WISEid

# Uploading a File from SIS/HR System

WISCONSIN DEPARTMENT OF PUBLIC INSTRUCTION
Tony Evers, PhD, State Superintendent

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WISExplore Data Navigation and Inquiry

# Download a File

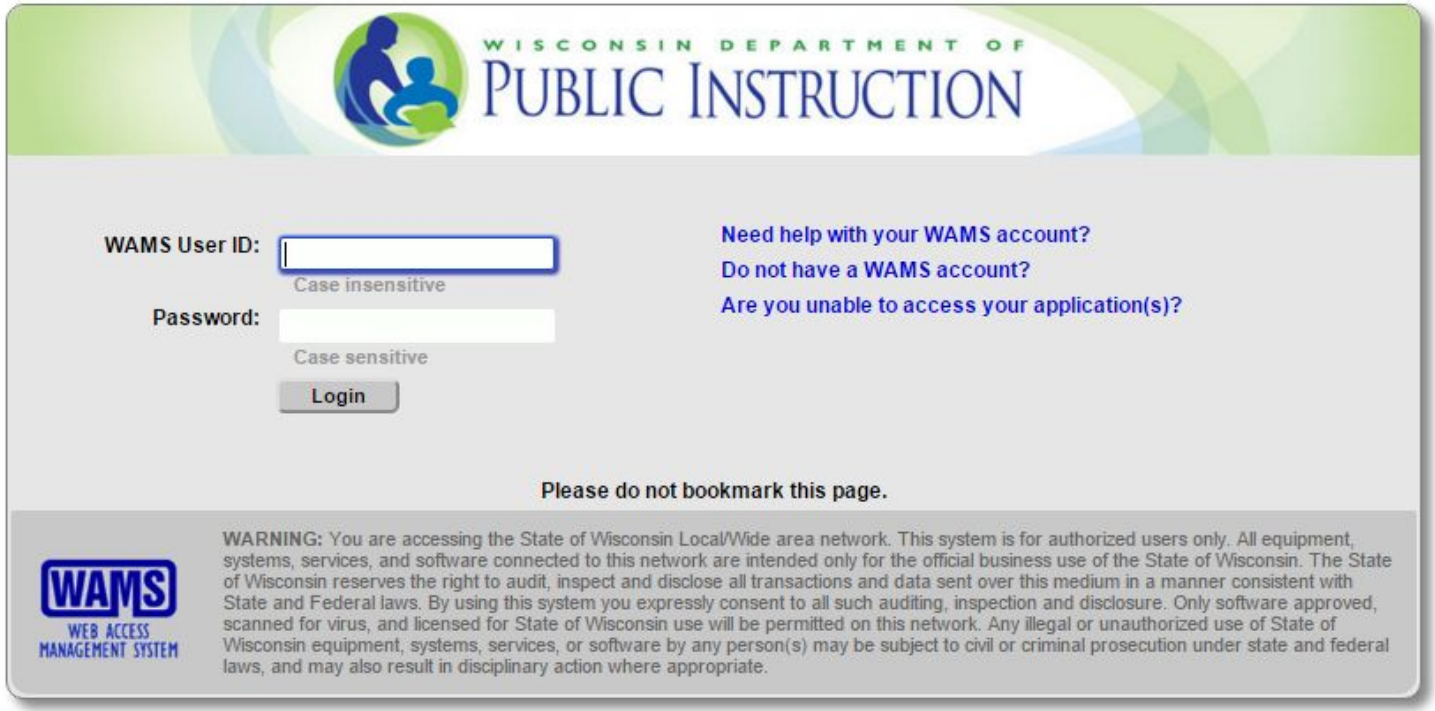
Prior to uploading your file into WISEid, first log into your source system. This will be either your Human Resources system or your Student Information system.

- Save this file on your machine.
- Note the location.
- Ensure that the file is saved in a CSV format.

