Non-Student Users

LaunchPad Rostering and Bulk Import Process

Colorado Non-Student User Rostering Guide

Use this guide to add, update, import, and review Colorado non-student user accounts in LaunchPad (LP).

Non-student user accounts provide assessment coordinators and data respondents access to student rosters in LP and entry points to ADAM and the LMS. The assigned role and organization determine a user's level of access.

User Roles

All official (i.e., superintendent-appointed) District Assessment Coordinators (DACs) are assigned the *Assessment Coordinator + SDF* role to complete CMAS and CoAlt activities. DACs create and manage user accounts for other assessment coordinators and data respondents to complete locally determined activities.

User Role Permission	Assessment Coordinator + SDF	Assessment Coordinator +	Assessment Coordinator	Data Respondent
ADAM access through LP	X	X	X	X
LMS access through LP	X	X	X	X
Create, edit, deactivate non-student users in LP	X	X	X	
Create students and view/edit non-sensitive data in LP	X	X	X	X
View/edit sensitive student data in LP (e.g., IEP, 504, ML accommodations eligibility, demographics)	X	X		X
Manage student transfer requests in LP	X	X		
Manage personal needs profile/testing details in ADAM (e.g., accommodations and accessibility, remote)	X	X	X	
Optional: Set up proctor groups in ADAM	X	X	X	
Print student cards and proctor cards from ADAM	X	X	X	
Place additional orders in ADAM (only orders submitted by the official DAC are processed)	X			
Indicate accountability codes in ADAM	X	X		X
View summary data and results for assigned organization in ADAM	X	X	X	
View Student Data Files in ADAM	X			

Test Administrators do not need LaunchPad user accounts as they directly access student test proctoring dashboards through a *proctor card* provided by an Assessment Coordinator.

Technology Coordinators do not need LaunchPad user accounts to input technology settings. If a Technology Coordinator will use ADAM to test the locked down testing environment through the ADAM Training Administration, assign an appropriate Assessment Coordinator role.

Permissions are current as of October 2026.

Organizations

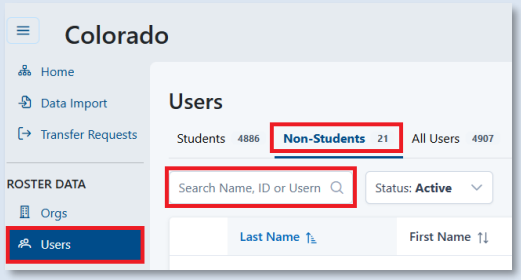
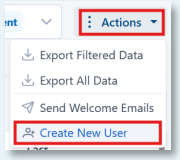
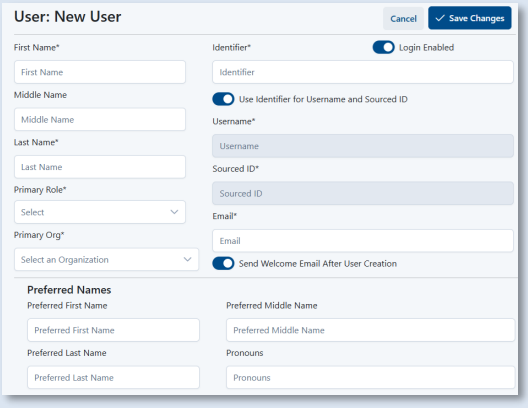
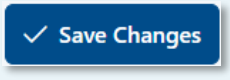
A user is assigned to either a district or school organization. Users assigned to a district organization have access to information across all schools in that district only. Users assigned to a school organization have access to that school's information, but not to other schools in the district. If needed, a district-level user can provide individual school-level users access to multiple *schools* within their district; however, if a user needs access to schools across multiple *districts*, official DACs must contact CDE Assessment for support.

