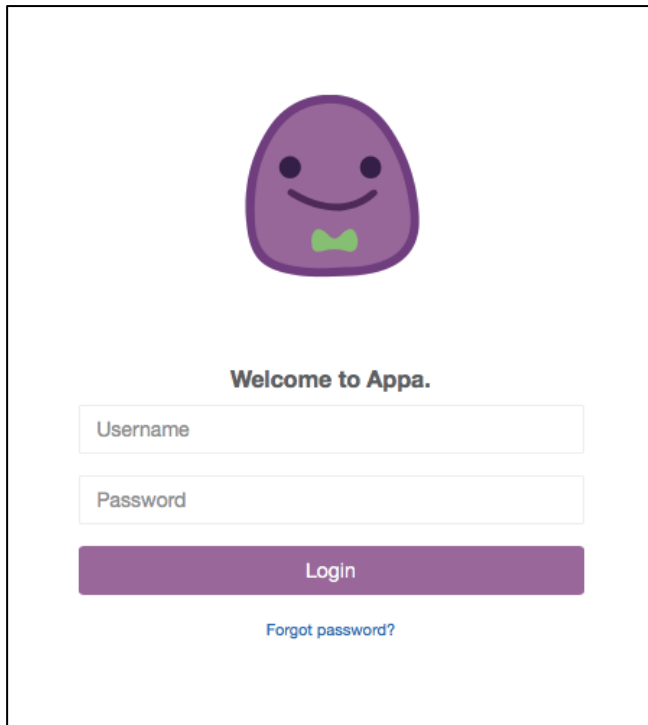


This user guide will take you through the steps **to import new users to your organisation's** APPA wellbeing account.

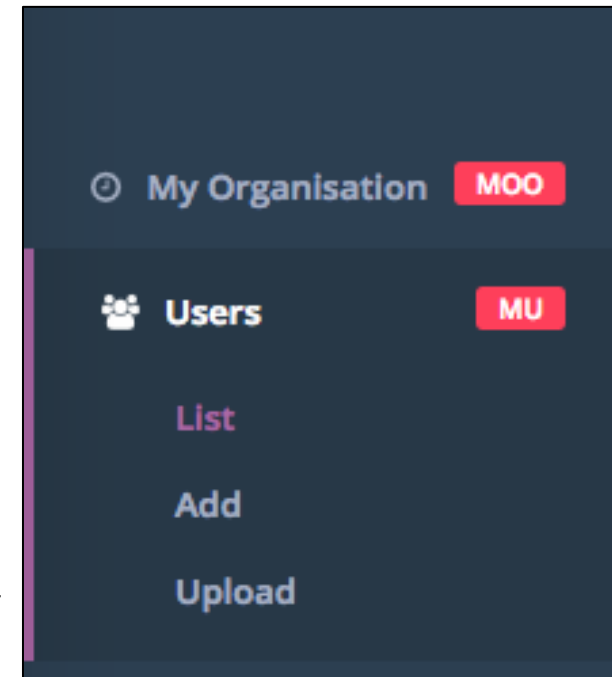
- 1) Go to the APPA wellbeing portal, <https://portal.appawellbeing.com/>. If you have just created your organisation there is a link provided at the end of the process.



- 2) Login using your administrator account created when you signed up your organisation.



The login page features a purple egg-shaped character with a smiling face and a green bowtie. Below the character, the text "Welcome to Appa." is displayed. There are two input fields: "Username" and "Password". A purple "Login" button is positioned below the password field, and a blue link "Forgot password?" is located at the bottom of the page.



- 3) Go to the Upload page, underneath Users on the left-hand side of the screen.

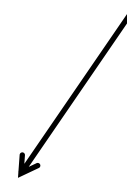
Before we start!

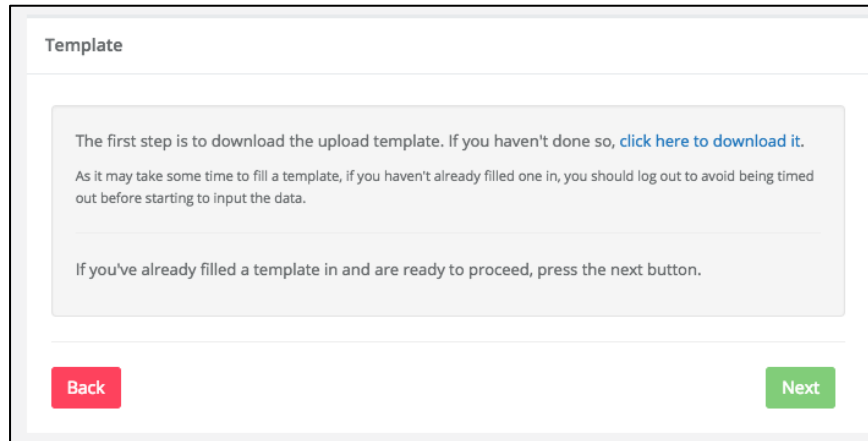
We just want to clear some issues up before you get started.

