

Guide to Importing Users with Multiple Roles



Maryland Comprehensive Assessment Program

Version 1.0

ELA/L, Mathematics, MISA, Social Studies

Guide to Importing Users

Document Revisions

Revision Date	Version	Description
9/2026	1.0	Initial Version

If assistance is needed, contact the Customer Support Center at **888-639-0690** or visit support.mdassessments.com and select **Support**.

Purpose

The purpose of this document is to provide instructions for importing multiple users with various roles or assigning multiple roles to an individual user in LaunchPad.

Steps to Creating Users

In LaunchPad menu > Data Import > Single File Upload

- Click **Upload File > Non-Student Users** (Confirm School Year is accurate) • Download the Users with Multiple Roles Template
- Fill in details for the users and roles to be created. **Once the file is filled out:**
- Save as CSV
- Choose the file and select **Upload File**

Overview of User Accounts for LaunchPad & TIDE

User accounts are granted to educators and administrators who require access to TIDE. All user accounts are assigned to at least one organization (e.g., a school or district) and are associated with a username and email address.

List of Roles

- **Local Accountability Coordinator (LAC)** - Primary LEA assessment coordinator for local administration and accountability activities.
- **Hotline Direct Administrator (HLD)** - Accesses LEA-level student information, monitors Learning in Danger resolution, and supports the LAC.
- **District Report Administrator (DRA)** - Views LEA student information, resets and invalidations, and LEA-wide student score reports in CRS.
- **School Test Coordinator (STC)** - Accesses school-level student information and coordinates assessment administration for assigned schools.
- **Special Education Coordinator (SPED)** - Accesses school-level student information and supports appropriate accommodations and accessibility for students with disabilities.
- **School Report Administrator (SRA)** - Views resets and invalidations within the assigned LEA and school-level student score reports in CRS.
- **Test Administrator (TA)** - Accesses school-level student information and administers online or paper assessments, as needed.

Column	CSV Header	Field Name	Required Y/N	Field Definitions	Valid Values
A	sourcedid	Sourced ID	Y	The username will be the same as the email address (column H).	This will match the user's email address.
B	orgSourcedIds	Org Sourced IDs	Y	This will be the Source ID for the org to which the user will be uploaded.	Organization ID 6-digits in MD includes LEA Code
C	Role	Role	Y	The role/permissions that the user should have.	Local Accountability Coordinator (LAC), Hotline Direct Administrator (HLD), District Report Administrator (DRA), School Test Coordinator (STC), Special Education Coordinator (SPED), School Report Administrator (SRA), Test Administrator (TA)
D	username	User Name	Y	The username will be the same as the email address (column H).	This will match the user's email address.
E	firstName	First Name	Y	The full first name of the user.	Alpha Space
F	lastName	Last Name	Y	The full last name of the user.	Alpha Space
G	identifier	Identifier	Y	The username will be the same as the email address (column H).	This will match the user's email address.
H	email	Email	Y	Email assigned from the LEA school. This should NOT be a private account.	User's email address assigned by school or LEA
I	status	Status	Y	Status of user account.	Active Inactive