## Background

Educators with a Site Admin or District Admin account can create accounts for fellow educators, one at a time or multiple at once. There are different educator user roles available to Partner Districts, and we encourage you to review the user role types to ensure you have appropriate access to this feature.

NOTE: While it's possible for Site Admins and District Admins to create additional Site Admin user roles, CCGI strongly recommends that only 1-2 Site Admins be assigned per school site. Educators must register their accounts within 60 days. After 60 days the account will need to be recreated.

## Creating a Single Partner Educator Account

1. Sign in with your current username and password. Click **Account Management** under **Manage Educator Accounts**.

2. Click the **Create Single Account** tab.

3. Enter the **required Information** for the Educator Account you're creating and select the appropriate **user role** from the drop down menu. Then, make sure to **review the agreement** and **check the box** to confirm you've entered the information as described. When you're done, click **Create Account**.
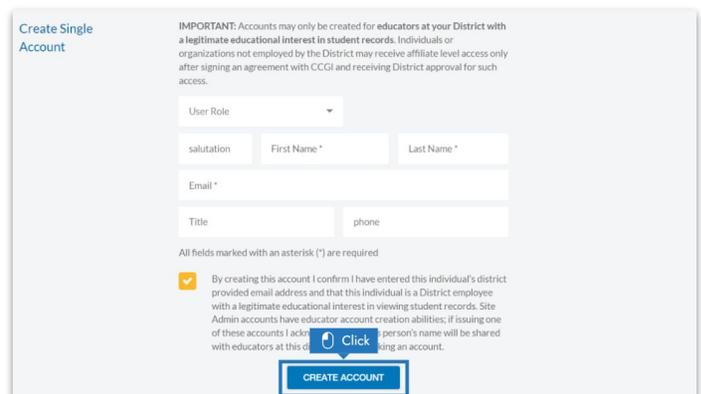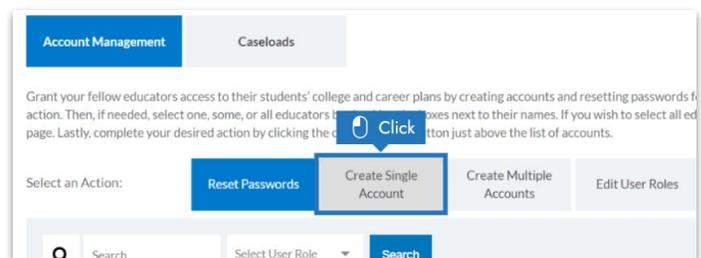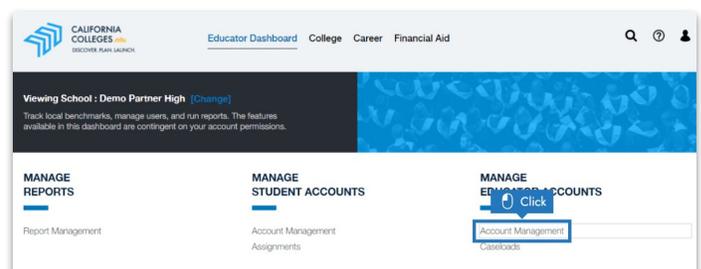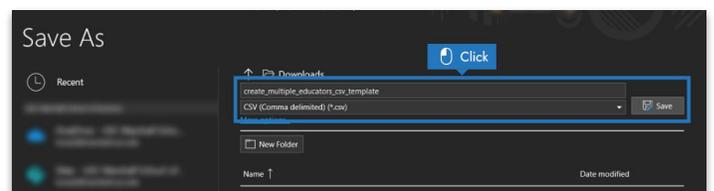
Creating Multiple Partner Educator Accounts

The following Partner Educator Account user roles can be created via the **Create Multiple Accounts** feature: Educator, Counselor—Caseload Only, Counselor, and Site Admin.

1. Sign in with your current username and password. Click **Account Management** under **Manage Educator Accounts**, then click the **Create Multiple Accounts** tab.