- Some tips:
 - During the process, if you refresh or navigate away from the page, you will have to restart the process.
 - Make sure you have 5 to 10 minutes free. This process can take a while.
- By continuing you acknowledge that:
 - You, as the APPA school administrator, have permission to create multiple users.
 - You have the required information (email address, name, phone number) for each user **before** starting this process.
 - All teachers assigned in the upload have been created previously.
 - Anonymised statistical data may be collected for internal analysis about this process. This will **never** include information about any users you create, and may include, but is not limited, to the following:
 - Date and time of upload.
 - Length of time it takes to upload.
 - Amount of users uploaded.

Click here to indicate that you have read and agree to the terms above.

- 4) Carefully read the information provided before beginning the upload process. Ensure that you have enough time to finish the process and all the relevant user information, e.g. names and email addresses, before continuing.





- 5) If you haven't yet filled out an upload document
- Download the template.
 - **Log out of the portal so you won't be timed out later.**
 - Open the document in Microsoft excel or open office.

- 6) When importing users, you can either import all users at once, or you can import specific classes or groups of students with the same teacher separately.

[Filling in the template for all users](#)

[Filling in the template for groups of users](#)

APPA User Guide: User Import



Filling in the template for all users

Fill out the template with your user's information.

The first name, last name and email fields are required.



	A	B	C	D	
1	primary teacher	first name	last name	email	phone
2	mcasper0@bloglines.com	John	Smith	JohnSmith@schoolmail.com	
3	seagan1@answers.com	Jefferson	Mockler	JeffersonMockler@schoolmail.com	
4	atunnicliff2@usgs.gov	Bevan	Varvell	BevanVarvell@schoolmail.com	
5	hpellatt3@unicef.org	Shay	Iamittii	ShayIamittii@schoolmail.com	
6	acraney4@chronoengine.com	Toby	McColley	TobyMcColley@schoolmail.com	
7	ewharrier5@php.net	Dorette	Cancellor	DoretteCancellor@schoolmail.com	
8	mkerfut6@examiner.com	Georgie	Rapinett	GeorgieRapinett@schoolmail.com	
9	hdenford7@clickbank.net	Yankee	Fludder	YankeeFludder@schoolmail.com	
10	irochelle8@usda.gov	Phaedra	Lease	PhaedraLease@schoolmail.com	
11	sgaw9@bbc.co.uk	Raine	Duprey	RaineDuprey@schoolmail.com	
12	ascrimshawa@php.net	Kandy	Holme	KandyHolme@schoolmail.com	
13	aghilksb@nba.com	Biron	Taile	BironTaile@schoolmail.com	
14	jpulfordc@usda.gov	Gregorio	Mellings	GregorioMellings@schoolmail.com	
15	lforkeerd@smh.com.au	Bibbie	McPherson	BibbieMcPherson@schoolmail.com	
16	dcarrele@mediafire.com	Rogerio	Whyley	RogerioWhyley@schoolmail.com	
17	wmallanf@gmpg.org	Rube	Mattson	RubeMattson@schoolmail.com	
18	kmcbeang@is.gd	Zuzana	Hallum	ZuzanaHallum@schoolmail.com	
19	lwolveridge0@weather.com	Zara	Bessey	ZaraBessey@schoolmail.com	
20	cbohje1@rediff.com	Atlante	Yoakley	AtlanteYoakley@schoolmail.com	
21	gbeatens2@gov.uk	Fawnia	MacHostie	FawniaMacHostie@schoolmail.com	

← The primary teacher and phone number fields are optional. (The fallback teacher will be used if the primary teacher field is **empty or doesn't contain a valid teacher's email address.**)

Do not change or remove the field header names, (primary teacher, first name etc.) or try to upload more than 1000 users at once.

APPA User Guide: User Import



Filling in the template for groups of users

Fill out separate templates for each group.

The first name, last name and email fields are required.

