students.

If a student's UIC is unknown, submit that student's record without a UIC (UIC field would be blank).

To validate a student's UIC, submit that student's record with a UIC. Validating a student's UIC ensures that the correct UIC has been assigned to that student's record.

- [CEPI District/SD/PSA User Application Security Form](#)
- [CEPI Nonpublic User Application Security Form](#)

See the [CEPI Calendar Page](#) for our master calendar of deadlines and collection dates.

[Go to MSDS](#)

Manuals ▾

Help and Training ▾

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3. Right-click "Request for UIC Schema." Select "Save target as" (or "Save link as," depending on your browser).
4. Navigate to a directory to save the schema file. Give the file a name you will remember.
5. Click Save to finish.

Step 2: Prepare the Data File

This step uses Microsoft Excel to create a spreadsheet with your students' data. You may also be able to prepare data files directly from your Student Information System. Because systems and data fields used differ between entities, CEPI cannot recommend a common export method.

	A	B	C	D	E	F	G
	Student Last Name	Student First Name	Student Middle Name	Student Suffix	Date of Birth	Multiple Birth Order	Gender Code
1	Pig	Porky	P		1/1/2013		M
2	Duck	Daffy			1/4/2014		M
3	Bunny	Lola			2/15/2012	1	F
4	Pig	Petunia			6/30/2013		F
5	Gonzales	Speedy	S		9/8/2014		M
6	Pussycat	Penelope			9/22/2013		F
7	Le Pew	Pepe			10/27/2012		M
8	Coyote	Wile	E		6/6/2013		M
9	Leghorn	Foghorn			1/8/2014		M

1. Enter your student data into the spreadsheet using the column layout and headers shown above.

a. Cell A1: Student Last Name

- i. This field is **required** and cannot be blank.
- ii. Data entered in this field may include lowercase and uppercase letters (aBZz), apostrophes ('), commas (,), hyphens and periods (.), but cannot include underscores (_), numbers (0123), or special characters (æ).

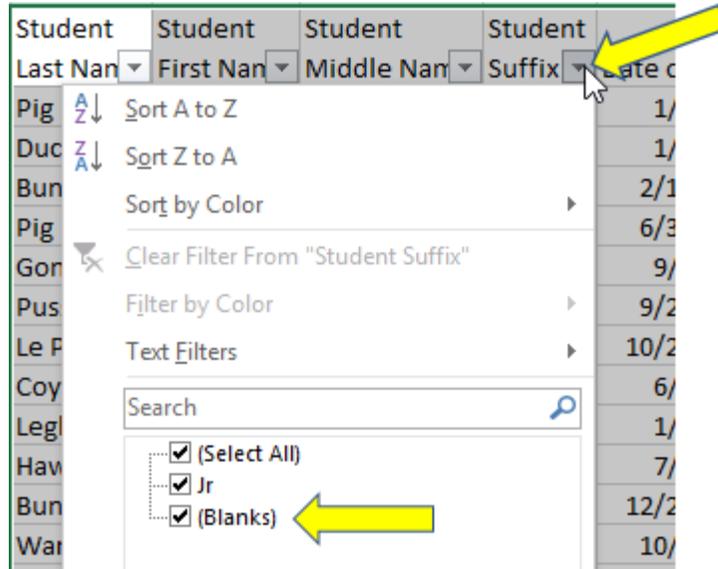
b. Cell B1: Student First Name

- i. This field is **required** and cannot be blank.
- ii. Data entered in this field may include lowercase and uppercase letters (aBZz), apostrophes ('), commas (,), hyphens and periods (.), but cannot include underscores (_), numbers (0123), or special characters (æ).

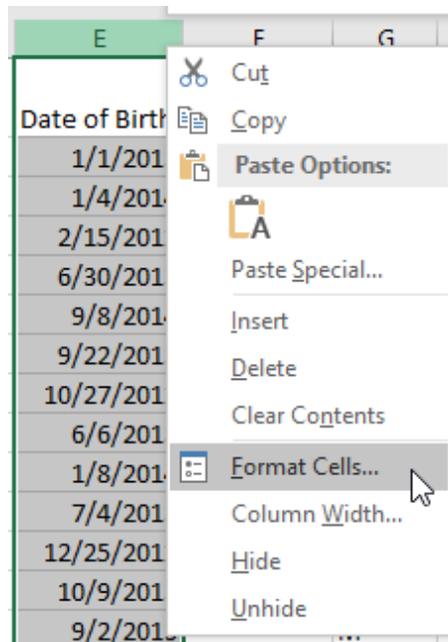
c. Cell C1: Student Middle Name

- i. This field is **optional** because not all students have a middle name. **However, it is highly encouraged and may reduce future work.**

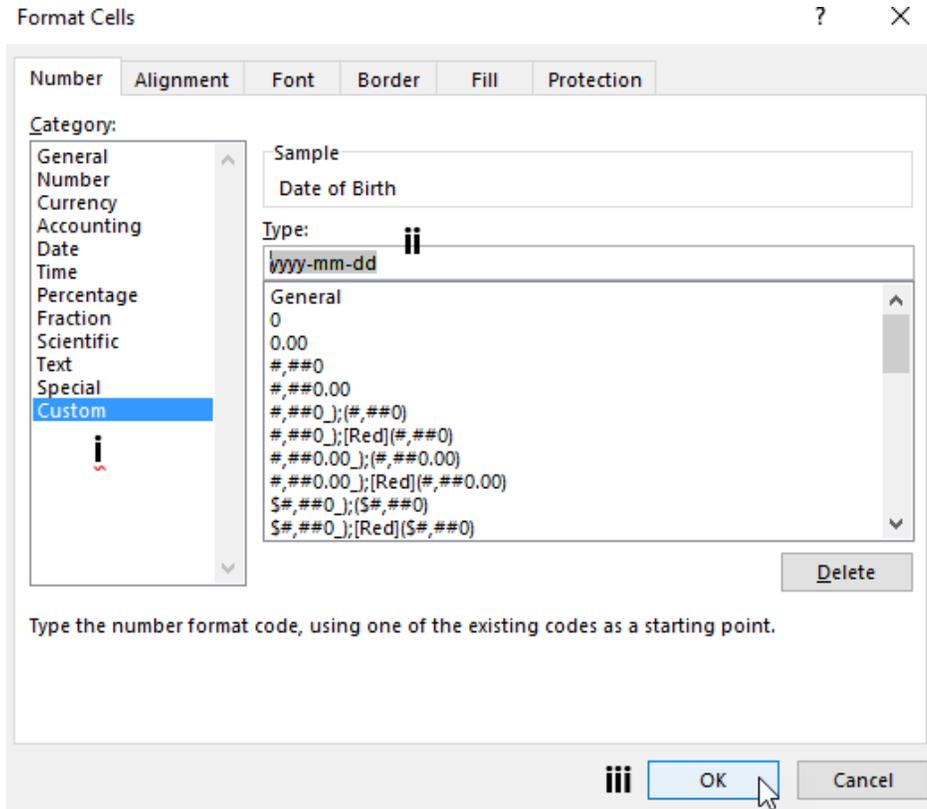
- ii. Data entered in this field may include lowercase and uppercase letters (aBZz), apostrophes ('), commas (,), hyphens and periods (.), but cannot include underscores (_), numbers (0123), or special characters (æ).
- d. Cell D1: Student Suffix
 - i. This field is **optional**.
 - ii. Data entered in this field may include lowercase and uppercase letters (aBZz), apostrophes ('), commas (,), hyphens and periods (.), but cannot include underscores (_), numbers (0123), or special characters (æ).
- e. Cell E1: Date of Birth
 - i. This field is **required** and cannot be blank.
 - ii. Data in this field will be formatted in a later step.
- f. Cell F1: Multiple Birth Order
 - i. This field is **optional**.
 - ii. This field should be used when students are twins/triplets/etc. Students are designated by order of birth (enter "1" for the eldest child, "2" for the second-oldest, etc.)
- g. Cell G1: Gender Code
 - i. This field is **required**.
 - ii. The Gender data value must be M or F. The following values are invalid:
 - 1. f, m, female, male, fe, or ma (lowercase or uppercase).
 - 2. Numbers such as 0, 1, 2 or 3.
 - 3. Blank
- h. Fields in each row must contain a value, except for Student Middle Name, Student Suffix, and Multiple Birth Order (which can be blank).
 - i. To check for blank fields, use Excel's "Filter" utility under the "Data" tab.
 - ii. Click the column arrow box to check if there are blank values in a column. (Note: Student Suffix is allowed to be blank, but required field columns should not show a "Blanks" option.)



- i. Date of Birth must be formatted as yyyy-mm-dd. Highlight the column, right-click, and select "Format Cells..."



- i. In the text box that appears, select "Custom" from "Category:"
- ii. In "Type," enter yyyy-mm-dd.
- iii. Click OK.



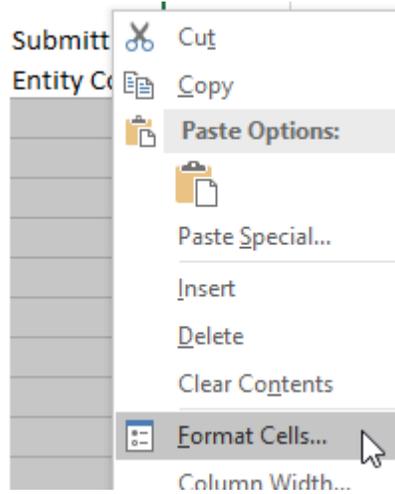
j. The dates should now be properly formatted for MSDS.

E	
	Mu
Date of Birth	Bir
2013-01-01	
2014-01-04	
2012-02-15	
2013-06-30	
2014-09-08	
2013-09-22	

2. Type *Submitting Entity Code* into cell H1. Select the entire column by clicking "H."

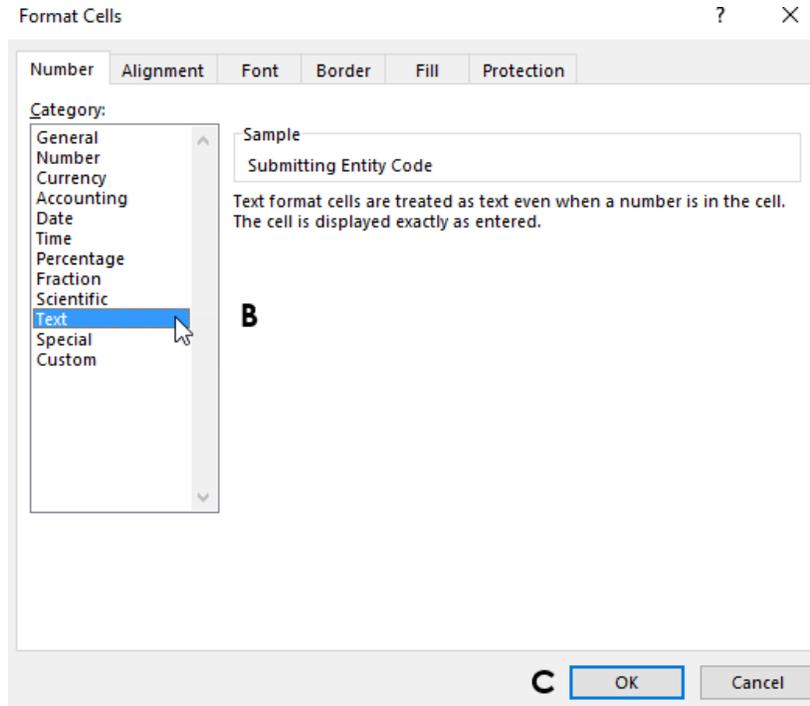
G	H
Gender	Submitting
Code	Entity Code
M	
M	
F	
F	

- a. Right-click and select "Format Cells..."



