

Knowledgebase > Administration in Skolon > Manage users in Skolon > Create multiple users with the import function

## Create multiple users with the import function

Linnéa Nyberg - 2022-12-06 - Manage users in Skolon

If you want to manually create multiple users at the same time, this is easiest to do via the import function. Make sure you have all the users you want to post in an excel file.

## Good to know when importing users:

- Teachers and students need to be in separate files, because they are two different types of accounts.

- Data needed to create an account are: First name, last name and email address. These should be in one column each, i.e. at least three columns in total.

- If you want, you can also add a column for class membership and a column for group membership. Then these classes and groups are automatically created in Skolon with associated students.

- You can also make a column with the desired password for each user, otherwise Skolon automatically creates a unique password for each user (and of course the user can then change to another).

	А	В	С	D	E	F
1	Alison	Higgins	Alison.Higgins@example.uk	6A	Math English	
2	Cecilia	Price	Cecilia.Price@example.uk	7A	English Biology	Chemistry
3	Colleen	Young	Colleen.Young@example.uk	6A	Math English	
4	Devin	Shelton	Devin.Shelton@example.uk	7A	English Biology	Chemistry
5	Garry	Silva	Garry.Silva@example.uk	6A	Math English	
6	Frankie	Houston	Frankie.Houston@example.uk	7A	English Biology	Chemistry
7	Felicia	Chapman	Felicia.Chapman@example.uk	6A	Math English	

## Example of how a file can look like:

This is what you do:

- 1. Go to School admin
- 2. Click Import users



- 3. Click Select file, and select your file.
- 4. Select User type, students or teachers.
- 5. Then select what's in each column and click Save.

🏛 Scho	ool admin QL	ower Secondary Sch	nool 👻			<b>.</b>		
6	Import users to Lower Secondary School							
-	< Select a different file							
0	20 users selected							
•	<ul> <li>Select user type</li> </ul>							
0	Students							
0	Send email with login details to new users					Import users		
		No	match	No match	No match	No match		
	Forename	~						
	What is in the column?							
	Save	Skip						
	Alison	Hig	gins	Alison.Higgins@example.uk	6A	Math English		
	Cecilia	Prie	ce	Cecilia.Price@example.uk	7A	English Biology Chemistr		
	Colleen	You	ing	Colleen.Young@example.uk	6A	Math English		

6. Click Import users and you're done!