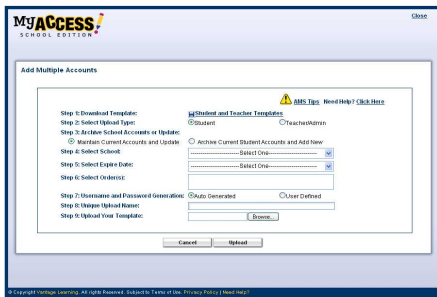
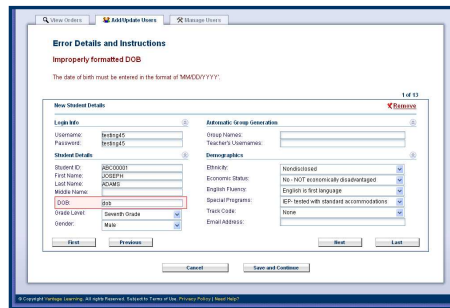


Adding Your Students



- From the Add/Update Users tab, click the **Add Multiple Accounts** button.
- Download the template for the user type you wish to import and manually enter or paste in the data from your SIS.
- Select usertype of the accounts. (Student or Teacher)
- Select the School.
- Select the date or date range when you wish the accounts to expire.
- If you entered your desired usernames and passwords on the template choose **Custom**, or leave **Autogenerate** selected to have the system create the login for you.
- Name your upload so you can refer back to it later.
- Upload your file by clicking the **Browse** button and locating the template file you filed out earlier
- Click the **Upload** button. You will be returned to the Imported Files screen and your new file will be listed.
- If no errors exists, choose **Activate Accounts** under the 'Next Step' column.
- If **Correct Error** is listed under the 'Next Step' column, please refer to the *Correct Invalid Records* portion of this document to troubleshoot import errors.

Correcting Errors



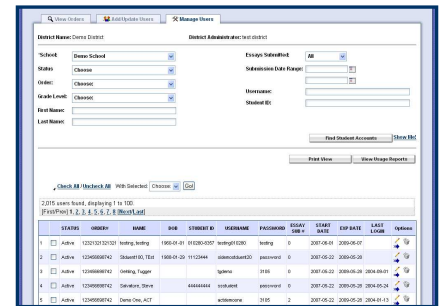
Correct 1-20 Invalid Records

- Click the Edit icon next to the first invalid record listed and make the necessary changes.
- Click Save.
- Click the next button to move to the next record and make changes, then click Save again.
- Continue steps 2 and 3 until all records are valid.
- When this is complete, click the Back to Upload List button and click Activate Accounts in the 'Next Step' column for the file.

Correct 20+ Invalid Records

- Click the Export to CSV button located on the top-right side of the screen to move all invalid records to a comma-delimited (csv) file. Save the file to your desktop so you can easily return to the file in a moment.
- Import all valid records by following step #5 above.
- Open the csv file and make the necessary changes, then save the file.
- Finally, follow steps 1 through 9 under the Add Multiple Accounts section of this document to activate the accounts.

Renewing and Moving Students



Multiple Users

- From the Manage Users Tab, use the filters to locate the student(s)
- Click "Find Student Accounts"
- Check off the students you wish to move
- In the "with select:" drop down, choose "Move"
- Select the school
- Select the date range you wish the student to expire at
- Select the order(s)
- Click "Move"

A Single User

- From the Manage Users Tab, use the filters to locate the student(s)
- Click "Find Student Accounts"
- Check off the students you wish to move
- Click the blue arrow shaped move button to the right of the student information
- Select the School
- Select the order
- Click 'Move'