



## Create Users

Note: You can create classes first and then enroll users.

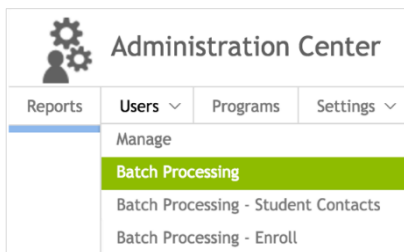
### Batch Import Users

Account Administrators and Program Administrators can create multiple Learners or Instructors in the system at one time using the Batch Import feature. This is a useful alternative to creating the users manually.

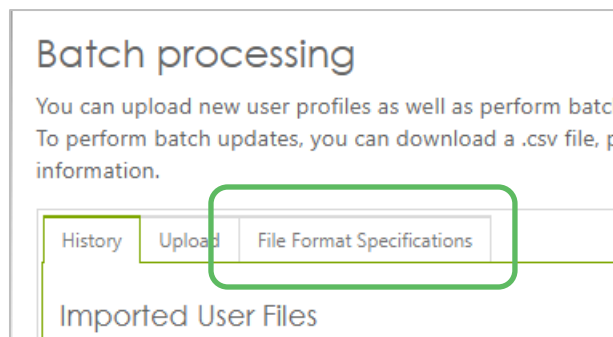
1. Click **Administration Center** at the top of the home page.



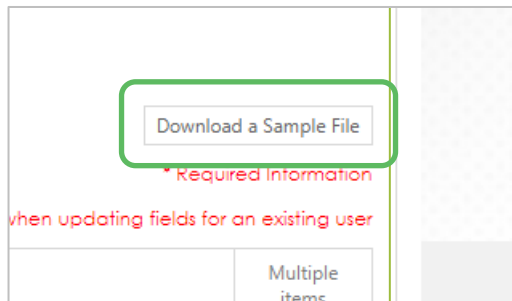
2. From the **Users** drop-down, click **Batch Processing**.



- a. If you are new to the batch upload process, click **File Format Specifications** to view the requirements for entering data.

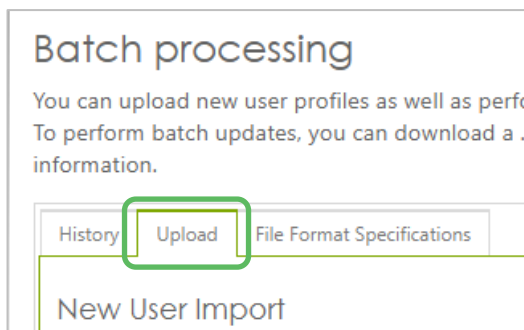


- b. Click **Download a Sample File** (right side of the page). This Excel file is populated with all the categories of information you can upload.



- c. Populate the sample file with data from your location, making sure to include locations (school names) and demographic information for learners. This information will enhance the reporting available in Exact Path.
- d. Save the file to your computer.

3. From the **Batch Processing** screen, click **Upload**.

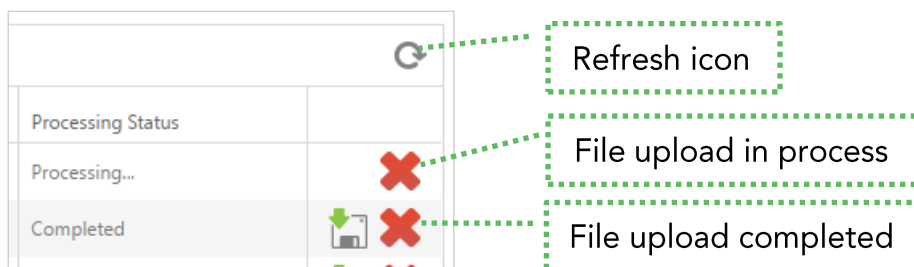


4. Click **Browse**, locate your file, and click **Open**.

5. Click **Import the Selected File** to begin the batch process.

A message displays at the top of the screen to inform you that the document was uploaded successfully.

6. Click the **Refresh** icon to monitor the import progress. A "Download File" icon appears when the file is successfully uploaded.





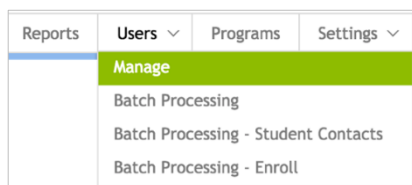
## Manually Add Users

Manually adding users allows you to create users one at a time. This can be helpful for adding students who transfer to your location after the start of the school year.

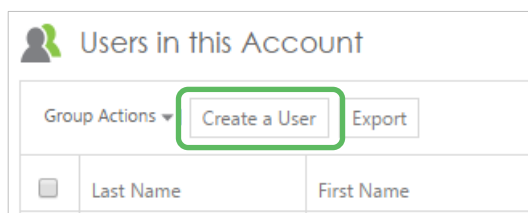
1. Click **Administration Center** at the top of the home page



2. From the **Users** drop-down, click **Manage**.



3. Click **Create a User**



4. Enter the user's information, including login credentials and location.
5. Click **Save & Return to Users** if you are done adding users or **Save & Create Another User** to add additional users.