

# Teacher File Error Messages

## "Found contact with teacherID of ABC and a different contact with email of betsy@noemail.com"

This error occurs when the Teacher file contains a row where the **TeacherID** and **Email** combination conflicts with existing records in the Admin UI. Specifically:

- The system finds one contact with the TeacherID but a different email address.
- The system also finds a separate contact with the same email address but a different TeacherID.

For example:

### Import File:

TeacherID	Email
ABC	betsy@noemail.com

### Admin UI Records:

TeacherID	Email
ABC	annie@noemail.com
DEF	betsy@noemail.com

### How to Fix:

1. Log in to the Admin UI and search for the conflicting contacts.
2. Identify whether the conflicting contact is outdated or incorrect.
3. If the contact is no longer valid, delete the old contact from the Admin UI.
4. Ensure that the Teacher file has accurate and consistent information for each TeacherID and Email.
5. Re-import the updated Teacher file.

#### Important Note:

During the import process:

- If a match is found by TeacherID, the system updates the associated email and name.
- If a match is found by Email, the system updates the associated TeacherID and name.
- If both a TeacherID and an Email match different contacts, the system flags this error to prevent unintended updates.

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## "The ID field is empty for XX."

This error indicates that one or more rows in the Teacher file have an empty TeacherID. This field is required to uniquely identify each teacher.

### How to Fix:

1. Open your Teacher file in a spreadsheet application.
2. Locate the row(s) with the empty TeacherID (indicated by XX in the error message).
3. Add a unique TeacherID for each affected row.
4. Save the file in a tab-delimited format and re-import it.

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## "The password field should be 6 characters or more for XX"

This error occurs when the Password field for one or more teachers contains a value shorter than six characters.

### How to Fix:

1. Open your Teacher file and locate the row with the TeacherID mentioned in the error message (XX).
2. Ensure that the Password column contains a value with at least six characters for all teachers.
3. If no password is provided, consider leaving the field blank. In this case, teachers will be prompted to create a password when they first log in.
4. Save the file in a tab-delimited format and re-import it.

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These detailed explanations and steps should help you resolve any errors encountered when importing the Teacher file.

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