2. Once in the tab, click **Download Template**.

3. Populate the CSV template by entering or copying your data directly into the file's predefined columns. **Don't change the format of this file**. For example, don't delete, add, or change the order of the columns. Making any changes will cause the file to fail. All fields in the template are required to generate Educator Accounts.
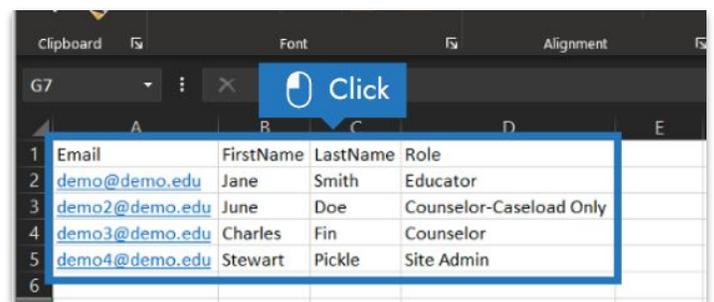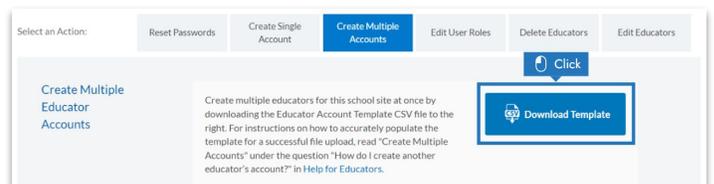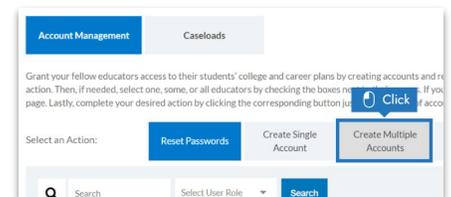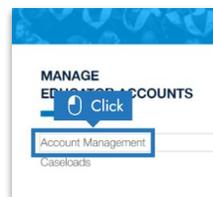
   Once you've entered the required information, **save the file as a comma separated file (.csv)** to a location on your local hard drive.
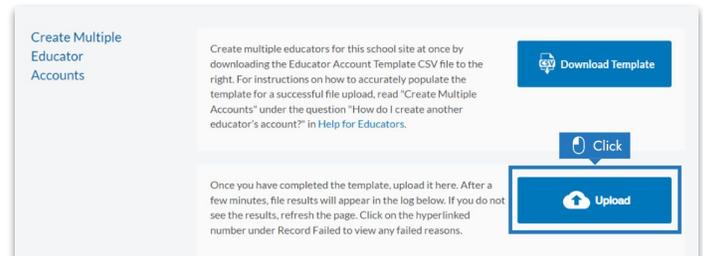
   Note that saving documents as a CSV file may sometimes require you to **save more than one time**. If you run into problems, seek help from someone in your district's data or IT department or Contact Us.

Creating Multiple Partner Educator Accounts (continued)

4. Click **Upload**. Review the agreement and **check the box** to confirm you've entered the information as described. Then, select your completed template saved as a .csv file.

   Note, the upload isn't immediate. Larger files can take longer to process. After a few minutes, **refresh the page**, and click on **Create Multiple Accounts**.

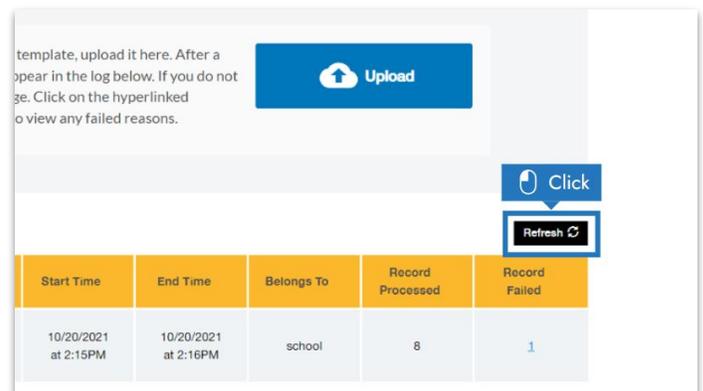5. Scroll down just **below the Upload** button. Review the **last file uploaded** to confirm that accounts were successfully created. Confirm that the number in the **Record Processed** column reflects the number of records in your CSV template. If the numbers match, the accounts are ready to be registered!

   If any records failed to process, they'll be noted in the **Record Failed** column. Be sure to click on the **hyperlinked number** to find out which records failed and why.

   Edit the incorrect records in your **original CSV template** and **re-upload**. Accounts will only be created for the records that previously failed.

Need More Help?

Visit the CaliforniaColleges.edu Help for Educators page or Contact Us for additional assistance.