

PAsecureID Fall 2011 (PreK – Grade 12)

Presenters

Ellen Gemmill

Eugene Pleszewicz

Moderator

Rose Cramer

**Tom Corbett,
Governor**

**Ron Tomalis,
Secretary of Education**



pennsylvania
DEPARTMENT OF EDUCATION

Division of Data Quality

**Tom Corbett,
Governor**

**Ron Tomalis,
Secretary of Education**

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PA Department of Education

Mission Statement



The mission of the Pennsylvania Department of Education is to lead and serve the educational community, to enable each individual to grow into an inspired, productive, fulfilled lifelong learner.

Objectives

- Provide an overview of PAsecureID:
 - key functions in PAsecureID
 - PAsecureID resources
- Identify PAsecureID common problems and resolutions
- Introduce changes and updates to the program
- Define typical user processes in PAsecureID
- Ensure that users at each LEA understand basic PAsecureID functions and can troubleshoot non-data related issues



Common Problems Encountered

and their solutions

- Cannot find ID/Questionable ID found
 - *How to research*
- Accidentally Created a Duplicate ID
 - *Retirements can only be performed by PDE*
- Shared IDs
 - *Separations can only be performed by PDE*
- Presented with a near match
 - *How to resolve the near match*
- Batch Files will not Upload
 - *How to format a spreadsheet correctly*
- Incorrect Information in PAsecureID
 - *How to interpret error messages and make corrections*

Changes and Updates

Race and ethnicity codes

LEAs will be required to collect race/ethnicity data from students using the two-question format in order to satisfy federal requirements.

The student is first asked to choose one of the following designations:

- Hispanic or Latino
- Not Hispanic or Latino

The student will then be asked to choose one or more races (check all that apply) from the following five racial groups:

- American Indian or Alaska Native
- Asian
- Black
- Native Hawaiian or other Pacific Islander
- White

If the student responds to the first question with "Hispanic," then regardless of whatever is selected in the second question, he/she is reported as Hispanic.

If the student responds to the first question with "Not Hispanic," and chooses more than one race in the second question, then he/she is reported as Multi-racial.

Changes and Updates

Hyphenated Last Names

As a rule, LEAs are instructed to use legal names, i.e., those recorded on birth certificates.

However, some students may have a hyphenated last name. In this situation, the student and his/her family should be permitted to choose whether one or both of the last names will be used on enrollment and PIMS information.

When enrolling a *new* student, do your best to determine how the last name will be used. For a *transfer* student, determine what name was used in the previous district and make every effort to remain consistent.



Websites and Documentation

Website

PAsecureID is accessed through the PDE home page

User IDs

To obtain a user ID and password, contact the PIMS help desk at 1-800-661-2423.

Help

Relevant documents related to PAsecureID can be found within the Document Repository:

[PDE Home Page](#) → [Programs](#) → [Programs O-R](#) → [PAsecureID](#) → [PAsecureID Document Repository](#)

PAsecureID – Purpose

PDE implemented PAsecureID in 2006 to provide a unique and consistent identification number to each student educated in Pennsylvania.



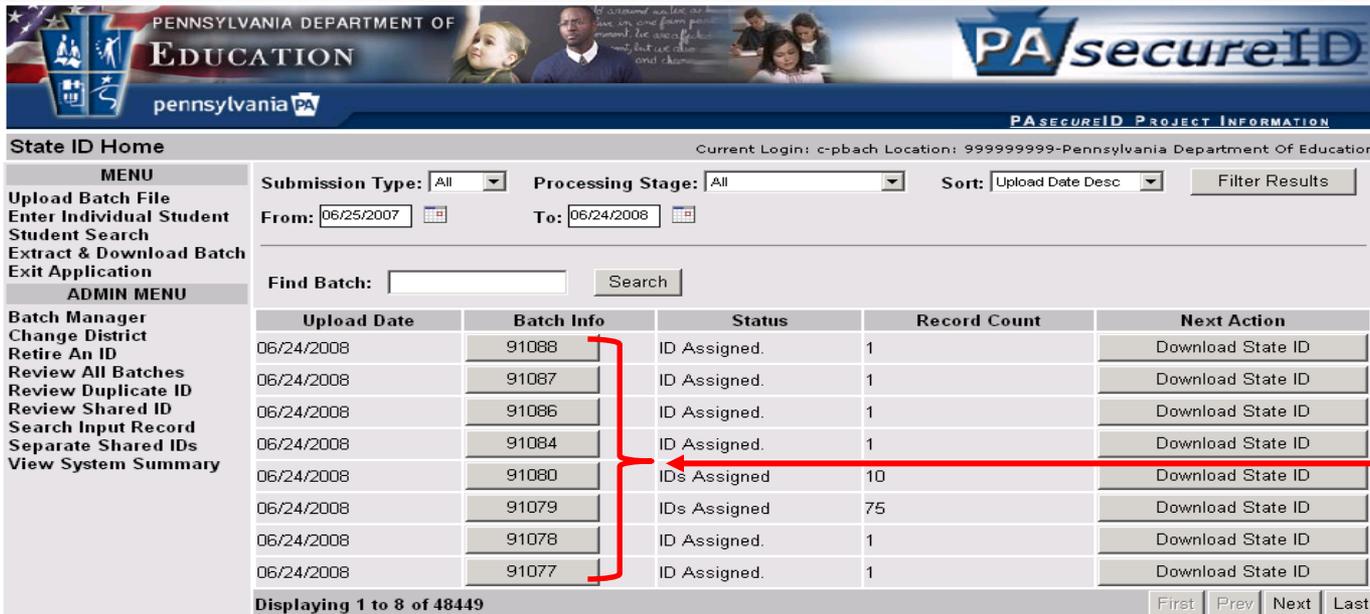
The same PAsecureID is associated with a student:

- as she transfers in to or out of any LEA (Local Education Agency) within Pennsylvania
- in the event she moves out of and then re-enters the Pennsylvania education system.

PAsecureID Home Page

Four key functions

- 1. Upload Batch File:** upload data for multiple students in a student batch file
- 2. Enter Individual Student:** input data for 1–10 students for editing, updating data, or assigning an ID
- 3. Student Search:** search for individual student records
- 4. Extract & Download Batch:** extract and download different types of batch output files (not covered in this presentation)



PAsecureID PROJECT INFORMATION

State ID Home Current Login: c-bach Location: 999999999-Pennsylvania Department Of Education

MENU
Upload Batch File
Enter Individual Student
Student Search
Extract & Download Batch
Exit Application

ADMIN MENU
Batch Manager
Change District
Retire An ID
Review All Batches
Review Duplicate ID
Review Shared ID
Search Input Record
Separate Shared IDs
View System Summary

Submission Type: All Processing Stage: All Sort: Upload Date Desc Filter Results

From: 06/25/2007 To: 06/24/2008

Find Batch: Search

Upload Date	Batch Info	Status	Record Count	Next Action
06/24/2008	91088	ID Assigned.	1	Download State ID
06/24/2008	91087	ID Assigned.	1	Download State ID
06/24/2008	91086	ID Assigned.	1	Download State ID
06/24/2008	91084	ID Assigned.	1	Download State ID
06/24/2008	91080	IDs Assigned	10	Download State ID
06/24/2008	91079	IDs Assigned	75	Download State ID
06/24/2008	91078	ID Assigned.	1	Download State ID
06/24/2008	91077	ID Assigned.	1	Download State ID

Displaying 1 to 8 of 48449 First Prev Next Last

The main page also displays all batch submissions

Obtaining a PAsecureID

- *Assigning a New ID*
- *Retrieving an Existing ID*

How to Obtain a PAsecureID

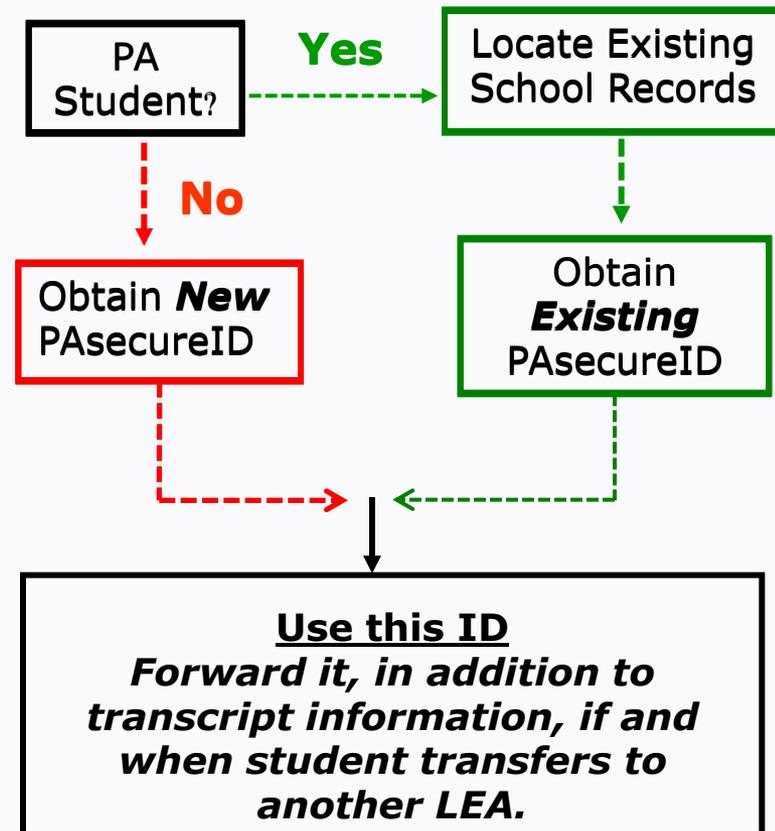
Has this student **EVER** been educated by a Pennsylvania educational institution?

Follow the 'Yes' path.

Is this student:

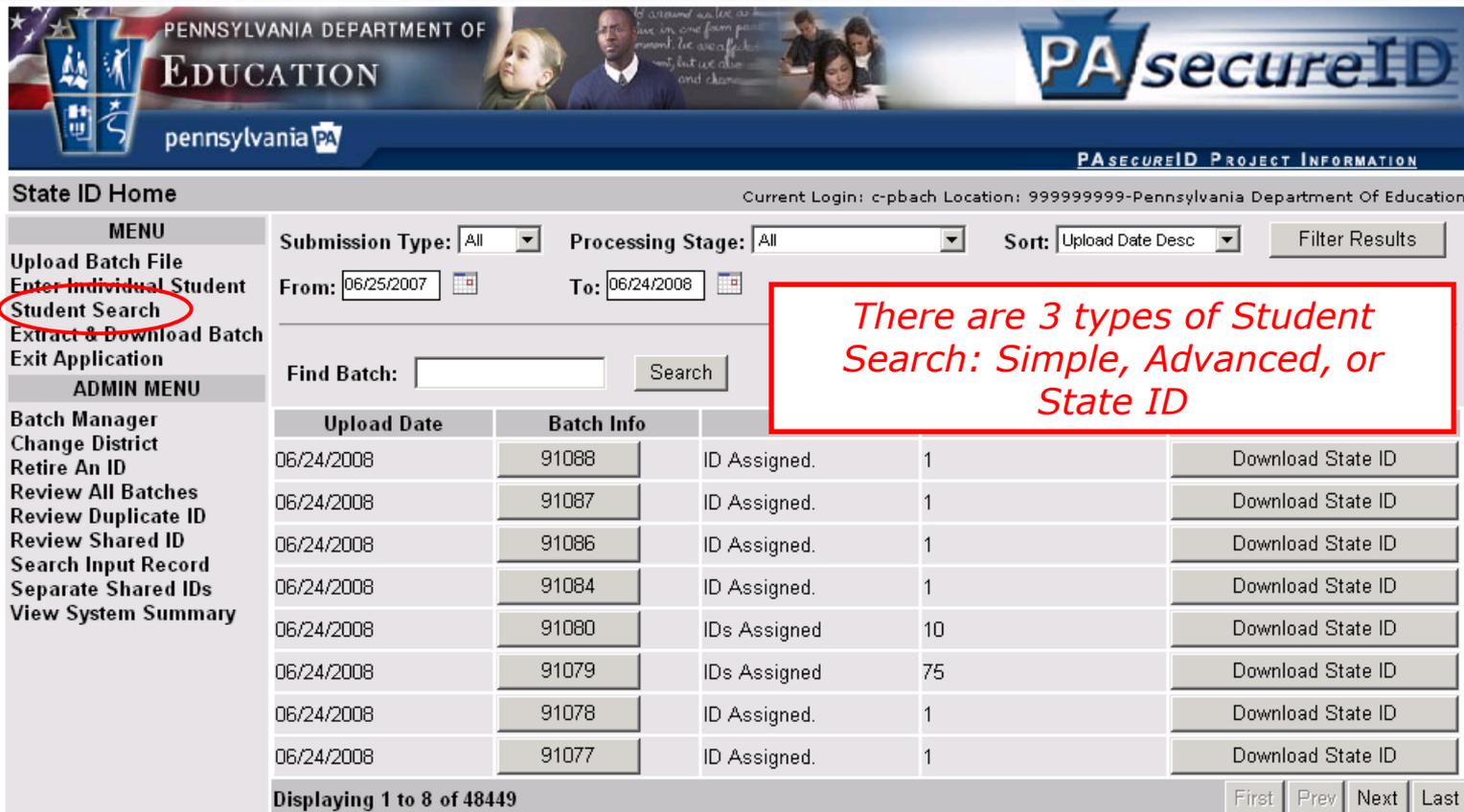
- entering school for the first time
- transferring in from outside the Commonwealth?

Follow the 'No' path.