- b. In the window that appears, select "Text" from "Category:" (This will prevent Excel from removing leading zeroes from the entity code.)
- c. Click OK.

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- d. Enter your five- or nine-digit entity code for each row that you have data in the spreadsheet. To retrieve your entity code, search the [Educational Entity Master](#).
 - i. Enter the entity code in the first row of the "Submitting Entity Code" column.

G	H
Gender Code	Submitting Entity Code
M	82000
M	
M	
M	

- ii. To copy the code across cells, move the mouse pointer to the bottom right corner of the cell and hold down the right mouse button.

G	H
Gender Code	Submitting Entity Code
M	82000
M	
M	
M	
M	
M	

- iii. Keep the right mouse button pressed down and drag the mouse down the screen. When you reach the last cell, release the button. A context menu will appear. Click "Copy Cells."

M		
M		
M		
M		
M		
M		

- Copy Cells
- Fill Series
- Fill Formatting Only
- Fill Without Formatting

The cell in each record will now be filled with the entity code.

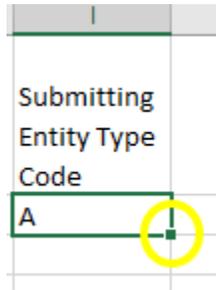
3. Type Submitting Entity Type Code into cell "I1."

H	I
Submitting Entity Code	Submitting Entity Type Code
04000001	
04000001	

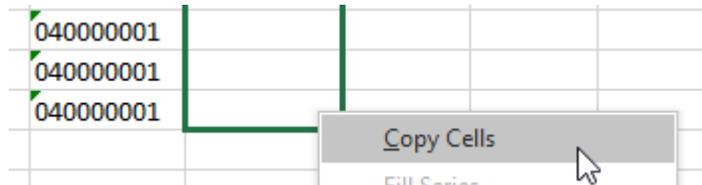
- a. The "Submitting Entity Type Code" field will differ depending on the entity type submitting for UICs. **Characters in this field must be entered in uppercase.**
 1. District authorized users with a 5-digit entity code enter: D

2. Entities with a 9-digit code enter: A

ii. Right-click the bottom right corner of the cell.



iii. Holding the button down, drag down to the last of the collection records. Then release and select "Copy Cells."



The cells will now be filled with the chosen character, such as "A" in the screenshot.

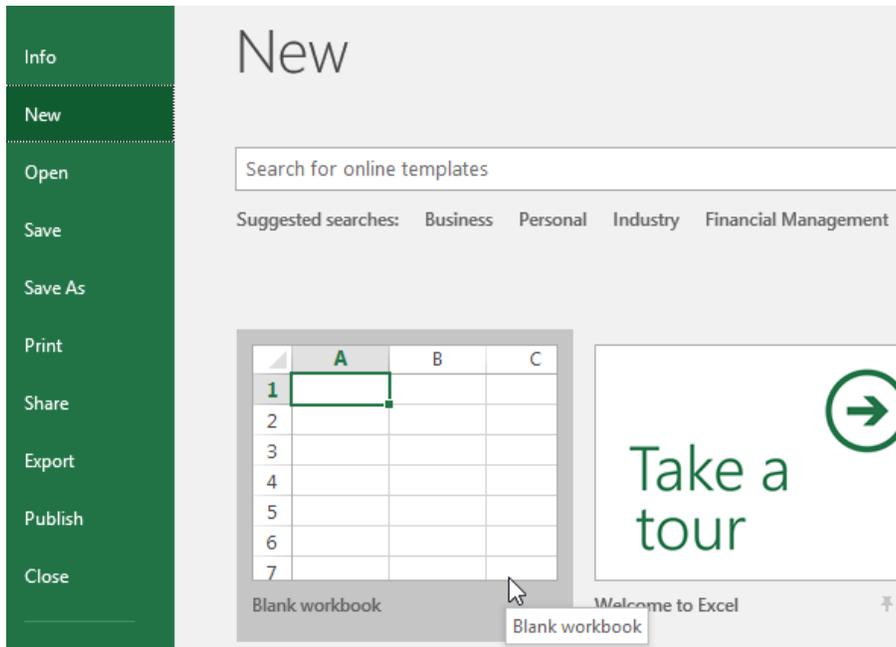
Submitting Entity Code	Submitting Entity Type Code
040000001	A
040000001	A
040000001	A

4. **Save the Spreadsheet in a secure area since it contains Personally Identifiable Information.**

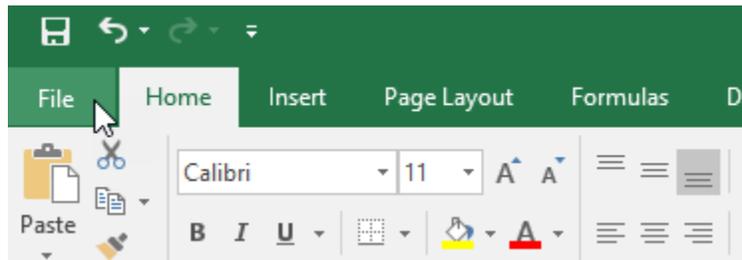
Step 3: Prepare the Data File (XML)

This step will convert the Excel Spreadsheet into an XML file.

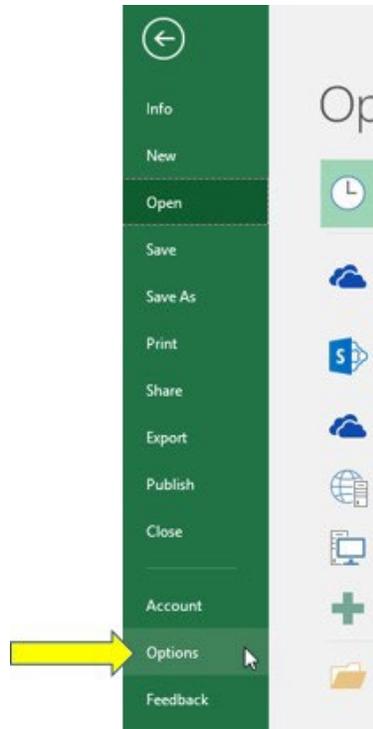
1. Open a new, blank workbook in Microsoft Excel.



2. Click the "File" tab on the top menu bar.

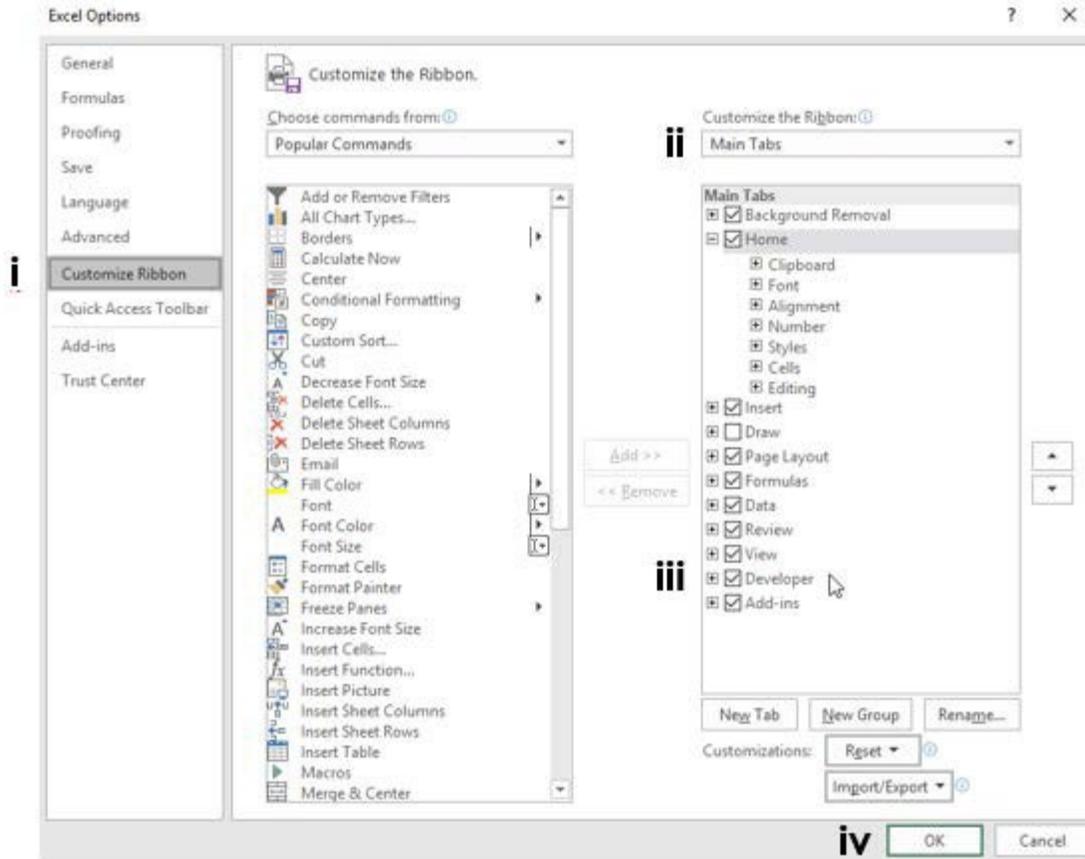


- a. Click "Options."

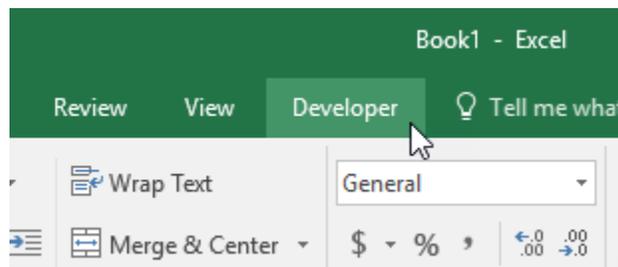


- b. The Excel Options window will appear.
 - i. Select "Customize Ribbon" from the left column.
 - ii. Select "Main Tabs" from "Customize the Ribbon:"
 - iii. Check "Developer," as shown in the following screenshot.
 - iv. Click OK.