# Navigating to Secure Home

http://dpi.wi.gov/wise/secure-home-info

# Sign in to Secure Home




WISExplore
Data Navigation and Inquiry

# Choose the WISEid Application

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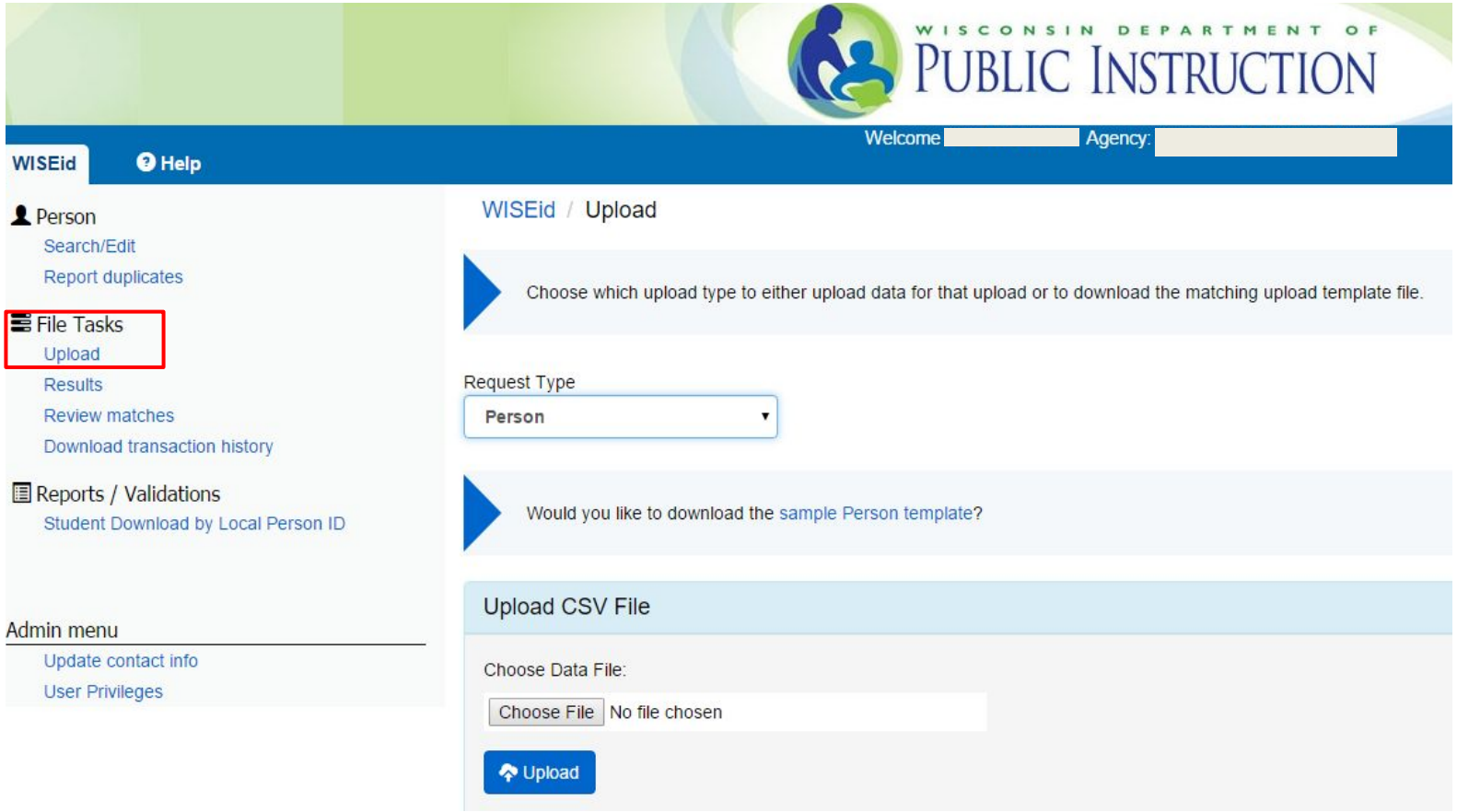
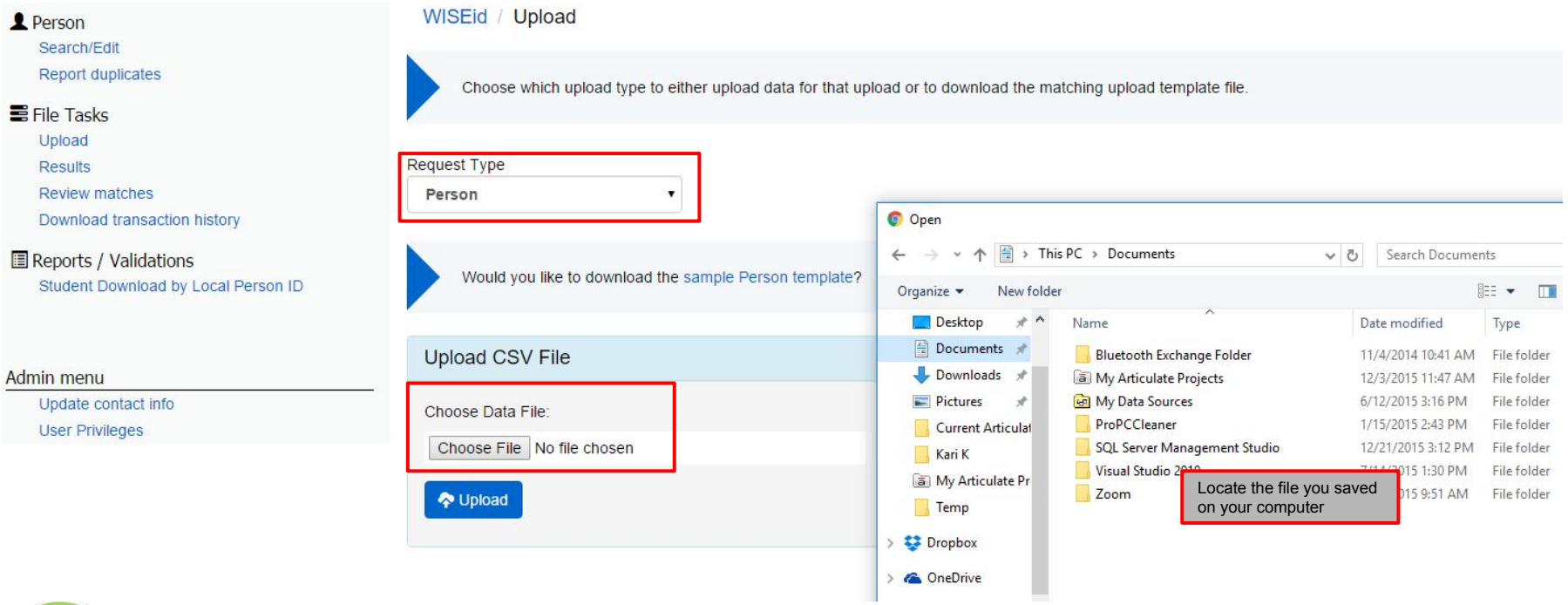
Data Navigation and Inquiry

