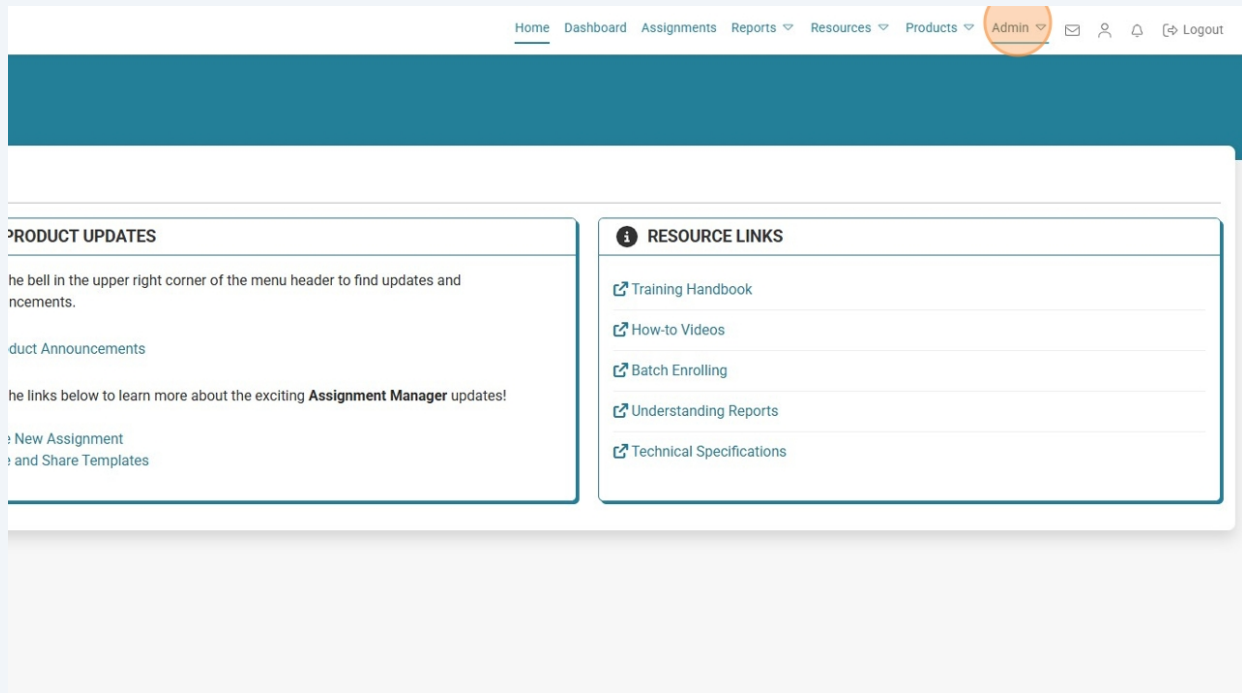


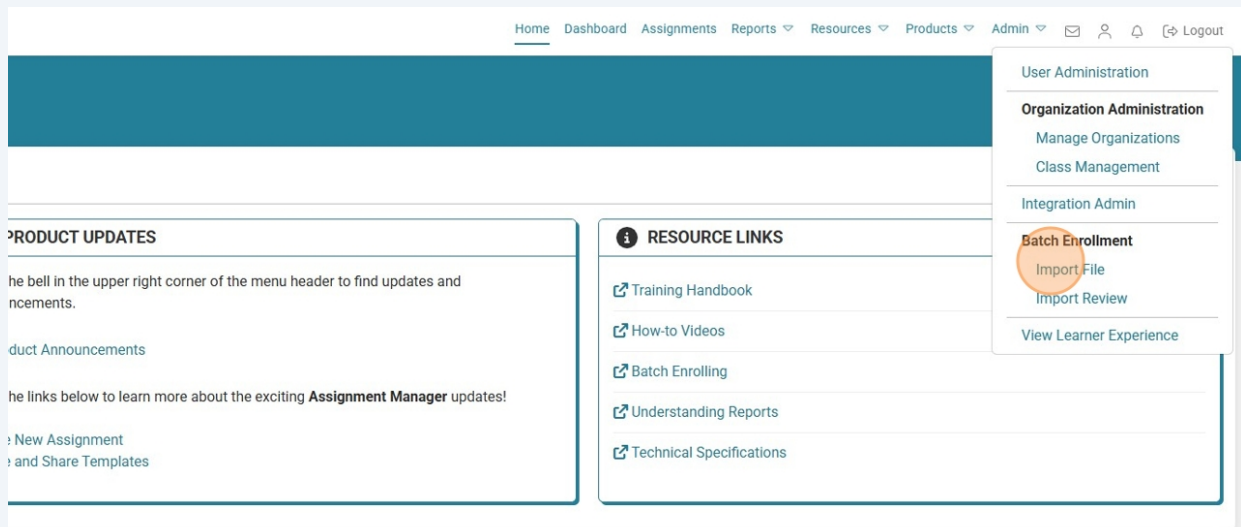
Non-Learner Batch Enrollment

1

Click "Admin"



2 Click "Import File"



3 Click the Import As dropdown to select a User Type

The screenshot shows the 'Batch Enrollment' form. The form has a header 'Batch Enrollment' and a section 'Select Import File'. Below this section, there are fields for 'File Status', 'File Name', 'Import As', and 'Delimiter'. The 'Import As' dropdown menu is open, showing 'Student' as the selected option. Below the 'Import As' field, there are buttons for 'Upload File', 'Download Template', and 'Field Definitions'. The 'Destination' section contains a field for 'Organization'. The 'Transfers' section contains text about permissions and a note about the 'Key Field'.

WIN careerreadinesssystem

Batch Enrollment

Select Import File

Select file or Drop a file here

File Status:

File Name:

Import As: * Student

Delimiter: * Comma

Upload File Download Template Field Definitions

Destination

Organization: * Select Organization...

Transfers

Transfers depend upon your permissions to the user's current and target organizations.

If transfers are enabled for this import, then a unique **Key Field** must be selected which will be used to find existing users.

The selected **Key Field** must be mapped in the field mappings below.

4

Click the non-learner type you'd like to enroll, the Template will update to the correct one for that User Type

Batch Enrollment

Select Import File

Select file or Drop a file here

File Status:

File Name:

Import As: * Student

Delimiter: * Land of OS Admin

Upload File

School Administrator

Teacher

Destination

Organization: * Select Organization...

Transfers

Transfers depend upon your permissions to the user's current and target organizations.

*If transfers are enabled for this import, then a unique **Key Field** must be selected which will be used to find existing users.*

