

User Account Batch Wizard - Start Here

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The [User Account Batch Wizard](#) allows you to batch enable, create, and disable user accounts. You can also force a password change and add or remove user group membership en masse.

Getting started

- [Using this tool for student accounts - Video](#)
- [Using this tool for staff accounts - Video](#)

How-To Guides

Enable user accounts

- [All students or staff in a school\(s\)](#)
- [A specific set of students or staff](#)

Create user accounts

- [All students within a school\(s\)](#)
- [A specific set of students](#)
- [All staff members within a school\(s\)](#)
- [A specific set of staff members](#)

Inform users of new accounts

- [Process of informing users of their new user account](#)

Disable user accounts

- [All students or staff in a calendar\(s\)](#)
- [A specific set of students or staff members](#)

Force a password change

- [All students or staff in a school\(s\)](#)
- [A specific set of students or staff members](#)

Add User Groups to staff accounts

- [All staff members in a school\(s\)](#)
- [A specific set of staff members](#)

Remove User Groups from staff accounts

- [All staff members in a school\(s\)](#)
- [A specific set of staff members](#)

Reference

- [Field definitions for creating student user accounts](#)
- [Field definitions for creating staff member user accounts](#)