The files for upload into the TSDS system are housed in third Party Extracts of the Student and Finance modules respectively.

# File Creation

# Finance > Reports > Third Party Finance Extracts

To create your staff file:

* Select the **TSDS Unique Identifier Staff Extract**
* Select the **Mode**:
  + ***Batch*** = runs for *all* staff with a position history for the selected school year, regardless of employment status
  + ***Missing*** = runs for all staff with a position history for the selected school year without a UID
* Select the **Instructional Period** – this will default to the active school year
* Select the **Campus** – to run for all, use the option ending with ***000***
* Set the **Effective Date** when that is the Mode selected
* Click 
* The file will open as a Notepad document – Save this to your computer where it can be easily found. The system will name the file properly for you.

# 

# TSDS Upload/Download

# Log into the Texas Student Data System (TSDS) portal through your TEAL login.

# Important – TEAL/TSDS only works in Internet Explorer. Do NOT attempt to log in more than twice. This will lock you out of your account.

# On the TSDS landing page, ensure you are in the correct district (for users with multi-district access)

# Click on Manage Unique IDs

# 

# Click on the Unique ID menu bar

# 

# Choose Upload File

# 

# Click Browse and find the file on your machine.

# Click Upload.

# The screen will go to the Status bar – Click

# You should now see the Uploaded Files list. Click Assign Unique ID to move on.

# 

# The screen goes back to the Status bar – click again.

# You will now have the option to Resolve Near Matches and/or Assign Unique IDs.

# 

# Choose one of the employees in the list. TSDS will highlight the differences in the Master Record and the Submission Record.

# 

# Double-check your HR packet (Driver’s License, Social Security Card, Passport…) to verify whether the Submission Record or the Master Record is correct.

# If the Master Record is correct, update WebSmart to match the information in the Master Record.

# If the Submission Record (the information you pulled from WebSmart) is correct, you will need to Update Master.

# 

# \*\*Do not ever choose “Create New ID” – this can cause all sorts of problems when PEIMS rolls around and an employee has more than one UID\*\*

# Once you’ve worked through all of your Near Matches, you will be taken to the following screen:

# 

* Click on **Download Unique ID**. This triggers TSDS to create your extract file.
* Then, click on **Download**. This will open a new Notepad document.
* Completely delete the **Header** and **Footer** row of the document – if this step is not completed, the **Import** function will not execute.
* Save the Notepad document to your machine.

# File Import

# Admin > Admin > Data Management > Import/Export

# In the Admin module, go to Admin > Data Management > Import/Export

# Choose the Staff Unique Identifier Import

# 

# Click Choose File and find the file you downloaded from TSDS on your machine.

# Click Import Data.

# If the import was successful, you will see a summary screen showing how many records were imported.

# Your HR files will be updated with the UIDs according to the schedule set in your database (Generally every 5 to 15 minutes).