

Guide to Importing Users into LaunchPad



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 the information needed when assigning additional users to LaunchPad for access to TIDE.

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 Template
- Fill in details for the specific user role to be created **Once the file is filled out then:**
- Save as CSV
- Select the Role you are creating – roles in LaunchPad listed below (a user import is needed by role, example: if creating STCs upload the STCs and another file will be needed for Teachers)
- Choose file and 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** – Perform all system-related tasks and access all organization data.
- **School Test Coordinator** – Create, edit, and delete test sessions. View, create, edit, move, and delete students. View shipments page and shipping details. View and download reports.
- **Test Administrator** – Administer tests and view organizations.
- **District Reporting Administrator** – View and share reports. View Users.
- **Reporting Administrator** – View and share reports.

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 G).	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	username	User Name	Y	The username will be the same as the email address (column G).	This will match the user's email address.
D	firstName	First Name	Y	The full first name of the user.	Alpha Space
E	lastName	Last Name	Y	The full last name of the user.	Alpha Space
F	identifier	Identifier	Y	The username will be the same as the email address (column G).	This will match the user's email address.
G	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
H	status	Status	Y	Status of user account.	Active Inactive