

Student/Staff Email Import

10/31/2025 11:51 am EDT

Provided below are the steps for importing student and staff emails into NCSIS. Please note that this process uses Data Import Wizard which is a framework for running custom import modules written by Infinite Campus Technical Services.

For information on the Data Import Wizard tool, please visit the Data Import Wizard | Infinite Campus (https://kb.infinitecampus.com/help/data-import-wizard) article.

Tool Rights | Email Import | Scheduled Import

Tool Rights for Data Import Wizard

Tool rights are assigned at PSU discretion.

Use the table below to determine the tool rights to assign to users based on how a user will need to access the tool. Tool rights to the data import wizard tool apply to all imports listed in the tool. Please see more information about the Data Import Wizard Tool in the Data Import Wizard | Infinite Campus (https://kb.infinitecampus.com/help/data-import-wizard) article.

Tool Rights Navigation: Data Utilities > Data Import Wizard

Read	Allows user to see the Data Import Wizard tool.
Write	Allows user to view and modify existing extracts in the Data Import Wizard tool.
Add	Allows the user to view, modify, and add to information in the Data Import Wizard tool.
Delete	**ASSIGN WITH CAUTION.** Allows the user to delete information in the Data Import Wizard tool.

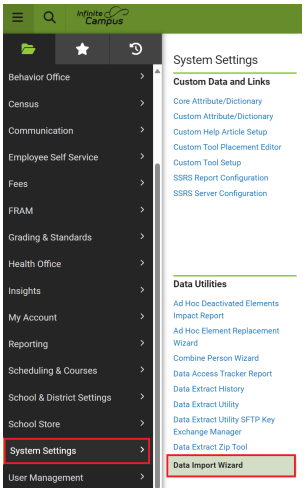
Student/Staff Email Import

Before Importing Student or Staff Emails into NCSIS:

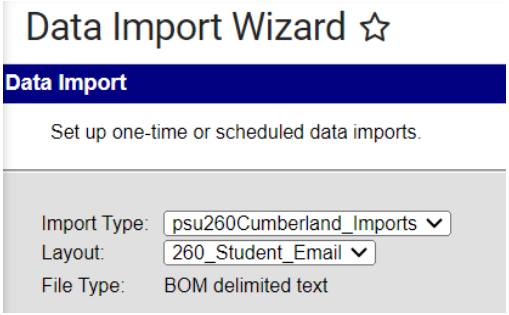
PSU staff must first generate the **Student or Staff Email Report** and format the file according to NCSIS import specifications listed below:

1. **Create separate files for Student and Staff emails**, ensuring each file follows the format outlined below:
    - Include headers titled **UID** and **Email**.
    - Use **Comma separated file, .csv extension**
    - Save the files as **UTF-8 BOM** formatted files.

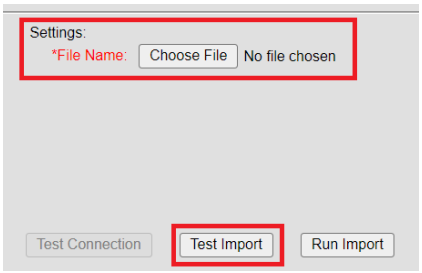
Navigation: Menu > System Settings > Data Utilities > Data Import Wizard



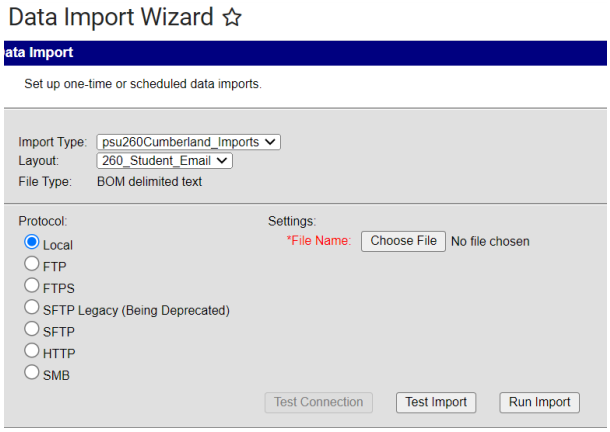
2. Select **Student Email Import or Staff Email Import** from the import dropdown.
3. Select **Student or Staff** from the layout dropdown.



4. Next to Settings, click **Choose File**. Select the Student or Staff Email file containing the formatted email information to be imported.
5. Use the **TEST IMPORT** option to verify the file is formatted correctly.



6. When the TEST IMPORT or RUN IMPORT is completed, there will be an Output Log under Import History than can be reviewed. Click the **Link** under FILE NAME in the Import History Section.



7. If a TEST IMPORT was completed, re-select the file and choose **RUN IMPORT** to perform the actual update to the Student and/or Staff Email Information within NCSIS.
8. Upon Completion of RUN IMPORT, the Student and/or Staff Email Data from the File will be imported into the NCSIS.

Student/Staff Email Scheduled Import

Work with the local technology staff on setting up a schedule import using SFTP.