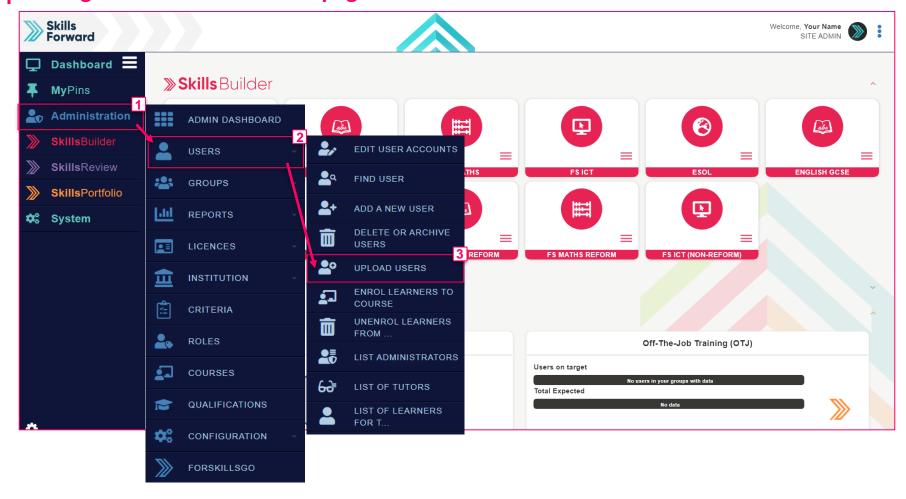


Skills Builder Guide

Getting to the UPLOAD USERS page

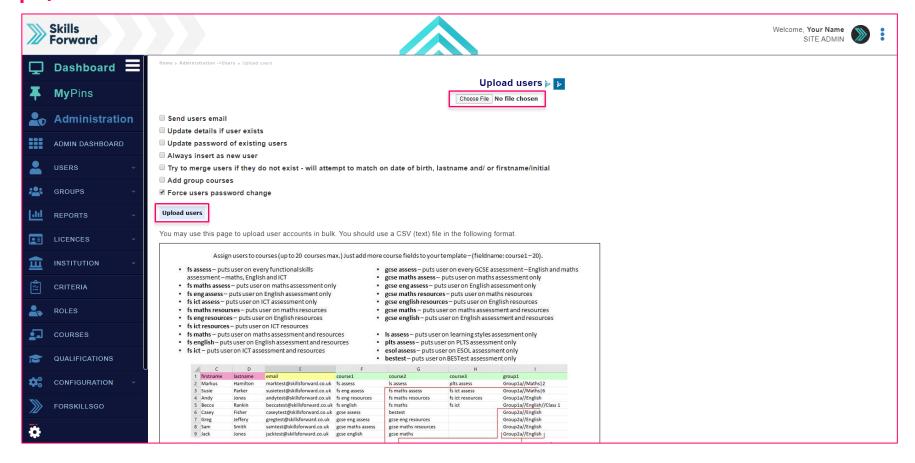


Start by selecting Administration > USERS > UPLOAD USERS



Skills Builder Guide

Upload Users



Near the bottom of the page is the **Example CSV (comma delimited)** file for you to download.



Complete and save in CSV file format. Upload the file by selecting Choose File, and once uploaded select Upload users.

