

Import Users – Microsoft Excel (CSV)

Before importing your list of students, be sure you have created the Common user for your school. If you have not, please click [here](#) and see **Create the Common User**. 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 a Microsoft Excel CSV file. If you do not have Microsoft Excel, please click [here](#) and see **Import Users – Google Sheets**; 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**.



2 In the first paragraph, click on **Regular User Template**, which will download to your computer. When it's finished downloading, click on the file to open it.



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, save the document to your computer and close out of it.



4 On the Import Users page, click on the Choose File button and select the document you just saved. 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 document 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 [juniorlibraryguild.com](mailto:customerservice@juniorlibraryguild.com).

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