User Account Batch Wizard - Start here

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The User Account Batch Wizard allows you to batch enable, create, and disable user accounts. You can also force a password change and add or remove user group membership en masse.

Getting started

- Using this tool for student accounts - Video
- Using this tool for staff accounts - Video

How-to guides

Enable user accounts

- All students or staff in a school(s)
- A specific set of students or staff

Create user accounts

- All students within a school(s)
- A specific set of students
- All staff members within a school(s)
- A specific set of staff members

Inform users of new accounts

- Process of informing users of their new user account

Disable user accounts

- All students or staff in a calendar(s)
- A specific set of students or staff members

Force a password change

- All students or staff in a school(s)
- A specific set of students or staff members

Add User Groups to staff accounts

- All staff members in a school(s)
- A specific set of staff members

Remove User Groups from staff accounts

- All staff members in a school(s)
- A specific set of staff members

Reference

- Field definitions for creating student user accounts
- Field definitions for creating staff member user accounts