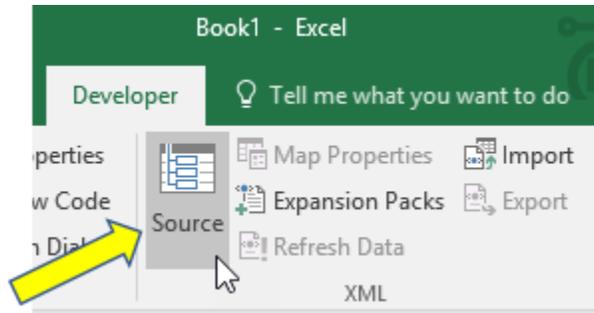
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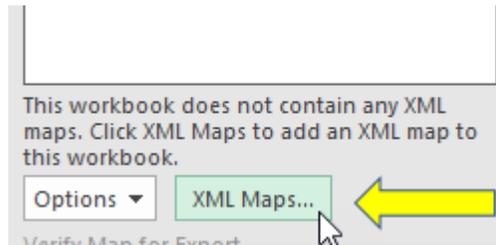
- c. The menu at the top of the screen will now show the Developer tab. Click it.



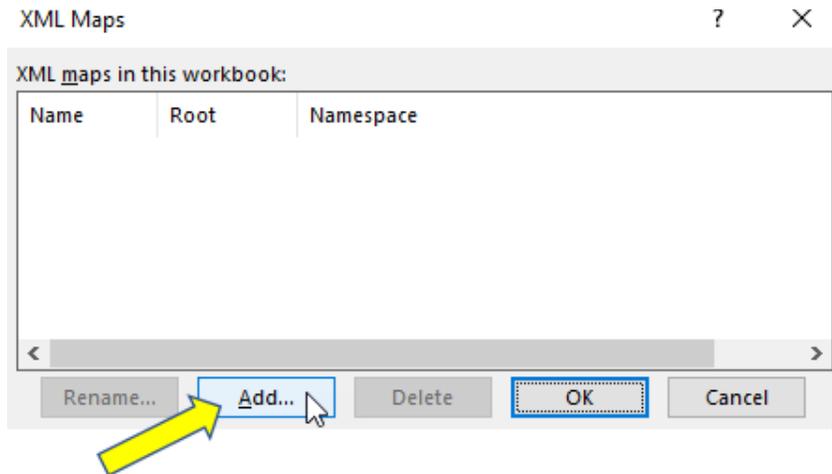
3. The Developer settings will offer options to convert a spreadsheet into XML format.
 - a. Click "Source."



- b. The XML Source pane will appear on the right-hand side of the screen. Click the "XML Maps..." button near the bottom.

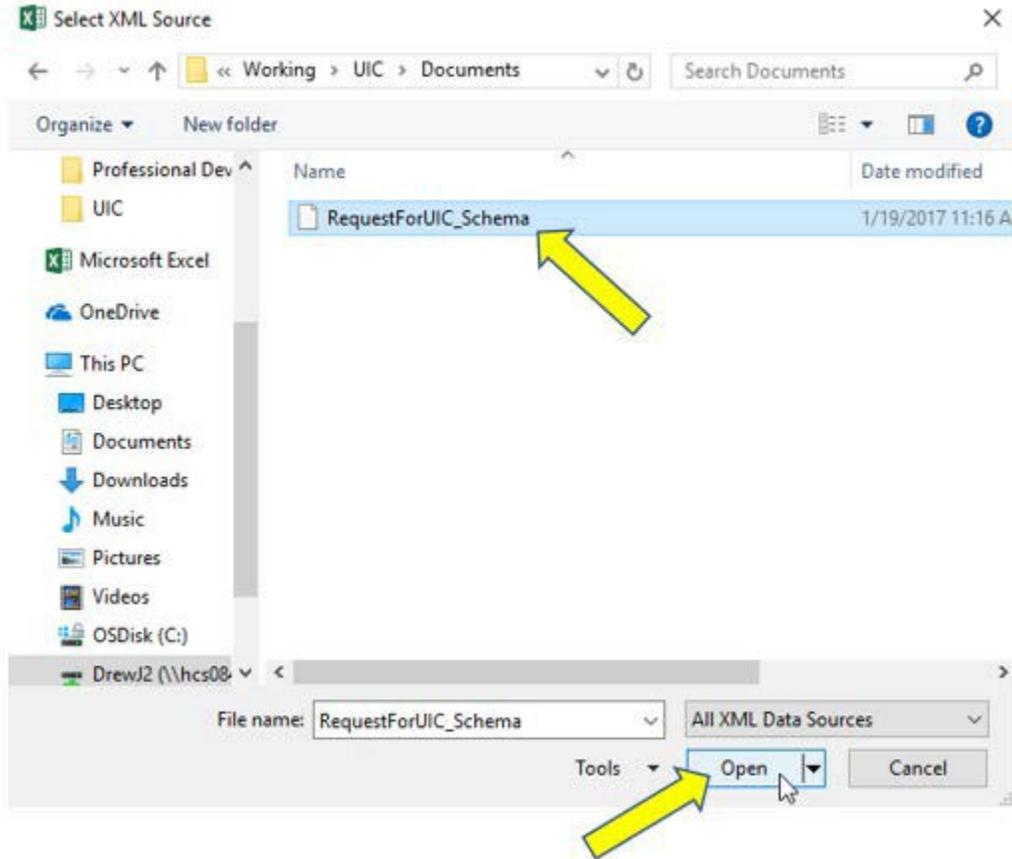


- c. In the new window that appears, click "Add."

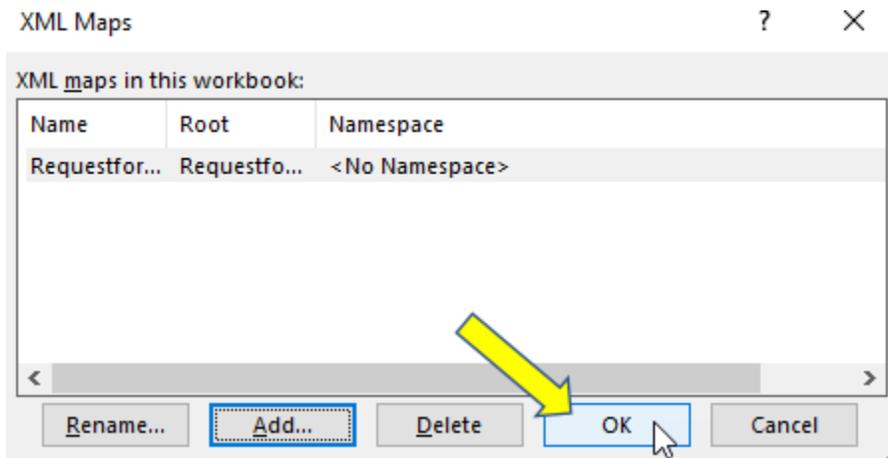


- d. Navigate to the schema you saved in Step 1. Click to highlight the XML file and then click Open.

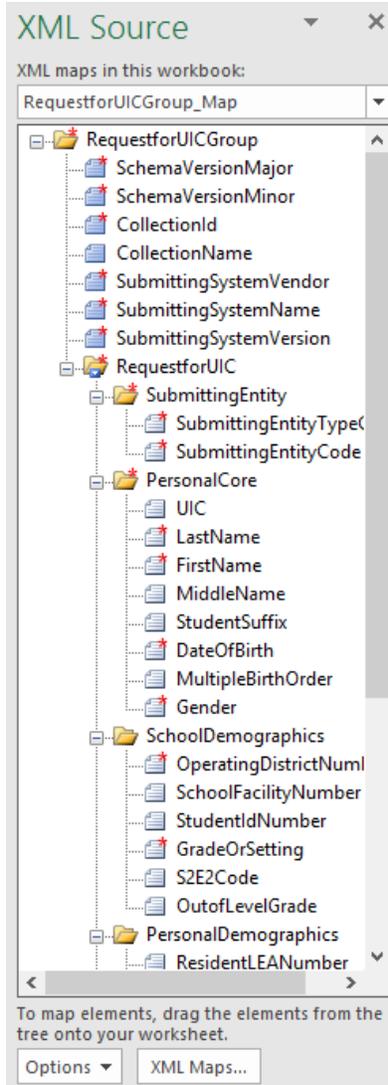
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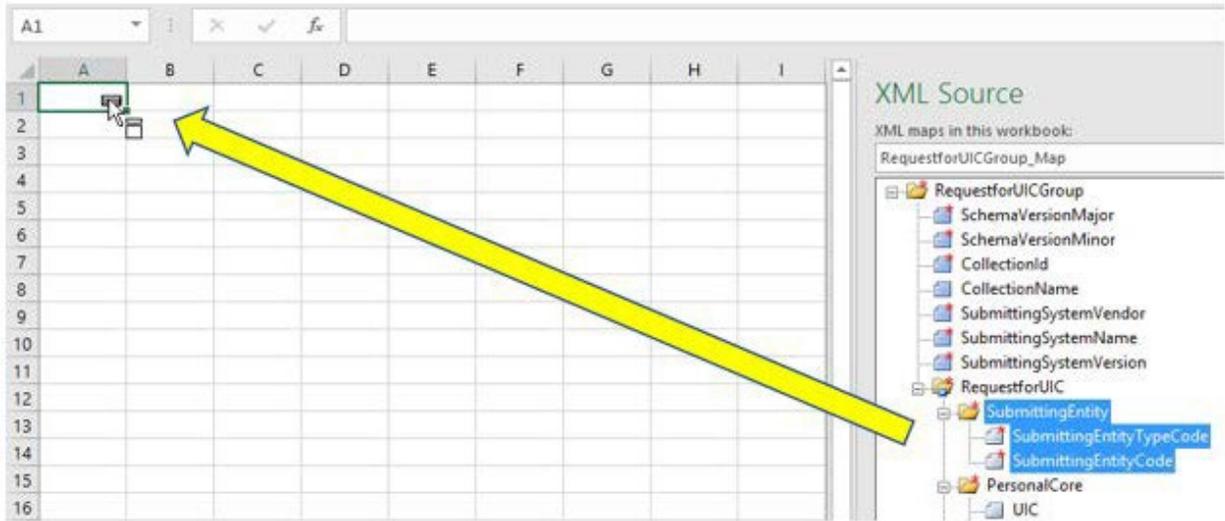
e. Click OK.



f. The XML Source pane will appear with a list of XML elements.