Look for an Existing ID number

Use "Student Search"



State ID Home

Current Login: c-pbach Location: 999999999-Pennsylvania Department Of Education

MENU

- Upload Batch File
- Enter Individual Student
- Student Search**
- Extract & Download Batch
- Exit Application

ADMIN MENU

- Batch Manager
- Change District
- Retire An ID
- Review All Batches
- Review Duplicate ID
- Review Shared ID
- Search Input Record
- Separate Shared IDs
- View System Summary

Submission Type: All Processing Stage: All Sort: Upload Date Desc Filter Results

From: 06/25/2007 To: 06/24/2008

Find Batch: Search

Upload Date	Batch Info			
06/24/2008	91088	ID Assigned.	1	Download State ID
06/24/2008	91087	ID Assigned.	1	Download State ID
06/24/2008	91086	ID Assigned.	1	Download State ID
06/24/2008	91084	ID Assigned.	1	Download State ID
06/24/2008	91080	IDs Assigned	10	Download State ID
06/24/2008	91079	IDs Assigned	75	Download State ID
06/24/2008	91078	ID Assigned.	1	Download State ID
06/24/2008	91077	ID Assigned.	1	Download State ID

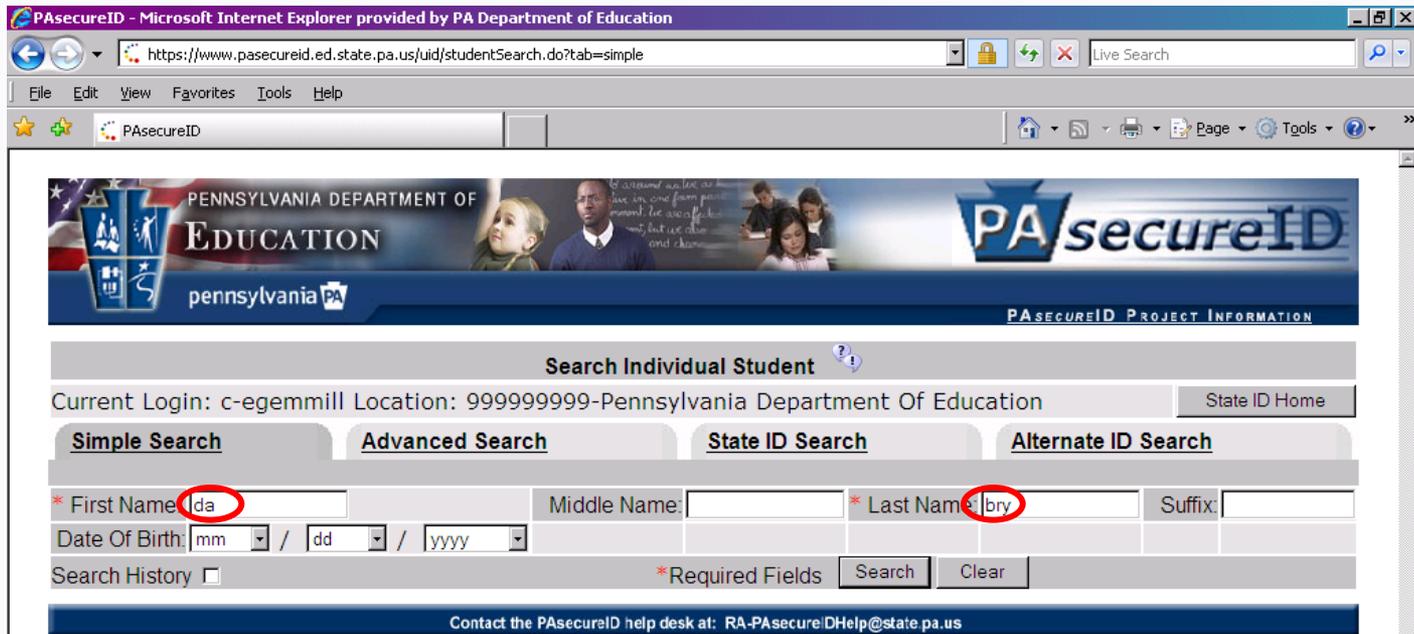
Displaying 1 to 8 of 48449

First Prev Next Last

There are 3 types of Student Search: Simple, Advanced, or State ID

Simple Search

Using only first and last names



PAsecureID - Microsoft Internet Explorer provided by PA Department of Education

https://www.pasecureid.ed.state.pa.us/uid/studentSearch.do?tab=simple

File Edit View Favorites Tools Help

PAsecureID

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PAsecureID

PAsecureID PROJECT INFORMATION

Search Individual Student

Current Login: c-egemmill Location: 999999999-Pennsylvania Department Of Education [State ID Home](#)

Simple Search Advanced Search State ID Search Alternate ID Search

* First Name: Middle Name: * Last Name: Suffix:

Date Of Birth: / /

Search History *Required Fields

Contact the PAsecureID help desk at: RA-PAsecureIDHelp@state.pa.us

v. 8.0.2

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It is not necessary to enter complete names; a partial name entry will still yield effective results. For example, Daniel Bryant could be searched as shown above.

Search Result

All possible matches are displayed



Search Individual Student

Current Login: c-egemmill Location: 999999999-Pennsylvania Department Of Education

[State ID Home](#)

[Simple Search](#)

[Advanced Search](#)

[State ID Search](#)

[Alternate ID Search](#)

* First Name: Middle Name: * Last Name: Suffix:

Date Of Birth: / /

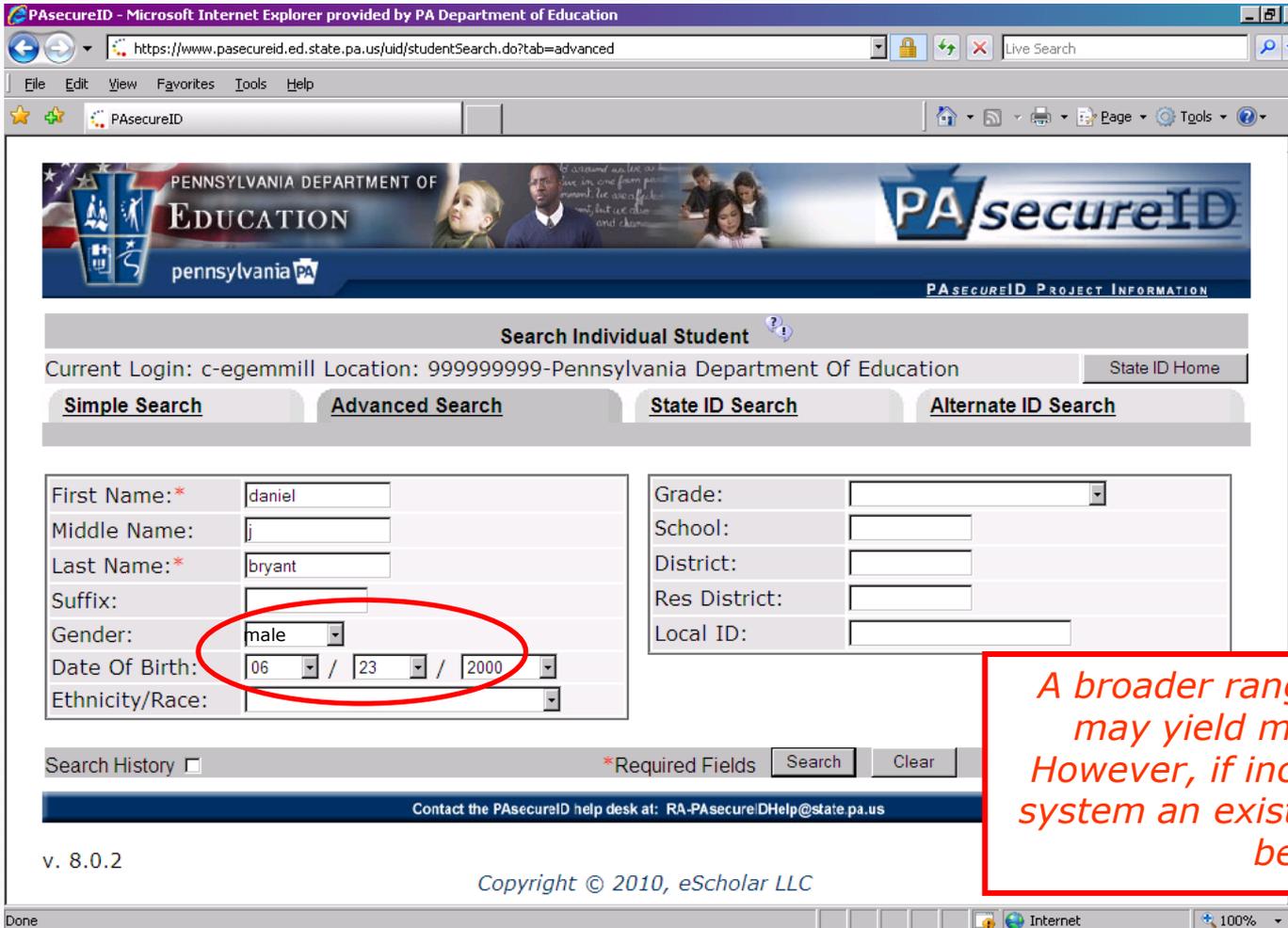
Search History *Required Fields

Search Results

State ID	Last Name	First Name	Middle Name	Suffix	Date Of Birth	Gender	District	School	Race(s)	SSN	Match Probability
<input type="text"/>	BRYAN	DANIEL			09/20/1995	MALE	<input type="text"/>	<input type="text"/>	White (Non-Hispanic)	Not Present:	
<input type="text"/>	Bryan	David	F		07/25/1997	MALE	<input type="text"/>	<input type="text"/>	White (Non-Hispanic)	### # #####	
<input type="text"/>	Bryan	Dawn	M		06/07/1970	FEMALE	<input type="text"/>	<input type="text"/>	White (Non-Hispanic)	### # #####	
<input type="text"/>	BRYANT	DANAYE	R		03/03/1992	FEMALE	<input type="text"/>	<input type="text"/>	Black (Non-Hispanic)	### # #####	
<input type="text"/>	BRYANT	DANMOND	C		11/18/1992	MALE	<input type="text"/>	<input type="text"/>	Black (Non-Hispanic)	Not Present:	
<input type="text"/>	Bryant	Da'Meeisha	Ray		01/01/1995	FEMALE	<input type="text"/>	<input type="text"/>	Black (Non-Hispanic)	Not Present:	
<input type="text"/>	Bryant	Daniel	C		10/23/1998	MALE	<input type="text"/>	<input type="text"/>	White (Non-Hispanic)	Not Present:	

Advanced Search

Using additional student data



PAsecureID - Microsoft Internet Explorer provided by PA Department of Education

https://www.pasecureid.ed.state.pa.us/uid/studentSearch.do?tab=advanced

PAsecureID

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PAsecureID

PAsecureID PROJECT INFORMATION

Search Individual Student

Current Login: c-egemmill Location: 999999999-Pennsylvania Department Of Education State ID Home

Simple Search Advanced Search State ID Search Alternate ID Search

First Name:* daniel

Middle Name: j

Last Name:* bryant

Suffix:

Gender: male

Date Of Birth: 06 / 23 / 2000

Ethnicity/Race:

Grade:

School:

District:

Res District:

Local ID:

Search History *Required Fields Search Clear

Contact the PAsecureID help desk at: RA-PAsecureIDhelp@state.pa.us

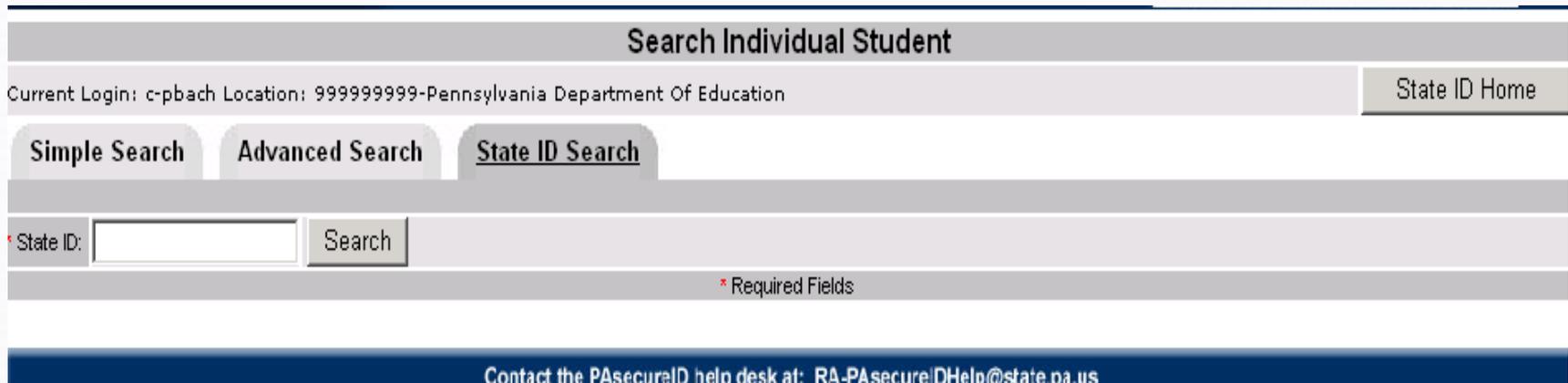
v. 8.0.2

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A broader range of search criteria may yield more exact results. However, if incorrect data is in the system an existing student may not be found.

State ID Search

Using the "State ID" option



The screenshot shows the "Search Individual Student" interface. At the top, it displays the current login and location: "Current Login: c-pbach Location: 999999999-Pennsylvania Department Of Education". A "State ID Home" link is visible in the top right. Below this, there are three search options: "Simple Search", "Advanced Search", and "State ID Search", with "State ID Search" being the selected option. A search form is present with a "State ID:" label, an input field, and a "Search" button. A red asterisk and the text "* Required Fields" are located below the input field. At the bottom of the interface, there is a contact information link: "Contact the PAsecureID help desk at: RA-PAsecureIDHelp@state.pa.us".

This search allows user to search by a known ID; useful if ID is valid and student data is wrong, or if an ID has been retired

Creating a New PAsecureID

Two methods



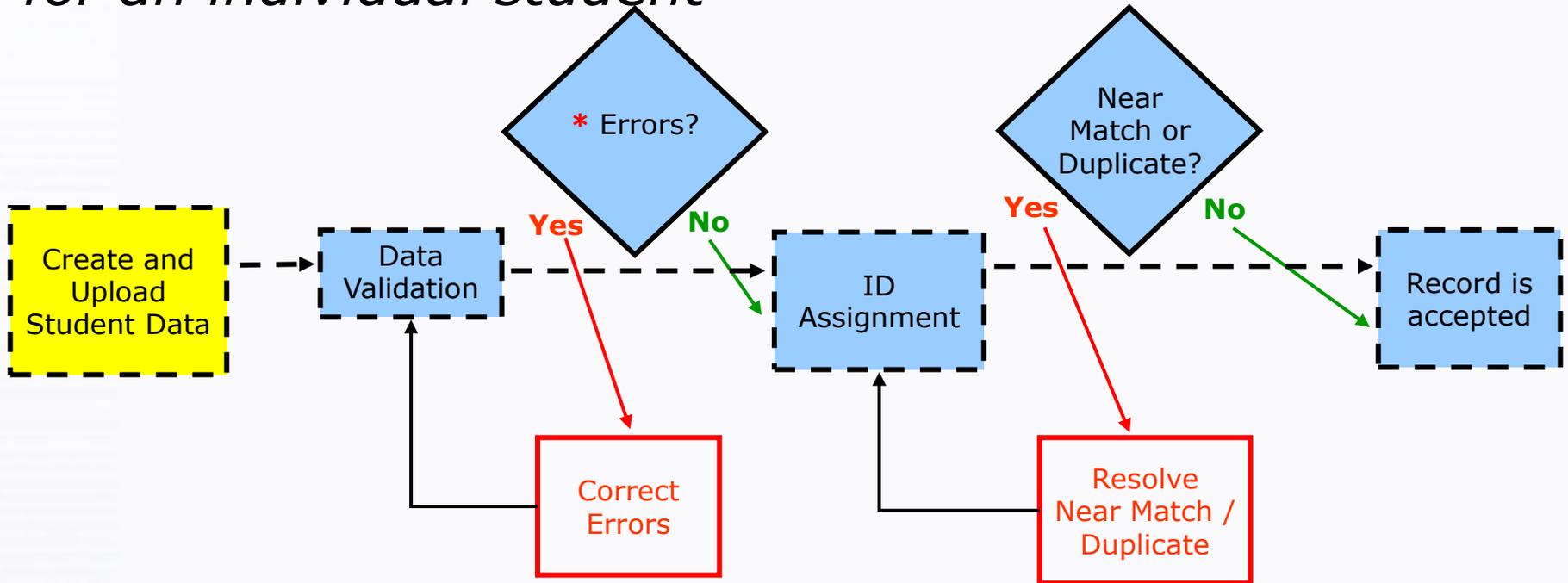
1. Enter Individual Student – used for one student at a time or for a small number of students (10 or less)

2. Batch Upload - used for assigning or updating State IDs when there are a large number of student records to be processed



Creating an ID for Individual Student(s)

Process for New ID *for an individual student*



When entering student data:

- use date of birth from birth certificate
- use student's middle name
- enter **only** legal names; no nicknames or abbreviations



These functions are performed automatically by the PAsecureID system

* Errors can consist of incorrect data entry, near matches, or duplicates

Starting the Process

PAsecureID - Microsoft Internet Explorer provided by PA Department of Education

File Edit View Favorites Tools Help

Address <https://www.pasecureid.ed.state.pa.us/uid/uid001.jsp;jsessionid=4E664EACBF582E4C01C9DF82F94A4DB0> Go Links



State ID Home Current Login: c-pbach Location: 999999999-Pennsylvania Department Of Education

MENU

- Upload Batch File
- Enter Individual Student**
- Student Search
- Extract & Download Batch
- Exit Application

ADMIN MENU

- Batch Manager
- Change District
- Retire An ID
- Review All Batches
- Review Duplicate ID
- Review Shared ID
- Search Input Record
- Separate Shared IDs
- View System Summary

Submission Type: All Processing Stage: All Sort: Upload Date Desc Filter Results

From: 06/25/2007 To: 06/24/2008

Find Batch: Search

Upload Date	Batch Info	Status	Record Count	Next Action
06/24/2008	91088	ID Assigned.	1	Download State ID
06/24/2008	91087	ID Assigned.	1	Download State ID
06/24/2008	91086	ID Assigned.	1	Download State ID
06/24/2008	91084	ID Assigned.	1	Download State ID
06/24/2008	91080	IDs Assigned	10	Download State ID
06/24/2008	91079	IDs Assigned	75	Download State ID
06/24/2008	91078	ID Assigned.	1	Download State ID
06/24/2008	91077	ID Assigned.	1	Download State ID

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Enter Individual Student



Enter Individual Student

Current Login: c-pbach Location: 999999999-Pennsylvania Department Of Education

Don't forget these fields!