Manage Non-Student Users in LaunchPad

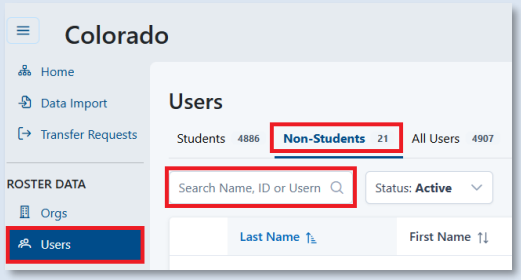
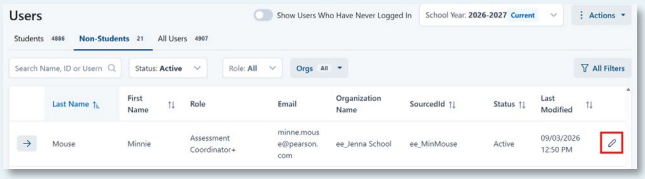
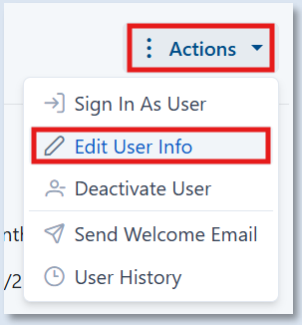
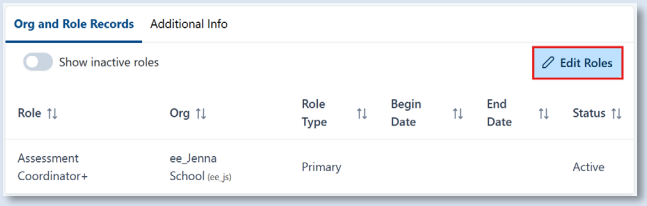
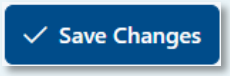
Manage non-student user accounts directly in LaunchPad when working with an individual non-student user account or upload a CSV when working with multiple non-student user accounts. Choose the method based on volume and permissions.

Method	Use it for
Create or Edit One User	One non-student user, a new account, or a single correction.
Bulk Import Non-Student Users	Initial loads, multiple non-student users, or centrally managed updates.

Create One User

Step	Display
1. In LaunchPad, go to **Roster Data > Users > Non-Students,** then search for the user before creating a new account to ensure the account was not previously created**.**	
2. Go to **Actions** > **Create New User.**	
3. Complete the displayed form. Required fields include: **a.** First Name **b.** Last Name **c.** Primary Role **d.** Primary Org **e.** Identifier **f.** Email **Default:** Use *Identifier* for *Username* and *Source ID*. **Best Practice:** Use *Email* as the *Identifier*.	
4. Select **Save Changes.**	

Edit One User

Step	Display
1. In LaunchPad, go to **Roster Data > Users > Non-Students,** then search to find the existing user.	
2. Select the edit button in line with the user's account.	
3. To update: **a.** Name or username, select **Actions > Edit User Info**. **b.** Roles and associated organizations, select **Edit Roles** under **Org and Role Records**, then select the **+** button and indicate updates.	**a.**  **b.**  
4. Select **Save Changes.**	

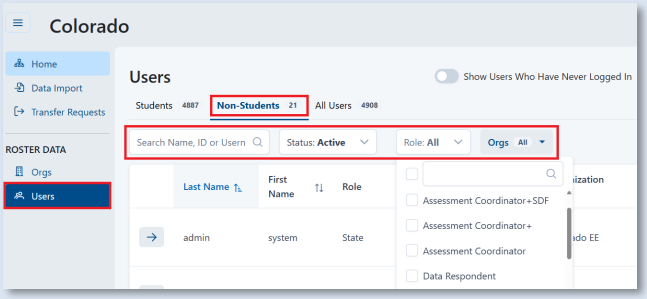
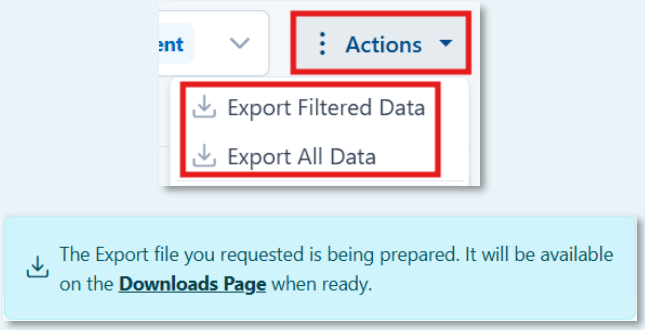
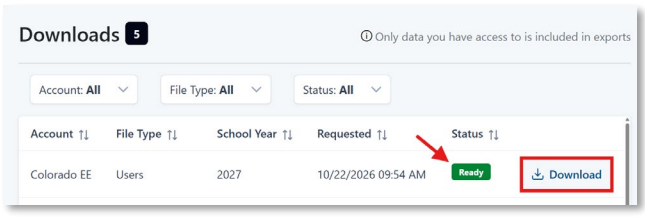
Bulk Import Non-Student Users

