

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.

[Click Here](#) to download your user import spreadsheet.

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. 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. For columns that are not needed or you are unsure of, please leave blank.

Glossary of Terms

FIELD NAME	DESCRIPTION
Username	This will be the login name for the learner. This should be unique for each learner. We recommend using an email address or anything with a prefix or suffix.
Password	Choose the password for the learner when they first log-in. We recommend using a random password generator to create unique, secure passwords such as such as "W#8\{j7e" or "K5@mcY?d" to start. Learners will then be able to change their password after 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.
Email	Personal or company email address of the learner. All LMS notifications will be delivered to this address.
Title	The learner's job title within the company.
Company	The name of the company in which the learner is a member (most likely your organization's name).
Department	The name of the department the learner works in at your company.
HireDate	The date the learner was hired.
EmployeeID	The employee ID within the company.
Supervisor	The username of the learner's supervisor. This is typically an email address.