State ID Home

Student Data Entry

* First Name:	<input type="text"/>	* Middle Name:	<input type="text"/>	* Last Name:	<input type="text"/>	* Suffix:	<input type="text"/>
* Gender:	<input type="text"/>	* Date Of Birth:	mm / dd / yyyy	* Ethnicity:	<input type="text"/>	* Sch. Code:	<input type="text"/>
* Res District:	<input type="text"/>	SSN:	<input type="text"/>	* Local Student ID:	<input type="text"/>	* Grade:	<input type="text"/>
* District:	<input type="text"/>	* School Year:	<input type="text"/>	State ID:	<input type="text"/>		

* Required Fields

Assign State ID

Clear

Contact the PAsecureID help desk at: RA-PAsecureIDHelp@state.pa.us

*Make sure that all data entered – particularly student's legal names and birth date – **have been verified** from a birth certificate or other legal document*



Enter Individual Student

For student with no existing PAsecureID

PAsecureID - Microsoft Internet Explorer provided by PA Department of Education

https://www.pasecureid.ed.state.pa.us/uid/addStudent.do

File Edit View Favorites Tools Help

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Enter Individual Student

Current Login: c-egemill Location: 999999999-Pennsylvania Department Of Education [State ID Home](#)

Student Data Entry

General Information		Enrollment Information	
First Name:*	Daniel	Grade:*	Grade 6
Middle Name:	Joseph	School:*	1234
Last Name:*	Bryant	District:*	741852963
Suffix:	Jr	Res District:*	741852963
Gender:*	MALE	School Year:*	2011
Date Of Birth:*	06 / 23 / 2000	Local ID:*	DJB2011
Ethnicity/Race:	White (Non-Hispanic)		
SSN:	456 78 0012		
State ID:			

*** Required Fields** [Assign State ID](#) [Clear](#)

Contact the PAsecureID help desk at: RA-PAsecureIDHelp@state.pa.us

Leave this field blank; the system will assign an ID number

ID Assigned



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PAsecureID PROJECT INFORMATION

Assign ID

Current Login: c-pbach Location: 999999999-Pennsylvania Department Of Education

State ID Home

Upload Date	Batch Info	Status	Record Count	Next Action
07/22/2008	93590	ID Assigned. New ID Created for the Student is 9606122549. Click here to download records.	1	Enter Another Student

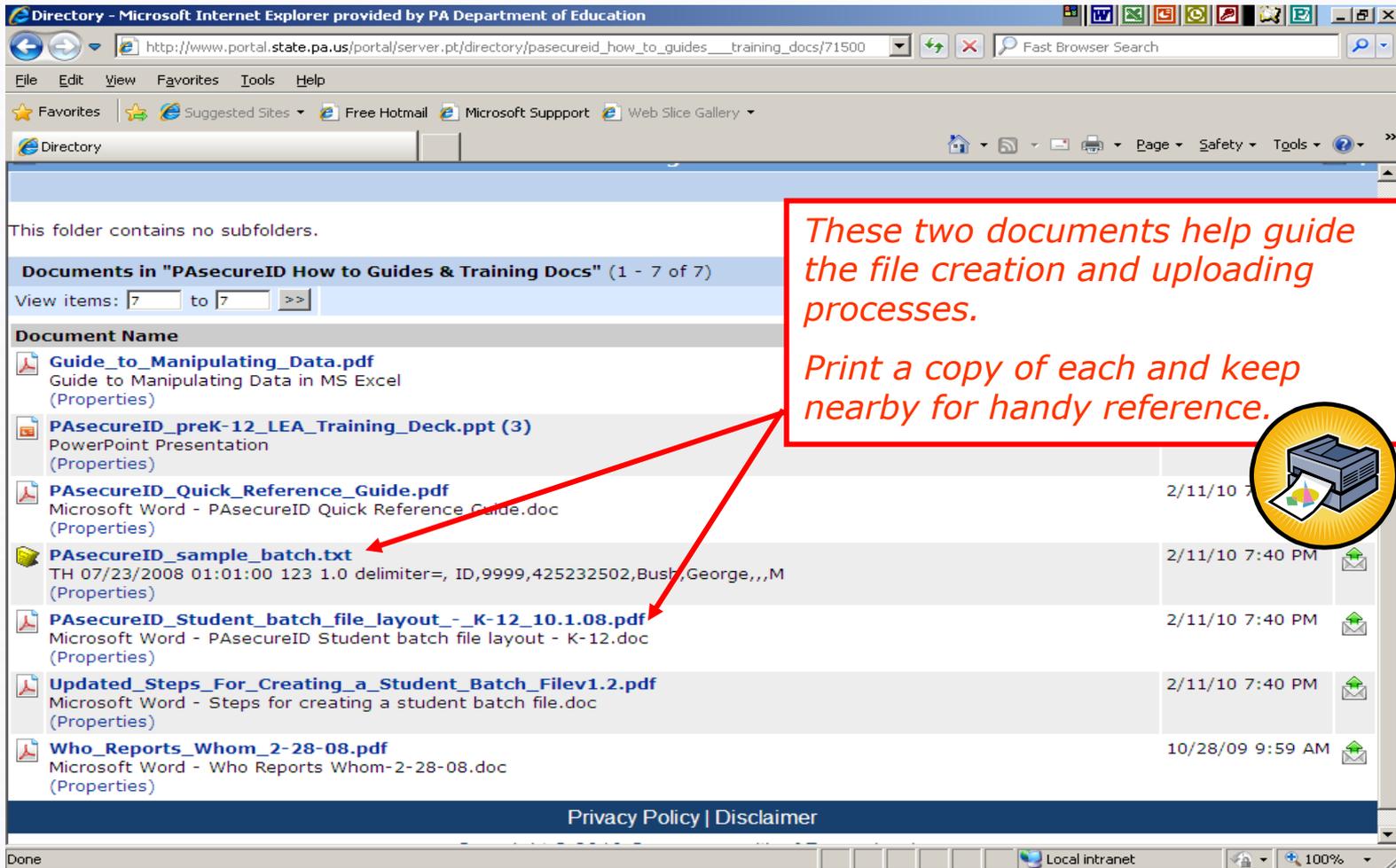
Contact the PAsecureID help desk at: RA-PAsecureIDHelp



**Why are you surprised? We
- told - you it would work!**

Creating IDs for Group of Students

Resource Documents for Creating a Batch File



Directory - Microsoft Internet Explorer provided by PA Department of Education

http://www.portal.state.pa.us/portal/server.pt/directory/pasecureid_how_to_guides__training_docs/71500

Fast Browser Search

File Edit View Favorites Tools Help

Directory

This folder contains no subfolders.

Documents in "PAsecureID How to Guides & Training Docs" (1 - 7 of 7)

View items: 7 to 7 >>

Document Name	Size	Modified	Actions
 Guide_to_Manipulating_Data.pdf Guide to Manipulating Data in MS Excel (Properties)			
 PAsecureID_preK-12_LEA_Training_Deck.ppt (3) PowerPoint Presentation (Properties)			
 PAsecureID_Quick_Reference_Guide.pdf Microsoft Word - PAsecureID Quick Reference Guide.doc (Properties)		2/11/10 7:40 PM	
 PAsecureID_sample_batch.txt TH 07/23/2008 01:01:00 123 1.0 delimiter=, ID,9999,425232502,Bush,George,,M (Properties)		2/11/10 7:40 PM	
 PAsecureID_Student_batch_file_layout_-_K-12_10.1.08.pdf Microsoft Word - PAsecureID Student batch file layout - K-12.doc (Properties)		2/11/10 7:40 PM	
 Updated_Steps_For_Creating_a_Student_Batch_Filev1.2.pdf Microsoft Word - Steps for creating a student batch file.doc (Properties)		2/11/10 7:40 PM	
 Who_Reports_Whom_2-28-08.pdf Microsoft Word - Who Reports Whom-2-28-08.doc (Properties)		10/28/09 9:59 AM	

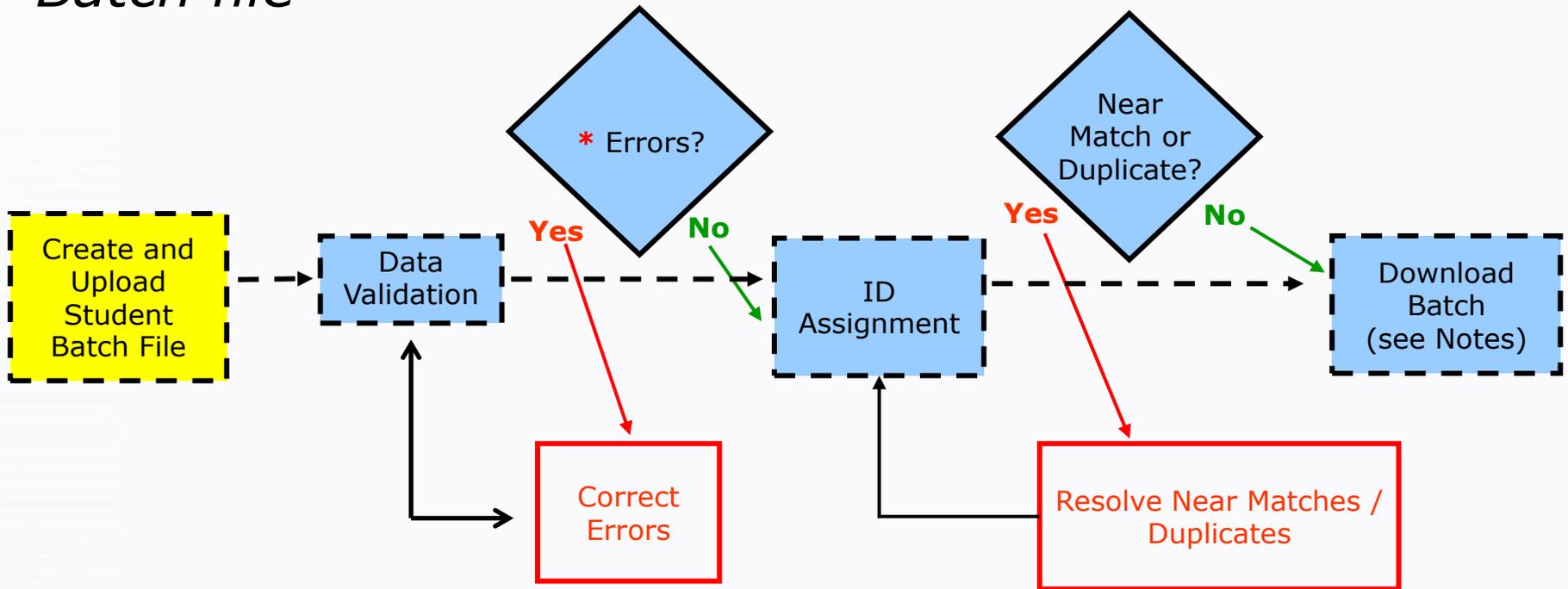
Privacy Policy | Disclaimer

Done Local intranet 100%

These two documents help guide the file creation and uploading processes.

Print a copy of each and keep nearby for handy reference.

Process for New ID *Batch file*



When entering student data:

- use date of birth from birth certificate
- use student's middle name
- enter **only** legal names; no nicknames or abbreviations



These functions are performed automatically by the PAsecureID system

*** Errors can consist of incorrect data entry, near matches, or duplicates.**

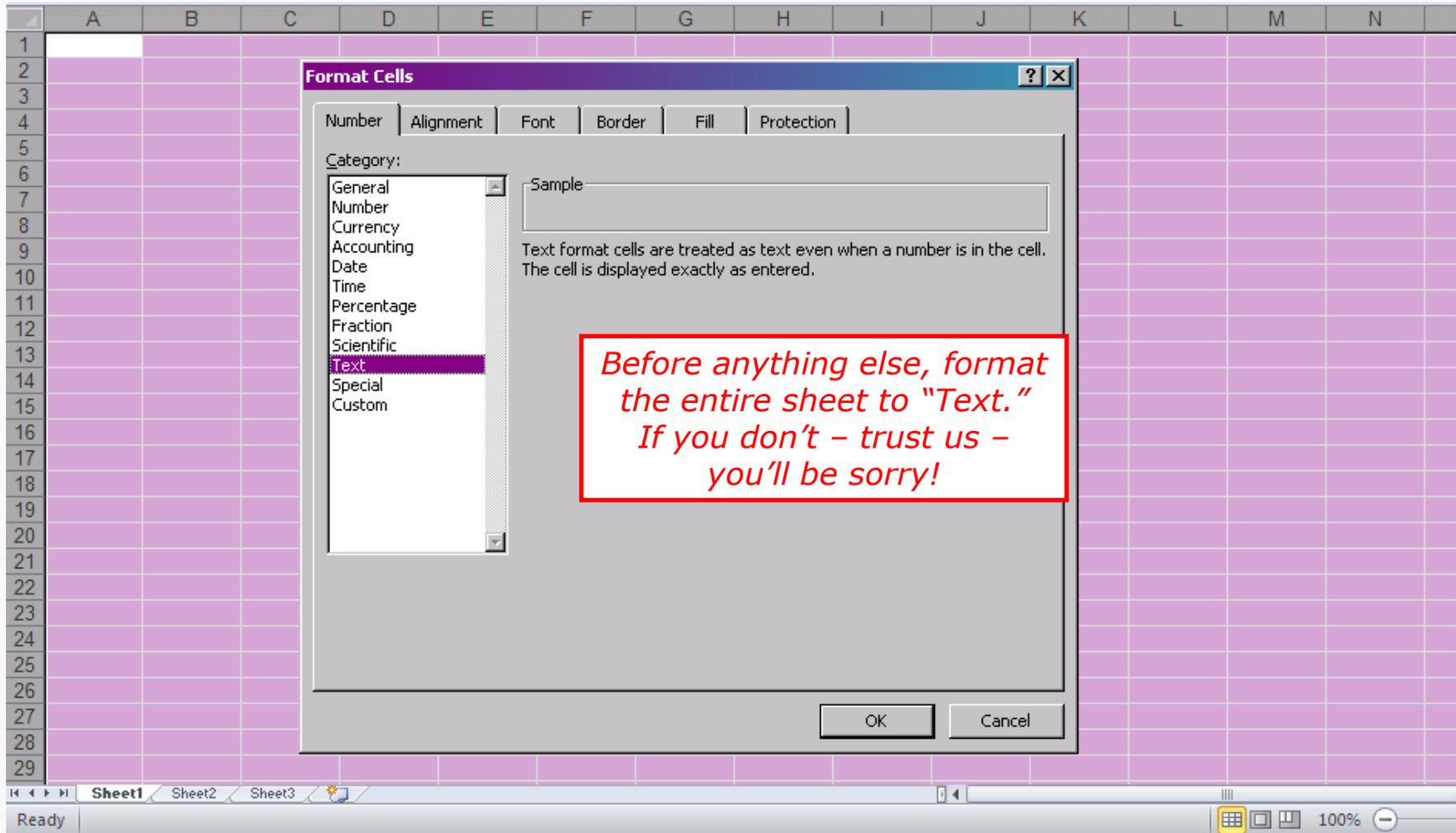
Create and Upload Student Batch File

- Steps for creating a student batch file, along with the file layout, are located in the PAsecureID Document Repository:
 - [PDE Home Page](#) → [Programs](#) → [Programs O-R](#) → [PAsecureID](#) → [PAsecureID](#) → [Document Repository](#)
- Batch files can be created
 - by the use of a spreadsheet
 - by downloading data from the Student Information System (SIS) into the spreadsheet format
- All batch files must adhere to the file format detailed in the “Student Batch File Layout” document

