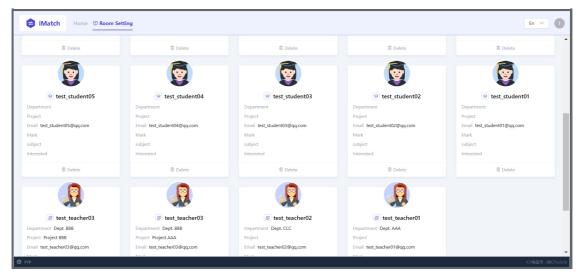
# Phase 0-Admin Role-How to upload users





An example of uploaded users

#### Overview:

This guide will show you how to upload students and teachers for a room / selection process.

#### What to know:

Before uploading users, make sure the department information is created within that room.

# Table of Contents

Step 1: Download the template Step 2: Fill in the user template

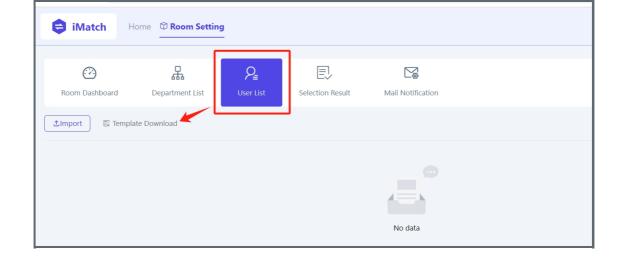
Step 3: Import the template

Step 4: Upload the user template

Step 5: Users uploaded

## Step 1: Download the template

Go to the "User List" tab and click "Template Download" to get the Excel sheet.



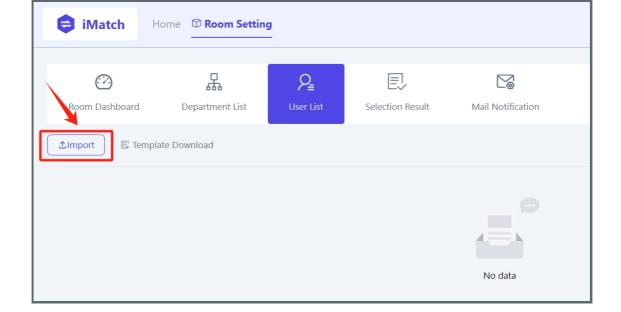
Step 2: Fill in the user template

Fill the template with the user information and save the file. Follow the rules for each column as specified in the guide on Phase 0-Admin role-How to fill in the user upload template.



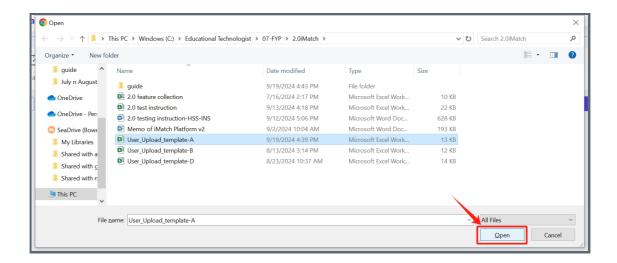
### Step 3: Import the template

Click the "Import" button to upload the template.



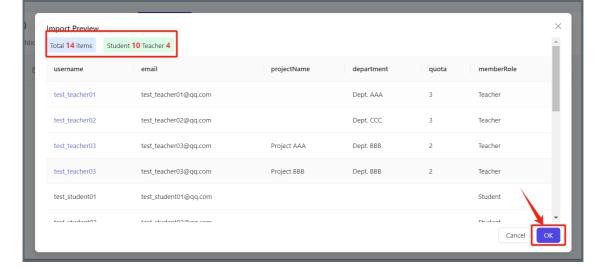
Step 4: Upload the user template

Select the user template file and click "Open" to upload it.

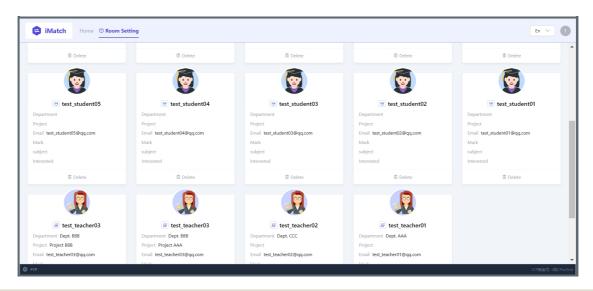


#### Step 5: Users uploaded

A preview window will appear, showing the detailed information and highlighting the number of uploaded students and teachers. Click OK to proceed.



The uploaded users will now be listed, with different icons indicating their roles.



#### Tips:

[Insert tip information here. Note that this item is optional and should be deleted if not required]

#### Next steps:

Now that you have finished uploading users data, there is still one more step to complete:

1. Phase 0-Admin Role-How to send email reminders

 $On line\ URL:\ https://knowledgebase.xjtlu.edu.cn/article/phase-0-admin-role-how-to-upload-users-391.html$