Ed-ID for Staff: Staff Create via Upload

Here are the instructions for how to create an Ed-ID for staff via upload of a csv template.

Please read these general guidelines for templates before proceeding. Failure to follow these guidelines will result in potential errors and/or data validation issues.

Link to Template
Staff Create Request Template

Click the " ⬇ " icon to download the file. If you don't see the icon, click the three dots to the right [⬛ ⊞ 🖨 ⋮], then select "Download".

IMPORTANT! Please conduct a search for a staff member before you add them to this template. This template should ONLY be used to request new Ed-IDs for staff who are not licensed, yet need access to the IDOE LINK Portal. Educators seeking an Indiana license should request a school personnel number (SPN) via the Licensing Verification and Information System (LVIS).

Completing the Staff Create Request Template:

* Required field

1. Enter the **FirstName***. This is a legal birth name from a birth certificate or legal documentation. Do not report a nickname or name the staff member prefers.

2. Enter the **MiddleName**.

3. Enter the **LastSurname***. This is a legal birth name from a birth certificate or legal documentation. Do not report a nickname or name the staff member prefers.

4. The fifth field is **NameSuffix.** Only enter data here, such as Jr, II, III, if this is part of their legal name. Otherwise, leave this field blank.

5. Enter **BirthDate*** as provided by a staff member's birth certificate, written as text as "MM/DD/YYYY".
Note: Be careful when entering data from non-US birth certificates, as the month/day are commonly written as day/month.

6. Enter **LastFourSSN***. This is the last four digits of the social security number.

7. Enter **Race***. This data should have been collected on the ["Collecting Racial and Ethnic Data" form, Part 2](#). A more comprehensive guide for connecting geographic/national origin with a race can be found [here](#).

American Indian - Alaskan Native
Asian
Black - African American
Hispanic Ethnicity and of any race
Multiracial (two or more races)
Native Hawaiian - Pacific Islander
White
Unknown

8. Enter **Sex***.

Female
Male
Unknown

9. Enter **SubmissionNotes** This is an optional field and may include notes for IDOE staff to review. Do not include any special characters such as commas, etc. in this field.

Remember: Templates must be saved as a CSV file (with cells formatted as text) and zipped before uploading in order to process correctly.