Create a Student Batch File

- In Excel, format the entire page to 'text' so that dates and numbers will hold any leading zeros. *This is important.*
- Create header record with all information in *one* cell, using spreadsheet cell A1
- Input detail records, one record per student, *following specifically* the guidelines in the "Student Batch File Layout" document.
- Create trailer record with all information in *one* cell, using the first cell in the last row of Column A on the spreadsheet
 - The trailer record transmission ID must be identical to the transmission ID in the header record
 - Record count *includes header and trailer records*

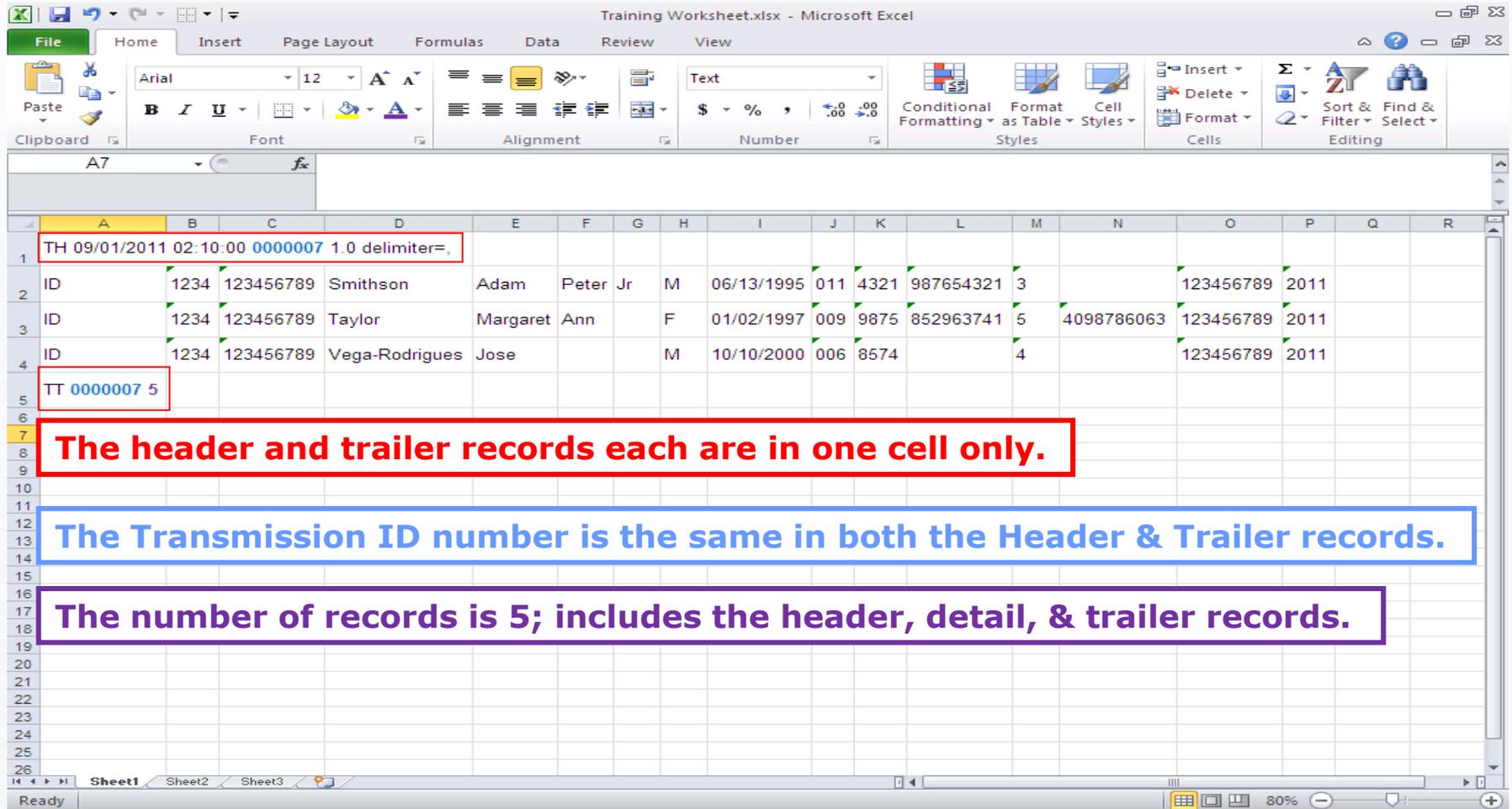
Format the Excel Spreadsheet



The image shows a screenshot of the Microsoft Excel application. The 'Format Cells' dialog box is open, and the 'Text' category is selected in the 'Category' list. The 'Sample' field shows a text input. A red-bordered text box is overlaid on the dialog box with the following text:

*Before anything else, format the entire sheet to "Text."
If you don't - trust us - you'll be sorry!*

Populate the Excel Worksheet



The screenshot shows a Microsoft Excel spreadsheet titled "Training Worksheet.xlsx". The spreadsheet contains a table with 5 rows and 19 columns (A-R). The first row (A1) is a header record: "TH 09/01/2011 02:10:00 0000007 1.0 delimiter=", which is highlighted with a red box. The next three rows (A2-A4) are detail records for Smithson, Taylor, and Vega-Rodriguez. The fifth row (A5) is a trailer record: "TT 0000007 5", which is also highlighted with a red box. Three callout boxes provide instructions: a red box on row 7 states "The header and trailer records each are in one cell only.", a blue box on row 12 states "The Transmission ID number is the same in both the Header & Trailer records.", and a purple box on row 16 states "The number of records is 5; includes the header, detail, & trailer records."

	A	B	C	D	E	F	G	H	I	J	K	L	M	N	O	P	Q	R	
1	TH 09/01/2011 02:10:00 0000007 1.0 delimiter=																		
2	ID	1234	123456789	Smithson	Adam	Peter Jr	M	06/13/1995	011	4321	987654321	3			123456789	2011			
3	ID	1234	123456789	Taylor	Margaret	Ann	F	01/02/1997	009	9875	852963741	5	4098786063		123456789	2011			
4	ID	1234	123456789	Vega-Rodriguez	Jose		M	10/10/2000	006	8574			4		123456789	2011			
5	TT 0000007 5																		

The header and trailer records each are in one cell only.

The Transmission ID number is the same in both the Header & Trailer records.

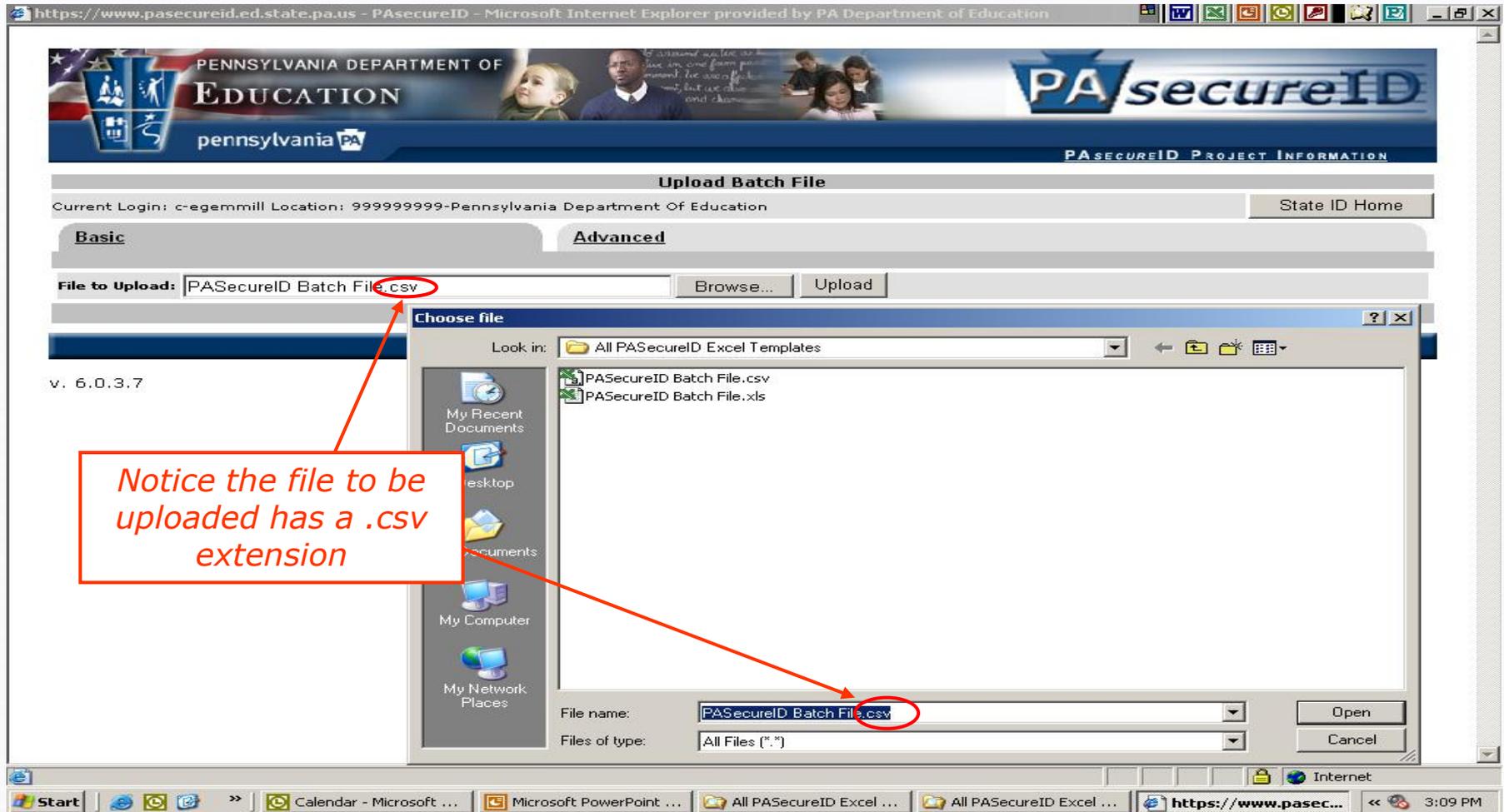
The number of records is 5; includes the header, detail, & trailer records.

Save the File

- Save file as a .CSV (Comma Separated Value) file.
 - Open in Notepad to check the file
- There can be no spaces or special characters in the file name



Proper Formatting



https://www.pasecureid.ed.state.pa.us - PAsecureID - Microsoft Internet Explorer provided by PA Department of Education

PENNSYLVANIA DEPARTMENT OF EDUCATION
pennsylvania PA

PAsecureID
PAsecureID PROJECT INFORMATION

Upload Batch File

Current Login: c-egemmill Location: 999999999-Pennsylvania Department Of Education [State ID Home](#)

Basic **Advanced**

File to Upload: PAsecureID Batch File.csv

v. 6.0.3.7

Choose file

Look in: All PAsecureID Excel Templates

- PAsecureID Batch File.csv
- PAsecureID Batch File.xls

File name: PAsecureID Batch File.csv

Files of type: All Files (*.*)

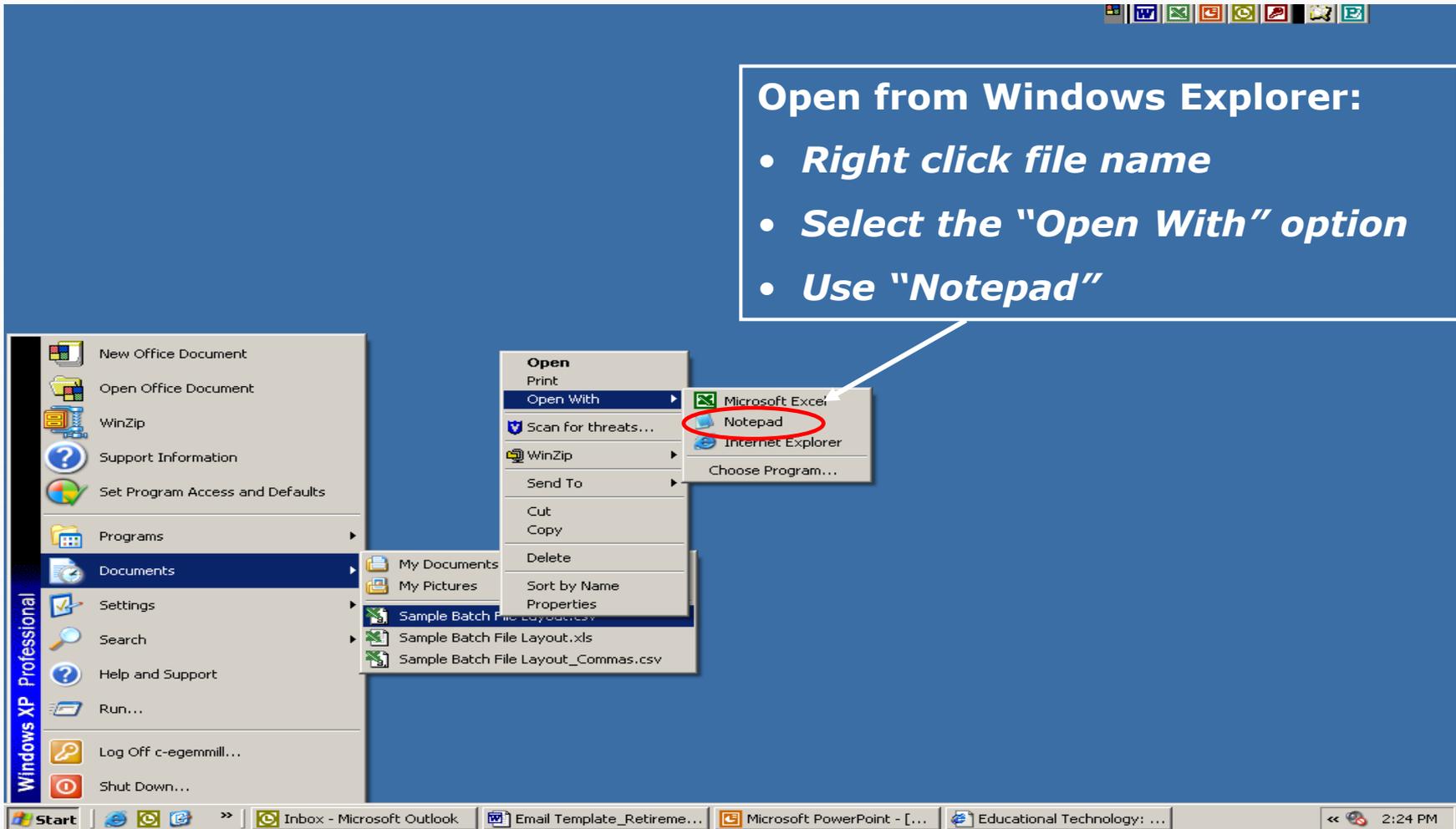
Notice the file to be uploaded has a .csv extension

Start | Calendar - Microsoft ... | Microsoft PowerPoint ... | All PAsecureID Excel ... | All PAsecureID Excel ... | https://www.pasec... | 3:09 PM

Format the File for Processing

Open from Windows Explorer:

- *Right click file name*
- *Select the "Open With" option*
- *Use "Notepad"*



View in Notepad

Understanding error messages

Pay special attention to the values in the header and trailer records; a .csv file often will have multiple commas added to the end of a record. If that happens, remove all the extra commas leaving only one comma at the end of the header record and no commas at the end of the trailer record. Also, make sure there are no extra spaces after the trailer record. Lastly, there should be no quotation marks in any of the records.

