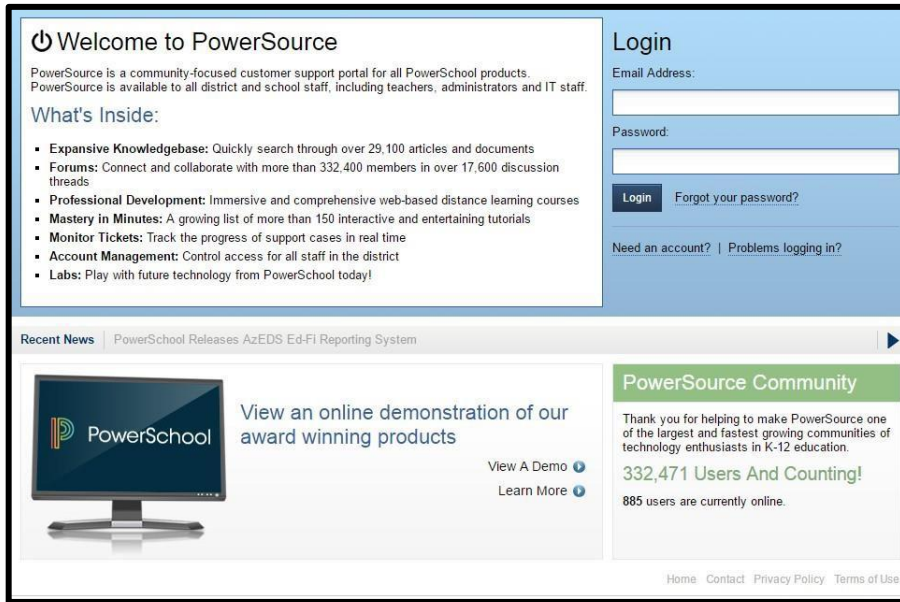
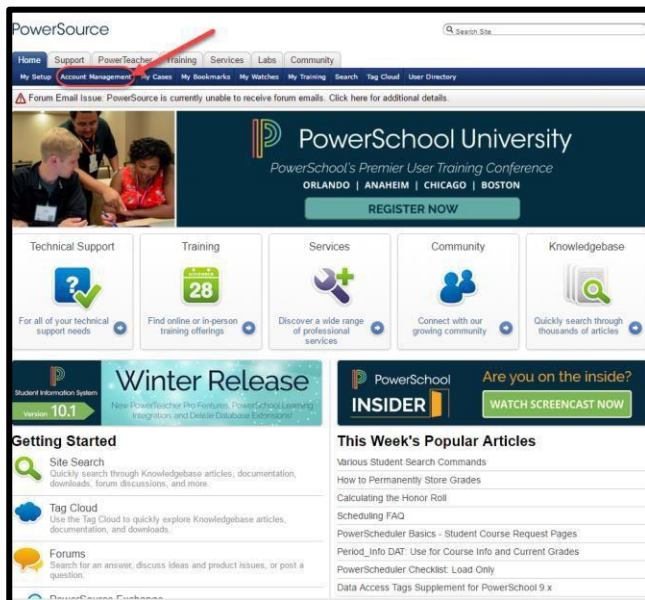


