

## Populating the “Employee ID” field in Active Directory:

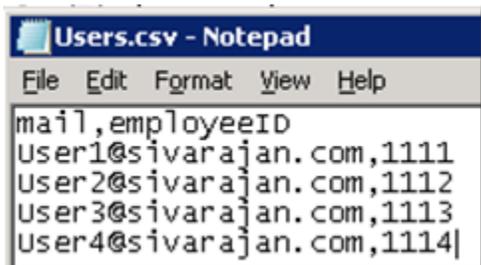
1. Export a Data File from Schooltool in CSV format using the **Maintenance>Export>Custom Export** feature, that contains the following columns:

Person\_Email | Student\_StudentID

2. Modify the data file so that the column names for each column match exactly the following (spelling and case count!):

mail,employeeID

3. Save the file to a location that’s accessible to the Microsoft Active Directory Console and ensure that you are able to login to the console with Domain Admin Rights (e.g. logon to the desktop of the computer/server that runs Active Directory) – the file should look something like this when opened:



4. Modify the directory and file name that appears in the script below (highlighted in yellow), to match the name and location where you put the file you saved in the previous step:

```
Import-module ActiveDirectory
Import-CSV "C:\Scripts\Users.csv" | % {
$mail = $_.mail
$ID = $_.EmployeeID
$user = Get-ADUser -Filter {mail -eq $mail}
Set-ADUser $user.samaccountname -employeeID $ID
}
```

5. Using the “PowerShell Active Directory Module” (must be installed on the Active Directory Server if it hasn’t already: <https://4sysops.com/wiki/how-to-install-the-powershell-active-directory-module/>) and then run the script

As long as the file you create is in the proper CSV format, the columns are in the proper order and named correctly, and the path that you set in the previous step are correct, when the script is run using the PowerShell Active Directory module, matches will be made in Active Directory to students accounts, based on the email address that appears in the first column of the file (mail), and when a match is made the “Employee ID” field of that Active Directory record will be updated to the value that appears in the second column of the file (employeeID).