CSV file data with original formatting – not ready for uploading

```
TH 09/09/2009 02:24:00 6854 1.0 delimiter=",,,,,,,,,,,,,  
ID,1215,115222752,Abbott,Stephen,Andrew,,M,11/13/1992,12,1234,,5,,115222752,2010  
ID,1215,115222752,James,Nelson,,Jr,M,6/13/1996,9,7890,,3,1207856392,115222752,2010  
ID,1213,115222752,Lee,Celeste,Marie,,F,2004,K4H,1325,701452946,6,,115222752,2010  
TT 6854 5,,,,,,,,,,,,,
```

CSV file data with edited formatting – ready for uploading

```
TH 09/09/2009 02:24:00 6854 1.0 delimiter=,  
ID,1215,115222752,Abbott,Stephen,Andrew,,M,11/13/1992,012,1234,,5,,115222752,2010  
ID,1215,115222752,James,Nelson,,Jr,M,06/13/1996,009,7890,,3,1207856392,115222752,2010  
ID,1213,115222752,Lee,Celeste,Marie,,F,01/07/2004,K4H,1325,701452946,6,,115222752,2010  
TT 6854 5
```

Upload the Batch File

PAsecureID - Microsoft Internet Explorer provided by PA Department of Education

Address: https://www.pasecureid.ed.state.pa.us/uid/uid001.jsp;jsessionid=4E664EACBF582E4C01C9DF82F94A4DB0



State ID Home Current Login: c-pbach Location: 999999999-Pennsylvania Department Of Education

MENU

- Upload Batch File**
- Enter individual Student
- Student Search
- Extract & Download Batch
- Exit Application

ADMIN MENU

- Batch Manager
- Change District
- Retire An ID
- Review All Batches
- Review Duplicate ID
- Review Shared ID
- Search Input Record
- Separate Shared IDs
- View System Summary

Submission Type: All Processing Stage: All Sort: Upload Date Desc Filter Results

From: 06/25/2007 To: 06/24/2008

Find Batch: Search

Upload Date	Batch Info	Status	Record Count	Next Action
06/24/2008	91088	ID Assigned.	1	Download State ID
06/24/2008	91087	ID Assigned.	1	Download State ID
06/24/2008	91086	ID Assigned.	1	Download State ID
06/24/2008	91084	ID Assigned.	1	Download State ID
06/24/2008	91080	IDs Assigned	10	Download State ID
06/24/2008	91079	IDs Assigned	75	Download State ID
06/24/2008	91078	ID Assigned.	1	Download State ID
06/24/2008	91077	ID Assigned.	1	Download State ID

Displaying 1 to 8 of 48449 First Prev Next Last

Contact the PAsecureID help desk at: RA-PAsecureIDHelp@state.pa.us

Batch Errors that May Occur

File Upload failed for the following reasons:

The uploaded file has too many data errors to proceed. The maximum number of allowable data errors in any one file is 100

Data Errors (*look to EDNA for school, district and AUN code errors*)

- **School Code is not valid for the specified district on 323**

line(s): 2,3,4,5,6,7,8,9,10,11,12,13,14,15,16,17,18,19,20,21
22,23,24,25,26,27,28,29,30,31,32,33,34,35,36,37,38,39,40,41
42,43,44,45,46,47,48,49,50,51,52
First 50 errors displayed.

- **SSN is not valid on 19**

line(s): 26,69,101,104,125,164,176,192,197,200,232,238,251,254,
264,281,285,306,319 (*this message displays the lines that have errors and what the errors are*)

The file you attempted to upload has been saved to the database and can be downloaded using the Extract & Download Batch feature. The batch number assigned to this file is 93512

Fix the above errors and resubmit the file

File Errors



Invalid File Name

File name can not contain spaces or special characters

Invalid Header or Trailer: File does not appear to belong to this application

More than one comma at the end of the header record or commas following trailer record; may also be extra spaces following the trailer record or quotation marks in the header record

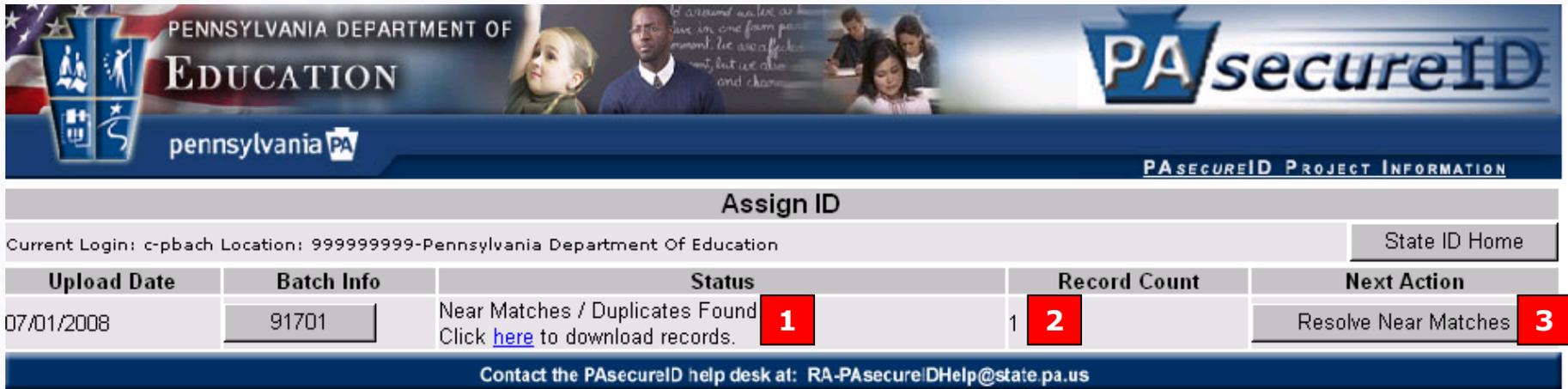
Delimiter is not valid

- The trailer record in the uploaded file is not valid
- The uploaded file does not appear to be for this application

Near Matches

Near Matches

Near match found within a batch



The screenshot shows the PAsecureID Project Information page. At the top, there is a banner with the Pennsylvania Department of Education logo and the PAsecureID logo. Below the banner, the page title is "Assign ID". The current login is "c-pbach" and the location is "999999999-Pennsylvania Department Of Education". There is a "State ID Home" link. A table displays the following data:

Upload Date	Batch Info	Status	Record Count	Next Action
07/01/2008	91701	Near Matches / Duplicates Found Click here to download records. 1	1 2	Resolve Near Matches 3

At the bottom of the page, there is a contact information bar: "Contact the PAsecureID help desk at: RA-PAsecureIDhelp@state.pa.us".

1. Alerts you to the fact that near matches are present in this batch
2. Tells you how many near matches are in the batch
3. Clicking here allows you to resolve the near match(es)

Near Matches

Researching and resolving

- Near matches are caused when data entered during the creation of an ID closely approximates data in an existing record; a near match indicates possible duplicate records.
- Indication of a near match must be researched in order to avoid duplication of records for a student who may already be within the system.
- If a near match proves that a student already exists in PAsecureID, do not create a new record; use the active (existing) ID.



Near Matches must be resolved before any other work can be done on the record

Near Matches *Review records*



Resolve Near Matches / Duplicates

Current Login: c-pbach Location: 99999999-Pennsylvania Department Of Education

[State ID Home](#)

Student Record to Review and Select

Last Name	First Name	Middle Name	Suffix	Date Of Birth	Gender	District Code	School Code
Bach	Patti	A		10/03/1985	FEMALE	99999999	0000
		Assign Selected	Create New ID	Cancel Record	Select Another Record		

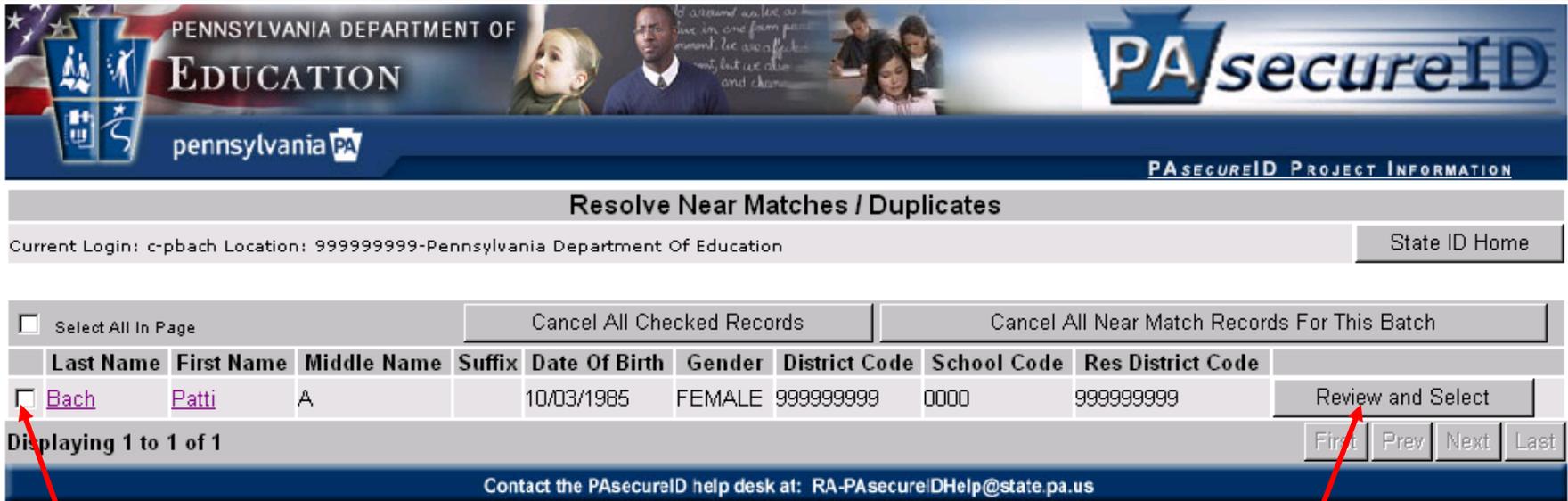
Near Matches / Duplicates Found

	Last Name	First Name	Middle Name	Suffix	Date Of Birth	Gender	District Code	School Code	Match Probability
<input type="radio"/>	Bach	Patti	A		10/03/1985	FEMALE	99999999	0000	0.999 [NEAR MATCH]
<input type="radio"/>	Bach	Patricia	A		01/03/1985	FEMALE	99999999	0000	0.409 [MATCH]
<input type="radio"/>	Bach	P	Anne		10/03/1985	FEMALE	415223752	9999	0.603 [NEAR MATCH]

Contact the PAsecureID help desk at: RA-PAsecureIDhelp@state.pa.us

*This window shows three existing records, one or more of which may belong to the student whose data is being entered and caused the near match. **Open each record** to determine which one, if any, is indeed a near match.*

Near Matches/Duplicates *Resolutions*



The screenshot shows the PAsecureID Project Information page. At the top, there is a banner with the Pennsylvania Department of Education logo and the PAsecureID logo. Below the banner, the page title is "Resolve Near Matches / Duplicates". The current login is "c-pbach" and the location is "99999999-Pennsylvania Department Of Education". There is a "State ID Home" button. Below this, there are three buttons: "Select All In Page", "Cancel All Checked Records", and "Cancel All Near Match Records For This Batch". A table with one row is displayed, showing a record for "Bach, Patti A" with a date of birth of 10/03/1985. The record is highlighted, and a "Review and Select" button is visible next to it. Below the table, there are navigation buttons: "First", "Prev", "Next", and "Last". At the bottom, there is a contact information for the PAsecureID help desk: "RA-PAsecureIDhelp@state.pa.us".

Last Name	First Name	Middle Name	Suffix	Date Of Birth	Gender	District Code	School Code	Res District Code	
Bach	Patti	A		10/03/1985	FEMALE	999999999	0000	999999999	Review and Select

Radio button

Review and Select

Select the radio button on the left and click "Review and Select" on the right. The following window will indicate any differences between the two records.

Near Matches

Comparing records



Compare Student Information

Current Login: c-pbach Location: 999999999-Pennsylvania Department Of Education

State ID Home

Student Record being reviewed.

First Name:	Patti	Middle Name:	A	Last Name:	Bach	Suffix:	
District :	999999999 Pennsylvania Department Of Education	School :	0000 Pennsylvania Department Of Education				
Gender:	FEMALE	Date Of Birth:	10/03/1985	Ethnicity:	White (Non-Hispanic)	Sch. Yr:	2008
Res. Dist:	999999999	SSN	### ## ####	Local Student ID:	1234	Grade:	Adult
Created:	07/07/2008	Last Updated:	07/07/2008	Serial#:	6251847	State ID	5839256714
Comments:	1625085524;6194390344;5839256714;						

Yellow fill indicates that values for the field differ between the two records

Near Match/ Duplicate Student [State ID: 6194390344 - 0.60377139]

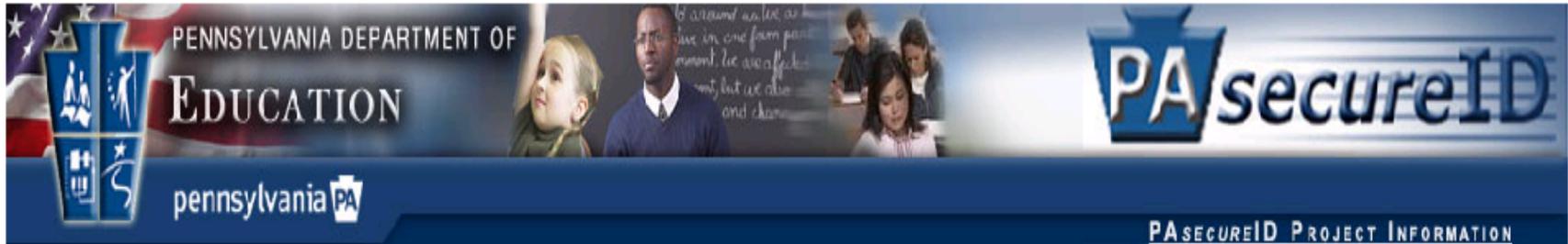
First Name:	P	Middle Name:	Anne	Last Name:	Bach	Suffix:	
District :	415223752 HACC/ Main	School :	9999 Post Secondary Main Campus				
Gender:	FEMALE	Date Of Birth:	10/03/1985	Ethnicity:	White (Non-Hispanic)	Sch. Yr:	2007
Res. Dist:	999999999	SSN	### ## ####	Local Student ID:	123456789	Grade:	Post Secondary Student
Created:	07/07/2008	Last Updated:	07/07/2008	Serial#:	6251685	State ID	6194390344

Matching Note:

Return to List of Near Matches

Near Matches

Selecting the record



Resolve Near Matches / Duplicates

Use this button if your student has been found.

