

Merging with Your Student Information System

Here's how you can **merge the job number** and **unique code** from a CSV file with your **Student Information System (SIS)**:

1

Download the CSV File

Save the file containing the job number and unique codes to your computer.

2

Open Your SIS Import Tool

Log in to your SIS and navigate to the section for importing or uploading data (e.g., "Data Import," "Student Records," or similar).

3

Map the Fields

Match the columns in the CSV file (e.g., "Job Number" and "Unique Code") with the corresponding fields in your SIS.

Ensure the SIS field names align with the CSV file's column headers.

4

Upload the File

Use the SIS upload feature to select and import the CSV file. Confirm the file format matches the SIS requirements (e.g., .csv format, proper delimiters).

5

Verify the Data

Once uploaded, review the data in the SIS to confirm the job numbers and unique codes merged correctly with student records.

6

Email or Send the File via Your App

Email the updated file or share it via your SIS app with students.

Please include a brief message explaining the content and its purpose, e.g.

7

Save and Confirm

Save the changes and verify the records are updated in the system.

★★★★★ **Done!**

Subject: Job Number and Unique Code for School Photo Orders

Dear [Recipient],

Your job number and unique code are provided below. These codes are required to order your school photos online.

To place an order, visit **SchoolPix - Online Ordering** and enter the job number and unique code when prompted.

Job Number: [Insert Job Number]

Unique Code: [Insert Unique Code]