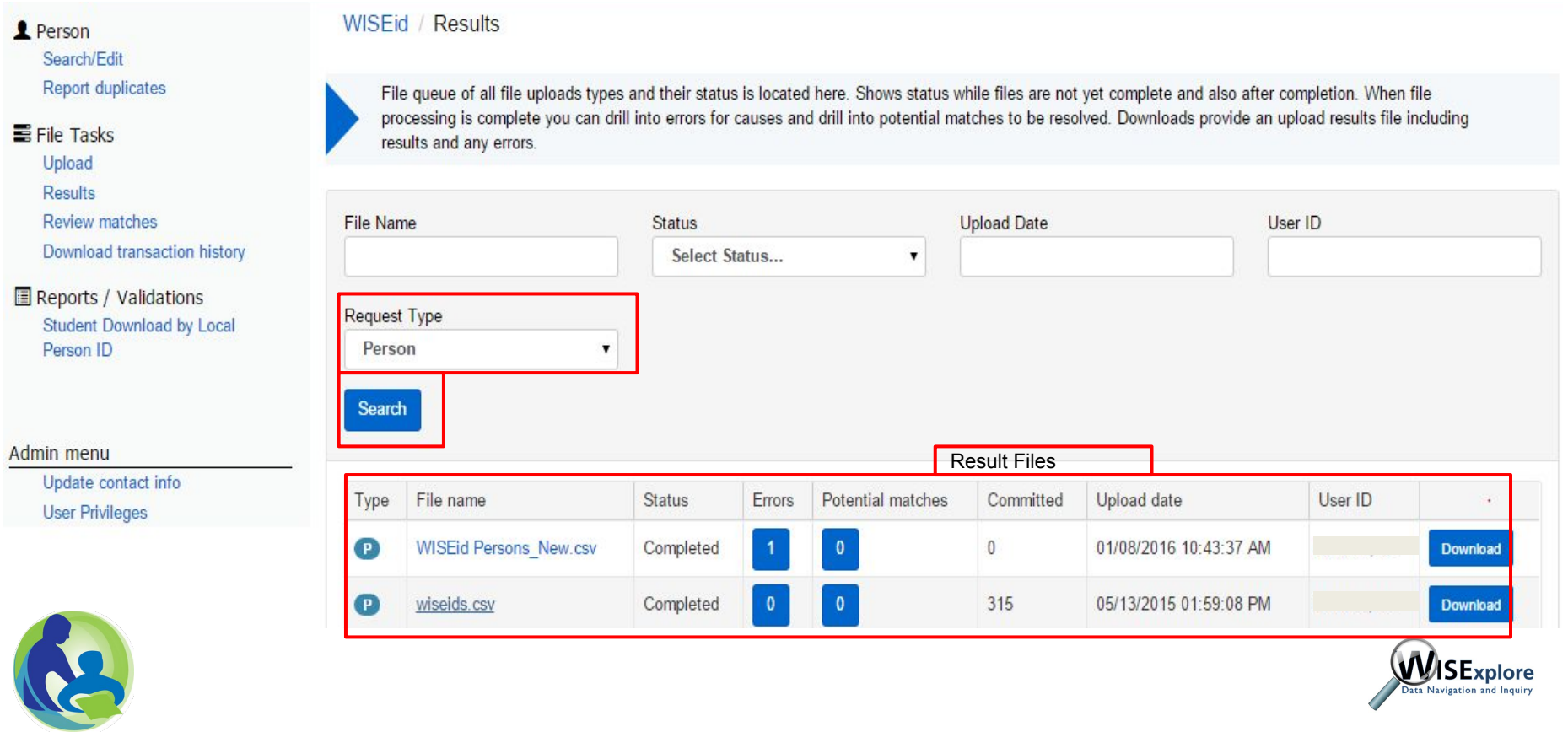
# Starting the Upload Process



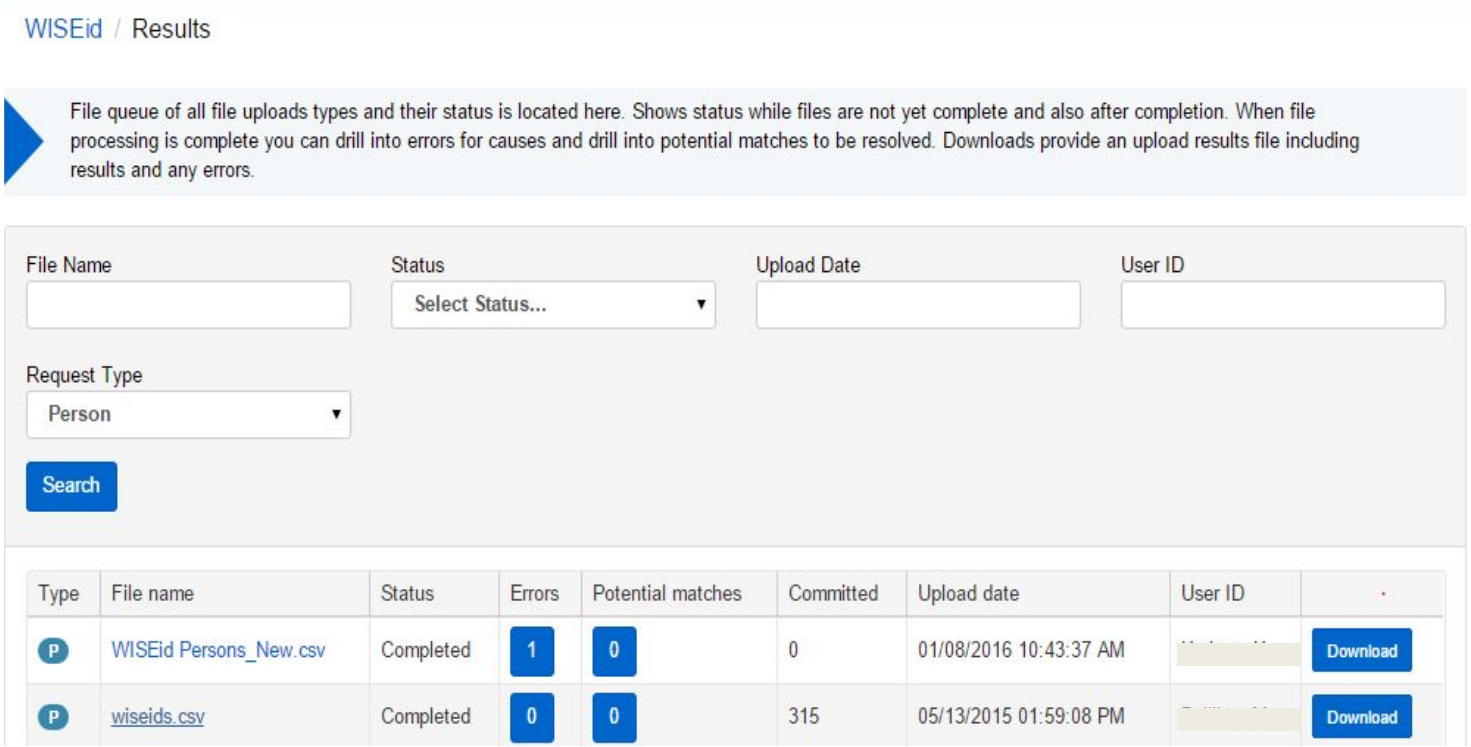
# Starting the Upload Process



# Upload Complete



# Upload Outcomes



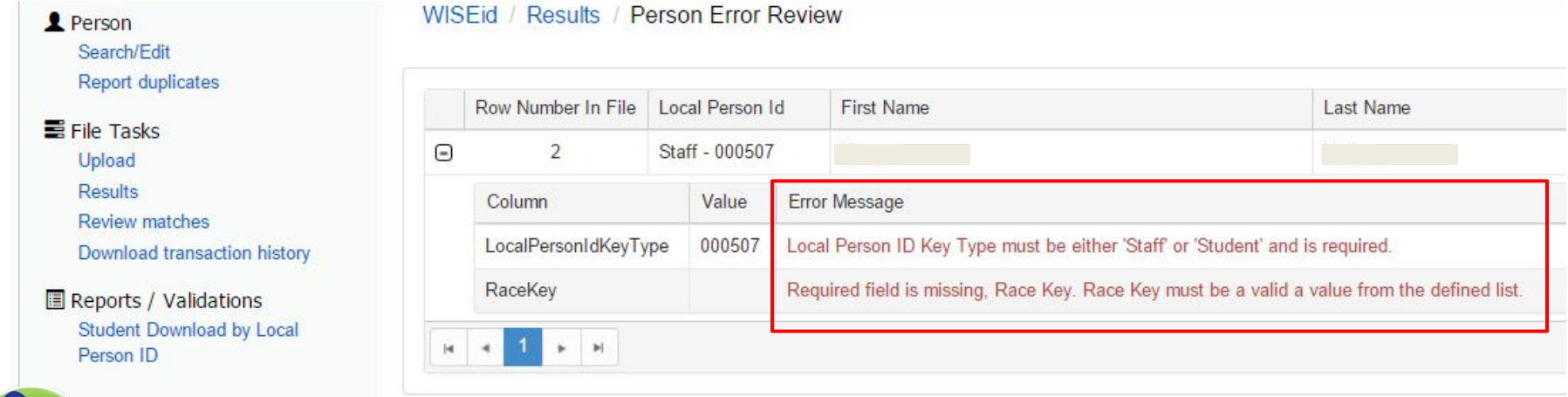
# File Faults

| Type | File name | Status | Errors | Potential matches |
|---|---|---|---|---|
| P | WISEid Persons_New.csv | Completed | 1 | 0 |

http://dpi.wi.gov/wisedata/help

# Errors in the File

| Type | File name | Status | Errors | Potential matches |
|---|---|---|---|---|
| P | WISEid Persons_New.csv | Completed | 1 | 0 |



# Errors in the File

http://dpi.wi.gov/wisedata/help

| Type | File name | Status | Errors | Potential matches |
|---|---|---|---|---|
| P | WISEid Persons_New.csv | Completed | 1 | 0 |

Some common errors include:

- Race key missing or invalid
- Gender must be ‘M’ or ‘F’
- Duplicate entity IDs
- Missing required fields (e.g., local person ID, gender, birthdate)

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