

# PCXPTools Administrator's Guide

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## ParentCONNECTxp

Version 4.1+



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This edition applies to Release 4.1 of the ParentCONNECTxp™ software and to all subsequent releases and modifications until otherwise indicated in new editions or updates.

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# Overview

This guide shows how to use the PCXPtools utilities for ParentCONNECTxp. PCXPtools is a collection of external utilities that extend the administration of ParentCONNECTxp.

You can use PCXPtools to:

- Perform Web user login account maintenance prior to starting a new school year (New Year Rollover).
- Import Web user login information from an input table into the ParentCONNECTxp database.
- Export Web user login information for external operations.
- Generate Web User Logins from a PowerSchool SMS database.

All references to the target, default, or current ParentCONNECTxp database should be interpreted as the database used for Display Server operations.

PCXPtools uses the same database server authentication mechanism as AdminApp and DataRefresher (PCXP.INI, PCXP.REQ). PCXPtools also requires a ParentCONNECTxp Administrative User login that has been assigned to an Administrative Group with permissions to the Data Control module in AdminApp.

**NOTE** You can use standard Windows selection techniques in PCXPtools list controls. For example, press CTRL+click or SHIFT+click to select multiple items (where supported).

## Starting PCXPtools

To start PCXPtools for the first time:

1. If you are not using Central Authentication, copy a valid PCXP.REQ file to the PCXPtools folder.
2. In the PCXPtools folder, double-click **PCXPtools.exe** to open the login dialog box.
3. Type the appropriate PCXP administrative account credentials, and then click OK.

Figure 1-1. The PCXPtools



After you have logged on, the interface shows the ParentCONNECTxp database that you are connected to along with the selection buttons for the available utilities.

You can then start the individual utilities in PCXPtools by clicking the appropriate button.

**NOTE** You can use standard Windows selection techniques in PCXPtools list controls. For example, press CTRL+click or SHIFT+click to select multiple items (where supported).

# 2

## **New Year Rollover Utility**

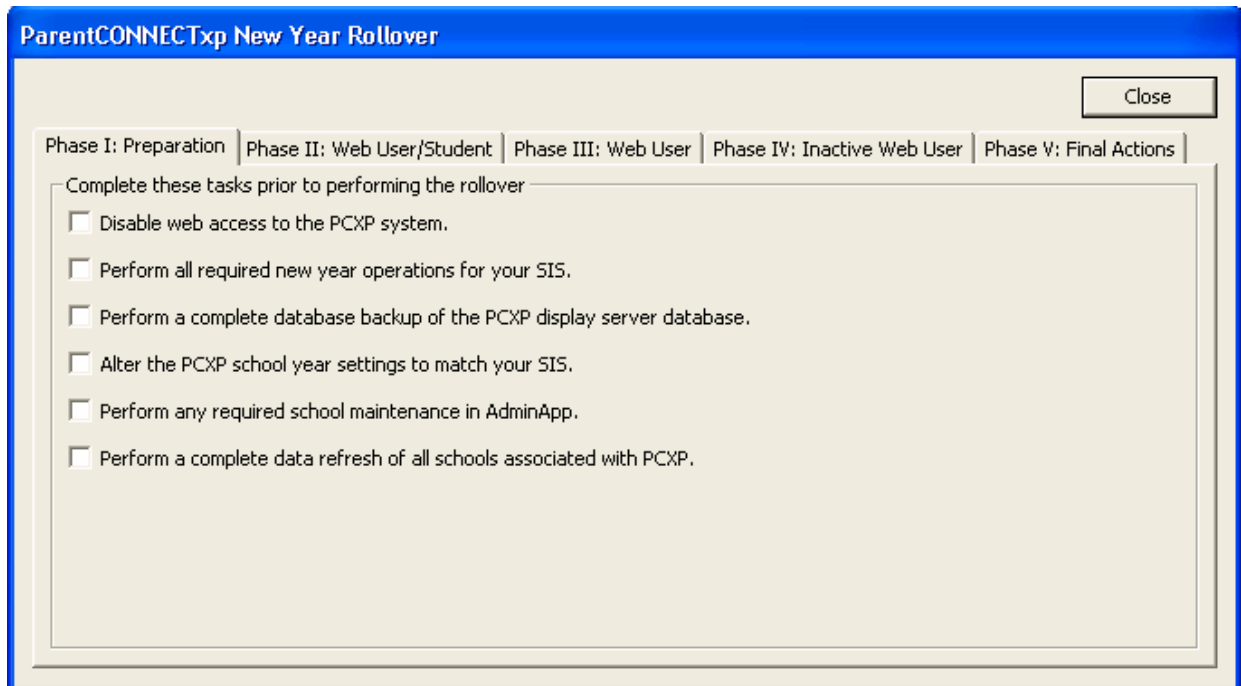
Use the New Year Rollover utility to clear the database of Web user information that is no longer applicable in the new school year.

