# Data File Upload Process

Before reading this guide, please verify your access through Identity Management (IdM). Access to Data Pipeline is required through IdM to log into the system. If you have any questions, visit the Identity Management website. Each collection requires different user rights. Please contact your LEAs Local Access Manager (LAM) to get user rights for the appropriate collection you are working on. This is a person within your LEA that assigns rights to data respondents.
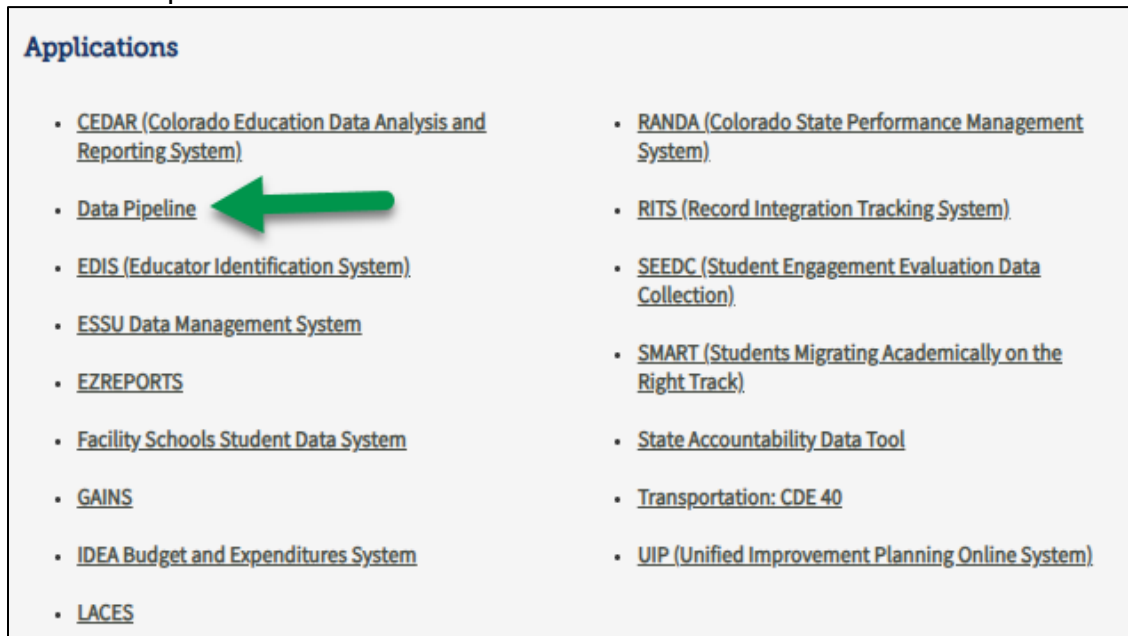
Log Into Data Pipeline

The steps below describe how to get logged into the Data Pipeline system.

1. Click on the Identity Management link to bring you to the IDM main page.
   - Note: This page is the main page for accessing CDE applications (including Data Pipeline). If you are the LAM, click on Identity Management (Access Management) to assign roles or to check roles.
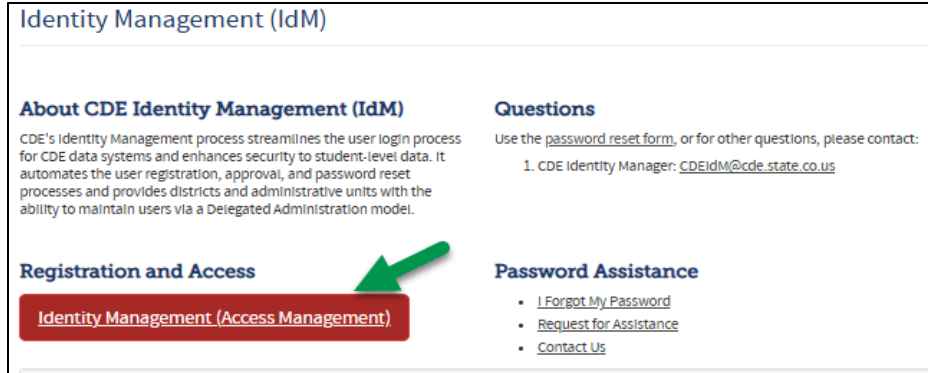
2. Click on the Data Pipeline line

3. Click on 'Log in to Data Pipeline' button.

4. This will bring you to the login page. The username is your email. You should have received an email with your temporary password. The system will prompt you to reset the password upon your initial login. Enter your username and password. Click the 'Continue' button.
   - Note: If you don't remember your password, use the 'Forgot your password?" link.