*The selected **Key Field** must be mapped in the field mappings below.*

Transfers Enabled: ☐ OFF

Key Field: Select Key Field...

5

Click "Download Template" and fill out the Batch Enroll Template with the correct information

Batch Enrollment

Select Import File

Select file or Drop a file here

is required

File Name:

Import As: * Teacher

Delimiter: * Comma

Upload File

Download Template

Field Definitions

Destination

Organization: * Select Organization...

Map Fields

*Map the user fields from your file (**File Columns**) to the fields available in the application (**Application Fields**) by selecting an **Application Field** from the drop down menu for each row. Unmapped fields will be automatically generated by the system.*

File Column	Application Field

6 Click "Select file" or Drag and drop your template

win careerreadinesssystem Hor

Batch Enrollment

Select Import File

Select file or Drop a file here

is required

File Name:

Import As: * Teacher

Delimiter: * Comma

Upload File Download Template Field Definitions

Destination

Organization: * Select Organization...

Map Fields

*Map the user fields from your file (**File Columns**) to the fields available in the application (**Application Fields**) by selecting an **Application Field** from the drop down menu for each row. Unmappe*

If you do not map username and/or initial password, they will be automatically generated by the system.

7 Click "Upload File"

Select Import File

Select file or Drop a file here

BatchEnrollmentTemplate_Land of OS.csv 162 bytes
Ready to Upload

File Status: File selected...Pending Upload

File Name: BatchEnrollmentTemplate_Land of OS.csv (162 bytes)

Import As: * Teacher

Delimiter: * Comma

Upload File Download Template Field Definitions

Destination

Organization: * Select Organization...

