

Batch Processing

Batch processing of SSIDs is done by district to have SSIDs created/retrieved for enrolled students.

Step 1: Create a file from your student software system to upload to SSID IBM

DASL/SI Districts instructions on how to create a flat file for SSID IBM Website:

1. Click on "Management"
2. Click on "Import/Export"
3. Click on "State Student ID Export"
4. State Student ID Export
 - Enter SSID IBM User ID; enter district IRN in the building and district IRN fields:
 - Move over all school buildings that you want included in the export file.
 - Social Security Number: Choose what social security option you want to extract
 - Existing Student Code: Choose "N – Record will be updated"
 - Student Options: Choose "Send Only Students with No SSID"
 - Click "Export"
5. Once you click "Export" if you have any errors with the data you are trying to export it will appear on the screen. Click "continue"
You will then be asked if you want to open or save your file:
6. Click on "Save" – Save As
7. You will then be able to change name of the file and choose where you want to save the file.
 - click "save"

Step 2: Upload file to SSID IBM Website

Uploading file to SSID IBM Website for batch processing: Login in to the SSID IBM Website

1. Click on "Batch Process"
2. Click on "Batch File Upload"
3. Click on "Browse" and search for your Export File
4. Double click on "Export File"
5. Double click on the DASL Export File
6. Once file appears in Upload File Name; Click on "Upload"
 - Once file is uploaded it can take SSID IBM 24 hours to process file; once completed file will appear in the "Batch File Download" and you will also receive an email.

Step 3: Retrieve download file from SSID IBM Website

1. Once you have received email verification that file is available
2. Click on "Batch Process"
3. Click on "Batch File Download"
4. Search for file
5. Save file to computer – click on Save As, determine where you want to save file: click save

STEP 4 Download (Importing) SSID IBM file into your student software program

DASL/SI districts instructions on how to download SSID IBM File:

1. Click on "Management"
2. Click on "Import/Export"
3. Click on "State Student ID Import"
4. Click "Browse" and search for your SSID IBM file
5. Click "Verify"
6. An import file report will appear – you will need to review it to see if there are any errors.
Check mark means file will import
7. Click "Import"