

Student Information Submission

About the Import Utility

The Student Data Import Utility allows a school to submit a list of all of their students with the necessary information required to update student information within the Career Cruising system. Using the data in the file, the utility will perform the following functions:

- Create portfolios for all new students.
- Deactivate student portfolios not listed in the file (e.g. students no longer attending a school in the district).
- Update grade level and school of all portfolios, if necessary.

Please follow these guidelines when preparing your electronic files for importing into the portfolio system:

- Files must be an Excel spreadsheet (.XLS or .XLSX).
- No fixed-width columns.
- Data can either be quoted or un-quoted, but should be consistent throughout.

Data Fields for the Career Cruising Upload:

Username	First Name	Last Name	Gender	Grade	Password	School Name	Email Address
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- The fields Username, First Name, Last Name, Gender, Grade and School Name are mandatory and must be provided. Format restrictions:
 - ♦ **Username:** Alphanumeric, 50 characters maximum.
 - The following characters are reserved and cannot be used in the username: - (hyphen), ' (apostrophe), % (percent). If they are present in the username column they will be removed. If possible, use only letters and numbers.
 - If students have a unique student number, we recommend using this in their portfolio username. If your school recycles student ID numbers, you will need to select a different unique identifier that will never be given to a future student at your school.
 - Do not use student names as usernames. If two students have the same name, only one can use it.
 - ♦ **First Name:** Alphanumeric, 50 characters maximum.
 - ♦ **Last Name:** Alphanumeric, 50 characters maximum.
 - ♦ **Grade:** Number, 2 characters maximum.
 - ♦ **Gender:** M or F.
- The Password field need only be provided if you wish secure or patterned passwords to be assigned to accounts during the upload. Otherwise, the Password column can be omitted. Supplied passwords **must be unique**, and cannot be the same as, or contained in, the student's username.
- The Email Address field should only contain district e-mail addresses. It can be omitted, but we encourage districts to provide e-mail addresses if possible in order to aid password retrieval.

Career Cruising Username / Password Formats

Usernames must be unique to each student, and must not be recycled from earlier years. The best choice for usernames is the student's school-issued student number or district-issued e-mail address, as long as that information is unique and non-recycled. Usernames should not include information that changes from year to year, such as the student's grade or anticipated year of graduation.

Option 1: District E-mail Addresses:

Districts that have issued students with e-mail addresses can opt to use those addresses as their Career Cruising usernames, as long as there is 1 address per student and addresses are never assigned to another student (i.e., district e-mail addresses are unique and non-reusable). All e-mail addresses within a district to be used as usernames must have the same domain. Districts that opt to use e-mail addresses as usernames may choose to supply secure passwords or to have random passwords assigned.

[Username Prefix Required](#): No

[Forced Password Change](#): Optional

Option 2: Usernames with [Random Passwords](#):

Districts may choose to have our system assign random 6-digit passwords for student portfolios. This option does not require a username prefix and districts can choose whether or not to require students to select a new password. Any type of username can be used. **Please note** that only passwords generated by the upload process can be considered as random for our purposes.

Username Prefix Required: No

Forced Password Change: Optional

Option 3: Usernames with [Secure Passwords](#):

Districts that have already assigned usernames and secure passwords to students for school use can supply them to Career Cruising for upload to the database. Confirmation that the passwords are secure will be required from the district. A district prefix to the username is required.

Username Prefix Required: Yes

Forced Password Change: Optional

Option 4: [Secure Usernames](#) with [Patterned Passwords](#):

Districts with secure student usernames may choose to adopt date of birth as an initial password for students. This will allow educators to instruct students to login to their portfolios with their username and date of birth. When the student logs into their portfolio for the first time, they will be required to select a new password. Confirmation that the usernames are secure will be required from the district. A district prefix to the username is required.

Username Prefix Required: Yes

Forced Password Change: Yes

Sending Files

Please include the following information in the body of your email:

- School name(s) in full, along with the school code used in the data file.
- School address
- Contact name, phone number, and email.

The school contact will be asked to confirm the student data file prior to uploading. If you are submitting the file on behalf of the school contact, please let them know that they will need to sign-off on the file before we can proceed. Their immediate attention is greatly appreciated to avoid delays in uploading.

Please send complete files to: portfoliosupport@careercruising.com

Once your file has been received, you will receive a confirmation notice at the contact email listed. Correctly formatted files will be imported within 7-10 business days. We recommend submitting files at least two weeks prior to when you intend to use the program to avoid delays in getting started.

Any changes to the information after the upload is completed will be the responsibility of the school directly. Administrative fees apply for the deletion and re-upload of any files. Deletions cannot be performed if students have begun using their portfolios.

If you have any questions, please don't hesitate to contact us at 1-800-965-8541 ext. 101.

Definitions:

Secure Usernames / Passwords:

Data that is considered secure is not distributed publicly and is not readily discernable through basic knowledge of the student. For instance, the student's birthday or phone number is not secure data.

Patterned Data:

Currently, the only patterned data that Career Cruising accepts for use in passwords is the student's birthday, and only with the restriction that the password must be changed the first time that the student logs in.

Random Passwords:

Career Cruising can automatically assign randomly-generated 6-digit passwords to students when the data file is uploaded. Only the passwords generated by Career Cruising can be considered random. Uploaded passwords generated by clients are considered secure if the criteria for secure data are met, and thus their use requires a username prefix.

Username Prefix:

Prefixes are unique to each district and are made up of 2 – 4 characters (any letter or number), plus a hyphen. When a district elects to use a prefix with usernames, all existing usernames will have the prefix added. Username prefixes help to ensure the uniqueness of all username and password pairs regardless of school.

Forced Password Change:

Selecting this option requires that a student change their password the first time that he or she logs into the account. New passwords must be a minimum of 6 characters long and must include at least one letter and one number. As well, new passwords cannot be the same as the old password and cannot be the same as the username. Enabling this on an account that did not have it applied before will affect **all existing student accounts**, as well as new ones.