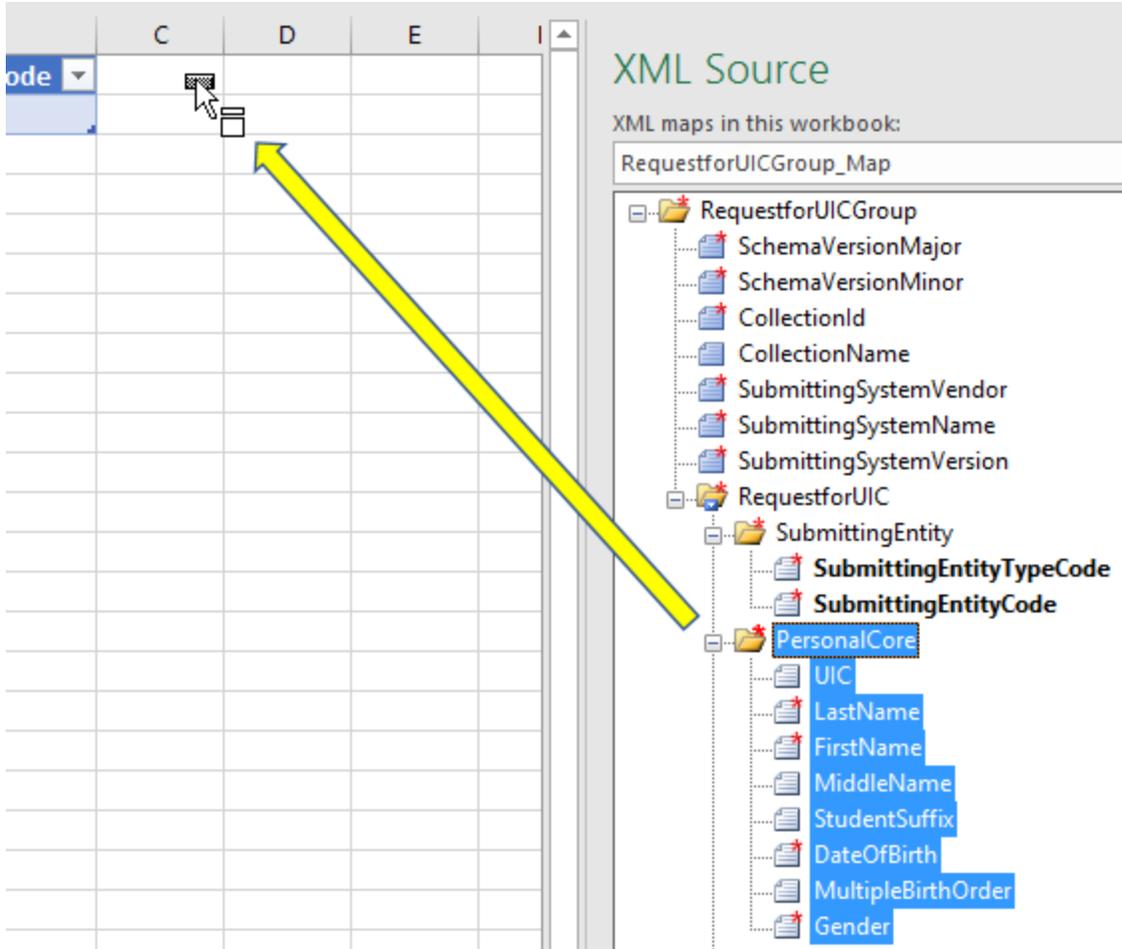
4. The next steps involve mapping XML data elements to the worksheet.
 - a. Click the folder icon labelled SubmittingEntity in the XML Source list and drag it to cell A1.



- b. Cells A1 and B1 should fill in with the text *SubmittingEntityTypeCode* for A1 and *SubmittingEntityCode* for B1. Expand the width of the columns to see the column headings more fully.



- c. Repeat these steps to drag the *PersonalCore* folder icon from the XML Source list into cell C1.



- d. Cells C1, D1, E1, F1, G1, H1, I1, and J1 will fill with elements UIC, LastName, FirstName, MiddleName, StudentSuffix, DateOfBirth, MultipleBirthOrder, and Gender respectively.

C	D	E	F	G	H	I	J
UIC	LastName	FirstName	MiddleName	StudentSuffix	DateOfBirth	MultipleBirthOrder	Gender

5. Add information for the XML header:

- a. Click the + icon at the bottom of the page to add a worksheet.



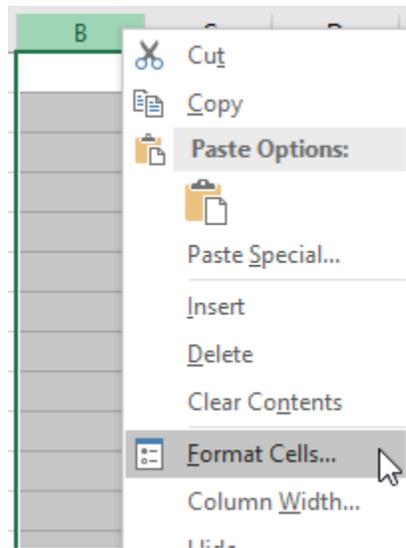
b. Type the following information in column A, adding each item in a separate row:

- i. SchemaVersionMajor
- ii. SchemaVersionMinor

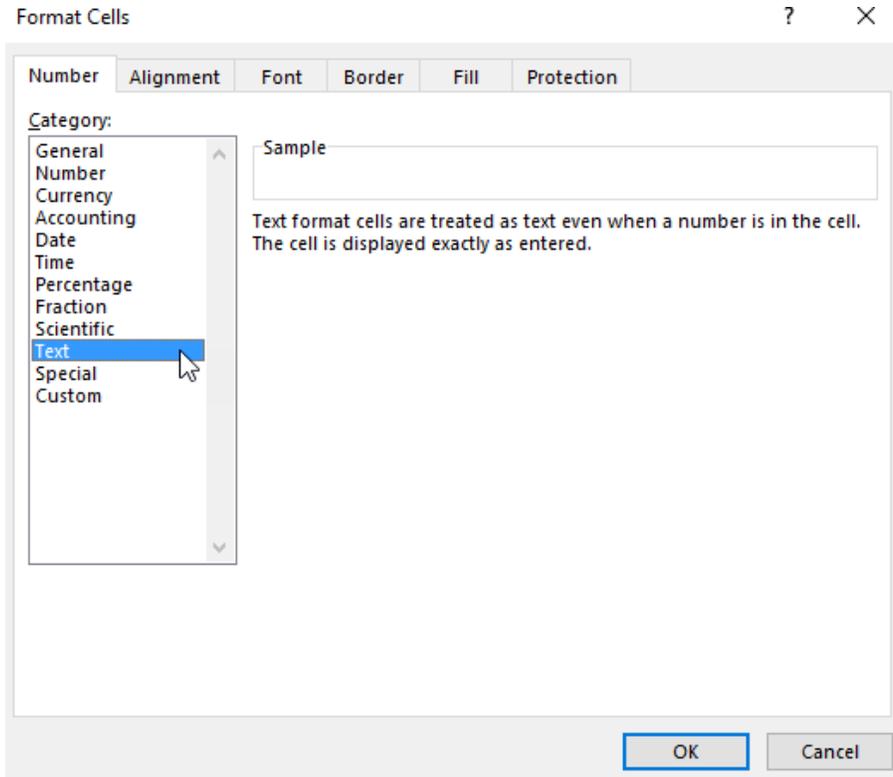
- iii. CollectionID
- iv. CollectionName
- v. SubmittingSystemVendor
- vi. SubmittingSystemName
- vii. SubmittingSystemVersion

	A
1	SchemaVersionMajor
2	SchemaVersionMinor
3	CollectionID
4	CollectionName
5	SubmittingSystemVendor
6	SubmittingSystemName
7	SubmittingSystemVersion
8	

- c. Click "B" to highlight the column.
- d. Right-click "B" to bring up the context menu. Select "Format Cells..."



- e. Select "Text" from "Category:" and click OK.



- f. In column B, enter the following information exactly:
- i. For Cell B1, enter: Collection
 - ii. For Cell B2, enter: 5
 - iii. For Cell B3, enter: 292
 - iv. For Cell B4, enter: RequestforUIC
 - v. For Cell B5, enter: Microsoft
 - vi. For Cell B6, enter: Excel
 - vii. For Cell B7, enter: 1.0

	A	B
1	SchemaVersionMajor	Collection
2	SchemaVersionMinor	5
3	CollectionID	292
4	CollectionName	RequestforUIC
5	SubmittingSystemVendor	Microsoft
6	SubmittingSystemName	Excel
7	SubmittingSystemVersion	1.0

6. To map XML header elements, drag XML Source items to these cells.
- a. Look for the *RequestforUICGroup* folder and drag the item *SchemaVersionMajor* to cell B1 where the word "Collection" appears.

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	A	B	C	D	E	F	G	H	I
1	SchemaVersionMajor	Collection							
2	SchemaVersionMinor	5							
3	CollectionID	292							
4	CollectionName	RequestforUIC							
5	SubmittingSystemVendor	Microsoft							
6	SubmittingSystemName	Excel							
7	SubmittingSystemVersion	1.0							
8									
9									
10									
11									
12									
13									
14									

XML Source

XML maps in this workbook:

RequestforUICGroup_Map

- RequestforUICGroup
 - SchemaVersionMajor
 - SchemaVersionMinor
 - CollectionId
 - CollectionName
 - SubmittingSystemVendor
 - SubmittingSystemName
 - SubmittingSystemVersion
- RequestforUIC

If a message box pops up and states, “The data that you are attempting to map contains formatting that is incompatible with the format specified in the worksheet,” click the button marked *Match element data type*.

Microsoft Excel

The data that you are attempting to map contains formatting that is incompatible with the format specified in the worksheet.

Use existing formatting Match element data type Cancel

- b. The next XML Source item is *SchemaVersionMinor*. Drag it from the XML Source list to cell B2.

	A	B	C	D	E	F	G	H	I
1	SchemaVersionMajor	Collection							
2	SchemaVersionMinor	5							
3	CollectionID	292							
4	CollectionName	RequestforUIC							
5	SubmittingSystemVendor	Microsoft							
6	SubmittingSystemName	Excel							
7	SubmittingSystemVersion	1.0							
8									
9									
10									
11									
12									
13									
14									

XML Source

XML maps in this workbook:

RequestforUICGroup_Map

- RequestforUICGroup
 - SchemaVersionMajor
 - SchemaVersionMinor
 - CollectionId
 - CollectionName
 - SubmittingSystemVendor
 - SubmittingSystemName
 - SubmittingSystemVersion
- RequestforUIC

- c. Notice how the XML Source items have the same names as the text in column A.