5. After logging in, the system will display a screen like the one below. The menu items available on the left will be dependent on your access rights in IdM.
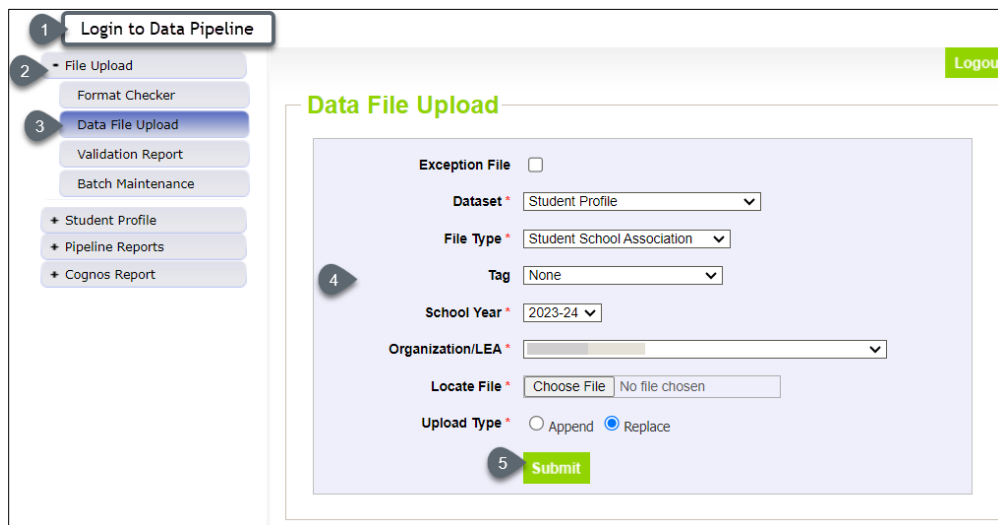
Upload A Data File

The data file upload screen is where a LEA uploads files. LEAs may upload files multiple times throughout the year. LEAs are encouraged to use a naming convention for files saved on their local system that includes the upload date so they can track changes made to these files throughout the collection.

Upon completing the file upload steps listed below, a message will be displayed across the top of the screen indicating a batch number or that there was an error uploading the file. Data Pipeline sends an email to data respondents once the file has been processed. This email will indicate the number of records uploaded into Data Pipeline and the number of errors related to this file upload. If you receive an email indicating a file upload error, double check the formatting of your file and try again. Alpha characters or symbols included in data fields that are numeric only is a common cause for file uploads to fail. This includes if an alpha character/symbol in a single data field for a single row of data.

1. Select *File Upload*
2. Select *Data File Upload*
3. Complete the Dropdown menus, indicating the specific file you are uploading.
   - **Dataset:** (e.g., Student)
   - **File Type:** (e.g., Student Demographic, Student School Association, etc.)
   - **Tag:** None
     i. Note: not all files have this option; none is recommended. See the Student Interchange site for information about tagged files.
   - **School Year:** Collection year
     i. Note: Other years may be available, so please ensure you select the correct year
   - **Organization/LEA:** Your district/LEA name and code
   - **File Name:** Choose File → Select file from your computer.
     i. .csv, .xls, .xlsx (.xlsx is preferred)
     ii. Spaces are not allowed in the file name.
   - **Upload Type** = Append or Replace
     i. Replace is recommended.
     ii. Append only adds records to your data pipeline file, it does not update records that have changes.
4. Select *Submit*

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5. The system will process for a few minutes and then you should receive a green message above the prompt screen stating "The File Upload request has been successfully submitted. Batch ID for the submitted request is <fill in the blank>. An email will be sent after the processing is complete."
   - *Note: If a **red message** appears, please make sure the spreadsheet name does not have any spaces in the naming convention. If this is not the problem and you still receive an error, please contact the CDE collection inbox for this file for troubleshooting assistance.*
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6. The system is now processing the file. Data Pipeline will send you an email including the record count and error count once the file has been processed. Some files may receive another email indicating the RITS validation process was run (student level data only).
   - Note: If you do not see an email, be sure to check your junk folder.