The New Year Rollover utility consists of five phases (or sets) of activities that are performed to prepare your ParentCONNECTxp environment for use in a new school year. These phases should be performed in the order they appear in the utility, and all activities of a phase should be completed before attempting the activities of the next phase.

The New Year Rollover dialog can be resized and moved as needed.

## Phase I: Preparation

Figure 2-1. New Year Rollover (Preparation tab)

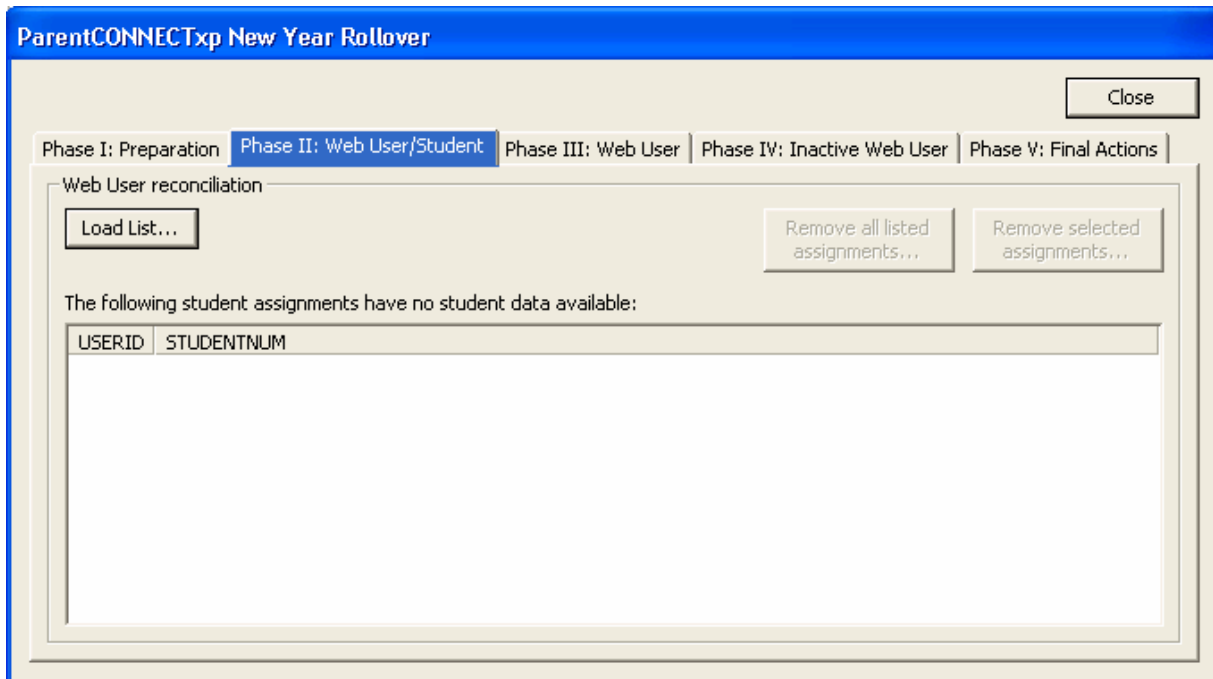


In the Preparation phase, perform the actions necessary to prepare your SIS and your ParentCONNECTxp environment for use in the next school year. Complete the actions listed on this tab before continuing on with the next phase.