State ID Home

Student Record to Review and Select

Last Name	First Name	Middle Name	Suffix	Date Of Birth	Gender	District Code	School Code
Bach	Patti	A		10/03/1985	FEMALE	999999999	0000

Assign Selected

Create New ID

Cancel Record

Select Another Record

Near Matches / Duplicates Found

	Last Name	First Name	Middle Name	Suffix	Date Of Birth	Gender	District Code	School Code	Match Probability
<input type="radio"/>	Bach	Patti	A		10/03/1985	FEMALE	999999999	0000	0.999 [NEAR MATCH]
<input type="radio"/>	Bach	Patricia	A		01/03/1985	FEMALE	999999999	0000	0.409 [MATCH]
<input checked="" type="radio"/>	Bach	P	Anne		10/03/1985	FEMALE	415223752	9999	0.603 [NEAR MATCH]

Contact the PAsecureID help desk at: RA-PAsecureIDhelp@state.pa.us

Near Matches

Student found



Resolve Near Matches / Duplicates

Current Login: c-pbach Location: 999999999-Pennsylvania Department Of Education

[State ID Home](#)

Student Record to Review and Select

Last Name	First Name	Middle Name	Suffix	Date Of Birth	Gender	District Code	School Code	
Bach	Patti	A		10/03/1985	FEMALE	999999999	0000	
<input type="radio"/> Assign Selected				<input type="button" value="Create"/>				
Last Name	First Name	Middle Name	Suffix	Date Of Birth	Gender	District Code	School Code	Match Probability
<input type="radio"/> Bach	Patti	A						.999 [NEAR MATCH]
<input type="radio"/> Bach	Patricia	A						.409 [MATCH]
<input type="radio"/> Bach	P	Anne		10/03/1985	FEMALE	415223752	9999	0.603 [NEAR MATCH]

Microsoft Internet Explorer

Are you sure the selected student is your student?

Near Matches

Student not found



Resolve Near Matches / Duplicates

Current Login: c-pbach Location: 999999999-Pennsylvania Department Of Education

[State ID Home](#)

Use this button if your student has not been found; the system will assign an ID.

Student Record to Review and Select

Last Name	First Name	Middle Name	Suffix	Date Of Birth	Gender	District Code	School Code
Bach	Patti	A		10/03/1985	FEMALE	999999999	0000
		Assign Selected	Create New ID	Cancel Record	Select Another Record		

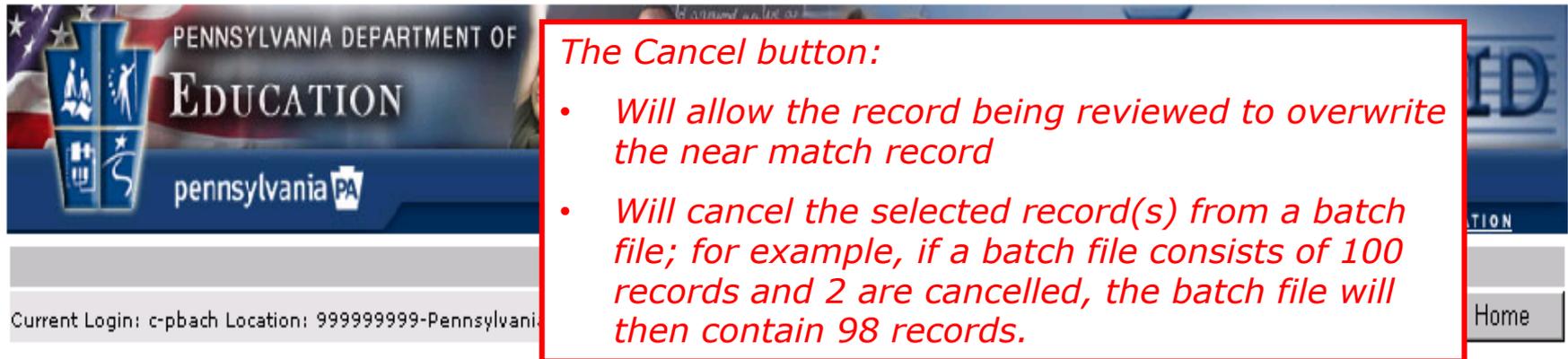
Near Matches / Duplicates Found

	Last Name	First Name	Middle Name	Suffix	Date Of Birth	Gender	District Code	School Code	Match Probability
<input type="radio"/>	Bach	Patti	A		10/03/1985	FEMALE	999999999	0000	0.999 [NEAR MATCH]
<input type="radio"/>	Bach	Patricia	A		01/03/1985	FEMALE	999999999	0000	0.409 [MATCH]
<input checked="" type="radio"/>	Bach	P	Anne		10/03/1985	FEMALE	415223752	9999	0.603 [NEAR MATCH]

Contact the PAsecureID help desk at: RA-PAsecureIDhelp@state.pa.us

Near Matches

Cancel record



The Cancel button:

- Will allow the record being reviewed to overwrite the near match record
- Will cancel the selected record(s) from a batch file; for example, if a batch file consists of 100 records and 2 are cancelled, the batch file will then contain 98 records.

Current Login: c-pbach Location: 999999999-Pennsylvania

Student Record to Review and Select

Last Name	First Name	Middle Name	Suffix	Date Of Birth	Gender	District Code	School Code
Bach	Patti	A		10/03/1985	FEMALE	999999999	0000
		Assign Selected	Create New ID	Cancel Record	Select Another Record		

Near Matches / Duplicates Found

	Last Name	First Name	Middle Name	Suffix	Date Of Birth	Gender	District Code	School Code	Match Probability
<input type="radio"/>	Bach	Patti	A		10/03/1985	FEMALE	999999999	0000	0.999 [NEAR MATCH]
<input type="radio"/>	Bach	Patricia	A		01/03/1985	FEMALE	999999999	0000	0.409 [MATCH]
<input checked="" type="radio"/>	Bach	P	Anne		10/03/1985	FEMALE	415223752	9999	0.603 [NEAR MATCH]

Near Matches

ID assigned



PAsecureID PROJECT INFORMATION

Resolve Near Matches / Duplicates

Current Login: c-pbach Location: 415223752-HACC/ Main

[State ID Home](#)

Upload Date	Batch Info	Status	Record Count	Next Action
07/22/2008	93583	ID Assigned.	1	Download State ID

Contact the PAsecureID help desk at: RA-PAsecureIDHelp@state.pa.us

Voilà! The student now has a PAsecureID number



Making Corrections and Edits

Editing/Correcting an Existing Record *Causes for errors/changes*

There are instances in which a student's record will need to be edited/corrected:

- Student has been adopted and his/her name changes
- Student has married and her name changes
- Incorrect data was entered and needs to be corrected
 - Spelling error in name(s)
 - Incorrect birth date, gender, ethnicity, etc. entered

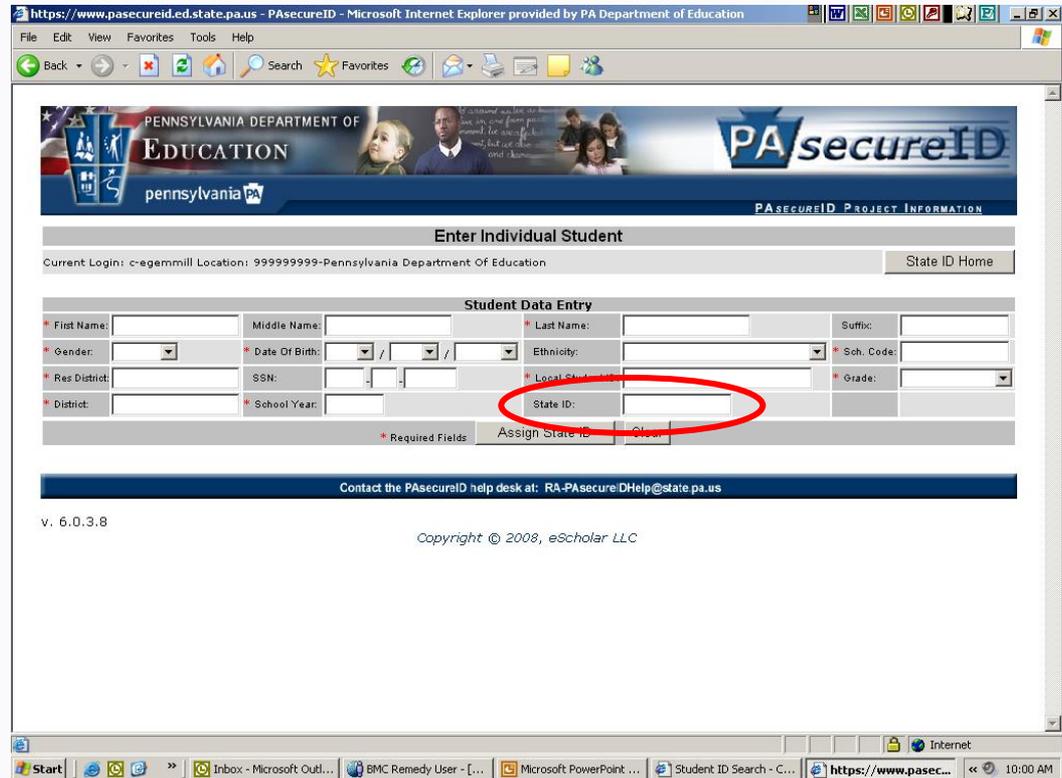


Don't panic! Errors can be fixed; just complete the following steps.

Editing/Correcting an Existing Record *Use "Enter Individual Student" window*

1. Enter all required fields as well as the "Middle Name" field.
2. Make sure to enter student's PAsecureID into the "State ID" field; *failure to do so will result in the creation of a new PAsecureID record.*

This may create a near match; just treat it the same as in the record creation process.



The screenshot shows a web browser window displaying the PAsecureID 'Enter Individual Student' form. The form is titled 'Student Data Entry' and contains several input fields. The 'State ID' field is circled in red. The form also includes a 'Required Fields' section and a 'Contact the PAsecureID help desk at: RA-PAsecureIDhelp@state.pa.us' link.

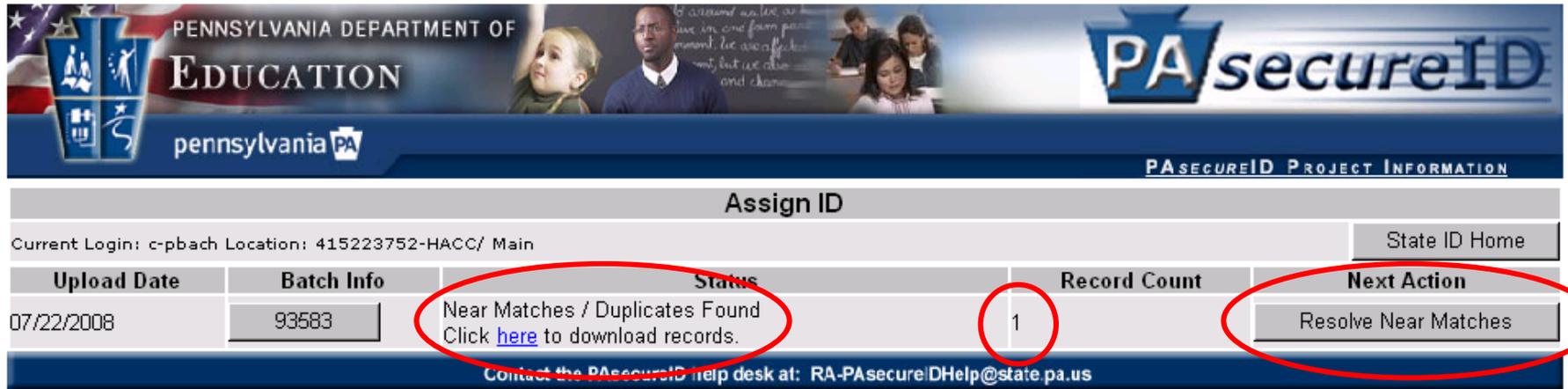
Student Data Entry			
* First Name:	Middle Name:	* Last Name:	Suffix:
* Gender:	* Date Of Birth:	Ethnicity:	* Sch. Code:
* Res District:	SSN:	* Local Student ID:	* Grade:
* District:	* School Year:	State ID:	

* Required Fields Assign State ID Clear

Contact the PAsecureID help desk at: RA-PAsecureIDhelp@state.pa.us

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Editing/Correcting an Existing Record *Near match is created*



The screenshot displays the PAsecureID Project Information page. At the top, there is a banner for the Pennsylvania Department of Education. Below the banner, the page title is "Assign ID". The current login is "c-pbach" and the location is "415223752-HACC/ Main". A "State ID Home" button is visible in the top right corner.

