TraCorp Student Upload Template Instructions   **9/7/2017**

After downloading this template from the TraCorp LMS, please following the instructions listed below. If you have any questions about assembling the data for this template or for the end use of this template, please contact the TraCorp Help Desk, (helpdesk.tracorp.com)

1.. All data must begin with the **username** column in the very far left column. If the upload file to the LMS doesn't have this column in the very far left side, the upload will not be successful.

2. If adding new users, the following columns: username, first name, last name, and Email columns, are required. The upload to the LMS will not be successful without an email address. If your users are being added without an email address, contact your local IT professionals for a "dummy" email address that can be used at your agency.

3. Use the password "NewUser1" for all new users you're uploading into the LMS. If a password is not given, TraCorp will supply a new password. The new password will be the username followed by the number 1. This could get very confusing for our employees. Please use the NewUser1 password when possible.

4. If entering timezones, use the List of Supported Timezones. i.e. "America/Phoenix" for all entries.

5. Use the active column. Use the number 1 for Active employees. Do not leave this field blank if you're adding new users to the LMS.

6. When you have completed filling in the template, save your document as a .CSV file format. The upload wizard will be looking for the .CSV format. If this format is not located, the upload will not function.