


IMPORT USERS

1. From your account homepage, in the Resources Box, click **Import Users**.

Resources



- ▶ Profile Search
- ▶ Cover Page Image
- ▶ Custom Report Styles
- ▶ **Import Users**
- ▶ Export Assessments

▶ [ExampleImport.xlsx](#)

Upload and Process a Correctly Formatted File

3. You will need to enter the following information to your spreadsheet:

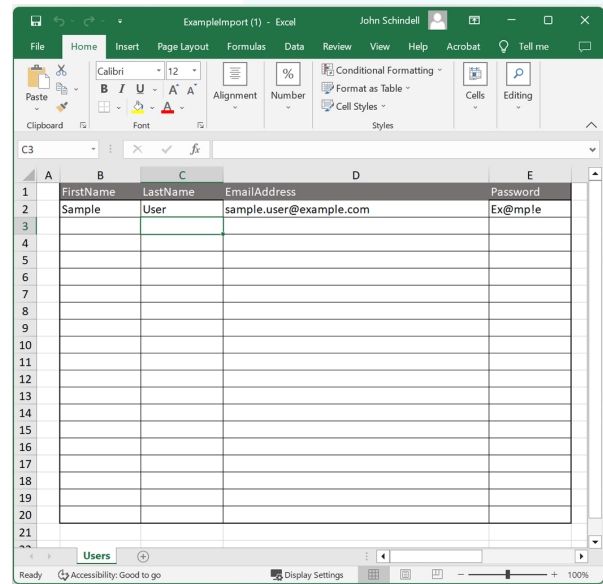
First Name
Last Name
Email Address
Password

If a First or Last name is unavailable, you can leave the column empty, however, the column must still exist and be labeled correctly.

If an email address is unavailable, you can enter a fake email that fits the standard formatting of **prefix@suffix.com (.org, .net, .gov, etc.)**

If you do not enter a password, the email address will also serve as their password.

2. Read the instructions on the User Import page. We strongly recommend that you download the file **ExampleImport.xlsx** to use as your template by clicking the provided link.



! 1 users successfully Imported.

User Import

Signed In BA@peoplekeys.com
Selected Account Benchmarking DEMO Account

User Import

To import users into your account:

1. You must upload them in a .xls or .xlsx document with the proper formatting.
2. The first sheet must be labeled "Users" (any subsequent sheets will be ignored).
3. The following information must be present in the spreadsheet matching the example provided:

- First Name * Required
- Last Name * Required
- Email * Required
- Password (Optional) * If omitted, will default to email address.

If any of the above information is unavailable, simply leave the column empty. However, the column must still exist and be labeled correctly. All users will be added to this account with the participant permission level. If you wish them to be different, you must change them individually. For your convenience, we strongly recommend that you download the following file to use as a template:

▶ [ExampleImport.xlsx](#)

Upload and Process a Correctly Formatted File

▶ Import File: Choose File No file chosen

▶ Import to Account:

▶ **Benchmarking DEMO Account**

▶ **Upload**

4. When you are ready click the **Choose File** button to upload your document.

Select the account or sub-account you want to add your users to.

When you are ready, click the **Upload** button.

You will see a confirmation message appear at the top of your screen.

All imported users will be added to the account as **Participants** which means they will not be able to access their account until you manually change their permission level in the account by going to the **View Users** page and clicking the **Edit Permissions** link.