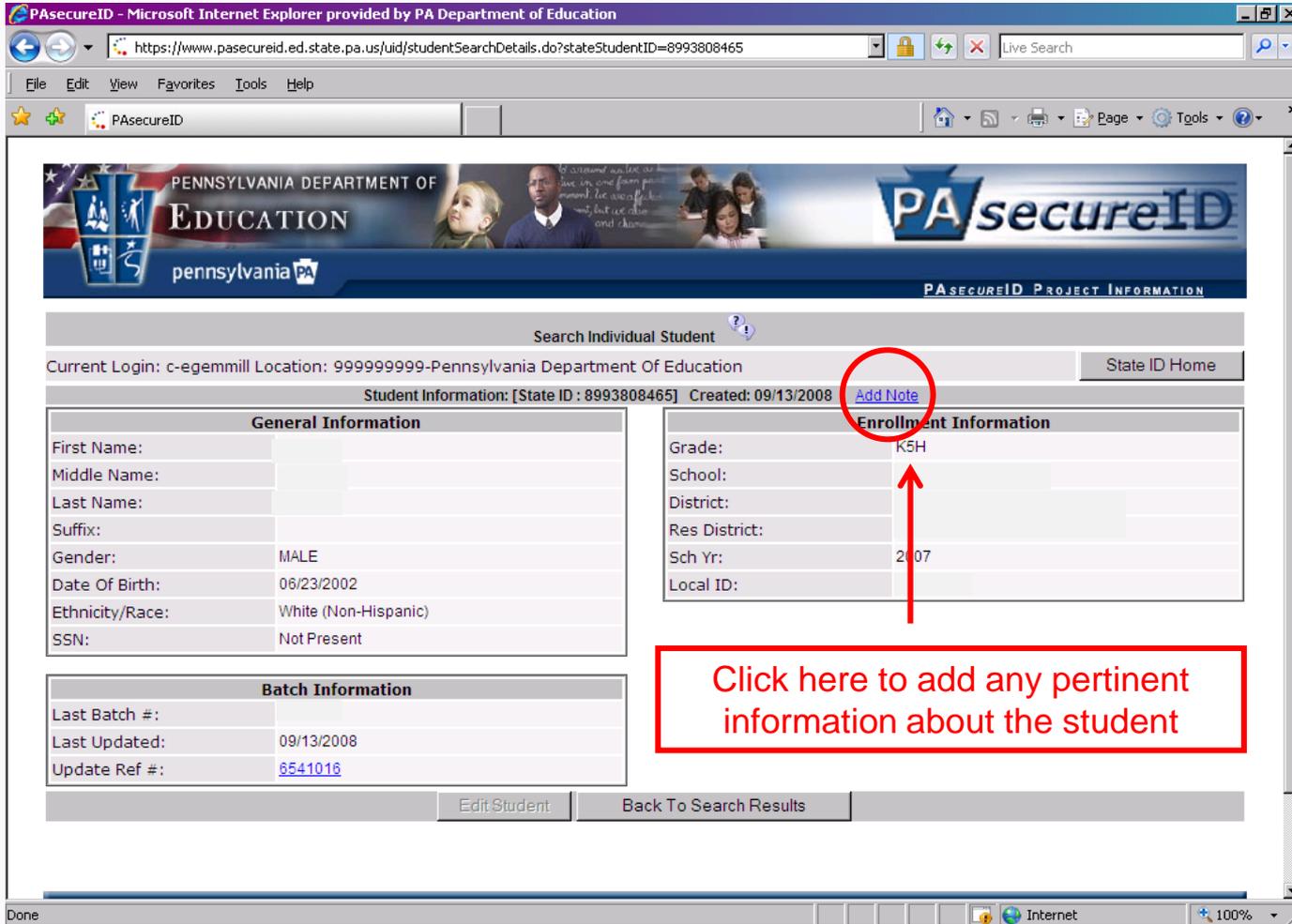
Upload Date	Batch Info	Status	Record Count	Next Action
07/22/2008	93583	Near Matches / Duplicates Found Click here to download records.	1	Resolve Near Matches

Contact the PAsecureID help desk at: RA-PAsecureIDHelp@state.pa.us

Notes in Student Records

Student Record Notes

Creating a note



The screenshot shows a Microsoft Internet Explorer browser window displaying the PAsecureID web application. The address bar shows the URL: <https://www.pasecureid.ed.state.pa.us/uid/studentSearchDetails.do?stateStudentID=8993808465>. The page header includes the Pennsylvania Department of Education logo and the PAsecureID logo. Below the header, there is a search bar and a "Search Individual Student" button. The current login is "c-egemmill" and the location is "999999999-Pennsylvania Department Of Education". The student information is displayed in two columns: "General Information" and "Enrollment Information". The "Add Note" link is circled in red, and a red arrow points to it. A red box with white text contains the instruction: "Click here to add any pertinent information about the student".

PAsecureID - Microsoft Internet Explorer provided by PA Department of Education

Search Individual Student

Current Login: c-egemmill Location: 999999999-Pennsylvania Department Of Education [State ID Home](#)

Student Information: [State ID : 8993808465] Created: 09/13/2008 [Add Note](#)

General Information	
First Name:	
Middle Name:	
Last Name:	
Suffix:	
Gender:	MALE
Date Of Birth:	06/23/2002
Ethnicity/Race:	White (Non-Hispanic)
SSN:	Not Present

Enrollment Information	
Grade:	K5H
School:	
District:	
Res District:	
Sch Yr:	2007
Local ID:	

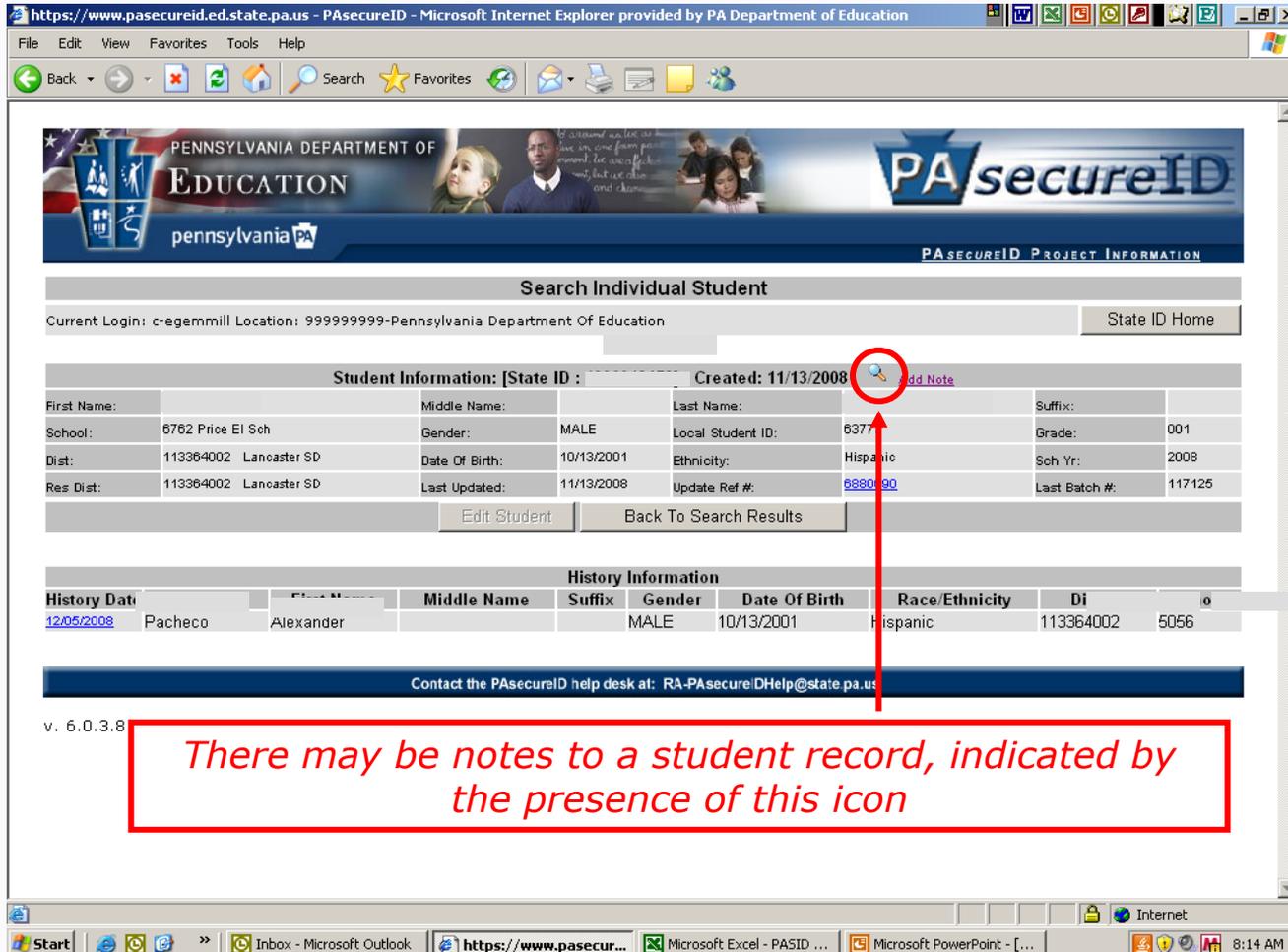
Batch Information	
Last Batch #:	
Last Updated:	09/13/2008
Update Ref #:	6541016

[Edit Student](#) [Back To Search Results](#)

Done Internet 100%

Student Record Notes

Retrieving notes



https://www.pasecurid.ed.state.pa.us - PAsecureID - Microsoft Internet Explorer provided by PA Department of Education

File Edit View Favorites Tools Help

Back Forward Stop Home Search Favorites Refresh Mail Print

PENNSYLVANIA DEPARTMENT OF EDUCATION **PAsecureID** PAsecureID PROJECT INFORMATION

Search Individual Student

Current Login: c-egemmill Location: 99999999-Pennsylvania Department Of Education [State ID Home](#)

Student Information: [State ID :] Created: 11/13/2008  [Add Note](#)

First Name:		Middle Name:		Last Name:		Suffix:	
School:	8782 Price El Sch	Gender:	MALE	Local Student ID:	6377	Grade:	001
Dist:	113364002 Lancaster SD	Date Of Birth:	10/13/2001	Ethnicity:	Hispanic	Sch Yr:	2008
Res Dist:	113364002 Lancaster SD	Last Updated:	11/13/2008	Update Ref #:	688090	Last Batch #:	117125

[Edit Student](#) [Back To Search Results](#)

History Information

History Date	First Name	Middle Name	Suffix	Gender	Date Of Birth	Race/Ethnicity	Di
12/05/2008	Pacheco	Alexander		MALE	10/13/2001	Hispanic	113364002 5056

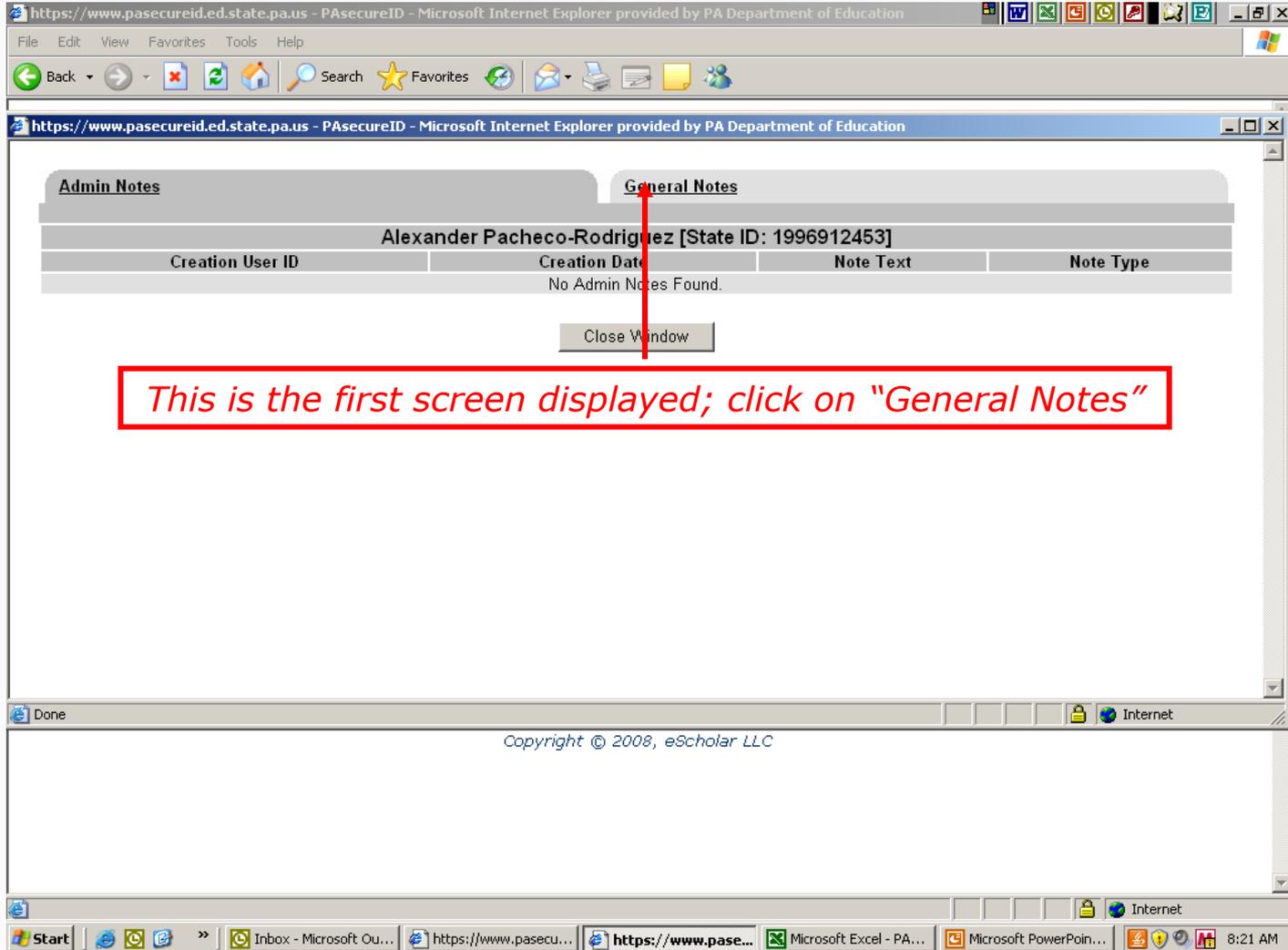
Contact the PAsecureID help desk at: RA-PAsecureIDhelp@state.pa.us

v. 6.0.3.8

Start | Inboxes - Microsoft Outlook | <https://www.pasecur...> | Microsoft Excel - PASID ... | Microsoft PowerPoint - [...] | 8:14 AM

There may be notes to a student record, indicated by the presence of this icon

Accessing Notes on a Student Record, 1



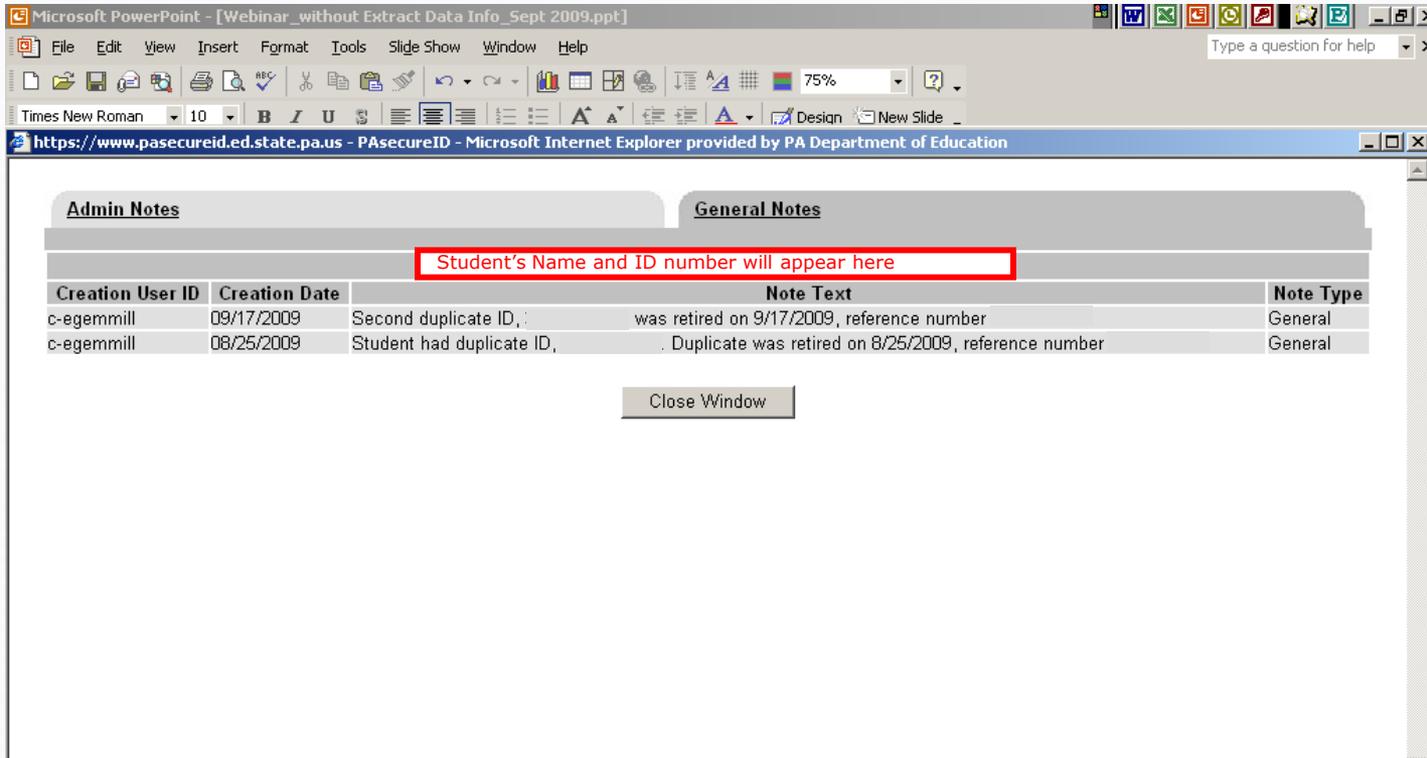
The screenshot shows a Microsoft Internet Explorer browser window displaying the PAsecureID web application. The address bar shows the URL: <https://www.pasecureid.ed.state.pa.us>. The page title is "PAsecureID - Microsoft Internet Explorer provided by PA Department of Education".