Because ParentCONNECTxp is completely dependent on the SIS data, it is critical that the SIS be fully prepared for the new school year before attempting a ParentCONNECTxp New Year Rollover.

## Phase II: Web User/Student

Figure 2-2. New Year Rollover (Web User/Student tab)



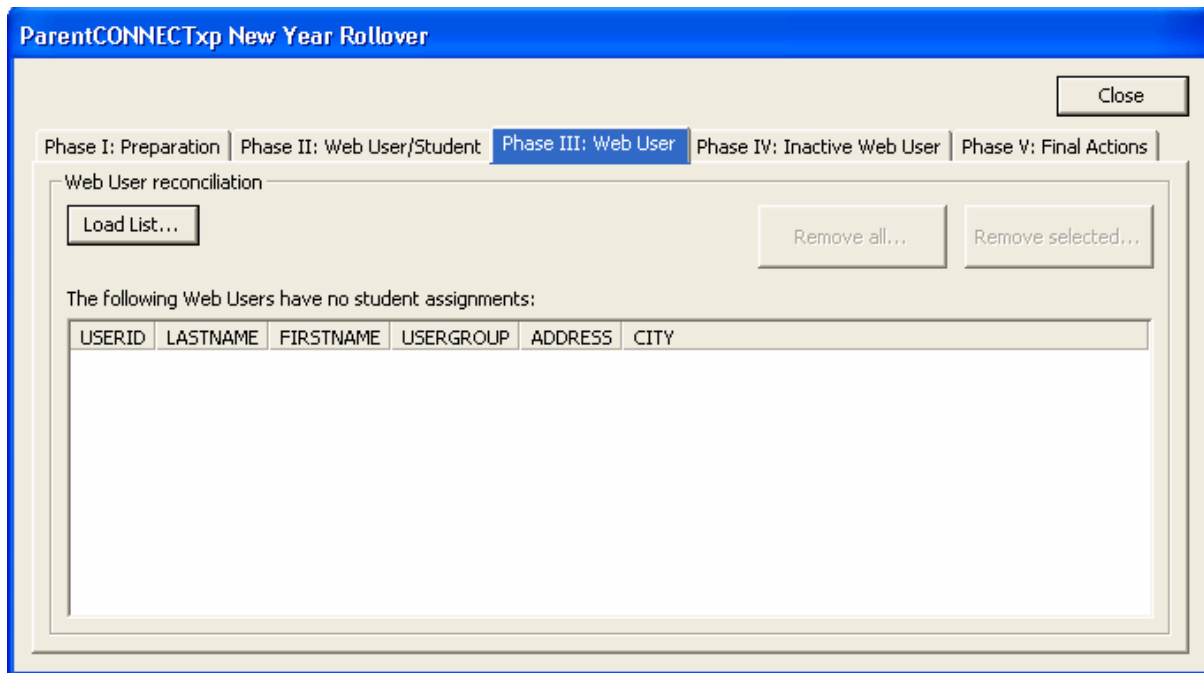
The User/Student tab identifies students that are no longer enrolled in any of the schools in the ParentCONNECTxp environment.

Use this tab to delete all these student assignments or only those you select. Click the Load List... button to display and refresh the list.



