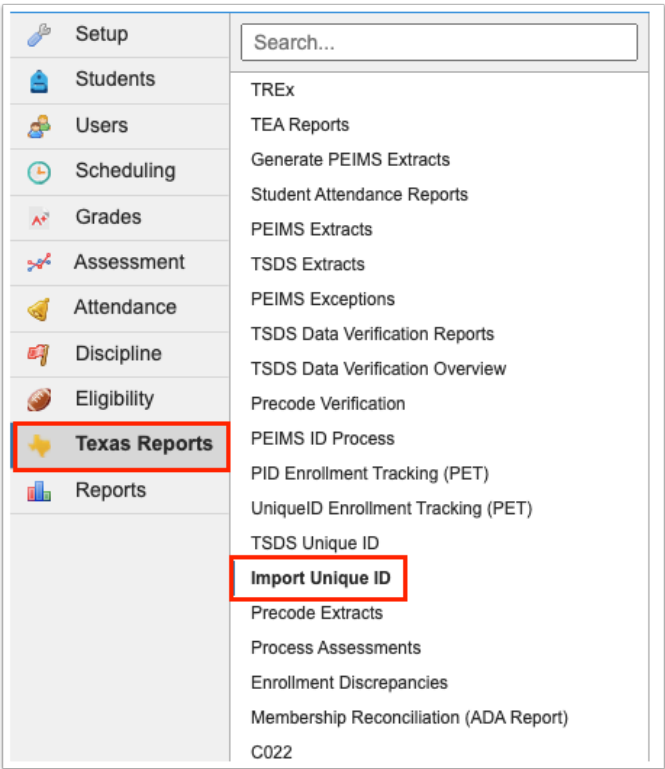


# Import Unique ID

Once the file of students missing a Unique ID is generated using [TSDS Unique ID](#) and then uploaded to TSDS, TSDS then assigns a Unique ID to the students and provides the district with a file. The file provided by TSDS is imported into Focus using the Import Unique ID screen. Be sure the file supplied by TSDS is on your computer before using this screen.

## Importing Unique IDs

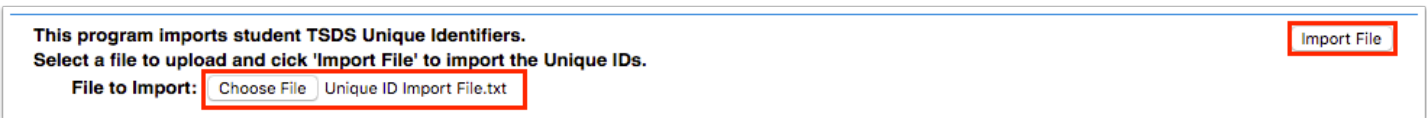
1. In the **Texas Reports** menu, click **Import Unique ID**.



2. Click **Choose File** and select the file provided by TSDS that is located on your computer.

The name of the selected file is displayed next to the Choose File button.

3. Click **Import File**.



Upon completion, a green check mark and status message is displayed, indicating the results of the upload process.

4. Click **Go back** to return to the Import Unique ID screen.