	A	B	C	D	E	F	G	H	I
1	SchemaVersionMajor	Collection							
2	SchemaVersionMinor	5							
3	CollectionID	292							
4	CollectionName	RequestforUIC							
5	SubmittingSystemVendor	Microsoft							
6	SubmittingSystemName	Excel							
7	SubmittingSystemVersion	1.0							
8									
9									
10									
11									
12									
13									
14									

XML Source

XML maps in this workbook:

RequestforUICGroup_Map

- RequestforUICGroup
 - SchemaVersionMajor
 - SchemaVersionMinor
 - CollectionId
 - CollectionName
 - SubmittingSystemVendor
 - SubmittingSystemName
 - SubmittingSystemVersion
- RequestforUIC

- d. Drag the remaining items: *CollectionName* to cell B4, *SubmittingSystemVendor* to cell B5, *SubmittingSystemName* to cell

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B6, and SubmittingSystemVersion to cell B6.

	A	B	C	D	E	F	G	H	I
1	SchemaVersionMajor	Collection							
2	SchemaVersionMinor	5							
3	CollectionID	292							
4	CollectionName	RequestforUIC							
5	SubmittingSystemVendor	Microsoft							
6	SubmittingSystemName	Excel							
7	SubmittingSystemVersion	1.0							
8									
9									
10									
11									
12									
13									
14									

Elements in column B will have a blue outline, and the elements in the XML Source list will appear in a bold font.

7. The next task is to copy the student records from Step 2 into the mapped spreadsheet.

a. Open the Excel spreadsheet with the student data.

	A	B	C	D	E	F	G	H	I
	Student	Student	Student	Student		Multiple	Gender	Submitting	Submitting
1	Last Name	First Name	Middle Name	Suffix	Date of Birth	Birth Order	Code	Entity Code	Entity Type
2	Pig	Porky	P		2013-01-01		M	040000001	A
3	Duck	Daffy			2014-01-04		M	040000001	A
4	Bunny	Lola			2012-02-15	1	F	040000001	A
5	Pig	Petunia			2013-06-30		F	040000001	A
6	Gonzales	Speedy	S		2014-09-08		M	040000001	A
7	Pussycat	Penelope			2013-09-22		F	040000001	A
8	Le Pew	Pepe			2012-10-27		M	040000001	A
9	Coyote	Wile	E		2013-06-06		M	040000001	A
10	Leghorn	Foghorn			2014-01-08		M	040000001	A
11	Hawk	Henery		Jr	2013-07-04		M	040000001	A
12	Bunny	Bugs			2012-12-25		M	040000001	A
13	Warner	Dot			2013-10-09	3	F	040000001	A
14	Runner	Road			2013-09-02		M	040000001	A

b. Highlight all the student last names, but do not include the header cell labelled "Student Last Name" with the selection.

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	A
	Student
1	Last Name
2	Pig
3	Duck
4	Bunny
5	Pig
6	Gonzales
7	Pussycat
8	Le Pew
9	Coyote
10	Leghorn
11	Hawk
12	Bunny
13	Warner
14	Runner

- c. Copy and paste the records into the XML data file directly below cell D1 (marked "LastName") on the first worksheet.

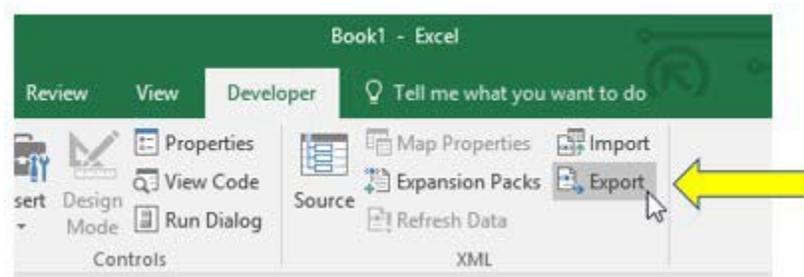
	A	B	C	D	E
1	SubmittingEntityTypeCode	SubmittingEntityTypeCode	UIC	LastName	FirstNam
2				Pig	
3				Duck	
4				Bunny	
5				Pig	
6				Gonzales	
7				Pussycat	
8				Le Pew	
9				Coyote	
10				Leghorn	
11				Hawk	
12				Bunny	
13				Warner	
14				Runner	

- d. Repeat this process for the remaining records. The column titled "UIC" should be left blank since this process is meant for obtaining UICs for students.

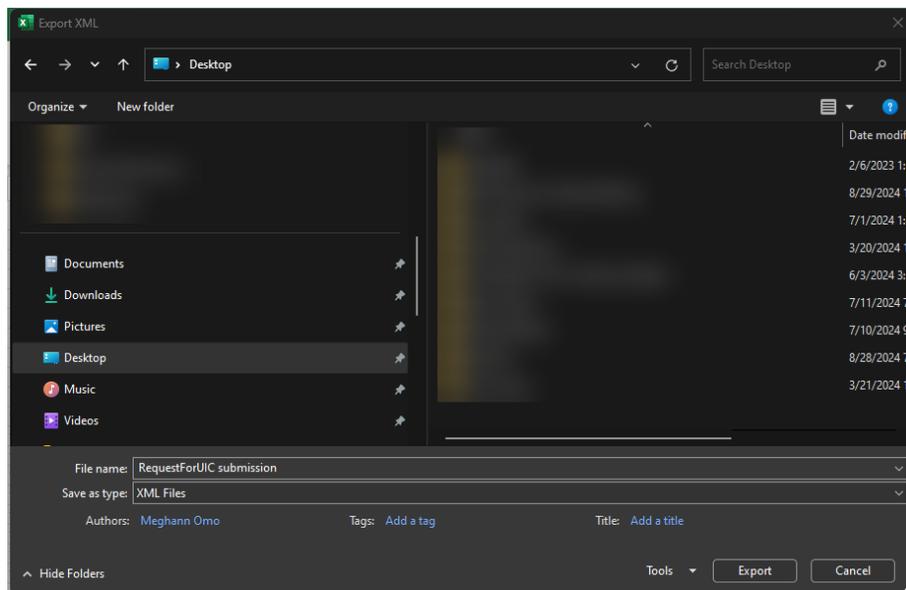
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	A	B	C	D	E	F	G	H	I	J
1	SubmittingEntityTypeCode	SubmittingEntityCode	UIC	LastName	FirstName	MiddleName	StudentSuffix	DateOfBirth	MultipleBirthOrder	Gender
2	A	040000001		Pig	Porky	P		2013-01-01		M
3	A	040000001		Duck	Daffy			2014-01-04		M
4	A	040000001		Bunny	Lola			2012-02-15	1	F
5	A	040000001		Pig	Petunia			2013-06-30		F
6	A	040000001		Gonzales	Speedy	S		2014-09-08		M
7	A	040000001		Pussycat	Penelope			2013-09-22		F
8	A	040000001		Le Pew	Pepe			2012-10-27		M
9	A	040000001		Coyote	Wile	E		2013-06-06		M
10	A	040000001		Leghorn	Foghorn			2014-01-08		M
11	A	040000001		Hawk	Henery		Jr	2013-07-04		M
12	A	040000001		Bunny	Bugs			2012-12-25		M
13	A	040000001		Warner	Dot			2013-10-09	3	F
14	A	040000001		Runner	Road			2013-09-02		M

8. The last step is to finalize the new Spreadsheet with student data as an XML file.
 - a. Select the Developer tab on the Excel menu.
 - b. Click "Export."



- c. **Save the file in a secure location, as it contains Personally Identifiable Information.** Ensure the Save as type is "XML Files."
 - d. Click OK.

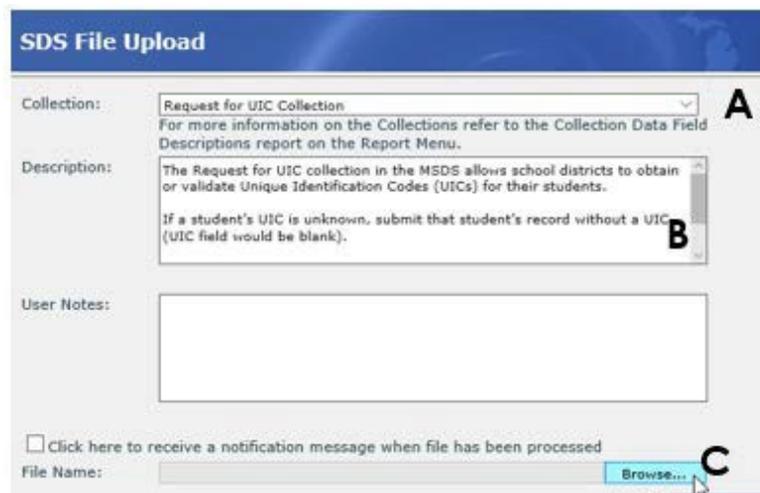


Step 4: Upload the XML Data File to MSDS

1. To upload the XML file created in Step 3, log into MSDS.
 - a. Click "Student Data Submission..." to expand the menu.
 - b. Click "Upload File."

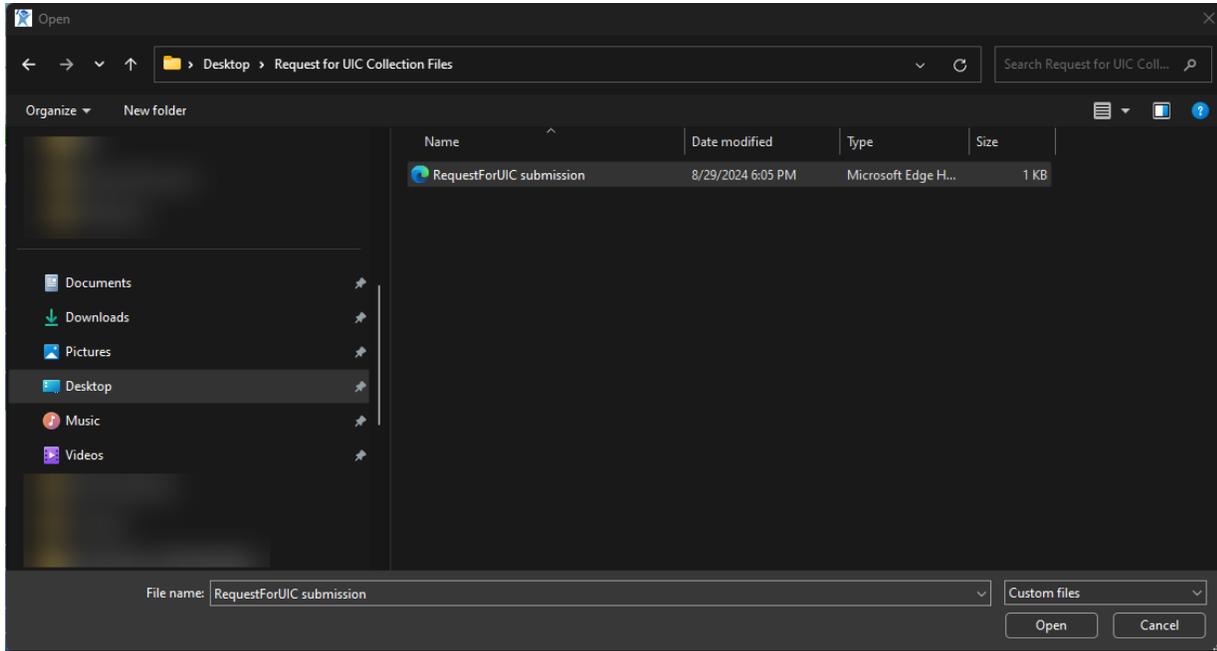


2. Choose the XML file to upload.
 - a. Select "Request for UIC Collection" for the "Collection."
 - b. Click in the empty Description textbox to automatically populate it.
 - c. Click the Browse button.