Use this process to create multiple new users and/or edit multiple existing users through a file export and import process. To update existing users, first export and download user data from LP, then add the appropriate information to the user template.

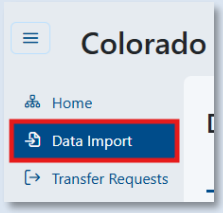
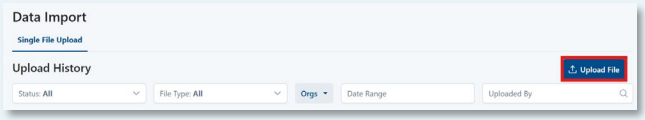
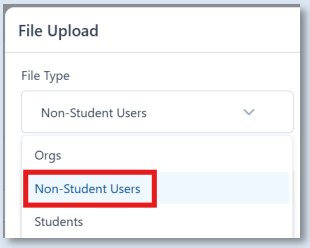
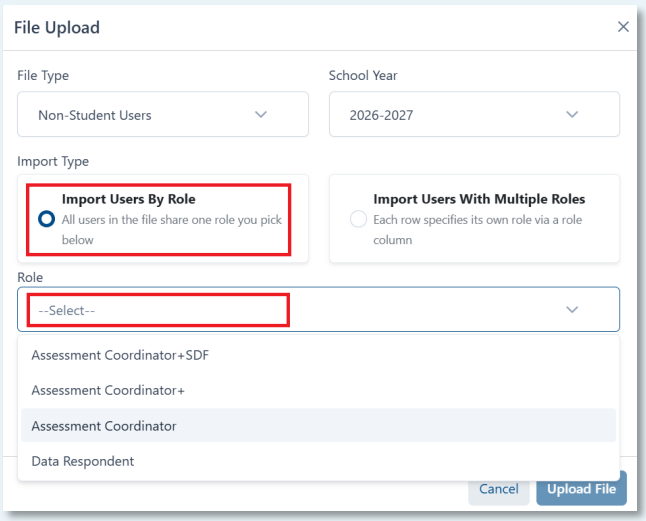
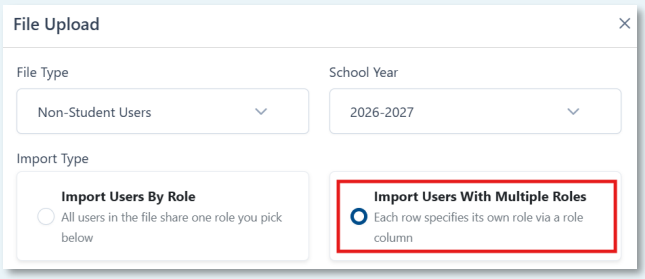
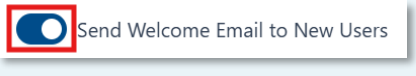
There are two user import types. Choose the method based on user group composition.

Method	Use it when
Import Users by Role	All users in the file have the same one role. Choose the shared role in the Role dropdown before uploading the file.
Import Users with Multiple Roles	The file includes users with different roles. Include the required role column so LP can read the role from each row.

