

User Import

Overview

The user import is a quick and convenient way to create multiple learners at one time instead of individually creating each learner in the learning system. After the initial import, administrators will have the ability to create their organizational structure and move learners to the appropriate teams.

Please note: The fields username, password, first name, last name, active, and email address are all required for import. The remaining fields are optional to include but could be critical to tasks such as targeting assignments. We recommend including as much data as possible to ensure the best experience in the LMS. Please note that the columns marked as assignment and team rule trigger are data points that can be used in team and assignment automation rules. **To ensure proper import functionality, please do not adjust the header row within the spreadsheet. If columns are deleted from the import spreadsheet, the platform will not recognize the data and the information will not be imported.**

Explanation of Fields

Field Name	Field Description	Assignment Rule Trigger	Team Rule Trigger
Username	This will be the login name for the learner. This should be unique Username for each learner. We recommend using an email address or Employee ID with a prefix or suffix to ensure it is unique.		
Password	Choose the password for the learner when they first login. Learners will then be prompted to change their password on log-in.		
Firstname	First name of the learner being created.		
Lastname	Last name of the learner being created.		
Active	This marks the individual as an active learner so they can log-in and complete courses. Set to "TRUE" for learner to be activated.		YES
Login Destination	This is a legacy field please leave it blank.		
Address 1	This is the user address.		
Address 2	This is the user address.	YES	
City	This is the user city.	YES	YES
State	This is the user state.	YES	
Postal Code	This is the user postal code.		
CountryKey	This is the user country key (use 87 for United States.)	YES	YES
Email	Personal or company email address of the learner. All LMS notifications will be delivered to this address.		
Phone Number	This is the user phone number		YES
Title	This is the user job title	YES	
Company	This is the user company (useful if you have multiple entities within one umbrella organization.	YES	YES
Cost Center	The learner's cost center within the company. (If applicable)		YES
Department	The learner's department within the company	YES	YES
Division	The learner's division within the company. (If applicable)		YES
Job Code	The learner's job code within the company.	YES	YES
Job Role	This field is utilized for Job Roles as part of a BizSkills user setup. If you are not licensing BizSkills please leave this field blank.	YES	YES
HireDate	The date the learner was hired.	YES	
EmployeeID	The employee ID within the company.		
Billing ID	This field is a unique client identifier and will be populated by our team for the first import, going forward it will be provided to you.		
AuthLDAP	This is a legacy field please leave it blank.		
Supervisor	The username of the learner's supervisor. This is typically an email address.	YES	YES