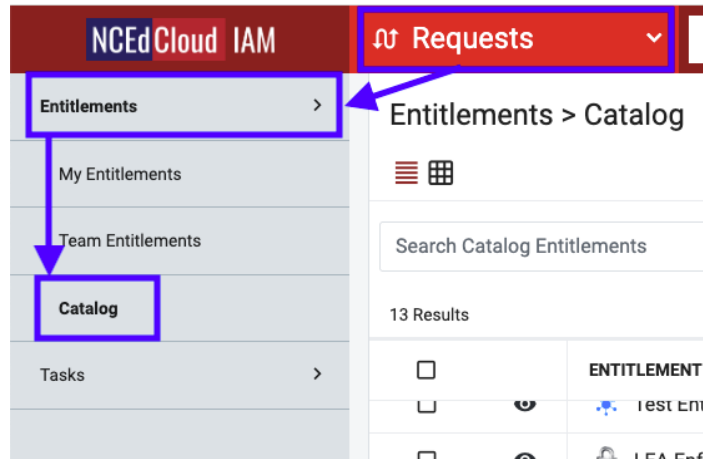
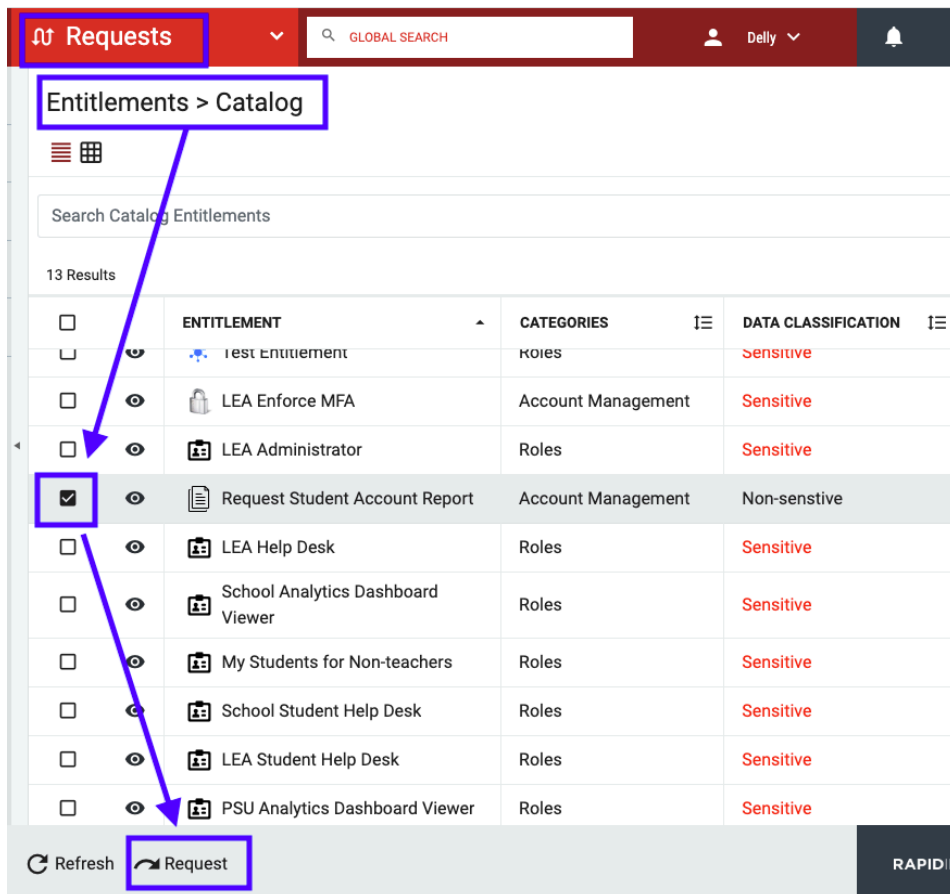


Request Student Account Report

LEA Administrators have the ability to generate a Student Account Report for their PSUs which can be printed (all or part) and distributed to teachers at the beginning of the school year. The report is obtained through the “Requests” dropdown in the RapidIdentity portal, then selecting the Entitlements / **Catalog** view on the left side of the screen.



