

Quick Guide to Obtaining State ID's – Uploading Batch File

1. Extract State ID file from local student information system and save to the desktop or another location easy to remember (such as "My Documents"). If you choose to re-name the file when saving it, do not place any spaces or special characters in the name of the file.
2. Log into www.edinfo.state.ia.us (BEDS website)
 - Login:
 - Password:
3. Select the State ID button.
4. Select Upload Batch File.
5. Click Browse.
6. Find extract state ID file on your computer. Select file and click Open.
7. Click Upload.
8. Check file status by clicking the "State ID Home" button near the top right-hand corner of the page. (The state ID application does not tell you when it is ready for the next step, so you need to click on "State ID Home" or "Filter Results" when you are on the homepage in order to see if you are ready for the next step.)
 - If errors > 30, correct in local system, extract again, and upload new file. (return to step 4).
 - Otherwise, click Validate Data.
9. Check current file status by clicking the "State ID Home" button or "Filter Results" from the homepage.
 - If errors in student records exist, correct online by clicking EDIT. Make corrections or cancel each record with errors.
 - Once status shows Data Validation Complete, click Assign State ID.
10. Check current file status by clicking the "State ID Home" button or "Filter Results" from the homepage.
 - If near matches are found, click "Resolve Near Matches/Duplicates".
 - Select a student to review by clicking the "Review and Select" button.
 - Compare your student information on the top with the selected student on the bottom. For more comparative information, click the student's first or last name from a student on the bottom. Discrepancies between your submitting student and the one in the database are highlighted in yellow with italicized bold type. Your student's information is always displayed on the top. The student who may be a match is always displayed on the bottom. Click "Return to List of Near Matches" if the name link had been clicked.
 - Click on the resident district number or school number to display additional information about the attending school or resident district.
 - Decide what action to take from among the following choices:
 - a. If the student on the bottom is your student, click the radio button on the left next to the appropriate match on the bottom. Click "Assign Selected".
 - b. Cancel the student record if no state ID assignment is to be made at this time.
 - c. If the student on the bottom is *not* your student, click "Create New ID" if none of the near matches are your student.

- d. If more than one student is listed at the bottom AND at least two of the possible students listed among the bottom appear to be the same student, send an e-mail to or call the contact at the bottom of the state ID application to indicate the possible existence of more than one state ID for the same student. Continue to e.
 - e. Click "Select Another Record" to move to another near match without making a decision at this time. (All near matches must be resolved to finish processing a file.)
 - f. Continue resolving near matches until all are resolved.
11. When Next Action displays Download State ID, click "Download State ID".
- Under Status, right click on a PC the blue Download File link. If using a Macintosh, hold Control key while clicking on the blue Download File link .
 - From the pop-up menu, select "Save Target As . . . ", "Save Link to Disk", or something similar.
 - Select location to save your downloaded file onto your computer from the Save In: dropdown at the top of the Save As screen. To save to the desktop, click on the desktop icon along the left side of Save As: box.
 - Change download filename in File name: box, if you desire. If no change, the filename will be the same filename that you uploaded to the state ID application.
 - Click Save.
 - Select Open to view downloaded file or Close to proceed.
12. To exit the program,
- Select State ID Home or Return to State ID Home.
 - Select "EXIT" (upper right) on State ID page.
 - Select EXIT on Application Menu to log out.