



Bulk Registration Instructions

2. [How Bulk Registration Works](#)
2. [Approved Browsers](#)
3. [Instructions](#)

Trouble Shooting Tips

7. [The Bulk Registration Tool Will Not Open](#)
7. [Uploading Student Data for Multiple Schools](#)
7. [Processing Times](#)
8. [Making Corrections or Additions to Student Data](#)
8. [Other Issues](#)
9. [Shipping Information](#)

How Bulk Registration Works

After your order for ReadISTEP test materials has been processed, you may then upload your student data files using the Bulk Registration Tool to create Pre-ID labels. Pre-ID labels are bar-coded to reflect the student data that was uploaded for each school. The data on the label cannot be overwritten on test day, so please ensure that all data is correct and final at the time of your upload.

Districts can submit student data for each of their schools or each school can submit data on their own. This should be coordinated by districts/schools prior to participating.

Submitting student data files by the Bulk Registration deadline for your testing window is required to receive Pre-ID labels with your test shipment. Please review all dates and deadlines at <http://readistep.collegeboard.org/order-readistep>.

Access to the Bulk Registration Tool is provided within the [Order Receipt and Bulk Registration Access e-mail](#). Please ensure that your security settings will allow e-mails from the College Board. The e-mail is sent within 48 business hours of your successful test materials order submission.

If 48 business hours have passed since your test materials order submission and you have not received the Order Receipt and Bulk Registration Access e-mail, please proceed to <http://readistep.collegeboard.org/contact> and select "Request a Replacement Order Confirmation E-mail."

If this is your first time submitting student data or if you are submitting a number of large student data files, we recommend starting the process as soon as you receive your Order Receipt and Bulk Registration Access e-mail.

[Return](#)

Approved Browsers

The Bulk Registration Tool works with Firefox, Safari and Internet Explorer. Customers tend to experience faster submission times when using Firefox. Customers in the US can download Firefox for free [here](#).

[Return](#)

Instructions

1. Data can be hand-entered or copied and pasted from an Excel spreadsheet.
2. Organize your student data file to match the order and the data requirements of the following fields (* indicates required fields):
 - ***Last Name** is an alphabetic field for up to 15 characters. Hyphens and apostrophes are acceptable. Please remove any other special characters.
 - ***First Name** is an alphabetic field for up to 12 characters. Hyphens and apostrophes are acceptable. Please remove any other special characters.
 - **Middle Initial** is an alphabetic field for 1 character. No special characters are accepted. To decline to report, please leave this field blank.
 - ***Date of Birth** must be formatted as MM/DD/YYYY.
 - ***Sex** must appear as either "M" or "F".
 - ***Grade** should reflect the grade you will be testing. The Bulk Registration Tool defaults to Grade 08. Grades 06-10 can be entered into the tool.
 - **Ethnicity** must match ReadStep's ethnicity descriptions. This data is collected to ensure that the assessment is equitable for all students. Both the number and the description must be included in the field as they appear here to paste correctly:
 - 1 - American Indian or Alaska Native
 - 2 - Asian/Asian-American or Pacific Islander
 - 3 - Black or African American
 - 4 - Mexican or Mexican American
 - 5 - Puerto Rican
 - 6 - Other Hispanic/Latino or Latin American
 - 7 - White
 - 8 - OtherTo decline to report, please leave this field blank.

- **Student ID** is a numeric field with a 10 digit limit. Alphabetic or special characters will not be accepted. To decline to report, please leave this field blank.
 - **Lunch Discount** the student's lunch discount status must be indicated with "Y" for yes or "N" for no. This data is collected to ensure that the assessment is equitable for all students. To decline to report, please leave this field blank.
 - **Street Address** is alphanumeric. The tool will not recognize "#" or "/". Addresses with fractions (i.e. ½ Baker Street) will need to be spelled out (i.e. One Half Baker Street). This function can be done quickly with Find/Replace in Excel. To decline to report, please leave this field blank.
 - **City** is an alphabetic field with a 15 character limit. To decline to report, please leave this field blank.
 - **State** must appear as the standard two letter abbreviation. The field will default to "Other" for International Customers. To decline to report, please leave this field blank.
 - **Zip Code** Domestic customers can enter their standard five character zip code. International customers can enter up to 9 alphanumeric characters. To decline to report, please leave this field blank.
 - **Country** will default to US. International customers please use "Other." To decline to report, please leave this field blank.
3. Pre-ID labels are school specific. Customers loading data for multiple schools must submit their data one school at a time. It is advised that you break out your data file to keep each school's data separate.
 4. Open the Order Process Receipt and Bulk Registration Access E-mail (a sample e-mail is provided below).



Order Process Receipt and Bulk Registration Access

Important: This e-mail is essential for accessing the Bulk Registration Tool. Please retain for your records or forward to the person responsible for uploading student data.

12/14/2010

ReadIStep SCHOOL DISTRICT

Thank you for your recent order. Your order has been successfully processed. Please refer to www.readistep.com/order for the anticipated delivery date for your test materials.

Bulk Registration Access Instructions

Your school specific College Board School Codes are provided below. Please click the specific school link in order to upload student data for that school. If you are uploading data for multiple schools, each file will need to be loaded separately. Please return to this e-mail and follow the link for each subsequent school file.

