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Section 4. User File Layout

Below is a full list of fields that are included in the User File Import, when multiple users need to be added to or updated in PearsonAccess^{next}. This table includes the name of each field, field definitions, field length requirements, and expected values. Also, it indicates if the field is required for a successful import.

Column Letter	Field Name	Required Y/N	Field Length (Max)	Field Definitions	Field Notes and Validations	Expected Values
A	Action	Y	1	Contains the code representing the action to be taken for the record.	<p>If attempting to create a new user and the username already exists in the system, the record will cause an error.</p> <p>If attempting to update a record and the username provided does not exist in the system, the record will cause an error.</p>	C = Create U = Update
B	Username	Y	100	Must be a unique username.	It is recommended this field matches the user's email address to ensure the username is unique.	A-Z a-z 0-9 ! # \$ % ^ & * + { } = / ' ? ~ @ No embedded spaces
C	First Name	Y	50	The user's first name.		A-Z a-z 0-9 . - ,

Column Letter	Field Name	Required Y/N	Field Length (Max)	Field Definitions	Field Notes and Validations	Expected Values
D	Last Name	Y	50	The user's last name.		A-Z a-z 0-9 . - ,
E	Email	Y	100	The user's email address.	This must be a properly formatted email address.	A-Z a-z 0-9 ! # \$ % ^ & * + { } = / ' ? ~ @ No embedded spaces
F	Authorized Organization	Y	Variable	Contains the organization code(s) associated with the user. Most users will have only one organization listed and will have access to that organization and all of its children organizations.	Can only create/modify organizations for users that are within the list of organizations that the user submitting the file has access to. Multiple organization codes must be separated with a colon (e.g. 12340000:43210030).	A-Z 0-9 :

Column Letter	Field Name	Required Y/N	Field Length (Max)	Field Definitions	Field Notes and Validations	Expected Values
G	Roles	Y	Variable	The role codes associated to a user. The values in this field should represent all roles associated with the user.	Can only create/modify roles for users that are within the list of roles the user submitting the file has access to. Multiple role codes must be separated with a colon (e.g. SCHOOL_TEST_COORDINATOR:TECHNOLOGY_COORDINATOR).	DISTRICT_TEST_COORDINATOR SCHOOL_TEST_COORDINATOR TEST_ADMINISTRATOR TECHNOLOGY_COORDINATOR PUBLISHED_REPORTS
H	Active Begin Date	N	10	Identifies when a user account becomes active. Users will not be allowed to log into PearsonAccess ^{next} before this date.	If left blank, the system will default to the import date.	MM/DD/YYYY
I	Active End Date	N	10	Identifies when a user account becomes inactive. If the user account has expired, the user will receive an error message upon log in.		MM/DD/YYYY
J	Disabled	Y	3	Identifies whether the user's account is disabled.	Use this field when a user will never need to access the system again (e.g., the user retires or changes jobs).	Yes No
K	Disabled Reason	Y*	1000	Identifies the reason given as to why the user account has been disabled.	* This field is required if disabled field (column J) is set to Yes.	A-Z 0-9

Appendix A

Frequently Asked Questions (FAQs)

PearsonAccess^{next} Usernames and Passwords

Usernames

Q. How many characters should a Username have?

A. User IDs must have between 8 and 32 characters.

Passwords

Q. What is the History of Password setting?

A. Five historic passwords are retained and cannot be reused.

Q. How many characters do passwords need to have?

A. Passwords must have between 8 and 32 characters.

Q. Is a non-alpha character required in each password?

A. Yes.

Q. What are the password complexity rules?

A. Passwords must contain at least 3 of the following:

- Number
- Lowercase character
- Uppercase character
- Special character except < > ' ` - " ;

Q. Will users be locked out for trying incorrect passwords?

A. Users will be locked out after five incorrect password attempts.

Q. Will I be notified if my password is about to expire?

A. Users will receive an email notification seven days before their password expires.

Q. What is the number of days for password auto-expiration?

A. Passwords expire after 180 days.

Inactive Accounts

Q. How long can a user account be inactive before it is disabled?

A. User accounts will be disabled after 240 days of inactivity.

Q. How long can a user account be inactive before it is placed in deleted status?

A. User accounts will be deleted after 390 days of inactivity.