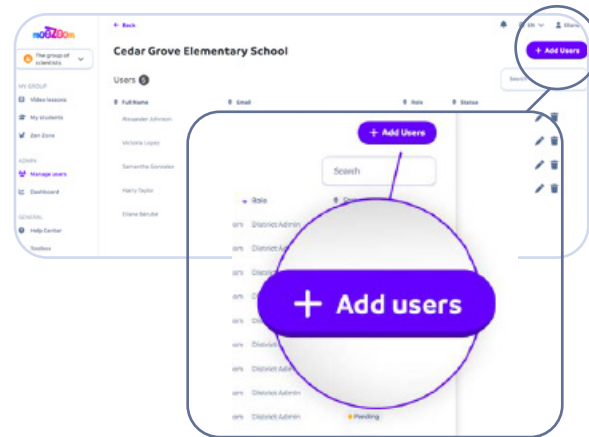
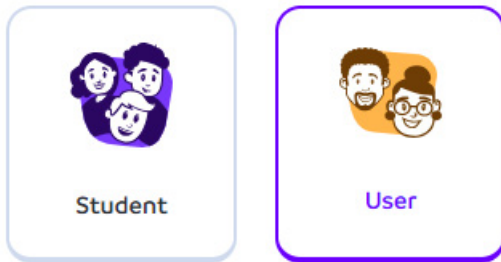
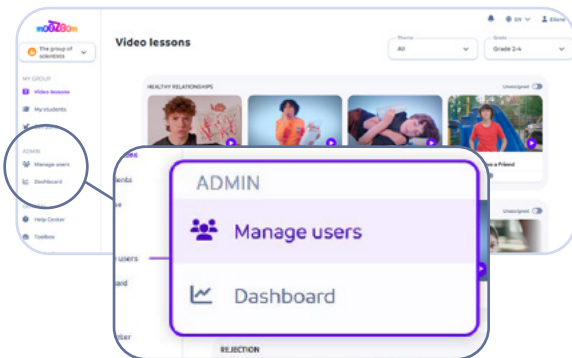


Adding Users

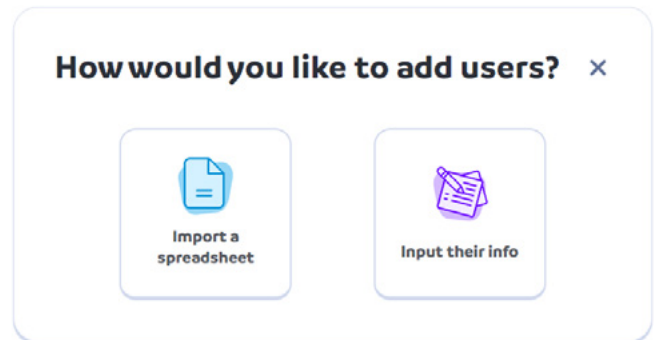
We want you online as soon as possible. Check out the easy steps below to get your teachers accounts up and running.



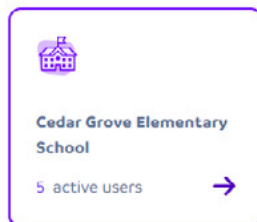
1 Login to your [account](#).



4 Click **Add users**.



2 On the left hand toolbar, under **ADMIN** click **Manage users**.



5 You will have two options

- A Option A: Import a spreadsheet**
This option is ideal if you are adding a large group of users.
- B Option B: Input their info**
This option is ideal if you have a small group of users to add. Also useful if you may need to add a user mid-year.

3 If you're the admin for multiple schools, select the school you'd like to manage.



OPTION A: Import a spreadsheet



1

Click “**Download template**”.
The default template will open and be downloaded in an Excel file: [.xlsx].

Open the download in your preferred software application (Excel, Sheets or Numbers).

2

	A	B	C	D
1	email	first_name	last_name	role
2	m.copp@moozoom.ca	Mark	Copperfield	User
3	j.baker@moozoom.ca	Julia	Baker	User
4	c.clarks@moozoom.ca	Clara	Clarks	User
5	j.brighton@moozoom.ca	John	Brighton	User
6				
7				
8				

Add your users

Note: Please do not edit the header.

Type in your users’ **email address**, **first name** & **last name**.

Designate their role as either admin or teacher.

- **Admin:** For school administrators, principals and other staff that you’d like to be able to add and remove users and access data for teachers and students across the school.
- **Teacher:** For teachers, counselors, and other staff that do not need admin privileges.

.csv

.xlsx



3

Once the template is complete, save it in a **.csv** or **.xlsx** format.

4

Click “**Upload a file**” on moozoom and select the file you’d like to upload.



OPTION B: Input their info

1

Enter the email address, as well as the **first name** (optional) and **last name** (optional) of your users. Choose the language of the invitation email that **new Users** and **Users** will receive when you click on **Add** (see the pink box at the bottom of the page).

2

Designate their role as either **admin** or **teacher**.

- **Admin:** For school administrators, principals and other staff that you'd like to be able to add and remove users and access data for teachers and students across the school.
- **Teacher:** For teachers, counselors, and other staff that do not need admin privileges.

Additional Information

By default, once you have completed option **A** or **B**, all **new Users** will receive an email invitation containing a link. These staff members must open this link to create their account. Then, upon their first login, their account is automatically linked to your school's subscription. Please note that it is essential for them to create their account using the same email address to which they received the invitation.

Users who have already created a moozoom account before receiving your invitation will receive an email inviting them to join your school (unless their previously created account is not associated with the same email address you provided). When they click on the invitation email link, they will need to enter their information and log in with their email address and password. Their account will then be automatically linked to your school's subscription. However, **users** who have already created their accounts are not required to open the invitation email. Their account will be automatically linked to your school during their next login.

Note: You will notice that all accounts of **new Users** or **Users** who are invited will remain **Pending** until they log in to the platform.