

User Management – Mass Delete/Bulk Upload

If you have Regular users set up for all your students, the easiest way to begin the new school year is to mass delete and re-upload a comprehensive list of students. This will ensure all students who no longer attend the school will be removed, and all new students will be created.

1

Go to <http://jlg.ipublishcentral.com> and log in to your Admin account.



2

Click Admin Dashboard, then select **Manage Institutional Users** in the lefthand menu. Click the empty checkbox to the left of the Username header – doing so will check the box of every single user in the list. ****If you have a Common user created, or additional Admins on the account, be sure to locate those users in your list and uncheck the box next to them, or else they will be deleted from the account**** Then, at the top of the list, click the Delete button.



3

In the lefthand menu, select **Import Users**. If your institution utilizes Google Single Sign-On, click on Import Gsuite Users. If not, you'll create general Regular users for your students either via Microsoft Excel (CSV) or Google Sheets – choose accordingly. Then, read over the appropriate instructions for importing users found [here](#), under Instructional Materials. You can also check out the Tutorial videos for a visual walkthrough.



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.

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