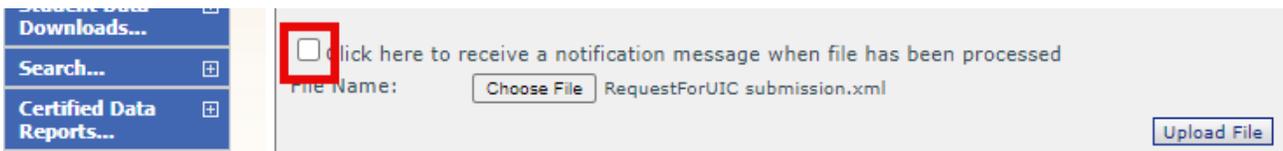


3. Another window will open. Navigate to the secure directory where your XML file is saved.
4. Select your file and click Open.

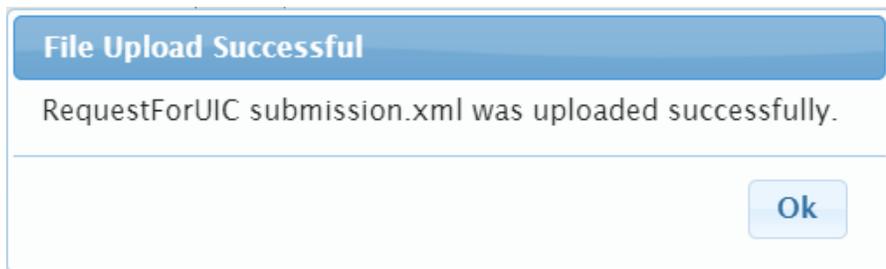
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- 5. Check the box marked, "Click here to receive a notification message when file has been processed" to receive an email when the upload process has finished (optional). Click "Upload File" to start uploading.



- 6. The MSDS will process the file. If it is a large file, it may take a few minutes to upload. Click OK.

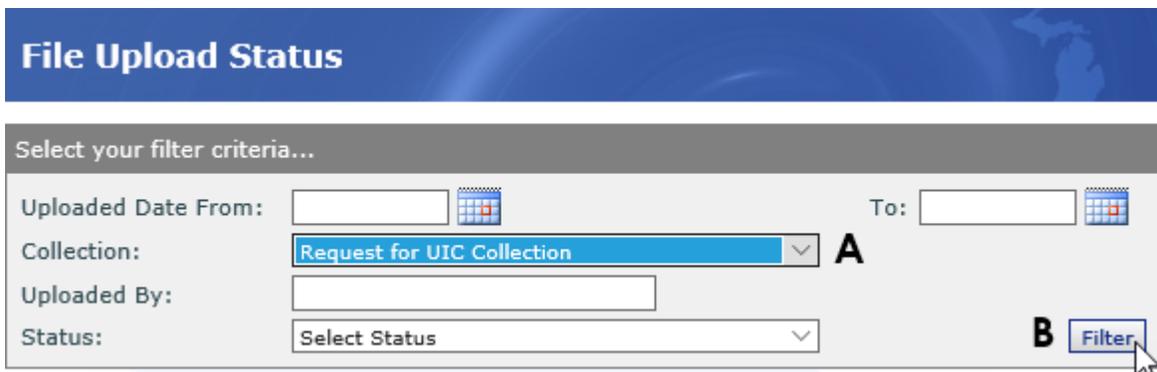


Step 5: Check the File Upload Status

1. Click "Student Data Submission..." to expand the menu. Then click "Uploaded File Status."



2. Specify the collection you uploaded to
 - a. Using the dropdown list, select the collection.
 - b. Click "Filter."



3. MSDS will list the details of files that have been uploaded. In the screenshot below, the file displayed has a status that reads "Processing Detailed UIC Resolution." This indicates that MSDS is still working to upload the file.

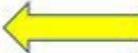
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File Upload Status

Your search yielded 2000 result(s).

Filtered on Collection: (Request for UIC Collection)

Collection	Zip File Name	File Name	Notes	Uploaded Date	Source	Status	Uploaded By User	Cancel Upload?
Request for UIC Collection		RequestForUIC_for submission_01192017.xml		01/23/2017 02:26 PM	File Upload UI	Processing Detailed UIC Resolution	Jack Drew	



4. When MSDS finishes the upload process, one of two statuses will display.
 - a. MSDS successfully processed the file, or
 - b. The MSDS upload process failed.

File Upload Status

Your search yielded 2000 result(s).

Filtered on Collection: (Request for UIC Collection)

Collection	Zip File Name	File Name	Notes	Uploaded Date	Source	Status	Uploaded By User	Cancel Upload?
Request for UIC Collection	A	RequestForUIC_for submission_01192017.xml		01/23/2017 02:26 PM	File Upload UI	Processed Successfully	Jack Drew	
Request for UIC Collection	B	RequestForUIC_for submission_01192017.xml		01/23/2017 01:47 PM	File Upload UI	Failed File Level Validation	Jack Drew	



5. If the file upload failed, click the file name (underlined).

File Upload Status

Your search yielded 2000 result(s).

Filtered on Collection: (Request for UIC Collection)

Collection	Zip File Name	File Name	Notes	Uploaded Date	Source	Status	Uploaded By User	Cancel Upload?
Request for UIC Collection		RequestForUIC_for submission_01192017.xml		01/23/2017 02:26 PM	File Upload UI	Processed Successfully	Jack Drew	
Request for UIC Collection	B	RequestForUIC_for submission_01192017.xml		01/23/2017 01:47 PM	File Upload UI	Failed File Level Validation	Jack Drew	



6. MSDS will present the details for the file upload. When a file failed to upload, the details look like the following screenshot.
 - a. The "Upload Status" describes the outcome of the file upload.
 - b. MSDS offers clues to the failure in the "Records Contained" field.

File Upload Status Details

Collection: Request for UIC Collection
 File Name: RequestForUIC_for submission _01192017.xml
 Stored File Name: RequestForUIC_for submission _01192017_20170123134715323.xml
 Notes:
 Upload Date: 1/23/2017 1:47:00 PM
 Upload Source: File Upload UI
 Upload Status: Failed File Level Validation
 Status Description: Jack Drew
 Uploaded By: Jack Drew
 Submitting System Name:
 Submitting System Version:
 Submitting System Vendor:
 No Submitting Entities Found

Records Contained: Unable to Determine
 The 'SubmittingEntityTypeCode' element is invalid - The value '040000001' is invalid according to its datatype 'SubmittingEntityTypeCodeType' - The Enumeration constraint failed.
 The 'SubmittingEntityTypeCode' element is invalid - The value 'A' is invalid according to its datatype 'SubmittingEntityTypeCodeType' - The actual length is less than the MinLength value.

- c. To troubleshoot, please refer to the feedback (aka “Clues”). In the example shown, the MSDS is signaling a problem with two fields: *SubmittingEntityTypeCode* and *SubmittingEntityCode*.

7. If the upload is successful, the MSDS will display the upload details.

File Upload Status

Your search yielded 2000 result(s).

Filtered on Collection: (Request for UIC Collection)

Collection	Zip File Name	File Name	Notes	Uploaded Date	Source	Status	Uploaded By User	Cancel Upload?
Request for UIC Collection	A	RequestForUIC_for submission_01192017.xml		01/23/2017 02:26 PM	File Upload UI	Processed Successfully	Jack Drew	
Request for UIC Collection		RequestForUIC_for submission_01192017.xml		01/23/2017 01:47 PM	File Upload UI	Failed File Level Validation	Jack Drew	

- a. MSDS will display upload details in a separate window. The Status Description text and the Count of records resolved indicate the success.

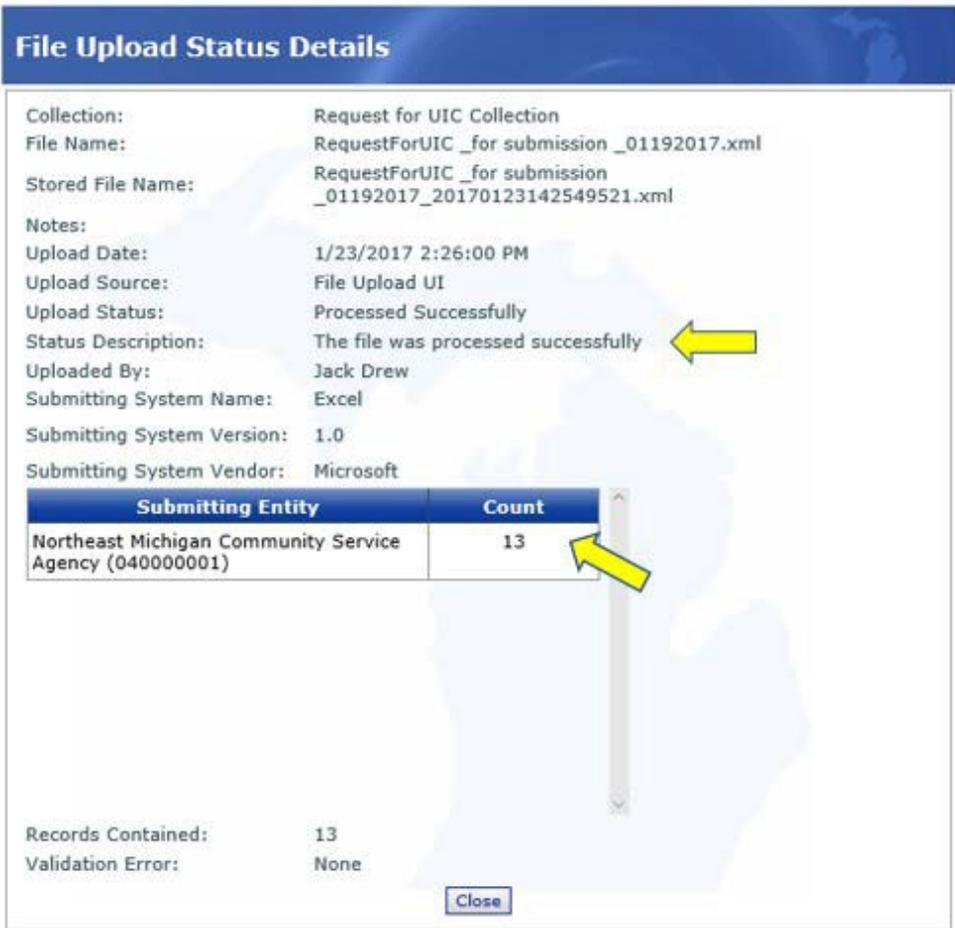
File Upload Status Details

Collection: Request for UIC Collection
File Name: RequestForUIC_for submission _01192017.xml
Stored File Name: RequestForUIC_for submission _01192017_20170123142549521.xml
Notes:
Upload Date: 1/23/2017 2:26:00 PM
Upload Source: File Upload UI
Upload Status: Processed Successfully
Status Description: The file was processed successfully
Uploaded By: Jack Drew
Submitting System Name: Excel
Submitting System Version: 1.0
Submitting System Vendor: Microsoft

Submitting Entity	Count
Northeast Michigan Community Service Agency (040000001)	13

Records Contained: 13
Validation Error: None

[Close](#)



Step 6: Recover UIC Assignment Details

1. Matching results and assigned UICs can be retrieved after the MSDS uploads the XML file.
 - a. From the MSDS main menu, click "Student Data Submission..." to expand the menu. Click "Data Staging Area."

