

How to bulk create external users

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:

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

| Original 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

- Please check the duplicated username within the user accounts you provided in this Excel sheet.
- If you find duplicated usernames, please add '01' and '02' at the end of the usernames, as shown below.

| Original 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 @xjtlu.edu.cn, @student.xjtlu.edu.cn, @alumni.xjtlu.edu.cn

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

| Original 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>