ReadIStep Academy - [999991](#)

ReadIStep Middle School - [999992](#)

ReadIStep Township School - [999993](#)

Further uploading instructions are provided on the Bulk Registration Tool.

In advance of uploading your student data, please review all student data requirements posted on our bulk registration page, www.readistep.com/bulkreg.

For assistance related to your order, please contact College Board Customer Service at **(877) 79-READI** or **(877) 797-3234**, available Monday-Friday from 8:30 AM - 8:00 PM EST.

Please do not reply to this e-mail as you will not receive a response.

5. Under “Bulk Registration Access Instructions” you will find the list of the schools for which ReadStep test materials orders have been processed. Beside each school name you will find a hyperlinked number. This number is the school’s College Board School Code, a unique 6-digit number assigned by the ReadStep Program.

6. Click on the school’s College Board School Code to load the specific student data for that school.

The link will take you to the Bulk Registration Tool. The College Board School Code, Administration and School Name fields will all be pre-populated.

7. Enter your e-mail in the field provided. The system will send an e-mail to this address containing the details of the file submission.

8. Enter the student data for your school.

Customers entering data by hand may “Add Rows” for each student record.

Customers using Excel: copy all of the student data for their school, place the cursor within the first field under the “Last Name” column then paste using the keyboard command “ctrl +v” (right-click functionality is disabled within the tool). New rows will automatically populate with student data.

Large student enrollments (500+) may take a few minutes to paste into the tool depending upon your local network speed. Please wait for all data to appear in the tool before proceeding to the next step.

9. Once all of the student data for your school has been entered into the Bulk Registration Tool click “Validate Form.”

The data will be scanned to ensure that all required fields are populated and that data conforms to formatting requirements.

Data that requires corrections will be called out in the “Status Messages” box at the bottom of the tool. Click on the row number in the status message box to be taken directly to the data that requires corrections.

Once all corrections have been made, click “Validate Form” again. Once the data successfully validates, the “Submit Data” button will activate.

10. Check your data to ensure that all of your school’s student data is reflected. Click “Submit Data.”

You will be given a prompt to proceed with submission or return to check your data. After you are satisfied that all records are reflected in the file, confirm the submission.

11. A new window will open with a link to a .csv file. Click the link to view a copy of the file that submitted.

The system will send you an e-mail with the details of the submission.

12. Your file has now been submitted for processing. Resubmitting data with the same College Board School Code will result in a complete overwrite of the previous file.

Corrections or additions to files must be made within the published deadline for your testing window. Late changes will result in a delay of correct Pre-ID labels. Please see [Making Corrections or Additions to Student Data](#) for further information.

13. If you are uploading files for multiple schools, please return to the Order Process Receipt and Bulk Registration Access E-mail.

Click the College Board School Code for the next school, repeat steps 7-11 for the new school.

[Return](#)

The Bulk Registration Tool Will Not Open

Please check the internet preferences on your browser and enable java and cookies. The pop-up blocker may also need to be disabled.

If the problem persists, the issue may be with the school or district's firewall. Please contact your school or district web administrator to resolve.

[Return](#)

Uploading Student Data for Multiple Schools

Student data files will need to be loaded into the Bulk Registration Tool one school at a time. Load each student data file using the link provided for each school's individual College Board School Code. The system will overwrite multiple student data files loaded under the same College Board School Code.

[Return](#)

Processing Times

Depending upon your local network speed, large student data files (500+ students) may take several minutes to paste into the Bulk Registration Tool. Once you have pasted the data, please wait until the data appears on screen. Scrolling through the window or attempting to close the tool before the data has finished pasting will cause further delays.

Please expect similar wait times while the Bulk Registration Tool validates and submits the student data.

[Return](#)

Making Corrections or Additions to Student Data

To add or to change your school's student information after the student data file has been submitted, the entire file must be re-submitted. Make the changes or additions to the original file then re-submit all student data. The system will automatically overwrite the last file submission with the complete student data.

All changes to student data must be made before the bulk registration deadline for your testing window in order to be reflected in time for delivery with test materials. Changes received after the bulk registration deadline for your testing window may result in a second set of labels delivered for a later testing window.

[Return](#)

Other Issues

Student Information Disappears When "Validate Form" is Selected

Formatting errors can lead to student data dropping off of the data file and incomplete Pre-ID labels. Please review the data formatting requirements found in the [Instructions](#) to ensure that the file is formatted correctly.

- If the problem persists, copy the student data file in Excel, click "Delete All Rows," add 1 row then re-paste the student data file. This usually resolves the issue and the data should still be there after you click "Validate Form."
- If the problem still occurs, please contact the program with a summary of the issue by using the "Request for Readistep Information" form found on <http://readistep.collegeboard.org/contact>.

[Return](#)

Shipping Information

Please refer to <http://readistep.collegeboard.org/order-readistep> for the anticipated delivery date for test materials and Pre-ID labels for your testing window.

If your anticipated delivery date has passed, please call Readistep Customer Service at 877-79-READI or 877-797-3234.

[Return](#)