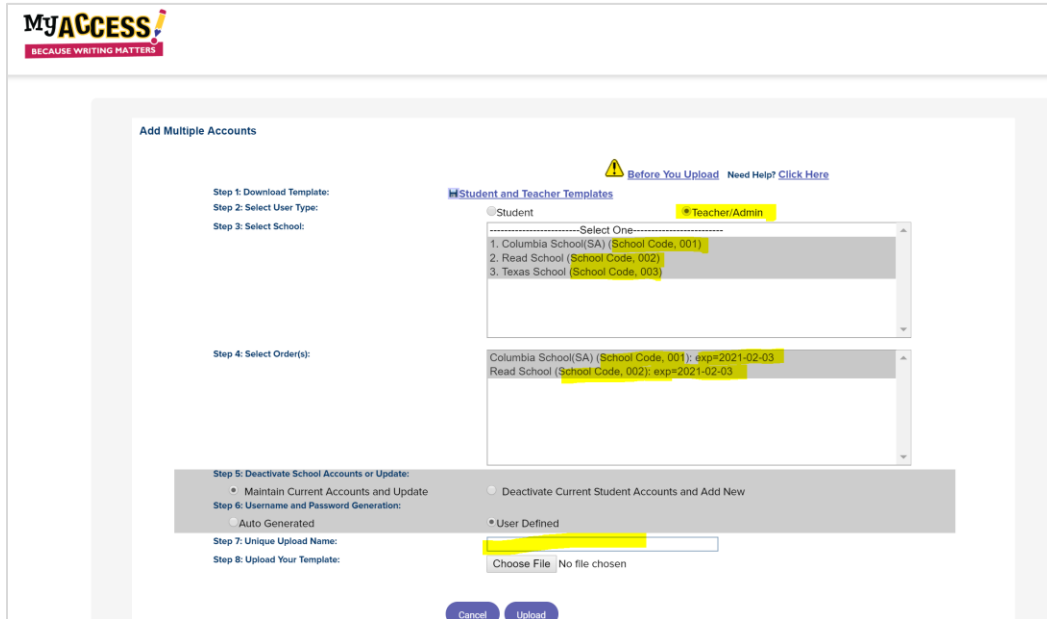


Step 3. Select the school(s) and orders, enter a unique upload name, choose file, and click upload.



Add Multiple Accounts

Step 1: Download Template:
Step 2: Select User Type:
Step 3: Select School:
Step 4: Select Order(s):
Step 5: Deactivate School Accounts or Update:
Step 6: Username and Password Generation:
Step 7: Unique Upload Name:
Step 8: Upload Your Template:

Student and Teacher Templates

Student Teacher/Admin

Select One

- Columbia School(SA) (School Code, 001)
- Read School (School Code, 002)
- Texas School (School Code, 003)

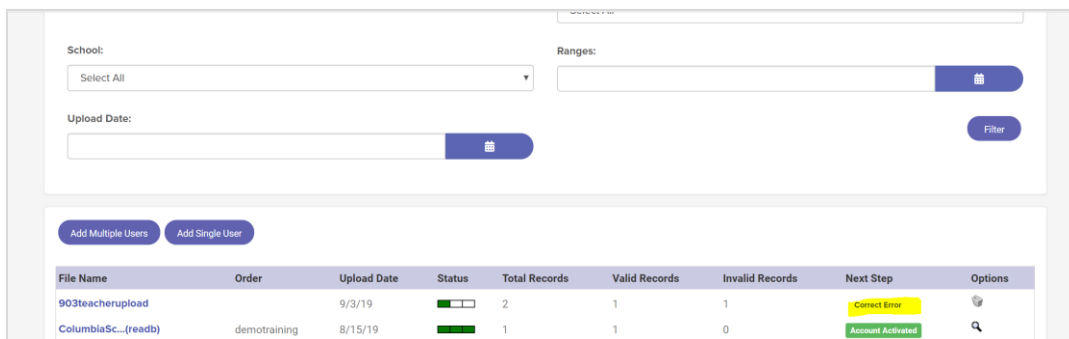
Columbia School(SA) (School Code, 001): exp=2021-02-03
Read School (School Code, 002): exp=2021-02-03

Maintain Current Accounts and Update
 Deactivate Current Student Accounts and Add New

Auto Generated
 User Defined

No file chosen

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




School: Ranges:

Upload Date:

File Name	Order	Upload Date	Status	Total Records	Valid Records	Invalid Records	Next Step	Options
903teacherupload		9/3/19	<div style="width: 25%; background-color: green;"></div>	2	1	1	<input type="button" value="Correct Error"/>	<input type="button" value="Refresh"/>
ColumbiaSc...(readb)	demotraining	8/15/19	<div style="width: 100%; background-color: green;"></div>	1	1	0	<input type="button" value="Account Activated"/>	<input type="button" value="Refresh"/>

Step 5. Click on **Activate Accounts** to complete the process.



File Name	Order	Upload Date	Status	Total Records	Valid Records	Invalid Records	Next Step	Options
903teacherupload		9/3/19	<div style="width: 100%; background-color: green;"></div>	2	2	0	<input type="button" value="Activate Account"/>	<input type="button" value="Refresh"/>