## Phase III: Web User

Figure 2-3. New Year Rollover (Web User tab)

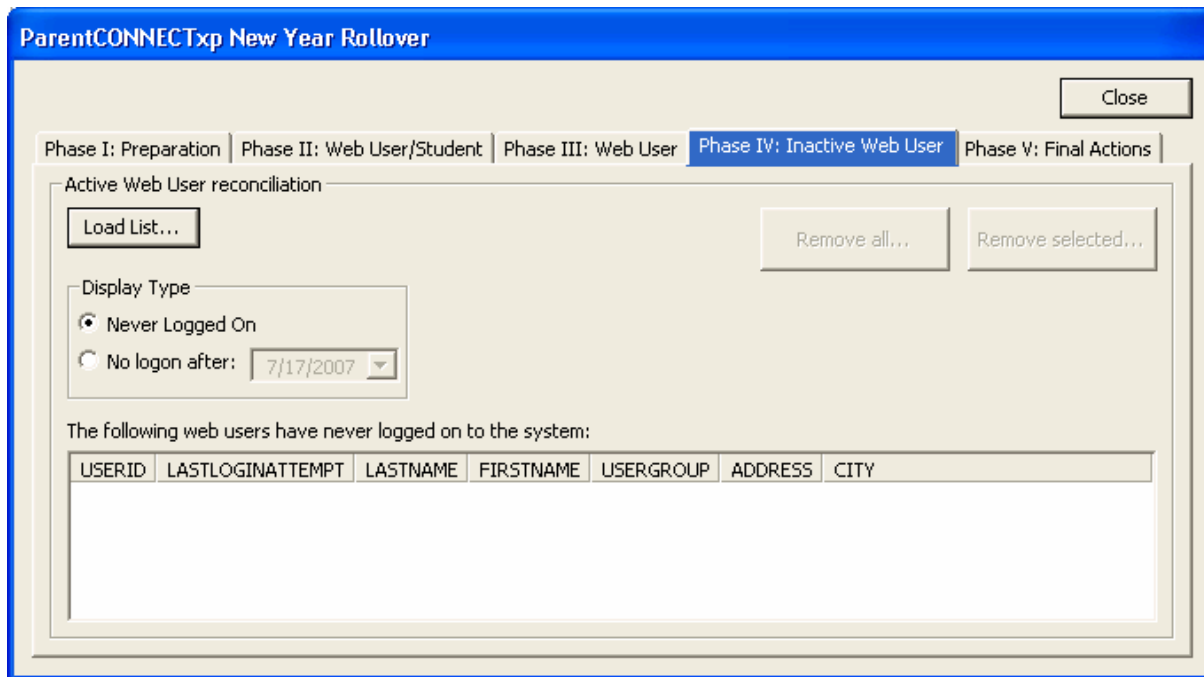


The Web User tab allows you to identify those users who no longer have any students assigned to their account.

You can delete all of these Web user accounts or only those that you select. Click the Load List... button to display or refresh the list.

## Phase IV: Inactive Web User

Figure 2-4. New Year Rollover (Inactive Web User tab)

