# Import New User via CSV

This feature is used for adding new users using an external CSV table.

Please note:
- Only the group admin can use this function.
- Only student roles can be added with the CSV import.
- All imported users have the same license length.
- Be sure to have a stable internet connection and use this function carefully.

## Getting started

It is well recommended to import one team at a time, new users can be automatically linked to it without separate management.

If you haven't created a suitable team for the users, make it first in the training environment.
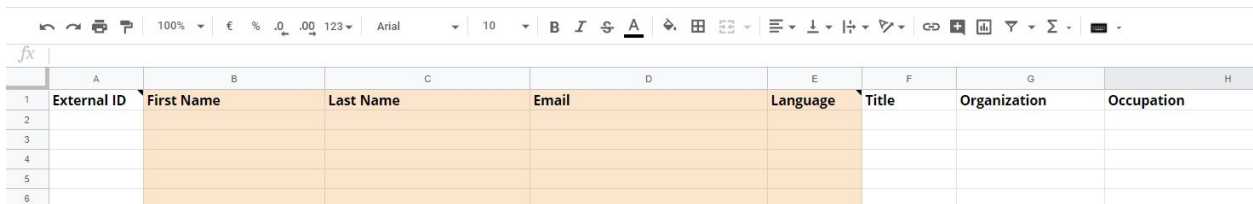**ADMIN => Add or Edit Teams => Add New**

The maximum number of users you can import at one time is 200.

# CSV file

Important!
Make sure that the editor you use to create the CSV file uses UTF-8 character encoding.

A suitable editor is, for example, Google Sheets.



- **Column A**
  - **External ID** is a key that facilitates the possibility of archiving user data later to an external system. The user can see the data in personal settings, but can't edit it.
- **Column B** and **Column C** (mandatory)
  - User name. Can't be edited by the user.
  - Used for example in reports and certificates.
- **Column D** (mandatory)
  - Email address to be used as username.
  - An activation link will be sent to this email.
  - **It's not possible to change the username later!**

- **Column E** (mandatory)
  - Interface **language**.
  - An activation email will be sent using this language.
  - The 2-character ISO 639-1 format is used
    - EN, DE, FI, SV, EE, AR
    - If the language is not supported, the default is English.
  - The language can be changed afterwards in the users personal settings.
- **Column F**
  - **Title**:
    - MS, MRS, MS
- **Column G**
  - **Organization**
- **Column H**
  - **Occupation**

## Step 1 - Uploading and editing

Upload the CSV file from your computer to the server.
In the preview you can change the separator and make small corrections if necessary.
If you need to make bigger corrections, it's easier to edit the file on your computer and then upload the file again to the server.

## Step 2 - Preview and inspection

| | External ID | First Name | Last Name | Email | Language | Title | Organization | Occupation |
|---|---|---|---|---|---|---|---|---|
| 🗑 | | Rolo | Russell | rolo.russell@domain.com | EN | | | |
| 🗑 | | Elihu | Albertson | elihu.albertson@domain.com | EN | | | |
| 🗑 | | Zack | Colt | zack.colt@ domain.com | EN | | | |
| 🗑 | | Maris | Wayne | maris.wayne@domain.com | EN | | | |
| 🗑 | | Keegan | Norman | keegan.norman@domain.com | EN | | | |
| 🗑 | | Bethanie | Sinclair | bethanie.sinclair@domain.com | EN | | | |
| 🗑 | | Lallie | Perkins | lallie.perkins@domain.com | EN | | | |
| 🗑 | | Harland | Hendry | harland.hendry@domain.com | EN | | | |
| 🗑 | | Fredric | Rennold | fredric.rennold@domain.com | EN | | | |
| 🗑 | | Sage | Hyland | sage.hyland@domain.com | EN | | | |

Check the Values in the Preview

A programmatic check of the design is performed in the preview.

Critical errors are displayed with a red color, these are for example space marks in email addresses.

The yellow color displays the empty fields or data with abnormal symbols, but it's still possible to import the data.

## Step 3 - License Time and Connection to the Team



After inspection, enter the user license time period and the workgroup connection.
These settings are common to all users that are linked to the CSV file in question.

When **"Send Account Activation Email to User on the Start Date of License"** is checked:
- The server will send an activation email with a delay of max. 15 min. If the start date is today.
- If the start date is in the future, the activation email will be sent at midnight of the date in question (+2 GMT).

If you don't know yet when you want to send the activation email, leave the function unchecked and you can send an activation email manually later with the function:
**ADMIN => Send Account Activation Link to User or Team**