

Add Several Users at Once

Introduction to Exercise

You've learned how to add users manually; however, when adding many users at once, this method is quite time consuming. Let's see how to bulk upload many users at once.

Note: This task requires being signed in as a super administrator. For more information, see [Add several users at once](#).

Exercise Scenario

You receive this mail from the IT Manager, Alexa:

Hi Admin!

Thanks for creating my Google account. Now our next task is to get the rest of our users accounts created. Below is the list of people.

First Name	Last Name	Email	Password	Employee Title
Ellie	Gray	ellie.gray@yourdomain.com	hellohello1	Executive Assistant
Jon	Baird	jon.baird@yourdomain.com	hellohello1	HR Contractor
Lars	Ericsson	lars.ericsson@yourdomain.com	hellohello1	Project Manager
Samantha	Morse	samantha.morse@yourdomain.com	hellohello1	CEO
Jennifer	Lee	jennifer.lee@yourdomain.com	hellohello1	Finance Manager
Tom	Edison	tom.edison@yourdomain.com	hellohello1	Support Engineer

First Name	Last Name	Email	Password	Employee Title
Will	Marconi	will.marconi@yourdomain.com	hellohello1	Support Engineer

Can you create these accounts using Cloud Identity for us?

Thanks, Alexa Bell, IT Manager

Exercise Directions

In this exercise, you'll add several users via a comma-separated value (CSV) file.

To add several users at once:

1. [Sign into your Google Admin console](#) as the administrator user using **your administrator account name and password**.
2. Go to the **Users section**, hover over the yellow plus sign, and **select Add multiple users**.

In the **Add multiple users** dialog box, click the **Download as .csv button** to download a copy of a sample spreadsheet to your local machine with the proper headers formatted. Leave this dialog box open to (later) upload the file after editing.

3. Open the CSV file in a spreadsheet application, such as Microsoft Excel.
4. Edit the file to add the user data. Copy the user information into the CSV file from the table Alexa provided.

The file contains a column for each attribute that appears on the user profile in the Admin console and in your directory contacts.

Note: You must enter values in the **Email Address, First Name, Last Name, and Password columns**; that information is **mandatory** for each user. Don't forget to update the domain in the email addresses. The other columns aren't mandatory, so you can enter values or leave them blank. However, Alexa has also provided a column for **Employee Title** that requires information to complete.

5. Once the editing is complete, save a copy of the CSV file (in a CSV file format) back to your local machine.
6. Return to the **Add multiple users** dialog box, click **Attach File**, and browse to the edited spreadsheet you just saved locally.

By default, the **Require user to change password at next sign-in** checkbox is enabled. This requires the user to change the generic password you entered in the spreadsheet.

7. Click **Upload** to initiate the creation of the user accounts.

- If your file has formatting errors, a warning prompts that you may need to re-edit the file. Review the list of common errors.
- If successful, a status bar prompts how many users will be uploaded and a full report will be sent when complete.

8. Go to your email inbox associated with your Admin account and search for the email report of the bulk upload.

In the Admin console, review the list of users and explore the user settings. (This can take a couple of minutes to appear.)

Congratulations! You uploaded multiple users at once! If you're uploading more than 500 user accounts, you can optimize the experience by splitting your uploads into smaller batches.

Note: *It can take up to 24 hours for new user accounts to appear in the searchable domain directory.*

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