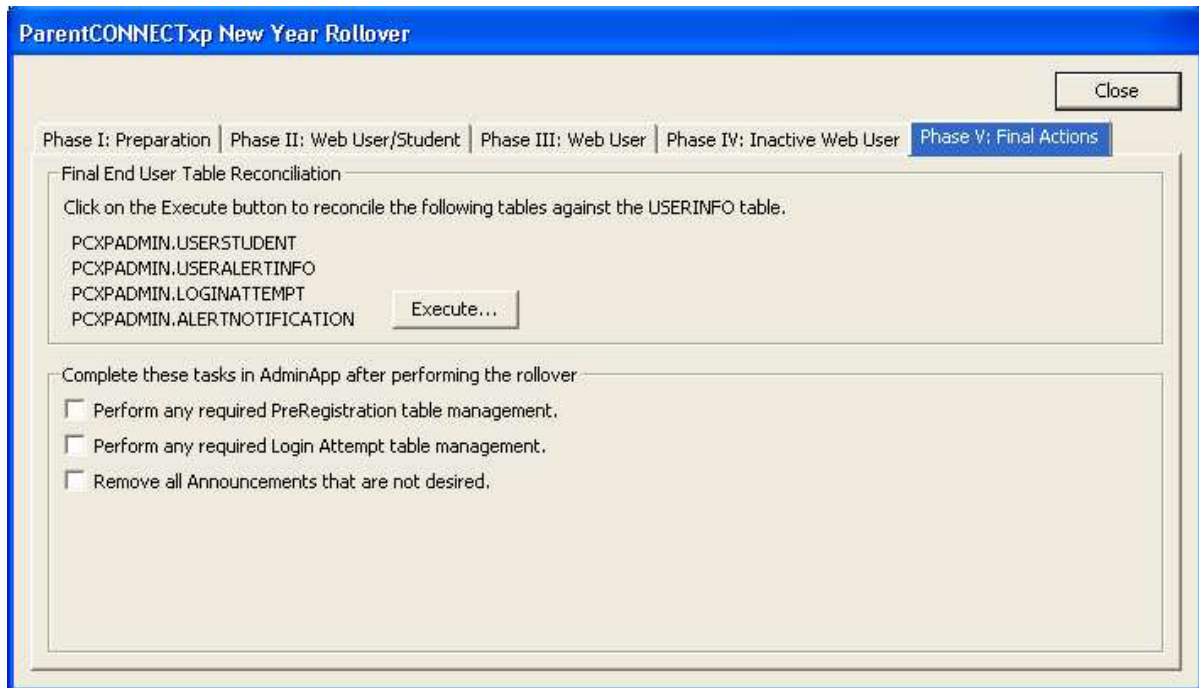


Use the Inactive Web User tab to identify those users who have never logged on to the ParentCONNECTxp website or who have not logged on since a particular date.

You can delete all of the displayed Web user accounts or only those that you select. Click the Load List... button to display and refresh the list.

## Phase V: Final Actions

Figure 2-5. New Year Rollover (Final Actions tab)



On the Final Actions tab, you can:

- Clean up any records that rely on Web user account information that have no corresponding Web user account defined in the Web user table.
- View a list of activities to perform in AdminApp as part of the final data cleanup prior to returning your ParentCONNECTxp environment to use in a production environment.

# 3

## Web User Login Import/Export Utility

Use the Web User Login Import/Export utility to:

- Mass import Web user information into the ParentCONNECTxp database.
- Export unencrypted Web user information out of the ParentCONNECTxp database.

Figure 3-1. PCXPtools - Web User Login Import/Export user interface

Web User Login Import/Export

Operation

Import Login Data

Export Login Data

Create Table

OK

Import User/User Student data to PCxp...

Records in List: 0

ACCT_NAME	ACCT_TYPEMASK	ACCT_STATUS	LASTNAME	FIRSTNAME	MIDDLENAME	ADDRE
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The Web User Login Import/Export utility allows you to populate a set of predefined tables with unencrypted Web user login account information that the utility uses to mass create Web user login accounts and Web user student assignments. It can also extract the current ParentCONNECTxp Web user login account and Web user student assignments to a predefined set of tables for use with any external processes you may want to create.

**IMPORTANT** Because these tables will hold unencrypted password information, you should exercise the appropriate level of control and security on the use of these tables and the information that is allowed to remain in the tables. Leaving unencrypted password information available in the system presents a security risk that needs to be managed in a way that minimizes the possibility of undesired access to the ParentCONNECTxp system. After the export tables are created and populated, ParentCONNECTxp takes no action to minimize the security risks associated with the exposure of the information contained in these tables.

## Overview

The Web User Login Import/Export utility uses four tables as part of its operation. The tables mimic the schema of the corresponding ParentCONNECTxp tables that the data represents.

The following tables are used in this utility.