Check the box for: “Request Student Account Report” and then click Request at the bottom



Enter the 3-character **LEA Code** for your PSU (Required), a Comment (optional), and then click on the **Request** button at the bottom of the screen. **Note: you MUST be an LEA Administrator for the LEA Code you enter or no report will be generated, and you will receive an email indicating the error.*

Requesting Entitlement 1 of 1

Request Student Account Report

LEA CODE *

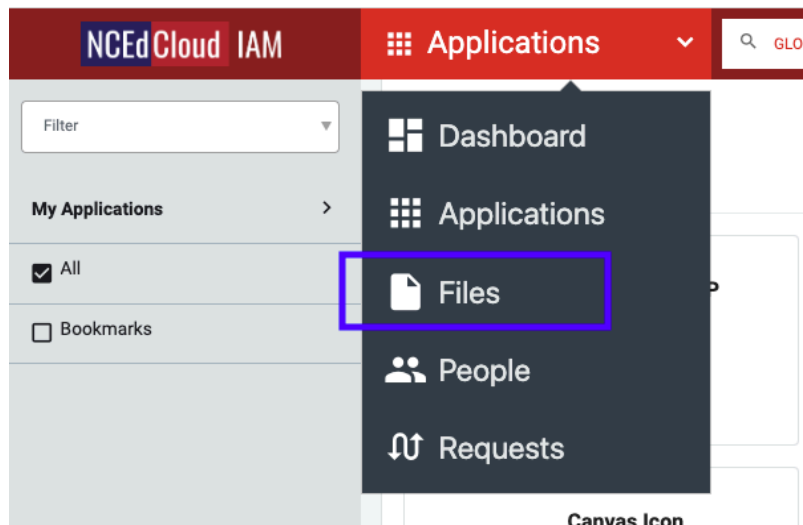
AA1

REQUEST COMMENTS

Test of Student Account Report

Cancel Request

The Student Account Report will be generated and placed in your PSU's "Files" location, which you access from the main drop-down menu.



Select the student account report from the files in your LEA's folder...

The screenshot shows a file management interface with a red header bar containing a 'Files' icon and a 'GLOBAL SEARCH' input field. Below the header, the main area is titled 'LEA Admin Files (AA1)'. On the left, a 'FOLDERS' sidebar shows a folder icon and the text 'LEA Admin Files (AA1)'. On the right, a 'FILES' list contains several entries, each with a document icon, a filename, and a size. The file '20241111095454_AA1_student_userdata.csv' is highlighted with a blue box.

FILES
20241103055535_AA1_userdata.txt
20241103082908_AA1_auditdata.txt
20241104053304_AA1_userdata.txt
20241104084124_AA1_auditdata.txt
20241105061923_AA1_userdata.txt
20241111095454_AA1_student_userdata.csv

Then select what you would like to do with the file from the bottom of the screen. This would usually be "download", which moves the .csv file to your local downloads folder.

The screenshot shows a file management interface with a list of files. The file '20241111095454_AA1_student_userdata.csv' is selected, and the 'Download' button is highlighted with a blue box.

20241111095454_AA1_userdata.txt	171
20241111083935_AA1_auditdata.txt	171
20241111095454_AA1_student_userdata.csv	1.4

Buttons: Create Folder, Upload, Download, Delete, Rename, Open

From there you can open the file in a spreadsheet and either print the entire report, or select students from individual schools or teachers.

An example of the report opened in a spreadsheet is shown below.

	A	B	C	D	E	F
1	StudentSchoolCode	TeacherName	LastName	FirstName	UserID	DefaultPassword
2						
3	AA1100	Eacher12T3, Terrie				
4			LastName	FirstName	UserID	DefaultPassword
5			Tudent120	Sample	999999120	3wcCWAJC
6						
7	AA1100	Teach, Crabby				
8			LastName	FirstName	UserID	DefaultPassword
9			Tudent122	Sample	999999122	raBBit\$2023
10						
11	AA1100	Teacher, Susan				
12			LastName	FirstName	UserID	DefaultPassword
13			Primary	Jimmy	9999999A3	dh54oVq^
14						
15	AA1200	Eacher12T3, Terrie				
16			LastName	FirstName	UserID	DefaultPassword
17			Tudent127	Sample	999999127	3D6N3wjN
18			Tudent126	Sample	999999126	Na80[Gs2
19						
20	AA1200	Teach, Crabby				
21			LastName	FirstName	UserID	DefaultPassword
22			Middle	Steve	9999999A2	VI04P4aG
23			Tudent123	Sample	999999123	N0zLH8z7
24			Tudent124	Sample	999999124	mmr76i4J
25			Tudent125	Sample	999999125	*W06lo#4