

APPENDIX 1 – Login ID Tokens

When creating User Accounts, Custom Expression can be used for assigning Login ID names for users. There are two different expression types – called Tokens – that can be used:

1. Literal
2. Variable

A **Literal token** is a static expression that will not change from person to person.

For example: If District 12, who has 100 teachers, wanted all of the teacher Login ID's to use the school district number followed by the word teacher, and then each an ascending number for the Login ID, enter the following in the Custom Expression field:

12teacher

This will create user accounts 12teacher through 12teacher100. *Note: the system will skip #1 and just use the original Custom Expression, and then continuing with 2 then 3, etc.*

A **Variable token** will pull a field value from a table associated with that User's Person Record (Staff Record, Student Record, etc.) It can then be customized to each individual user. This system will append a number to the end of the Login ID only if there are multiple users who fit that criteria *in the entire system*,

For example: If a district wanted to use first initial, last name, followed by district number, and had John Smith and Jane Smith both in the district, the login IDs *jsmith12* and *jsmith122* would be created. If first initial and last name were used, and John Smith was in a different district than Jane Smith, there would be a *jsmith* and *jsmith2*.

Variable tokens are enclosed in braces { } and are made up of a table name, and a field name, separated by a period.

For example: to use the person's first name and last name, use the following variable tokens:

{person.firstName}{person.lastName}

In John Smith's case, the user name would then be *johnsmith*.

Literal and Variable tokens can be mixed in custom expressions.

For example: If the desired format is to have first name last name separated by a period, use the following:

{person.firstName}.{person.lastName}

This would create the Login ID *john.smith*

Common Variable Tokens

More information can be found in the MyEducation BC online help system Search for “expression”

Note: the capitalization of the Variable tokens is very important. The field name comes from the Java name that is found on the table (not references table) in the Enterprise-level Data Dictionary, and if the capitalization is incorrect, the Variable token will not work.

A quick guide to some common tokens:

First name	{person.firstName}
First initial	{PADR(person.firstName,1,'')}
Middle name	{person.middleName}
Middle initial	{PADR(person.middleName,1,'')}
Last name	{person.lastName}
District #	{organization2.id}
Primary email address	{person.email01}
Pupil Number (created by system)	{student.localId}
Staff Number (created by system)	{staff.localId}
Employee Number (manually entered)	{staff.fieldB002}

Examples of custom expressions:

<u>Token string</u>	<u>Example</u>
{PADR(person.firstName,1,'')}{person.lastName}{organization2.id}	jsmith12
{person.lastName}, {person.firstName}	smith, john
teacher{organization2.id}{person.lastName}	teacher12smith