Table 3-1. Tables used in the Web User Login Import/Export utility

Table Name	Use	Equivalent PCxp Table	Purpose
[dbo].[webusr_imp]	Import	[PCXPADMIN].[USR_ACCT]/ [USR_INFO]	Used for mass population of Web user accounts into PCXP.
[dbo].[webusrstu_imp]	Import	[PCXPADMIN].[USERSTUDENT]	Used for mass population of Web user/student assignment information into PCXP.
[dbo].[webusrstu_exp]	Export	[PCXPADMIN].[USERSTUDENT]	Holds Web user/student assignment information after export operations are performed.

Use the Create Table button to create a new set of tables in the ParentCONNECTxp database for the selected operation or clear the data from an existing set of tables. For import operations, you will have to create the tables using this button so that you can populate them with some type of external process. For export operations, the tables will be created automatically if they do not exist.

The Records in List item displays the total count of items that exist in the displayed list. The list that is displayed is dependent on the operation that is selected and the existence of data in the underlying import or export user table. The data from the operational ParentCONNECTxp tables is never displayed.

**NOTE** If you run this utility in an environment where the import tables don't exist, you will receive error messages indicating that these tables could not be located. These initial errors are informational messages. The tables will be created automatically after you receive the error messages.

## Import

Import operations require that you create the intermediate import tables ([dbo].[webusr\_imp] and [dbo].[webusrstu\_imp]) and then populate them through some external mechanism. The data that you enter into these tables must conform to the data entry standards that are supported by ParentCONNECTxp.

**NOTE** It is your responsibility to populate the intermediate import tables using whatever method that is appropriate for your environment. Pearson School Systems is not responsible for the operation or support of your import methods.

It is possible to import only student assignment information and associate this information to existing Web user login accounts. To do this, there must be no data in the [dbo].[webusr\_imp] table and the user ID field defined in the [dbo].[webusrstu\_imp] table must have a matching entry in the [PCXPADMIN].[USERINFO] table.

After you have prepared the import tables with data, you can use the Import button to insert that information into the ParentCONNECTxp database. Information that is successfully inserted into ParentCONNECTxp tables is removed from the import tables. Any information that cannot be inserted into the ParentCONNECTxp tables will remain in the import tables so that you can take corrective action on that information.

Use the following guidelines when populating the import tables.

Table 3-2. [dbo].[webusrstu\_imp] table

Record Uniqueness		[USERID] + [STUDENTNUM]	
Field Name	Data Type	Mandatory	Other Restrictions
USERID	varchar(128)	Yes	<p>Equates to ACCT_NAME field from webusr_imp table.</p> <p>Alphanumeric + the following special characters:</p> <ul style="list-style-type: none"> <li>• " (double-quote)</li> <li>• (space - ASCII 0x20)</li> <li>• &amp; (ampersand)</li> <li>• @</li> <li>• - (dash)</li> <li>• _ (underscore)</li> <li>• . (period)</li> </ul> <p><b>Note:</b> The space character cannot appear at the beginning or end of the USERID. Leading and trailing spaces will be trimmed during account creation.</p>
STUDENTNUM	varchar(12)	Yes	<p>Intended to match the internal PowerSchool SMS District ID of the student.</p>



