

## Adding users to TRIUMPH CLOUD school account

To create or update users, rather than typing in the details, you may load a CSV (comma separated values) file into the **users** tab on the **my settings** window.

Here is an example file:

```
user, first name, surname, class, email, type, password
dy, Danny, Younger, class1, d@triumphcloud.com, pupil, pw_danny
sj, Simon, Jones, class1, s@triumphcloud.com, pupil, pw_simon
ts, Tina, Smith, class1, t@triumphcloud.com, pupil, pw_tina
gt, Gill, Thomas, staff, gt@triumphcloud.com, Administrator, 4t35e56f
gt1, Geoff, Thomas, staff, gt1@triumphcloud.com, Teacher, pw_geoff
```

### Note

The first line defines what information is in the CSV file. You may change the order the fields appear in.

You may miss out any of the fields apart from 'user' which must be unique within the school.

If you miss out 'email', the user email will be set to the email used to register the school.

If you miss out 'password', the user's password will be set to 'password'. Pupils should then change this to something more secure.

If you miss out 'type', a pupil account will be created.

If you do not include the first line you must provide the fields in the order shown.

CSV files can be created by many programs, e.g. Microsoft Excel.