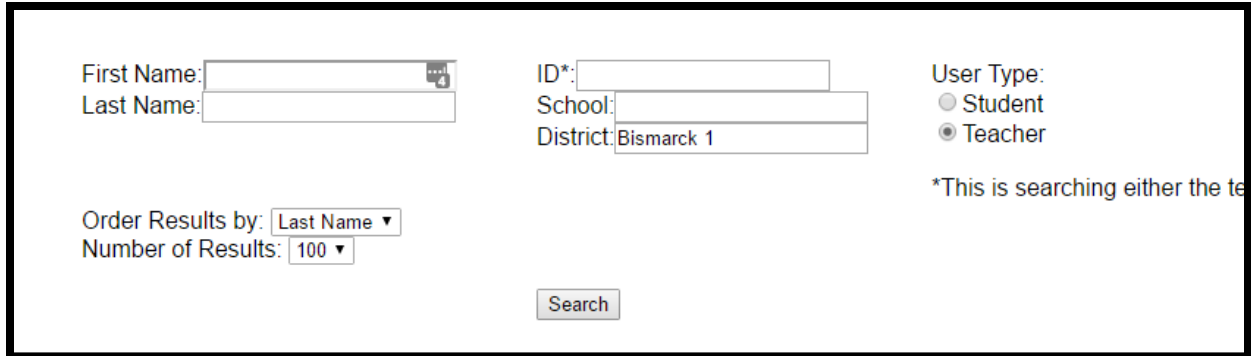


MyAdmin Student/Teacher Lookup Tool

EduTech District Tech Admins (DTAs) are now able to follow the status of the student and teacher K12 accounts after their information has been entered into PowerSchool. This lookup tool is located at <https://myadmin.k12.nd.us> under the **View Auto Users** tab.

How to Search for a User:

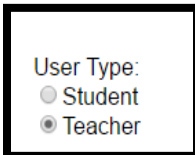
- Search users by: First Name, Last Name, Teacher License Number, State Student ID, School, and User Type.



The screenshot shows the search interface with the following fields and options:

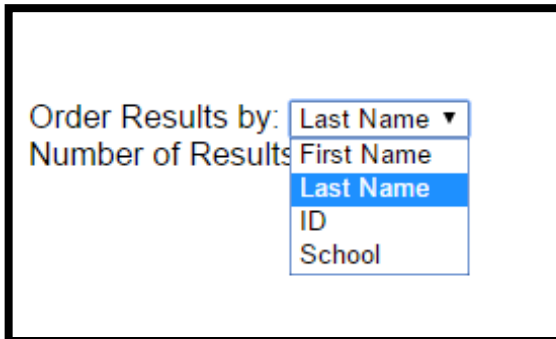
- First Name:
- Last Name:
- ID*:
- School:
- District:
- User Type: Student, Teacher
- Order Results by: ▼
- Number of Results: ▼
- Search button
- *This is searching either the te

- Select User Type: Student or Teacher



User Type:
 Student
 Teacher

- Choose how the results are ordered: First Name, Last Name, ID (either State Student ID or Teacher License Number), or School.



Order Results by: ▼
Number of Results: ▼

- Last Name
- First Name
- Last Name
- ID
- School

- Results may be adjusted from 25 to 500 users (it is recommended to leave this setting at the default of 100).

Understanding the Query Results:

- If the user **IS in the Unique Table** (first table displayed *below* in green and white):
 - The user **HAS MADE** it through PowerSchool and SLDS and is now **READY** for an Office 365 account.
 - All DTAs in the district will receive a FIM email with the account and password. Look for this email around 1:00 p.m. Central time.
 - If a FIM email is **not received**, please contact the EduTech Help Desk at 800.774.1091 or help@k12.nd.us.
- If the user **IS in the Duplicate Table** (second table displayed *below* in blue and white):
 - Click on the **Home** tab at the top of the page.
 - Select **Duplicate User Handling**.
 - On the left hand side of the page, select **Student** or **Teacher** and names will display in the box just below.
 - Click on the name you want to claim and the record will display in the middle of the page.
 - Click on the **Claim** button and after the overnight process runs, the account will be located in your district.
- If the user **IS NOT in the Extract Table** (third table displayed *below* in orange and white):
 - This user **DID NOT MAKE IT** from PowerSchool to SLDS.
 - Verify that the user's student ID or teacher license number was entered correctly in PowerSchool.
 - Make sure the user has been entered in a school and **NOT the district office**.
 - If these two entries are correct, contact the EduTech Help Desk at 800.774.1091 or help@k12.nd.us.

