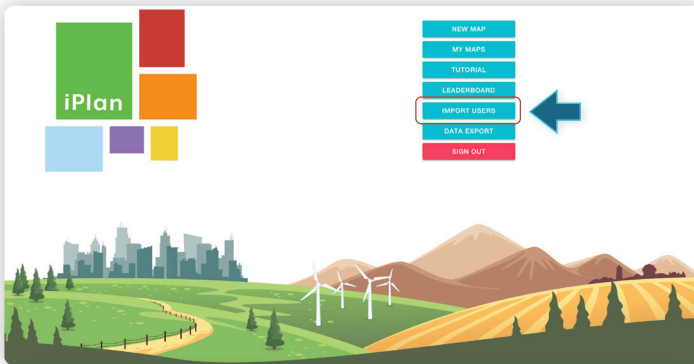


CREATING STUDENT ACCOUNTS



Step 1: Import Users

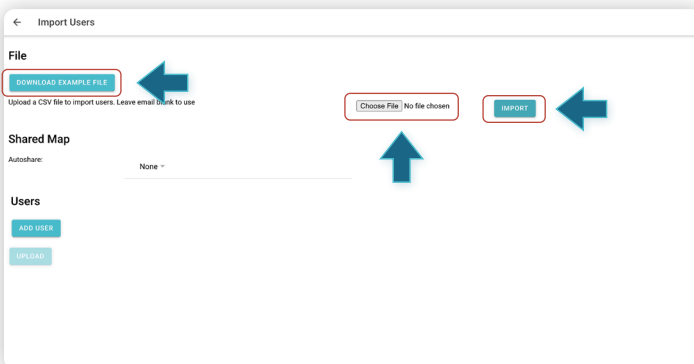
If you have an educator account, click on the **Import Users** button to create student accounts.



Step 2: Adding Users in Bulk

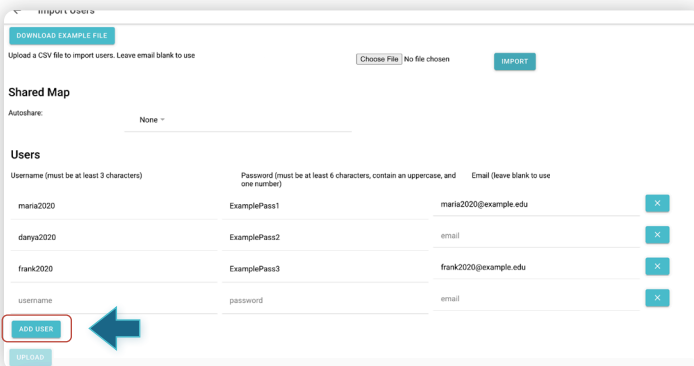
Click on **Download Example File** for a template you can fill out to create accounts for your students.

Click **Choose File** to select a file to import, then click the **Import** button.



Step 3: Adding Users One at a Time

Click on the **Add User** button. A new empty text field will appear below the existing users. Create a new user by adding their **Username**, **Password**, and **Email**.



Step 4: Editing Users

You can edit any user by clicking on any of the text fields to update their **User Name**, **Password**, or **Email**.

You can also remove any user by clicking the **X** **Button** on the right.

Step 5: Upload Users

When you are finished adding and editing all the users, click on the **Upload** button to add the new users to your account.

Step 6: Finish

When you are done, click on the **Arrow** in the top-left corner to go back to iPlan's home screen.

Import Users

DOWNLOAD EXAMPLE FILE

Upload a CSV file to import users. Leave email blank to use

Choose File | No file chosen

IMPORT

Shared Map

Autoshare: None

Users

Username (must be at least 3 characters) Password (must be at least 6 characters, contain an uppercase, and one number) Email (leave blank to use)

maria2020	ExamplePass1	maria2020@example.edu	X
danya2020	ExamplePass2	email	X
frank2020	ExamplePass3	frank2020@example.edu	X
username	password	email	X

ADD USER

UPLOAD

Import Users

File

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Choose File | No file chosen

IMPORT

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ADD USER

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username	password	email	X

ADD USER

UPLOAD