Map Fields

*Map the user fields from your file (**File Columns**) to the fields available in the application (**Application Fields**) by selecting an **Application Field** from the drop down menu for each row. Unmappe*

If you do not map username and/or initial password, they will be automatically generated by the system.

File Columns	Application Fields
--------------	--------------------

8

Click the "Organization" dropdown and select the organization you'd like to enroll the non-learner in

Select Import File

Select file

File Status: Uploaded

File Name: BatchEnrollmentTemplate_Land of OS.csv (162 bytes)

Import As: * Teacher

Delimiter: * Comma

Upload File Download Template Field Definitions

Destination

Organization: * Select Organization... 

Map Fields

Map the user fields from your file (**File Columns**) to the fields available in the application (**Application Fields**) by selecting an **Application Field** from the drop down menu for each row. Unmappe

If you do not map username and/or initial password, they will be automatically generated by the system.

File Columns	Application Fields
First Name	First Name
Last Name	Last Name
Middle Name	Middle Name

9


File Name: BatchEnrollmentTemplate_Land of OS.csv (162 bytes)

Import As: * Teacher

Delimiter: * Comma

Upload File Download Template Field Definitions

Destination

Organization: * Select Organization... 

Map Fields

Map the user fields from your file (**File Columns**) to the fields available in the application (**Application Fields**) by selecting an **Application Field** from the drop down menu for each row. Unmappe

If you do not map username and/or initial password, they will be automatically generated by the system.

File Columns	Application Fields
First Name	First Name
Last Name	Last Name
Middle Name	Middle Name
Password	Password
UserName	UserName
Require Password Change	Require Password Change
Email	Email

10 Map any fields that need to be mapped

10: * Norwood School

ds

fields from your file (**File Columns**) to the fields available in the application (**Application Fields**) by selecting an **Application Field** from the drop down menu for each row. Unmapped fields will not be imported. You must map map username and/or initial password, they will be automatically generated by the system.

File Columns	Application Fields	
First Name	First Name	✕
Last Name	Last Name	✕
Middle Name	Middle Name	✕
Password	Password	✕
Username	Username	✕
Require Password Change	Require Password Change	✕
Email	Email	✕
Deactivation Date	Deactivation Date	✕
Map field...	Map field...	

Required Fields

First Name

Last Name

Validation Clear Mappings

© 2014-2025 WIN Learning. All Rights Reserved. Software Version 6.7.0 (Build: 8494)

11

Download Template Field Definitions

Norwood School

fields from your file (**File Columns**) to the fields available in the application (**Application Fields**) by selecting an **Application Field** from the drop down menu for each row. Unmapped fields will not be imported. You must map Required Fields username and/or initial password, they will be automatically generated by the system.

File Columns	Application Fields	
Additional Information	Additional Information	
Deactivation Date	Deactivation Date	
Email	Email	
First Name	First Name	
Last Name	Last Name	
Middle Name	Middle Name	
Password	Password	
Require Password Change	Require Password Change	
Username	Username	
Map field...	Map field...	

Required Fields

First Name

Last Name

12 Click "Submit For Validation"

Organization: * Norwood School

Map Fields

Map the user fields from your file (**File Columns**) to the fields available in the application (**Application Fields**) by selecting an **Application Field** from the drop down menu for each row. Unmappe
If you do not map username and/or initial password, they will be automatically generated by the system.