The phone number field is optional.

Leave the primary teacher field.
Later, when you choose a fallback teacher, this teacher will be set for all the users in this document.

	primary teacher	first name	last name	email	phone
1		John	Smith	JohnSmith@schoolemail.com	
2		Jefferson	Mockler	JeffersonMockler@schoolemail.com	
3		Bevan	Varvell	BevanVarvell@schoolemail.com	
4		Shay	Iamittii	ShayIamittii@schoolemail.com	
5		Toby	McColley	TobyMcColley@schoolemail.com	
6		Dorette	Cancelor	DoretteCancelor@schoolemail.com	
7		Georgie	Rapinett	GeorgieRapinett@schoolemail.com	
8		Yankee	Fludder	YankeeFludder@schoolemail.com	
9		Phaedra	Lease	PhaedraLease@schoolemail.com	
10		Raine	Duprey	RaineDuprey@schoolemail.com	
11		Kandy	Holme	KandyHolme@schoolemail.com	
12		Biron	Taile	BironTaile@schoolemail.com	
13		Gregorio	Mellings	GregorioMellings@schoolemail.com	
14		Bibbie	McPherson	BibbieMcPherson@schoolemail.com	
15		Rogerio	Whyley	RogerioWhyley@schoolemail.com	
16		Rube	Mattson	RubeMattson@schoolemail.com	
17		Zuzana	Hallum	ZuzanaHallum@schoolemail.com	
18					

Do not change or remove the field header names, (primary teacher, first name etc.) or try to upload more than 1000 users at once.

- 7) Back on the import page, press the next button. On the next page our system will need to run a quick check to make sure everything is okay. Once this is finished press the next button again.

Set some defaults

Select the fallback teacher for this upload.

This will only be used if there is **not** currently a teacher indicated for a user in the uploaded file.

Email	First name	Last name	Selected
teacher1@schoolemail.com	teacher1		<input checked="" type="checkbox"/>
teacher2@schoolemail.com	teacher2		<input type="checkbox"/>
teacher3@schoolemail.com	teacher3		<input type="checkbox"/>
teacher4@schoolemail.com	teacher4		<input type="checkbox"/>
teacher5@schoolemail.com	teacher5		<input type="checkbox"/>
teacher6@schoolemail.com	teacher6		<input type="checkbox"/>

Back Next

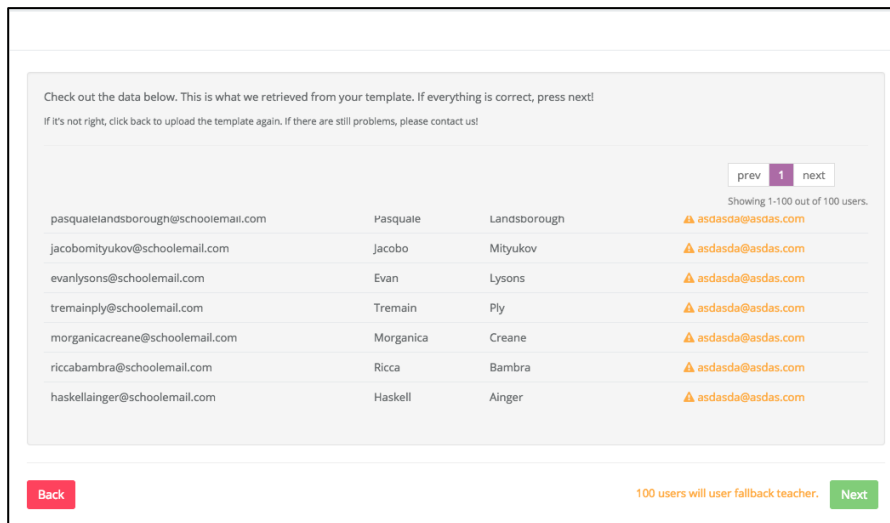
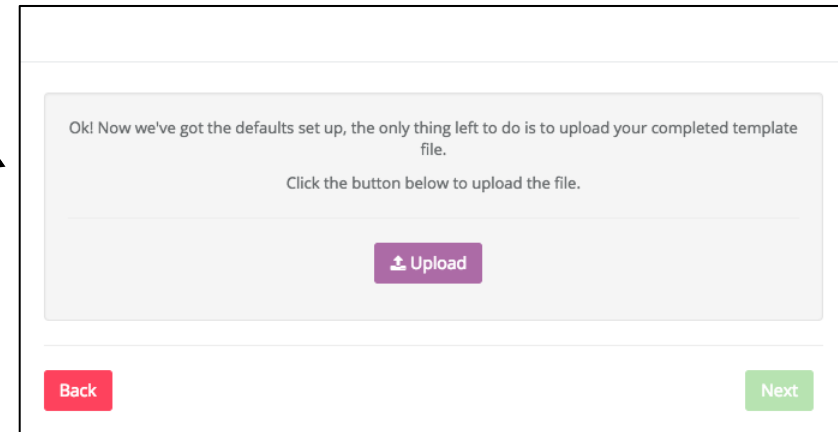
- 8) Choose a fallback teacher. This teacher will be a default for any users without a valid primary teacher in the template **document. If you're importing** the users by groups then this is where you choose the teacher for the users in your document.

