

USER GUIDE – STUDENT NUMBER IMPORT/EXPORT

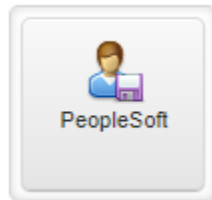
TARGET AUDIENCE: PGME OFFICE

Updated July 15, 2022

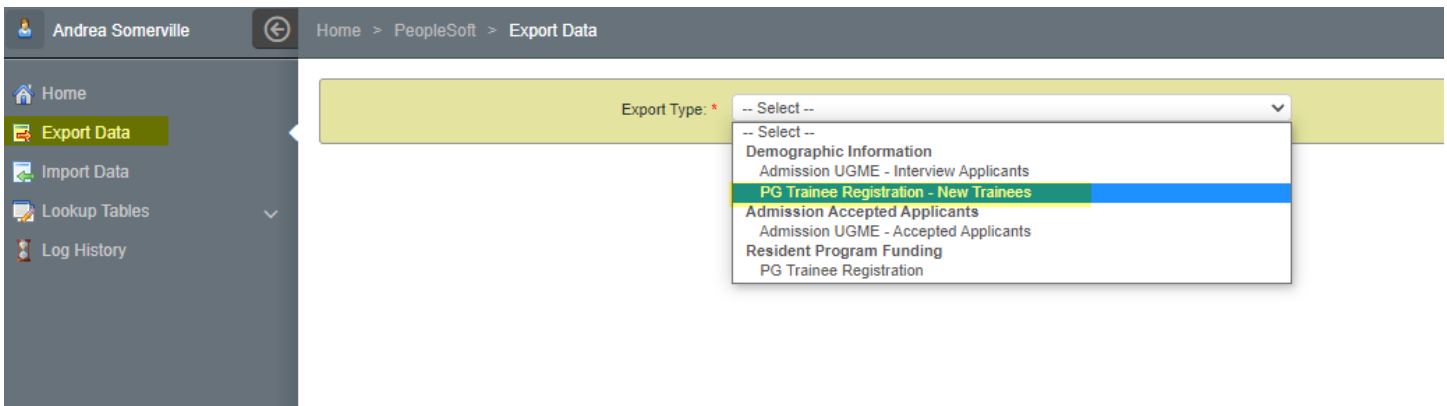
Learners who are missing student numbers should be sent in a weekly file to the MacDrive account shared with the Registrar’s Office. Nada Pasko paskona@mcmaster.ca is the main point of contact in the Registrar’s Office that processes learner Student Numbers and Barcode.

Exporting File to Send to Registrar

1. To export the learners with a missing student number, click on the PeopleSoft module:



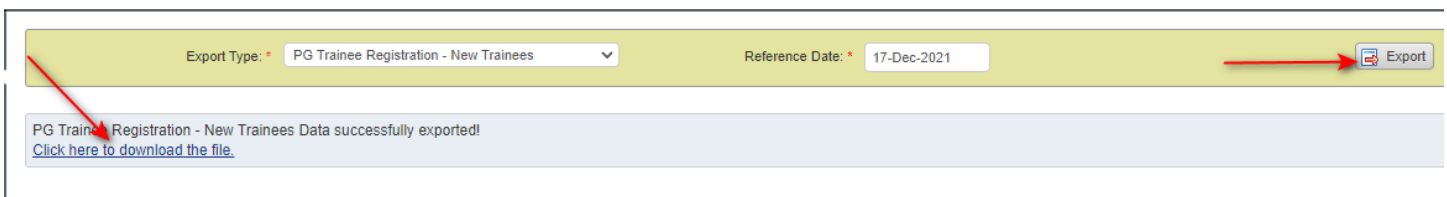
2. Choose “Export Data” from the left-hand side menu. Choose “PG Trainee Registration – New Trainees” from the drop-down menu:



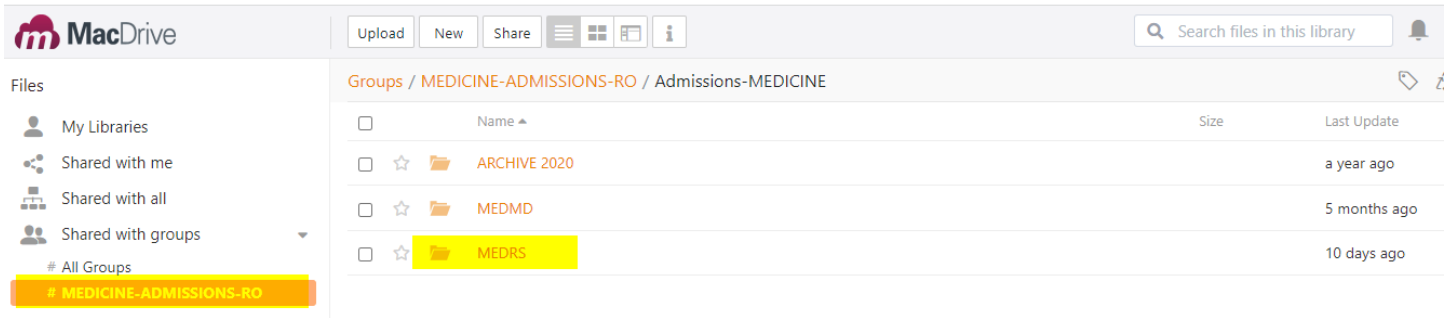
The Reference Date will automatically set to 3 months form today’s date in order to capture upcoming learners in advance. (This date does not need to be changed).



3. Click on “Export” and the file will generate. Click on the file to download it:



- Save the file out with the name called “mdapplicants”. You can create a file on the S Drive to keep all of these downloads in.
- Open Mac Drive and click on “#Medicine-Admissions-Ro”. Then select “MEDRS”:
NOTE: If you require access to MacDrive, contact Nada Pasko to set it up.



- Drag and drop your file into the MEDRS folder:



- Email Nada to let her know that you have uploaded a new file. Here is an example of the email sent:

Subject: RE: New MEDRS file

Hi Nada,

The new MEDRS file is uploaded to the macdrive. If there are any issues let me know

Thanks,
Andrea

- Go back to Peoplesoft in MedSIS and click on “Log History”. Check to see if the export has a warning:

Andrea Somerville | Home > PeopleSoft > Log History

Date Range: From - To | Action Type: --Select-- | Filter

Log History						Total Rows	File	Status
Date	Time	User Name	Action Type	Action Details				
18-Oct-2021	14:27	Somerville, Andrea	Export	PG Trainee Registration - New Trainees	1	Download	Warning	
18-Oct-2021	09:26	Saravanan, Krithika	Export	Resident Program Funding	1198	Download	Warning	
12-Oct-2021	08:44	Saravanan, Krithika	Export	Resident Program Funding	1200	Download	Warning	

Total: 880

9. Click on “Warning” to see the issues. **If a learner is missing an Address, Date of Birth, or Citizenship, they will NOT get pulled into the file to send the registrar as the information is mandatory to create a student number for a learner.**

Send this information to the postgraduate office to have them fill in the missing data. Once they complete it, these learners will appear in the next file you export.

NOTE: DO NOT upload a new file until you have received the last file from Nada.

Execution Log

Start export: 2021-10-18 14:27:32
Reference Date: 17-Dec-2021

The following trainees have missing Address:
Alghamaz, Sinan Ibrahim Awwad (920012458)
Hemeda, Asem Abdallah Abdaleem (920012423)

The following trainees have a break in their training:
Yan, James Ray (920007596) - 16-Aug-2021
Pearce, Alex Rebecca (920010406) - 06-Aug-2021
Beedling, Liam (920008221) - 01-Aug-2021
Parsons, David Patrick (920008099) - 01-Aug-2021
Gunson, Deanna Nadine (920008864) - 01-Jul-2021
Lubanovic, Matthew (920007533) - 01-Jul-2021
Mirza, Reza Donald (920008233) - 01-Jul-2021
Roshanov, Pavel (920008242) - 01-Jul-2021
Zamiri, Nima (920007193) - 01-Jul-2021

Close

NOTE: Learners with a “break in training” does not need to be sent to the postgraduate office.

Import File from Registrar

To import the file, download it from Macdrive and save. Go back into PeopleSoft and upload file:

Andrea Somerville | Home > PeopleSoft > Import Data

Import

CSV File: * | No file selected | Choose File

NOTES:
Please provide an csv file that contains the following information: CAREER , ACADEMIC_TERM , MAC_STUDENT_NUMBER , MACMAPS_IDNO , MAC_EMAIL , ADDRESS_TYPE , ADM_APPL_NBR , BARCODE_NBR

Start Import

If there are errors, you will need to clean up the data. If there are errors that seem to be glitches, you can submit a JIRA ticket to Knowledge for You.