How to bulk create external users

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Overview:

This guide will show you how to bulk create external users.

What to know:

Please contact Learning Mall site administrator / managers to upload the user data for account creation.

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Step 1: Put data into system recognized format

Please put the data into the format that the system can recognize. (The template is attached in the guide.)

Hint:

1. 'Original username' is 'firstname.lastname', e.g. san.zhang
2. 'username' is 'firstname.lastname' + 'et', e.g. san.zhanget. (This is to differentiate the external accounts from XJLTU accounts.)
3. 'username' is in lower case, 'firstname' and 'lastname' have first character in the upper case.
4. 'group1' is optional information

Originnal Username	username	firstname	lastname	email	course1	role1	group1
Wenqi.Jin	wenqi.jinet	Wenqi	Jin	jinwenqity@163.com	Transition to	student	MSc Urban Planning
Yeqi.Mao	yeqi.maoet	Yeqi	Mao	yeqi980303@163.com	Transition to	student	MSc Project Management-Part time
Anqi.Wu	anqi.wuet	Anqi	Wu	996339244@qq.com	Transition to	student	MSc Economics and Finance
Kangping.Xia	kangping.xiaet	Kangping	Xia	kangping2046@qq.com	Transition to	student	MA Global Education-Part time
Meichen.Yang	meichen.yanget	Meichen	Yang	xinjiang123ymc@163.com	Transition to	student	MSc Management

Step 2: Check duplicated username within Excel sheet

1. Please check the duplicated username within the user accounts you provided in this Excel sheet.

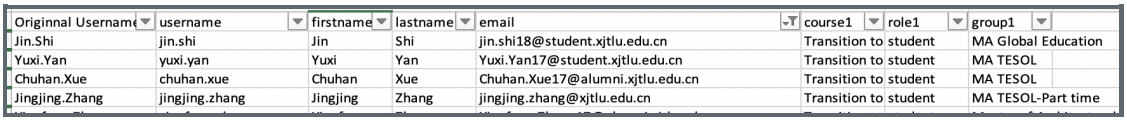
2. If you find duplicated usernames, please add '01' and '02' at the end of the usernames, as shown below.

Originnal Username	username	firstname	lastname	email	course1	role1	group1
san.zhang	san.zhanget01	San	Zhang	7325554@qq.com	Transition	student	MSc Media and Communication
san.zhang	san.zhanget02	San	Zhang	zengyan8490@126.com	Transition	student	International MBA-Part time

Step 3: Filter out accounts with XJTLU emails

In the 'email' column, please filter out the email with word 'XJTLU', including @xjtlul.edu.cn, @student.xjtlu.edu.cn, @alumini.xjtlu.edu.cn

Then put the account information with XJLTU email addresses to a separate Excel sheet, and remove these accounts in the original Excel sheet.



Originnal Username	username	firstname	lastname	email	course1	role1	group1
Jin.Shi	jin.shi	Jin	Shi	jin.shi18@student.xjtlu.edu.cn	Transition to	student	MA Global Education
Yuxi.Yan	yuxi.yan	Yuxi	Yan	Yuxi.Yan17@student.xjtlu.edu.cn	Transition to	student	MA TESOL
Chuhan.Xue	chuhan.xue	Chuhan	Xue	Chuhan.Xue17@alumni.xjtlu.edu.cn	Transition to	student	MA TESOL
Jingjing.Zhang	jingjing.zhang	Jingjing	Zhang	jingjing.zhang@xjtlu.edu.cn	Transition to	student	MA TESOL-Part time

Step 4: Send to learningmall@xjtlu.edu.cn

Please send the two Excel sheet to learningmall@xjtlu.edu.cn for account creation.

Online URL: https://knowledgebase.xjtlu.edu.cn/article/how-to-bulk-create-external-users-339.html