APPA User Guide: User Import



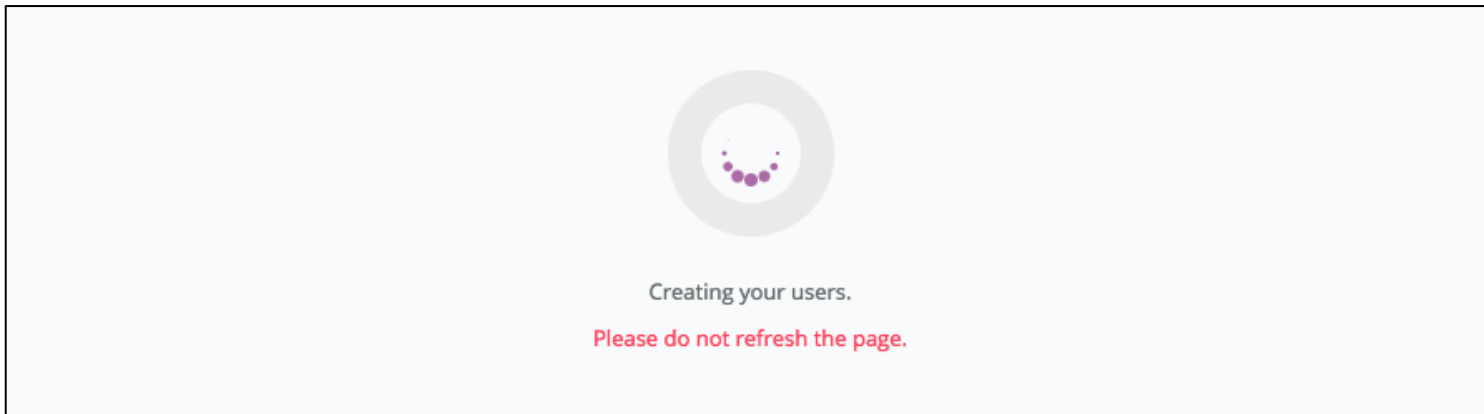
11) Upload the file you've filled in with the user details and click next.

Make sure the file is in one of the formats we support. Either, .xlsx, .xls, or .csv.



12) Check the information we've retrieved from the document is correct. If everything is okay then go to the next page. If not then try uploading the document again by clicking back.

This page also shows any users that are using the fallback teacher. You can hover over the icon to see why the fallback teacher was used.



- 13) **On the next page we'll** import your users into the APPA wellbeing system. It may take a few minutes. Please make sure you wait until all the users have been fully imported **before refreshing or changing the page you're on.**

14) **Now you've successfully** created your users in the APPA wellbeing system.

Pressing the orange save button will download a document with a list of the emails and passwords for your users. Any users that failed to be created in the system will also be shown on this report, on a separate excel tab.



Job done!
You've successfully uploaded some new users. You can see the results of the upload below.

Save report
You can save a report of the import for your records.
[Save](#)

View your new users
You can now view and edit your new users by clicking here.
[View users](#)

Successful created users
The following users have been created:

Line no.	Email	Password	
101	haskellainger@schoolemail.com	*****	✓
100	riccabambra@schoolemail.com	*****	✓
99	morganicacreane@schoolemail.com	*****	✓
98	tremainply@schoolemail.com	*****	✓
97	evanlysons@schoolemail.com	*****	✓
96	jacobomityukov@schoolemail.com	*****	✓
95	pasqualelandsborough@schoolemail.com	*****	✓
94	twierer@schoolemail.com	*****	✓

[Close](#)



Pressing the view users button allows you to edit the new users you've created.



If you have any questions
please contact us at
info@appawellbeing.com.