

Adding Multiple Users (Students, Teachers and Admins)

- Upload and activate teacher accounts first. Template should be saved as a csv or xls format.
- First name, last name, student id, birthdate, and grade level are required fields; template will be rejected if these fields are not completed for all students
- Usernames must be unique within the entire MY Access! system (you will be prompted to choose another username if selection has already been taken.
- Student ID is unique within a district (you will be prompted to choose another if student is already exists in the district).
- Column header order must be maintained.
- Duplicate students must be removed from template prior to upload.
- Questions or problems? Call our MY Access! Support Specialists at (800) 322-0848 or support@myaccess.com

MY Access! supports batch teacher and admin imports to multiple schools in a single file.

Step 1. Enter your school codes by clicking on Setup & Assignment and selecting School Import Code.

	Setup & Assignment - Manage Accourt	nts User Search Portfolio My P	Prompts Reports Resources	¢
School Name	Setup District & Assignments Setup Schools and Assignments Applied The School Manager School Imported Code		Search	
View	School Name	Imported Code	Option	
1	Columbia School(SA)	500753000299	Update School Code	
2	Read School	480894011355	Update School Code	
3	Texas School	VAN497689	Update School Code	

Step 2. Download the district multiple teacher and school admin template. Enter your school codes and required information (username, password, firstname, last name, gender, user role, email. Note: Usernames are globally unique. It is recommended that teacher school email be used for the username, and passwords be minimum of six letters/numbers.

My Access New Teacher and School Administrator Template											
	Login Information	Teacher / School Administrator Information				Account Details					
(System does not a	uto generate logins for new administrators)	*Indicates absolute minimum required fields (M or F)				(Enter T for a teacher. Enter S for a school administrators)	(Enables password recovery. username@domain.edu com org)				
School Code*	Username*	Password*	First Name*	Middle Name	Last Name*	Gender	User Role*	Email Address			
030	s.smith@delhhs.edu	\$sm_0876	Sandy		Smith		Teacher	s.smith@delhhs.edu			
030								s.smith@delhhs.edu			



Step 3. Select the school(s) and orders, enter a unique upload name, choose file, and click upload.

JACC AUSE WRITING			
	Add Multip	le Accounts	
			Before You Upload Need Help? Click Here
		Step 1: Download Template:	HStudent and Teacher Templates
		Step 2: Select User Type:	Student Student
		Step 3: Select School:	Select One Select One Columbia School(SA) (School Code, 001) Read School (School Code, 002) School School Code, 003)
			~
		Step 4: Select Order(s):	Columbia School(SA) (School Code, 001): exp=202102-03 Read School (School Code, 002): exp=2021-02-03
			Ψ
		Step 5: Deactivate School Accounts or Update:	
		 Maintain Current Accounts and Update Step 6: Username and Password Generation: 	 Deactivate Current Student Accounts and Add New
		Auto Generated	User Defined
		Step 7: Unique Upload Name:	
		Step 8: Upload Your Template:	Choose File No file chosen
			Cancel Upload

Step 4. Click on Correct Error link to view and correct errors.

					denes / m				
School:				Range	s:				
Select All				•				#	
Upload Date:		_					Filter		
Add Multiple Users Add	Single User								
File Name	Single User Order	Upload Date	Status	Total Records	Valid Records	Invalid Records	Next Step	Options	
		Upload Date 9/3/19	Status	Total Records	Valid Records	Invalid Records	Next Step Correct Error	Options	

Step 5. Click on Activate Accounts to compete the process.

Add Multiple User Add Single User											
File Name	Order	Upload Date	Status	Total Records	Valid Records	Invalid Records	Next Step	Options			
903teacherupload		9/3/19		2	2	0	Activate Account	9			