



# Preparing Files for myON Data Submission

## Overview

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

Enroll is an application myON uses to manage users in myON. You can use Enroll to manage your own data.

This will require the 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@renlearn.co.uk](mailto:support@renlearn.co.uk), 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	YES	Assigned building number/identifier
school_name	MAYBE	If you are new to myON
sis_id	YES	Must be unique across the MAT Must be unique across faculty and students All user history is stored here and cannot be easily changed
last_name	YES	
first_name	YES	
middle_name	NO	
year	YES	Please use a standard value: Any value 1-12
username	YES	All usernames must be unique across all users in the MAT/School We recommend using existing Renaissance usernames where available
password	YES	Must be a minimum of 3 characters Does not need to be unique Passwords are case-sensitive We recommend using existing Renaissance passwords where available

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

Column Header	Required?	Notes
school_id	YES	District assigned building number/identifier
school_name	MAYBE	If you are new to myON
sis_id	YES	Must be unique across the MAT/School Must be unique across faculty and students All user history is stored here and cannot be easily changed
last_name	YES	
first_name	YES	
email	NO	
username	YES	All usernames must be unique across all users in the MAT/School
password	YES	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 School

Column Header	Required?	Notes
student_sis_id	YES	Must correlate to a student user in the student.csv
faculty_sis_id	YES	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 MAT)
- † Faculty/Teachers (many per MAT)
- † Specialists (many per MAT)
- † Building Administrators (one per MAT) † District Administrators (one per MAT)

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