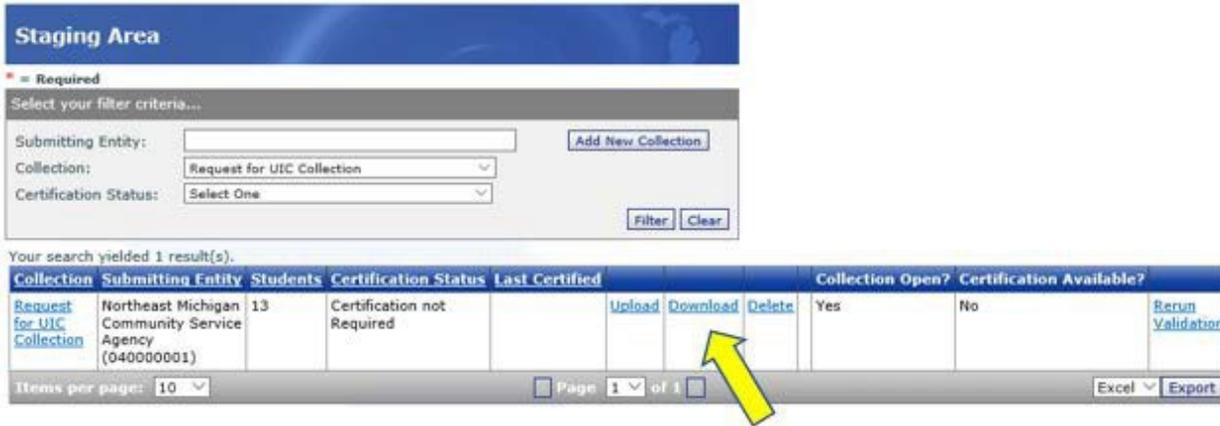


2. On the following screen, select the collection from the dropdown list. Then click "Filter."

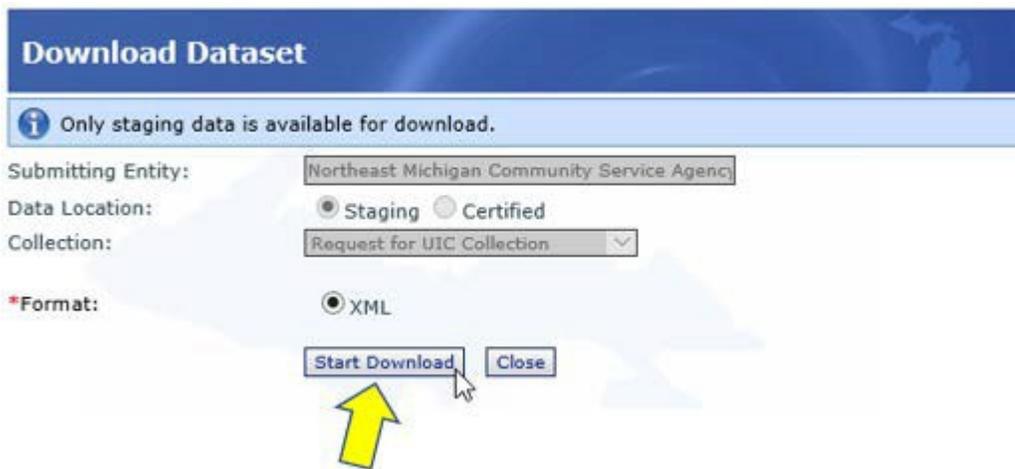
The screenshot shows the 'Staging Area' filter criteria form. It has a blue header with the text 'Staging Area'. Below the header, there is a legend: '* = Required'. The form contains three input fields: 'Submitting Entity' (empty), 'Collection' (dropdown menu with 'Request for UIC Collection' selected), and 'Certification Status' (dropdown menu with 'Select One' selected). To the right of the 'Collection' field is a button labeled 'Add New Collection'. At the bottom right of the form are two buttons: 'Filter' and 'Clear'. A yellow arrow points to the 'Filter' button.

3. MSDS will list the file upload results.
 - a. To view the results, click "Download."

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4. Click "Start Download."



5. A prompt will appear. To download a file with the results, click "To Downloads"



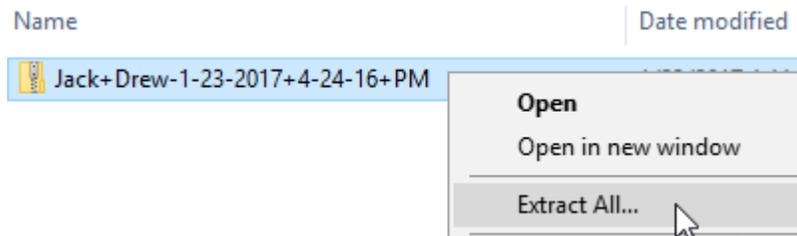
6. A screen will open with the results for the Submitting Entity. The most recent upload will appear at the top of the list. In the following screenshot, there are two entries for the same file to illustrate how the MSDS will present the results. The status of the latest download will be:

- "File Generation in Progress" (these results cannot be accessed yet)
- "Ready for Download" (click the underlined link to download the file)

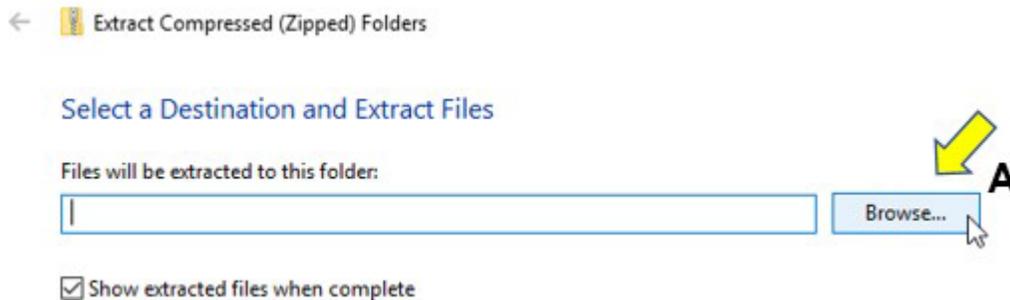
Download Status					
Filter... Request New Download					
Submitting Entity	Collection	Data Source	Status	Created Date	File Name
A Northeast Michigan Community Service Agency (040000001)	Request for UIC Collection	Staging	File Generation In Progress	1/23/2017 4:25:06 PM	Jack Drew-1-23-2017 4-25-06 PM.zip
B Northeast Michigan Community Service Agency (040000001)	Request for UIC Collection	Staging	Ready for Download	1/23/2017 4:24:16 PM	Jack Drew-1-23-2017 4-24-16 PM.zip

Items per page: 10 Page 1 of 1

7. Extract the downloaded zip file. Right-click on the zip folder to bring up a context menu. Select "Extract All..."

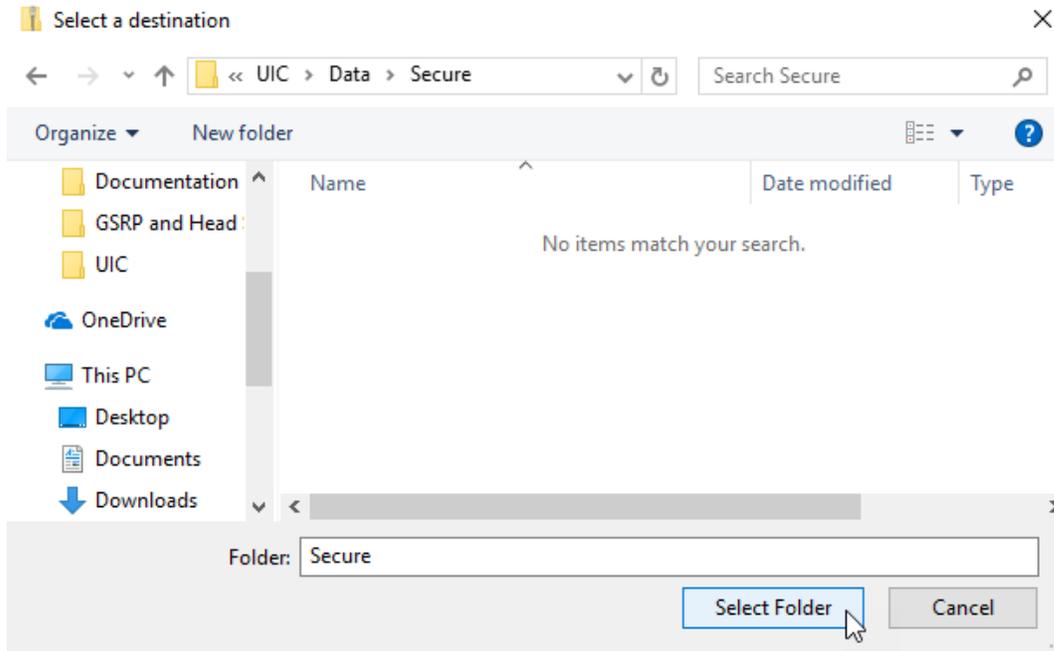


8. Select a location to extract the ZIP file to.
 - a. Click the "Browse" button.



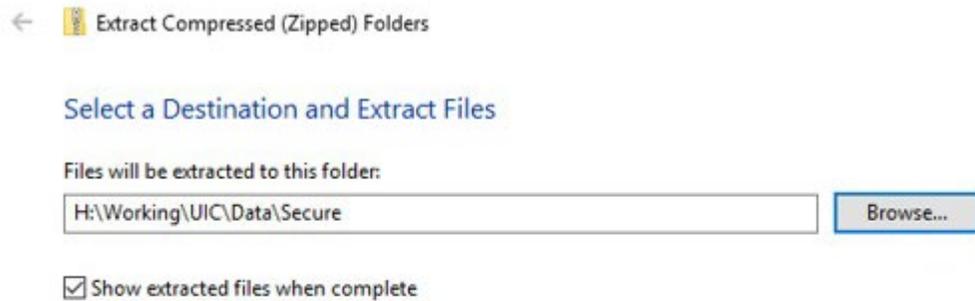
9. Navigate to a secure location and click the "Select Folder" button.