File Columns	Application Fields
First Name	First Name
Last Name	Last Name
Middle Name	Middle Name
Password	Password
UserName	UserName
Require Password Change	Require Password Change
Email	Email
Deactivation Date	Deactivation Date
Additional Information	Additional Information

Submit For Validation Clear Mappings

© 2014-2025 WIN Learning. All Rights Reserved. Software Version 6.7.0 (Build: 8494)

13 Click the checkbox to select the record you'd like to stage for import

Record Count: 1

Validated: 1
Validation Failures: 0
Manually Validated: 0
Discarded: 0
Pending Validation: 0
Transfers: 0

Download Roster... Import Pending Records

🗑️ ✓ 🔄

<input type="checkbox"/>	Row Actions	Record Number	Record Version	Status	Is Transfer	Current Org	Destination Org	Time Validated
<input type="checkbox"/>	✎ 🗑️ ✓ 🕒	1	1	Validated Successfully	No			12/4/2025, 11:4

© 2014-2025 WIN Learning. All Rights Reserved. Software Version 6.7.0 (Build: 8494)

14 Click the Resubmit Record(s) button (checkmark button)

File Summary

Record Count:

1

Validated:

1

Validation Failures:

0

Manually Validated:

0

Discarded:

0

Pending Validation:





0

Transfers:

0

Download Roster...

Import Pending Records

<input checked="" type="checkbox"/>	Row Actions	Record Number	Record Version	Status	Is Transfer	Current Org	Destination Org	Time Validated
<input checked="" type="checkbox"/>	   	1	1	Validated Successfully	No			12/4/2025, 11:4

15 Click "Import Pending Records"

View Map

Validated:

1

Validation Failures:

0

Manually Validated:

0

Discarded:

0

Pending Validation:

0

Transfers:

0

Imported Successfully:

0

Imported w/Validation Messages:

0

Edited and Resubmitted:

0

Errors During Import:

0

Pending Import:

0

Import Pending Records

ons	Record Number	Record Version	Status	Is Transfer	Current Org	Destination Org	Time Validated	Time Imported	First Name FirstName	Last Name LastName
	<input type="text" value="q"/>	<input type="text" value="q"/>	<input type="text" value="q"/>	(All)			<input type="text" value="q"/>	<input type="text" value="q"/>	<input type="text" value="q"/>	<input type="text" value="q"/>
	1	1	Pending Import	No			12/4/2025, 11:44 AM		Nora	Teacher

16 Click "Continue"

Click "Continue" to continue with the following actions?

ully:	0
	0
	0
	0
editing:	1

Cancel Continue

Search Criteria...

	Is Transfer	Current Org	Destination Org	Time Validated	Time Imported	First Name <i>FirstName</i>	Last Name <i>LastName</i>	Middle Name <i>MiddleName</i>	Password <i>Password</i>
port	No			12/4/2025, 11:44 AM		Nora	Teacher		

17 Click "Download Roster..." if you'd like to download the results of your batch enroll

File Summary

Record Count: 1

Validated: 0
Validation Failures: 0
Manually Validated: 0
Discarded: 0
Pending Validation: 0
Transfers: 0

Download Roster... Import Pending Records

	Row Actions	Record Number	Record Version	Status	Is Transfer	Current Org	Destination Org	Time Validated
		1	1	Imported Successfully	No			12/4/2025, 11:4

18 Click "Include password in roster."

File Status: All Records Resolved

Transfers Enabled: ☐ or ☐ Transfers Key Field:

Upload Date: 12/4/2025 11:44 AM Uploaded By: Ashley Taylor (ataylor@winlearning.com.1188)

Import As:

File Summary

Record Count: 1 Validated: 0 Imported Successfully: 1

Download Roster

☒ Include password in roster.

Download

Download Roster...

Import Pending Records

Row Actions	Record Number	Record Version	Status	Is Transfer	Current Org	Destination Org	Time Validated	Time Imported	First Name
	1	1	Imported Successfully	No			12/4/2025, 11:44 AM		Nora

19 Click "Download"

Transfers Key Field:

Uploaded By: Ashley Taylor (ataylor@winlearning.com.1188)

View Map Field Definitions Select File

Validated: 0 Imported Successfully: 1

Download Roster

☒ Include password in roster.

Download

Import Pending Records

Version	Status	Is Transfer	Current Org	Destination Org	Time Validated	Time Imported	First Name	Last Name	Middle Name	Password
1	Imported Successfully	No			12/4/2025, 11:44 AM		Nora	Teacher		