

Import Users – Google Sheets

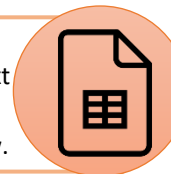
Before importing your list of students, be sure you have created the Common user for your school. If you have not, please see **Creating the Common User** [here](#). Students with personal accounts will always need to log into the Common user first so that our system knows what school the student belongs to.

Importing a list of student accounts is optional. Students can login with only the Common user to access the books and read them simultaneously. However, creating personal accounts for your students gives them the ability to make highlights and bookmarks while reading. Follow these instructions to create personal accounts for your students using Google Sheets. If you have Microsoft Excel, please click [here](#) and see **Import Users – Microsoft Excel (CSV)**; If your institution utilizes Google Single Sign-On, see **Import Gsuite Users**.

1 Log into your Admin account and click on Admin Dashboard. Then, in the lefthand menu, click on **Import Users**. Click on Import Users Using Google Sheet at the top of the page.



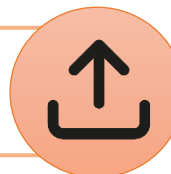
2 In the first paragraph, click on **Import regular user through google sheet**. (A window may pop up and notify you that the app isn't verified – if this happens, click Advanced, then select Go to ipublishcentral.com. The next window will ask you to grant JLG Digital permission to your Google Sheets – click Allow, then confirm your permission choices by again clicking Allow.) The Google Sheet template will then open in a new tab or window.



3 Delete the sample information in line 3 and fill in the columns with your **student usernames and passwords**. The usernames can be whatever you want them to be (email, student ID, first name last name), but must all be unique – you cannot have two JohnSmiths, for example. The passwords can be unique or the same for everyone. When finished, copy the URL of the Google Sheet.



4 On the Import Users page, paste the URL in the Google Sheet Link box. Verify User Status is Active, and User Type is Regular, then click **Upload Users**.



If you receive an error message, make the appropriate corrections to your sheet and try uploading again. Username and password requirements can be found on the Import Users page – be sure your usernames and passwords meet these requirements.

If you receive a success message, you can view your list of imported users on the Manage Institutional Users page. To login, students will first login to the Common user, either by going to <https://jlg.ipublishcentral.com> and typing it in, or by clicking on the unique URL you've provided them. Then, they'll click the orange Sign In button at the top of the page and login with their Regular user credentials.



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 customerservice@juniorlibraryguild.com.

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