Table 3-3. [dbo].[webusr\_imp] table

Record Uniqueness		[USERID] + [STUDENTNUM]	
Field Name	Data Type	Mandatory	Other Restrictions
ACCT_NAME	varchar(128)	Yes	<p>Equates to USERID field from webusr_imp table.</p> <p>Alphanumeric + the following special characters:</p> <ul style="list-style-type: none"> <li>• " (double-quote)</li> <li>• (space - ASCII 0x20)</li> <li>• &amp; (ampersand)</li> <li>• @</li> <li>• - (dash)</li> <li>• _ (underscore)</li> <li>• . (period)</li> </ul> <p><b>Note:</b> The space character cannot appear at the beginning or end of the USERID. Leading and trailing spaces will be trimmed during account creation.</p>
ACCT_TYPEMASK	int	Yes	<p>Use only one of the following values:</p> <p>2 - Normal user account (such as a parent)  4 - Student user account  8 - Staff user account  16 - Teacher account</p> <p><b>Note:</b> While all web accounts are currently treated the same, future enhancements will make use of these individual account type codes.</p>
ACCTSTATUS	int	No	<p>Use one of the following values:</p> <p>1 - Active  2 - Inactive</p>
LASTNAME	nvarchar(256)	Yes	
FIRSTNAME	nvarchar(50)	Yes	
MIDDLENAME	nvarchar(50)	No	
ADDRESS	nvarchar(75)	Yes	

Table 3-3. [dbo].[webusr\_imp] table

Record Uniqueness		[USERID] + [STUDENTNUM]	
Field Name	Data Type	Mandatory	Other Restrictions
ADDRESS2	nvarchar(75)	No	
CITY	nvarchar(35)	Yes	
STATE	nvarchar(20)	Yes	
ZIPCODE	nvarchar(15)	Yes	Valid characters are: ABCDEFGHIJKLMNOPQRSTUVWXYZ XYZ0123456789-#
EMAIL	nvarchar(75)	Yes	Use a blank (") if no e-mail address available. If non-blank, must contain the @ character.
EMAIL2	nvarchar(75)	No	Use NULL if no secondary e-mail address available. If non-blank, must contain the @ character.
HOMEPHONE	nvarchar(50)	Yes	Non-blank value required. Valid characters are: 0123456789-#()EXT.
WORKPHONE	nvarchar(50)	Yes	Use a blank (") if no phone number available. Valid characters are: 0123456789-#()EXT.
SISCONTACTID	int	No	If available, matches an existing PowerSchool SMS Student Contact ID.
ACCT_LOCKRELEASE	datetime	No	Leave NULL.
ACCT_LOGINCNT	int	Yes	Always set to 0.
ATTEMPTDATETIME	datetime	No	Leave NULL.
PWD	varchar(64)	No	Unencrypted password text.

## Export

Export operations extract data from the ParentCONNECTxp tables and place the unencrypted information into the export tables ([dbo].[webusr\_exp] and [dbo].[webusrstu\_exp]) for you to access for external purposes.

It is not necessary to use the Create Table button before running the extract operation. Any information that may exist in these tables will be overwritten when the Export operation is run.

**NOTE** If you desire to extract use this information from the export tables, it is your responsibility to implement the method that is appropriate for your environment. Pearson School Systems is not responsible for the operation or support of your extraction methods.

You can use the Create Table button to clear out any information that may exist in these tables without running another extract operation.

# 4

## User Account Generation

Use the User Account Generation utility (see [Figure 4-1 on page 19](#)) to import and generate ParentCONNECTxp Student and Web User accounts from PowerSchool SMS. Student accounts are used for the Online Course Request system, and Web User accounts are used for the ParentCONNECTxp parent portal.

Web User accounts are created for PowerSchool SMS custodial contacts of students in the specified schools who do not already have ParentCONNECTxp Web accounts (and those students are automatically linked to the newly created accounts).

After creating the accounts, use AdminApp to view and edit the new accounts to correct any discrepancies.

Note that generating accounts with this utility does not update student information in ParentCONNECTxp. DataRefresher must be run to update student information.

See the step-by-step instructions on the next page.

### **IMPORTANT**

- After accounts are created, a log file is generated and stored in the PCxp\PCXPtools\LOG folder with all account information, including passwords, in clear text format to assist in troubleshooting. **Make sure this folder is not shared and the log file is properly secured.**
- Importing contacts from large districts may take several days. It is recommended to import contacts in smaller batches rather than importing the entire district.