# PowerSource: How to Mass Upload Users

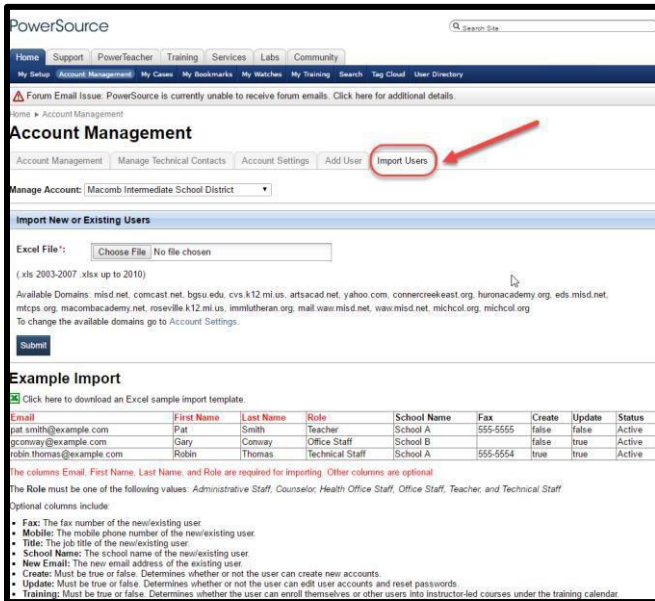
<https://support.powerschool.com/>



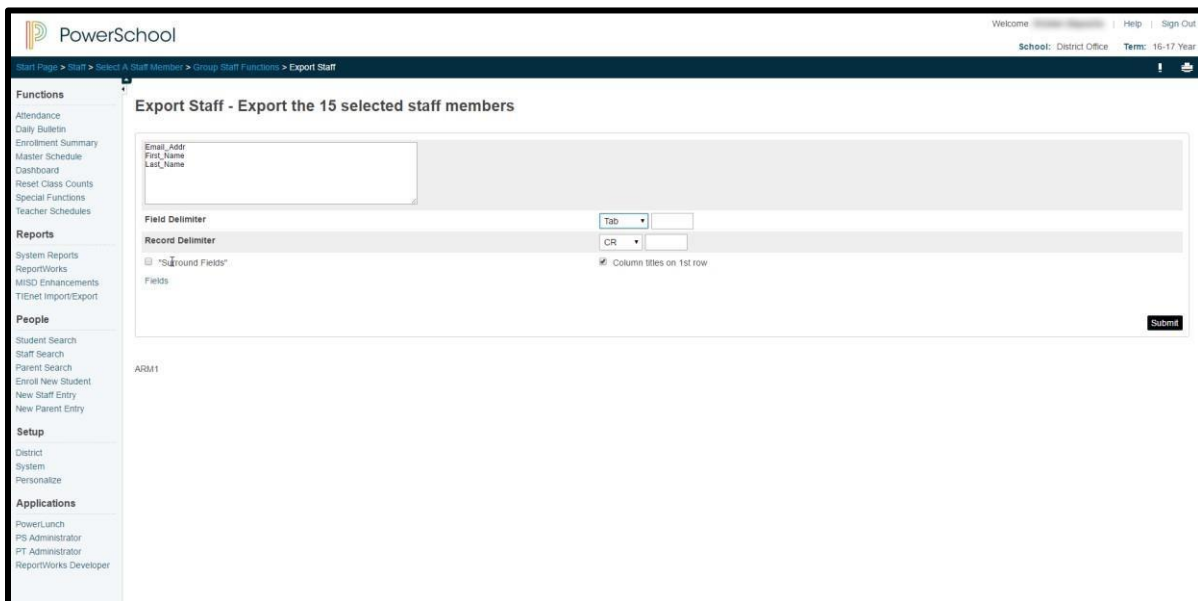
- Once you are logged in, click on "Account Management".



- Click on "Import Users".



- From here, you will have to create an Excel file. For an example, please see the Example Import on the Account Management page. Please note: The required columns are Email, First Name, Last Name, and Role.
- You can key in all of your staff information into your Excel spreadsheet or export it out of PowerSchool.
  - If exporting out of PowerSchool, select your staff members. Click on Functions. Click on Quick Export.





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MISD PowerSchool Document

- Export the following fields:
  - Email\_Addr
  - First\_Name
  - Last\_Name
- Click "Submit".
  - Open Excel and click on the Data tab.
  - Locate the "From Text" button and click on it. Locate your file and select Import. Click, Finish and click, OK.
  - Please note: Now, you will have to create and enter in a Role header and Role column in your Excel spreadsheet. This will supply the Role information in the Role column since it is required for the import. This information cannot be easily exported from PowerSchool.
  - The columns need to be in the exact order as listed in the Example Import. Please note: You will have to make sure the header names match the Import Example (Email, First Name, Last Name, and Role – no underscores!)
- In PowerSource on the Account Management page, click on the "Choose File" to select your Excel file.
- Click "Submit".
- The staff members will receive an email from PowerSource with their login information.