

Import Gsuite Users – Google SSO

Before you can utilize Google SSO, Junior Library Guild will need to add your students' domain name to our internal system. Without doing so, your Gsuite import will fail. Please send an email to Alyssa Smith (asmith@juniorlibraryguild.com) with your students' Gsuite domain name. (We can only use 1 domain per school.) The domain will be what comes after the @ in your students' email addresses. For example, our domain name is juniorlibraryguild.com. Please also include which school(s) you'd like the domain added to and include the customer number(s) if possible. Once we confirm your domain is in our system, follow the below instructions.

If your institution does not utilize Google SSO, please click [here](#) and see **Import Users – Google Sheets or **Import Users – Microsoft Excel**.

1

Go to <https://jlg.ipublishcentral.com> and log into your Admin account. Click Admin Dashboard, then select **Import Users** in the lefthand menu. Click Import Gsuite Users at the top of the page.



2

In the first paragraph, click **Gsuite Users Template**, which will download to your computer. When it's finished downloading, click on the file to open it in Microsoft Excel.



3

Delete the sample information in line 3 and fill in the column with your **student Gsuite email addresses**. All email addresses must be linked to an active Gsuite account and must use the domain name provided to JLG. When finished, save the document to your computer and close out of it.



4

On the Import Users page, click the Choose File button and select the document you just saved. Verify User Status is Active, then click **Upload Users**. A popup message will appear asking if you are sure you want to proceed with the import. If yes, click OK.



If you receive an error message, please read over the instructions on the Import Users page and ensure you've followed all directions.

If you receive a success message, you can view your list of imported users on the Manage Institutional Users page. To login, students will go to <https://jlg.ipublishcentral.com> and click the Sign in the Google button. They will select their school Gsuite account to complete the login.

Please note that Gsuite users can only log in to JLG Digital via web browser. Gsuite users cannot log in via iOS or Android app at this time.



For more help and information, click [here](#). Scroll down to **Instructional Materials** for various how-to documents or check out our Tutorial videos at the top of the page. Still have a question? We're happy to help! Feel free to contact our Customer Service department via phone, email, or online chat at [juniorlibraryguild.com](mailto:customerservice@juniorlibraryguild.com).

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