



# Preparing Files for myON Data Submission

## Overview

myON requires data from your student information system (SIS) to create individualized logins, allowing a personalized reading experience.

Enroll is an application myON uses to manage users in myON. Currently, a myON team member can process your data files through Enroll or you can use Enroll to manage your own data.

Both data methods require completion of up to three CSV files: students, faculty, and roster. Please see below for more information on how to complete these three CSV files.

For more information about your options for managing your myON data, please contact support at [support@myon.com](mailto:support@myon.com), or visit <http://support.myon.com>.

## File Format for Each CSV

**students.csv:** The students file provides student information to myON.

Column Header	Required?	Notes
school_id	<b>YES</b>	District assigned building number/identifier
school_name	<b>MAYBE</b>	If a myON team member is processing your data and you are new to myON
sis_id	<b>YES</b>	Must be unique across the district Must be unique across faculty and students All user history is stored here and cannot be easily changed
last_name	<b>YES</b>	
first_name	<b>YES</b>	
middle_name	<b>NO</b>	
grade	<b>YES</b>	Please use a standard value: PK, K, and any value 1-12
username	<b>YES</b>	All usernames must be unique across all users in the district
password	<b>YES</b>	Must be a minimum of 3 characters Does not need to be unique Passwords are case-sensitive

Example:

	A	B	C	D	E	F	G	H
1	school_id	school_name	sis_id	last_name	first_name	grade	username	password
2								
3								

## faculty.csv: The faculty file provides faculty information to myON.

Column Header	Required?	Notes
school_id	<b>YES</b>	District assigned building number/identifier
school_name	<b>MAYBE</b>	If a myON team member is processing your data and you are new to myON
sis_id	<b>YES</b>	Must be unique across the district Must be unique across faculty and students All user history is stored here and cannot be easily changed
last_name	<b>YES</b>	
first_name	<b>YES</b>	
email	<b>NO</b>	
username	<b>YES</b>	All usernames must be unique across all users in the district
password	<b>YES</b>	Must be a minimum of 3 characters Does not need to be unique Passwords are case-sensitive

## roster.csv: The roster file provides student-to-faculty relationships in myON.

Creating a roster in Enroll requires:

- › There is both a student\_sis\_id and a faculty\_sis\_id
- › The student\_sis\_id appears in the student.csv file
- › The faculty\_sis\_id appears in the faculty.csv file
- › The student and faculty are in the same building

Column Header	Required?	Notes
student_sis_id	<b>YES</b>	Must correlate to a student user in the student.csv
faculty_sis_id	<b>YES</b>	Must correlate to a faculty user in the faculty.csv

## Preparing Files

myON suggests preparing a CSV file for students, faculty, and roster to take full advantage of what myON offers.

Please note:

- › students.csv can be submitted alone
- › faculty.csv can be submitted alone
- › students.csv and faculty.csv files can be submitted together without a roster.csv file
- › roster.csv requires both a student.csv and a faculty.csv

## Users in myON

myON offers several user roles including:

- › Students (many per building)
- › Faculty/Teachers (many per building)
- › Specialists (many per building)
- › Building Administrators (one per building)
- › District Administrators (one per district)

Enroll does not process your administrators, or specialists. Your administrators can create specialists through an administrator login.