Unique Table

What does this data mean:

1) If a person is in the unique table

- This person has made it through powerschool and SLDS, and is ready to get an O365 account

- Contact the edutech helpdesk and ask for a password reset if you didn't receive the account, or possibly the account got stuck in FIM

District_ID	DistrictName	LicenseNumber	title	first_name	Middle_name	Last_name	dob	schoolist
08001	Bismarck 1	45742	SPEECH PATHOLOGIST	Rebecca		Barta	05/09/1958	Becep
08001	Bismarck 1	25564	TEACHER	Renee	Cleary	04/06/1954		Grimsrud Elementary
08001	Bismarck 1	63137	TEACHER	Rebecca	Davis	02/08/1985		Wachter Middle School
08001	Bismarck 1	36939	TEACHER	Renaee	Ely	01/18/1959		Liberty Elementary
08001	Bismarck 1	51322	TEACHER	Renee	Feist			Horizon Middle School, Century High School, Legacy High School, South Central High School, Bismarck High School
08001	Bismarck 1	64324	TEACHER	Rebecca	Hafner	12/01/1982		Liberty Elementary
08001	Bismarck 1	54822	TEACHER	Rebecca	Hoffman	03/03/1975		Becep
08001	Bismarck 1	39377	TEACHER	Renaee	Orstad	09/21/1950		Will Moore Elementary
08001	Bismarck 1	46815	TEACHER	Rebecca	Skalsky	09/04/1967		Liberty Elementary
08001	Bismarck 1	416055	TEACHER	Reagan	Urbanec	08/07/1987		Century High School
08001	Bismarck 1	53173	TEACHER	Renaee	Vilhauer	10/05/1971		Moses Elementary
08001	Bismarck 1	61916	TEACHER	Rebecca	Vossler	12/15/1982		Wachter Middle School
08001	Bismarck 1	33518	TEACHER	Rebecca	Young Sletten	07/13/1951		Bismarck High School

Duplicate Table

2) If a person is in the duplicate table

- This person needs to have their primary district claim them by using the duplicate user handling in the myadmn portal.

- After the person has been claimed, it will take an overnight process and you will need to contact the edutech helpdesk if the user does not know their login information

District_ID	DistrictName	LicenseNumber	title	first_name	Middle_name	Last_name	dob	schoolist
08001	Bismarck 1	59440	TECHNOLOGY	Rebecca		Savelkoul	10/04/1980	Century High School, Bismarck High School
08001	Bismarck 1	59440	TECHNOLOGY	Rebecca		Savelkoul	10/04/1980	Century High School, Bismarck High School

Extract Table

3) If a person is NOT in the Staff extract table

- This person did not make it from powerschool into SLDS.

- Check powerschool to make sure the proper information has been entered, and contact the edutech helpdesk if you need powerschool help.

District_ID	DistrictName	LicenseNumber	title	first_name	Middle_name	Last_name	dob	schoolist
08001	Bismarck 1	45742	SPEECH PATHOLOGIST	Rebecca		Barta	05/09/1958	Becep
08001	Bismarck 1	25564	TEACHER	Renee	Cleary	04/06/1954		Grimsrud Elementary
08001	Bismarck 1	63137	TEACHER	Rebecca	Davis	02/08/1985		Wachter Middle School
08001	Bismarck 1	36939	TEACHER	Renaee	Ely	01/18/1959		Liberty Elementary
08001	Bismarck 1	51322	TEACHER	Renee	Feist	01/11/1970		Horizon Middle School, Century High School, Legacy High School, South Central High School, Bismarck High School