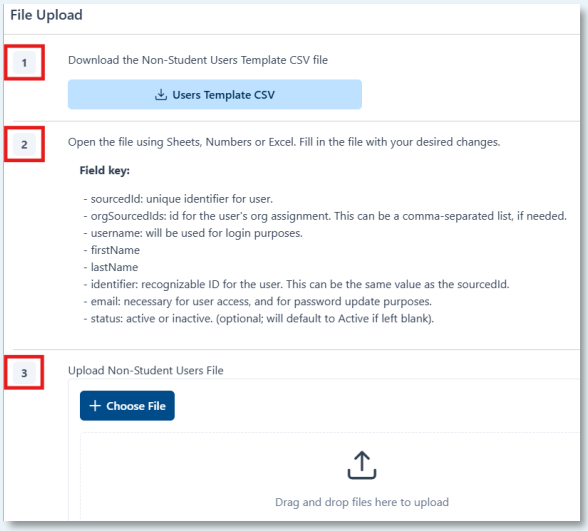
Export Existing Users

Step	Display
1. In LaunchPad, go to **Roster Data > Users > Non-Students,** then apply filters, as needed.	
2. Select **Actions > Export Filtered Data** or **Export All Data**.	
3. Select the **Downloads** button.	
4. On the **Downloads** page, once the exported file is **Ready**, select the **Download** button.	

Create New Users and Edit Existing Users

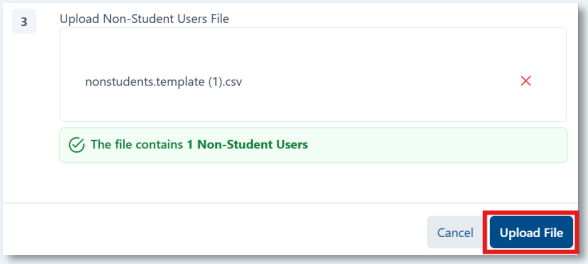
Step	Display
1. In LaunchPad, go to **Data Import > Users > Non-Students,** then search to find the existing user.	
2. Select the **Upload File** button.	
3. On the displayed **File Upload** screen, expand the **File Type** dropdown and select **Non-Student Users**.	
4. Select the **Import Type:** **a. Import Users by Role** (requires **Role** selection) **b. Import Users with Multiple Roles**	**a.**  **b.** 
5. Choose the **Welcome Email** setting. Leave on when LP should notify new users. **Default is on.** If turned off, Welcome Emails can be initiated later.	

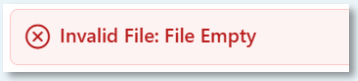
6. Follow the displayed **File Upload** directions to complete **1-3**, which vary based on the **Import Type** selected in **Step 4**.



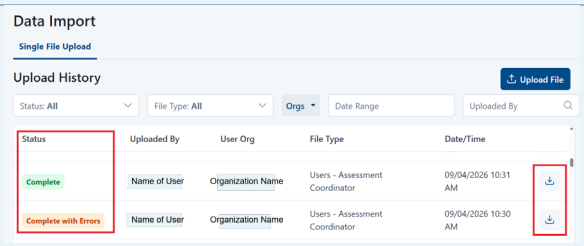
7. Select **Upload File** once the locally saved file is added.

Note: An error appears before selecting Upload File if the system identifies an issue with the file selected for upload.

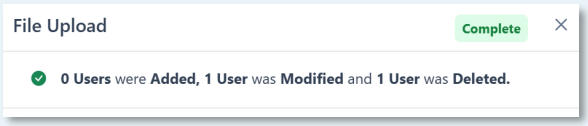




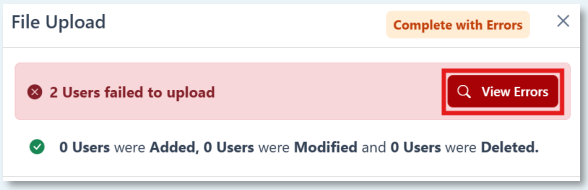
8. Monitor **Data Import > Upload History** and address the **Status** as needed.
   a. **Complete** – select the status for an overview of applied actions.
   b. **Complete with Errors** – select the status to an overview of errors and any applied actions. Select **View Errors** for a list of records and their associated errors or to **Download Error Report**.