The main content area displays the "General Notes" tab for a student record. The student's name is "Alexander Pacheco-Rodriguez [State ID: 1996912453]". Below the name is a table with the following columns: "Creation User ID", "Creation Date", "Note Text", and "Note Type". The table contains one row with the text "No Admin Notes Found." and a "Close Window" button below it.

A red box highlights the "General Notes" tab, and a red arrow points to it. A red text box below the screenshot contains the instruction: "This is the first screen displayed; click on 'General Notes'".

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Accessing Notes on a Student Record, 2



The screenshot shows a Microsoft PowerPoint window displaying a web browser window. The browser window shows the PAsecureID website with a table of notes. A red box highlights the text "Student's Name and ID number will appear here" in the table. Below the table is a "Close Window" button.

Creation User ID	Creation Date	Note Text	Note Type
c-egemmill	09/17/2009	Second duplicate ID, . was retired on 9/17/2009, reference number	General
c-egemmill	08/25/2009	Student had duplicate ID, . Duplicate was retired on 8/25/2009, reference number	General

Close Window

Stump the Audience

the fun new DDQ game show!



Test Your PAsecureID IQ!



- 1. What is the most reliable source to use when entering a student's data into PAsecureID?**
 - A. Verbal confirmation from the parent or student
 - B. Copy of the student's birth certificate
 - C. Registration form
- 2. A student should be assigned a new PAsecureID at each LEA he/she attends.**
 - A. True
 - B. False
- 3. If a student's name changes, she needs a new ID**
 - A. True; having 2 different names on a record is confusing
 - B. False; a student should only ever have 1 ID, and the record should be edited.
- 4. There should be no commas in either the Header or Trailer Record when uploading a batch file.**
 - A. True
 - B. False

Test Your PAsecureID IQ, cont.



- 5. The student's middle name does not need to be entered when creating a student record in PAsecureID.**
 - A. True; the middle name is superfluous
 - B. False; the middle name helps to identify further each student and helps to prevent duplicate IDs

- 6. LEAs should never share PAsecureIDs**
 - A. True; this is confidential information and should be treated as such
 - B. False; forwarding an ID will make a students transfer easier for the new LEA and help avoid duplicate PAsecureIDs.

- 7. A partial name can be entered when searching for a student's record in PAsecureID.**
 - A. True; the system is intuitive and will display all possible matches.
 - B. False; the entire name must be entered in order for the system to find the match.

Test Your PAsecureID IQ, cont.

- 8. All near matches should be researched to determine if a student already exists in PAsecureID.**
 - A. True; failure to find a true near match will result in a student having duplicate or multiple IDs.
 - B. False; as long as I think I have found the right student I can proceed with the upload.

- 9. When creating a Student Batch File, the file should be saved with this extension:**
 - A. Excel
 - B. text
 - C. .csv

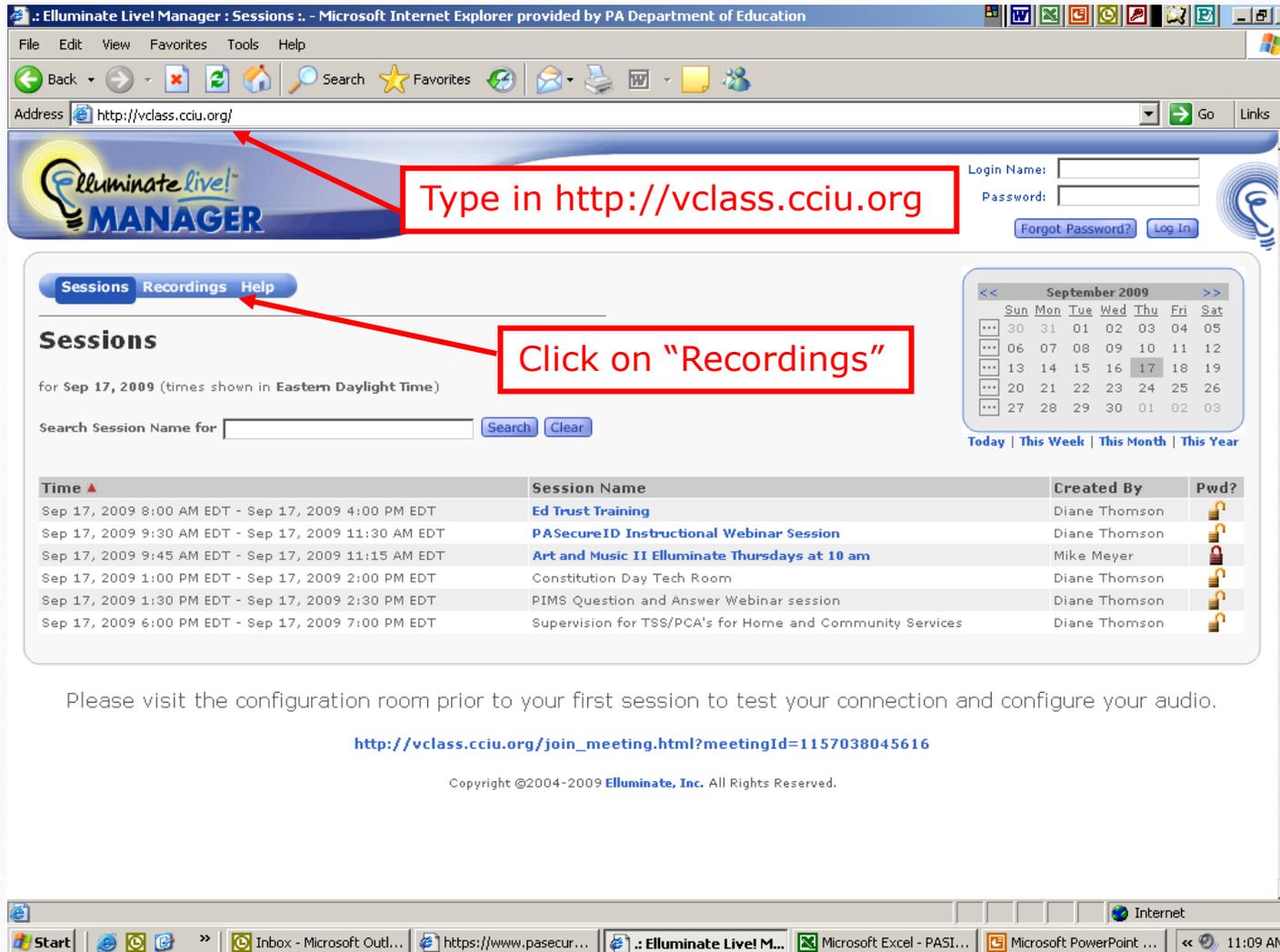
- 10. When editing or correcting student data in an existing record, the "State ID" field is not asterisked (required), so it does not need to be filled in.**
 - A. True; if it is not a required field then it can be left blank.
 - B. False; by not filling in this field, a new record will be created for the student.

Questions

This is your chance to ask for clarification of what has been covered during this presentation, or to raise an issue that was not addressed.



Viewing/Printing Today's Webinar, 1



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Sessions Recordings Help

Sessions

for Sep 17, 2009 (times shown in Eastern Daylight Time)

Search Session Name for [Search](#) [Clear](#)

Time ▲	Session Name	Created By	Pwd?
Sep 17, 2009 8:00 AM EDT - Sep 17, 2009 4:00 PM EDT	Ed Trust Training	Diane Thomson	
Sep 17, 2009 9:30 AM EDT - Sep 17, 2009 11:30 AM EDT	PAsecureID Instructional Webinar Session	Diane Thomson	
Sep 17, 2009 9:45 AM EDT - Sep 17, 2009 11:15 AM EDT	Art and Music II Elluminate Thursdays at 10 am	Mike Meyer	
Sep 17, 2009 1:00 PM EDT - Sep 17, 2009 2:00 PM EDT	Constitution Day Tech Room	Diane Thomson	
Sep 17, 2009 1:30 PM EDT - Sep 17, 2009 2:30 PM EDT	PIMS Question and Answer Webinar session	Diane Thomson	
Sep 17, 2009 6:00 PM EDT - Sep 17, 2009 7:00 PM EDT	Supervision for TSS/PCA's for Home and Community Services	Diane Thomson	

September 2009

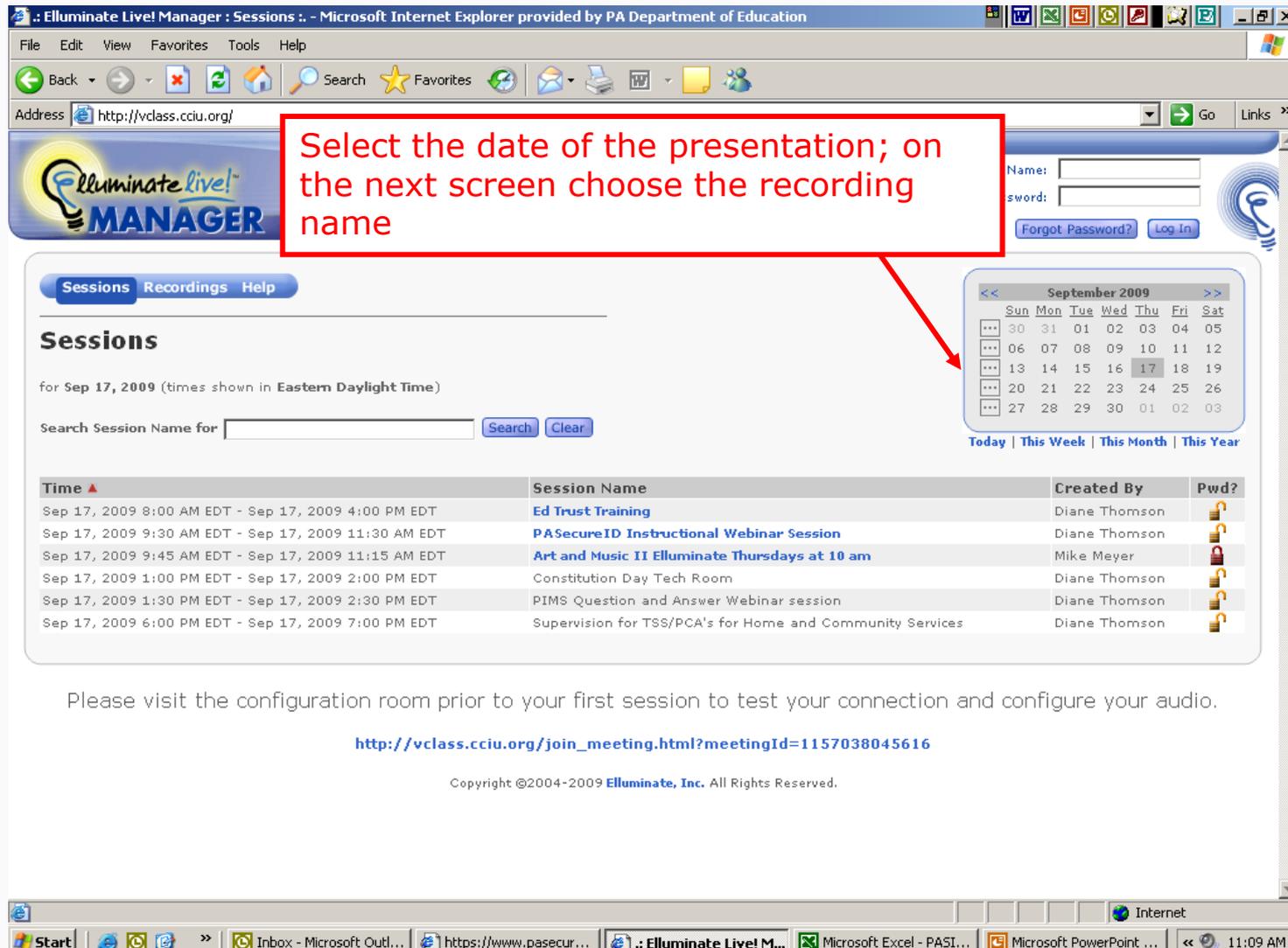
Today | [This Week](#) | [This Month](#) | [This Year](#)

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http://vclass.cciu.org/join_meeting.html?meetingId=1157038045616

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Viewing/Printing Today's Webinar, 2



Select the date of the presentation; on the next screen choose the recording name

Sessions

for Sep 17, 2009 (times shown in Eastern Daylight Time)

Search Session Name for

Time ▲	Session Name	Created By	Pwd?
Sep 17, 2009 8:00 AM EDT - Sep 17, 2009 4:00 PM EDT	Ed Trust Training	Diane Thomson	
Sep 17, 2009 9:30 AM EDT - Sep 17, 2009 11:30 AM EDT	PA SecureID Instructional Webinar Session	Diane Thomson	
Sep 17, 2009 9:45 AM EDT - Sep 17, 2009 11:15 AM EDT	Art and Music II Elluminate Thursdays at 10 am	Mike Meyer	
Sep 17, 2009 1:00 PM EDT - Sep 17, 2009 2:00 PM EDT	Constitution Day Tech Room	Diane Thomson	
Sep 17, 2009 1:30 PM EDT - Sep 17, 2009 2:30 PM EDT	PIMS Question and Answer Webinar session	Diane Thomson	
Sep 17, 2009 6:00 PM EDT - Sep 17, 2009 7:00 PM EDT	Supervision for TSS/PCA's for Home and Community Services	Diane Thomson	

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http://vclass.cciu.org/join_meeting.html?meetingId=1157038045616

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Thank you for attending our webinar! We hope you found it helpful and informative. Feel free to contact either PDE or the Help Desk with any questions you may have concerning PAsecureID issues.

Ellen Gemmill, Technical Writer, Data Specialist
Division of Data Services
Phone: (717) 265-8097
c-egemmill@pa.gov

Gene Pleszewicz, Data Specialist
Division of Data Services
Phone: (717) 265-8096
c-euplesze@pa.gov