**NOTE** With ParentCONNECTxp 3.2 or later, you do not need to have Web Display Groups (user groups) defined in AdminApp before running the account generation utility; however, the school-to-group associations must be completed in AdminApp before Web users can access the ParentCONNECTxp website.

## Import Contacts or Students to Create Accounts

To import contacts or students from PowerSchool SMS:

1. Make sure that a correctly configured PCXP.INI file exists in the PCXPtools folder (you can copy the file from the AdminApp folder).
2. Double-click **PCXPtools.exe** in the PCXPtools folder.
3. Click the **User Account Generation** button. The User Account Generation window appears.
4. Select whether to import **Contacts** or **Students**.
5. Select whether to automatically activate the accounts after importing them.
6. Select whether to use the birthdate (MMDDYYYY) as the initial password.
7. Select what to use as the basis for generating the account name:
  - Automatic account name generator using ParentCONNECTxp defaults (a concatenation of last name, first name, and middle name up to the maximum length). You can change the maximum length that can be allowed for automatic account names by selecting the desired value from the **Maximum Length** list.
  - Email addresses, using either the automatic account name generation or student number as a backup if the email address is not available.
  - Student number.
8. Optionally for Contacts, select any filters you want to apply in the **Contact Filter** area. If you do not select a contact filter, all contacts will be imported. If you select one or more contact filter, only those contacts that meet at least one of the selected criteria will be imported.
9. In the **Select the school(s) for account generation** list, select a school or schools from which to import the users.
10. Click **Scan Contacts >>>** to load the contacts before creating the accounts. The results indicate what will be new accounts and what will be updated.
11. Click **Import Contacts >>>** to start the import process.
12. Verify and securely store or delete the log file (PCxp\_AccountGeneration\_<YYYYMMDD>\_<HHMMSS>.LOG) that is created in the PCXPtools\LOG folder.

**Important:** This log file contains user IDs and clear-text passwords, so manage the log file with the appropriate security precautions.
13. Use the Web User Logins area of AdminApp to review and edit the new accounts.

Figure 4-1. User Account Generation utility

**User Account Generation**

Quit

Account Source

Contact

Student

Select the school(s) for account generation:

School Number	School Name
<input type="checkbox"/> 1700	Sigmund Freud Elementar
<input type="checkbox"/> 1701	Isaac Newton Elementary
<input type="checkbox"/> 1703	Cockrill Elementary Schoo
<input type="checkbox"/> 1704	W.A. Bass Middle School
<input type="checkbox"/> 1705	Pearl-Cohn High School
<input type="checkbox"/> 1706	Park Avenue Enhanced Op
<input type="checkbox"/> 1707	Norman Binkley Elementar
<input type="checkbox"/> 1708	Crieve Hall Elementary Sch
<input type="checkbox"/> 1709	Haywood Elementary Schc
<input type="checkbox"/> 1710	Tusculum Elementary Sch
<input type="checkbox"/> 1711	Granbery Elementary Scho
<input type="checkbox"/> 1712	Shayne Elementary Schoo
<input type="checkbox"/> 1713	Croft Middle Design Cente
<input type="checkbox"/> 1714	McMurray Middle School
<input type="checkbox"/> 1715	Oliver Middle School
<input type="checkbox"/> 1716	John Overton High School
<input type="checkbox"/> 2002	Anderson Elementary Sch

Activate accounts upon creation

Account Name Selection

Use automatic account name generation

Maximum Length: 20

Use email address, if no email address exists the account name will be auto generated.

Use email address, if no email address exists the student number will be used.

Use Student Number

Contact Filter \*

Student Lives With Contact

Contact Has Custody

Is Emergency Contact

Course RequestApproval

\* Selecting multiple boxes will import contacts who meet any of the filter criteria. To import all contacts, leave all filters unchecked.

Scan Contacts >>>    Import Contacts >>>

Contact ID	Account Status	Account Name	Last Name	First Name	Middle Name	Email
------------	----------------	--------------	-----------	------------	-------------	-------



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