

## Importing Staff Information into Lexia Reading

This document explains how to create teacher/staff accounts on the MyLexia website by importing a spreadsheet file containing the staff information. This process is for new Lexia Reading customers who have a large number of staff and/or who do not want to manually create staff accounts on the MyLexia website ([www.mylexia.com](http://www.mylexia.com)).

**Target User Access Level:** District Administrative Access  
School Administrative Access

1. Download the import file by clicking the following link or by typing the entire underlined URL into a web browser. **Save** the file on your computer.  
<http://www.lexialearning.com/downloads/StaffImport.xlsx>
2. Open the file in MS Excel or another spreadsheet program.
3. Under the column headings, enter each staff/teacher's information in a single row. All columns are required.

**Do not change the column headings or delete any columns.**

Column Heading	Column Description	Character Limit
First Name	Staff/teacher's first name <b>(required)</b> .	20
Last Name	Staff/teacher's last name <b>(required)</b> .	30
Username	Staff/teacher's username to log into <a href="http://www.mylexia.com">www.mylexia.com</a> . Usernames must be unique and in the form of an email address. The username cannot contain any spaces or ' <b>(required)</b> .	255 (must be email address)
Password	Staff/teacher's password to log into <a href="http://www.mylexia.com">www.mylexia.com</a> . The password must be 4-20 characters long and can contain any combination of numbers, letters, and special characters . ! # \$ % & ' * + - / = ? ^ _ ` {   } ~ <b>(required)</b> .	4-20
Access	Staff/teacher's access level in <a href="http://www.mylexia.com">www.mylexia.com</a> . Use one of the following abbreviations for the access level you wish to set for the staff member:  DAA - District Admin Access                      DRO - District Read Only SAA - School Admin Access                      SRO - School Read Only C - Class Access                                      CRO - Class Read Only  <b>(required)</b>	NA

Column Heading	Column Description	Character Limit
School	<p>Staff/teacher's school.</p> <p>If you wish to place the staff member into a school that already exists in MyLexia (<a href="http://www.mylexia.com">www.mylexia.com</a>), make sure the school name is exactly as it appears on the Schools tab.</p> <p>If you enter a school name that does not exist in MyLexia, then after the import, a new school will be created and the staff member will be assigned to the new school (<b>required</b>).</p>	50

4. Save the file. If you are a District Administrator who is running the import yourself, save the spreadsheet as a tab-delimited file and follow the instructions in the note below. Otherwise, proceed to step 5.
5. Email the file to [support@lexialearning.com](mailto:support@lexialearning.com). Please include your name, phone number, Customer Code/ID, and the school or district name. Imports are processed in the order they are received.
6. You will receive an email notification when the import is complete. Normal turnaround is 2 business days or less.
7. Please login to MyLexia ([www.mylexia.com](http://www.mylexia.com)) after the data import is complete and verify that the staff accounts have been created and that the data is correct.

**Note:** Users with District Administrative Access can run the import themselves rather than send the file to Lexia customer support. After saving the spreadsheet as a tab-delimited file (see Step 4), login to MyLexia ([www.mylexia.com](http://www.mylexia.com)) and follow these steps:

- a. Click the Staff tab.
- b. Click the Import button.
- c. Click Browse and locate your import file.
- d. Click Import.
- e. Review the import report.
- f. To import the staff, click Finish.
- g. Review the staff accounts on the Staff tab to verify the staff accounts have been created and the data is correct. Contact Lexia customer support with any questions.