# Account/PIN Import - Start Here

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The Account/PIN Import tool uploads and matches data for the initial import of student and staff Food Service/POS accounts. Users are finished when all four steps are completed.

| Tutorials |
|---|
| • [Account/PIN Import Video](#) |

| How-To Guides |
|---|
| 1. [Before You Begin](#)<br>2. [Template Download & File Upload](#)<br>3. [Data Matching](#)<br>4. [Test and Final Import](#)<br>5. [Print Student and Staff](#) |

| Explanation |
|---|
| • [Error Report](#)<br>• [Errors in Data Matching](#)<br>• [% Confidence Field](#) |

| Reference |
|---|
| • [Fields in the Student Template](#)<br>• [Fields in the Staff Template](#) |