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**.

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.

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

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

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