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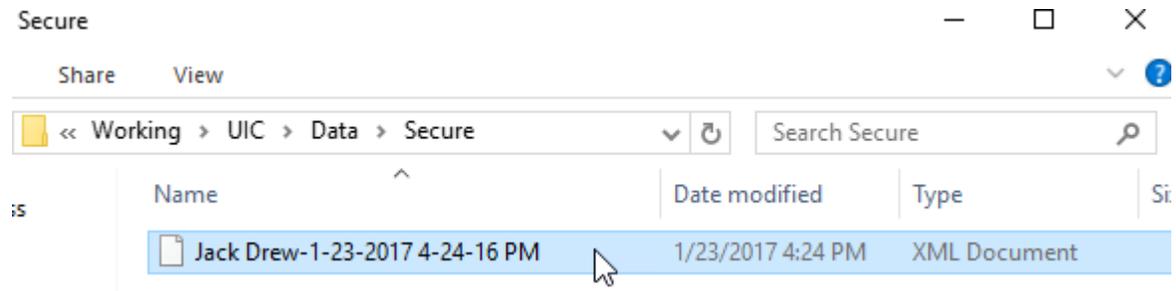
10. Return to the previous screen with the destination file path displayed.

a. Click the "Extract" button.



11. Next, navigate to the folder you extracted the ZIP file in.

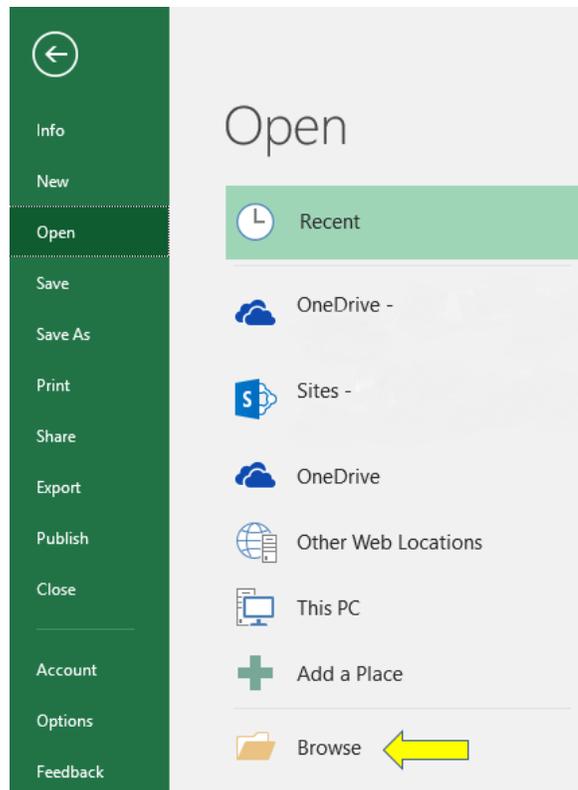
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12. Start Microsoft Excel. Select the File tab.



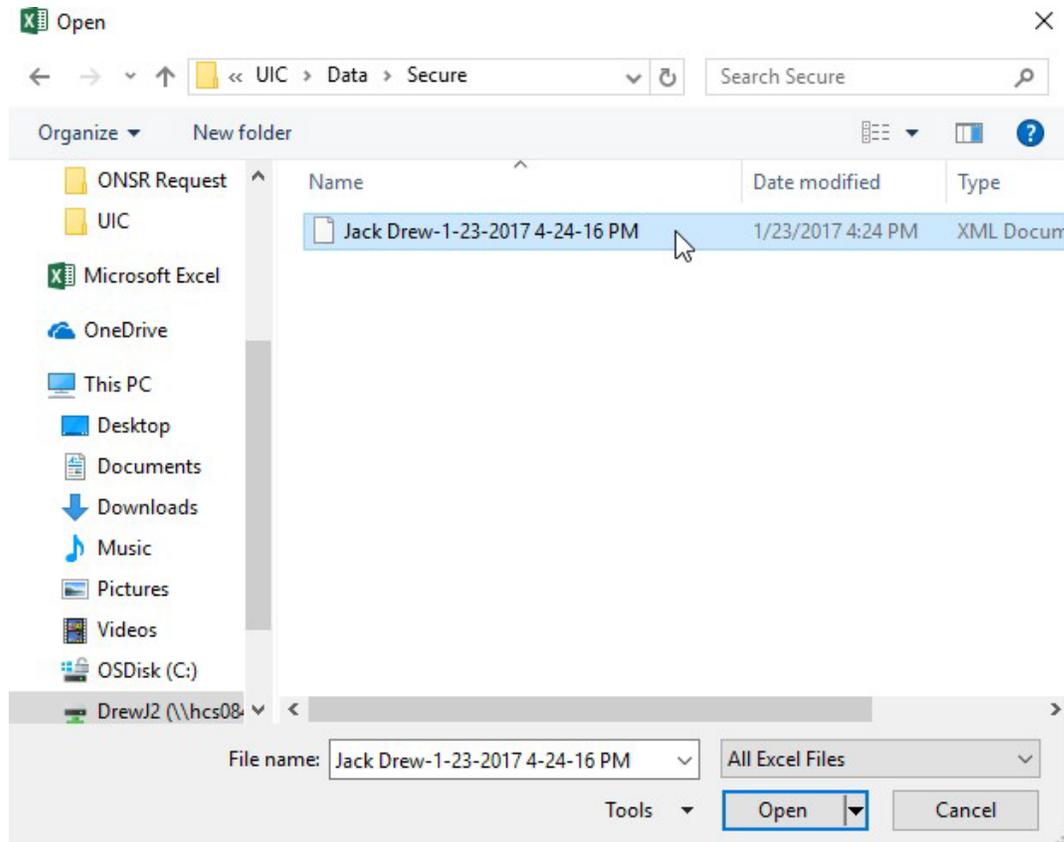
13. Select "Open." Then click "Browse."



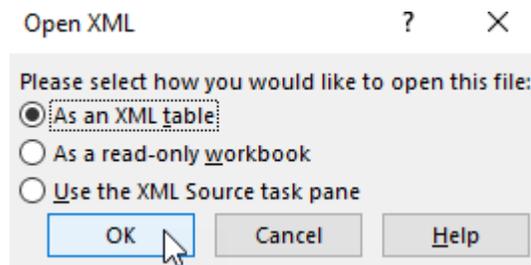
14. Navigate to the folder with the extracted ZIP file.

- a. Click the file to highlight.
- b. Click "Open."

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15. View the file "As an XML table." Click "OK."



16. Navigate to Column J in the table to retrieve the UIC assignments for each student.

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H	I	J	K	L
SubmittingEntityTypeCode	SubmittingEntityCode	UIC	LastName	FirstName
A	040000001	0857152465	Bunny	Lola
A	040000001	1860419804	Bunny	Bugs
A	040000001	4856759111	Coyote	Wile
A	040000001	7840731945	Duck	Daffy
A	040000001	0271614274	Gonzales	Speedy
A	040000001	5041535398	Hawk	Henery
A	040000001	4781308206	Le Pew	Pepe
A	040000001	9708511216	Leghorn	Foghorn
A	040000001	8319001210	Pig	Porky
A	040000001	3806473121	Pig	Petunia
A	040000001	0347106026	Pussycat	Penelope
A	040000001	8849195418	Runner	Road
A	040000001	1320777841	Warner	Dot

Step 7: Clear Staging Data

As a final step, clear out the staging data.

1. From the MSDS main menu, click "Student Data Submission..." Then select "Data Staging Area."

The screenshot shows the MSDS Home page. On the left is a navigation menu with options: MSDS Home, Manage Collections..., Manage Users..., System Maintenance..., Manage Requests..., Administrative Reports..., Student Data Submission..., Upload File, Uploaded File Status, Data Staging Area (highlighted with a yellow arrow), and Student Data Downloads. The main content area features the title 'Michigan Student Data System', a photo of three students, and a 'What's New' section with an announcement about 'MSDS Spring Early Childhood Available' and 'Important Dates'.

2. Enter your entity code and select the collection. Then click "Filter."

The screenshot shows the 'Staging Area' interface. It includes a filter section with the following criteria: Submitting Entity (Northeast Michigan Community Service Agency), Collection (Request for UIC Collection), and Certification Status (Select One). Below the filter is a table with the following data:

Collection	Submitting Entity	Students	Certification Status	Last Certified	Upload	Download	Delete	Collection Open?	Certification Available?	Rerun Validation
Request for UIC Collection	Northeast Michigan Community Service Agency (040000001)	17	Certification not Required		Upload	Download	Delete	Yes	No	Rerun Validation

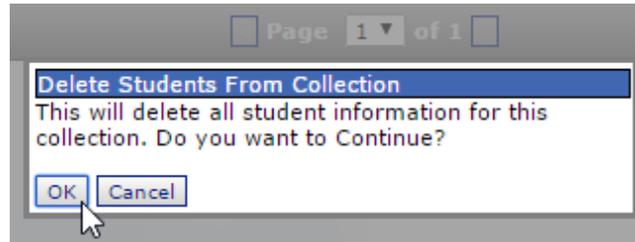
At the bottom, there is a pagination bar showing 'Page 1 of 1' and buttons for 'Excel' and 'Export'.

3. Once UIC information has been downloaded, there is no purpose retaining the records in the staging area.

- a. To clear staging data, click "Delete."

This is a close-up of the table row from the previous screenshot, focusing on the 'Delete' button. A yellow arrow points to the 'Delete' link, which is highlighted in blue. The 'Collection Open?' column shows 'Yes'.

4. A message box will appear asking for confirmation. Click OK.”



5. The staging area will report the deletion.

Staging Area

✓ Student information was successfully cleared for the Request for UIC Collection Collection.

* = Required

Select your filter criteria...

Submitting Entity: [Add New Collection](#)

Collection:

Certification Status:

[Filter](#) [Clear](#)

Your search yielded 1 result(s).

Collection	Submitting Entity	Students	Certification Status	Last Certified		
Request for UIC Collection	Northeast Michigan Community Service Agency	17	Certification not Required		Upload	Download