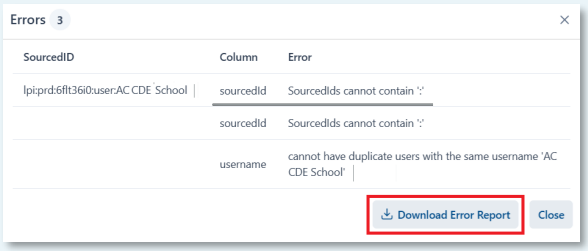


a.



b.





Import Users by Role Field Key

Use this layout when all users in the file share the role selected in the **Role** dropdown. Keep the columns in the displayed order and keep each field name exactly as written.

Column	Field Name	Required	Description	Values
A	**sourcedId**	Yes	Unique user identifier. For an existing user, LaunchPad supplies this value. **Best practice:** Should match **username** (C) and **identifier** (F).	A-Z a-z 0-9 @ . (embedded spaces)
B	**orgSourcedIds**	Yes	Organization code for the user's organization assignment. Use a comma to separate organization codes when a user needs access to multiple organizations. **District:** Four-digit district code assigned by CDE. Format = DDDD **School:** Four-digit district code with four-digit school code assigned by CDE. Format = DDDD-SSSS	A-Z 0-9 - , (comma) **Expected Formats:** DDDD DDDD-SSSS
C	**username**	Yes	Used for login. **Best practice:** Should match **sourcedId** (A) and **identifier** (F).	A-Z a-z 0-9 @ .
D	**firstName**	Yes	User's first name.	A-Z 0-9 - ' . (embedded spaces)
E	**lastName**	Yes	User's last name.	A-Z 0-9 - ' . (embedded spaces)
F	**identifier**	Yes	Recognizable identifier for the user. **Best practice:** Should match **sourcedId** (A) and **username** (C).	A-Z a-z 0-9 @ .
G	**email**	Yes	Valid email address used for account access and password updates. Embedded spaces are not allowed. **Best practice:** Use email for **sourcedId** (A), **username** (C), and **identifier** (F).	A-Z a-z 0-9 @ .
H	**status**	No	If left blank, the status defaults to Active.	**Active** **Inactive**

Import Users with Multiple Roles Field Key

Use this layout when users have different roles. The **role** column is required because LP reads the role from each row instead of the Role dropdown determined by the File Upload Import Type. Keep the columns in the displayed order and keep each field name exactly as written.

Column	Field Name	Required	Description	Values
A	**sourcedId**	Yes	Unique user identifier. For an existing user, LaunchPad supplies this value. **Best practice:** Should match **username** (D) and **identifier** (G).	A-Z a-z 0-9 @ . (embedded spaces)
B	**orgSourcedIds**	Yes	Organization code for the user's organization assignment. Use a comma to separate organization codes when a user needs access to multiple organizations. **District:** Four-digit district code assigned by CDE. Format = DDDD **School:** Four-digit district code with four-digit school code assigned by CDE. Format = DDDD-SSSS	A-Z 0-9 - , (comma) **Expected Formats:** DDDD DDDD-SSSS
C	**Role**	Yes	Identifies the role assigned to a user.	**Assessment Coordinator+SDF** **Assessment Coordinator+** **Assessment Coordinator** **Data Respondent**
D	**username**	Yes	Used for login. **Best practice:** Should match **sourcedId** (A) and **identifier** (G).	A-Z a-z 0-9 @ .
E	**firstName**	Yes	User's first name.	A-Z 0-9 - ' . (embedded spaces)
F	**lastName**	Yes	User's last name.	A-Z 0-9 - ' . (embedded spaces)
G	**identifier**	Yes	Recognizable identifier for the user. **Best practice:** Should match **sourcedId** (A) and **username** (D).	A-Z a-z 0-9 @ .
H	**email**	Yes	Valid email address used for account access and password updates. Embedded spaces are not allowed.	A-Z a-z 0-9

			Best practice: Use email for **sourcedId** (A), **username** (D), and **identifier** (G).	@ .
I	**status**	No	If left blank, the status defaults to Active.	**Active** **Inactive**

FILE REQUIREMENTS: All columns except **status** are required. The multiple-roles layout also requires **role**. Use the user's email address consistently for **sourcedId**, **username**, and **email** when that is the **identifier** used by the organization. Do not change the header names.