

How to Batch Create Student Accounts from the I Have A Plan Iowa® Professional Center

Batch account creation can be useful when you want consistent formatting of students' account names or have limited time with students and would like to create their accounts in advance.

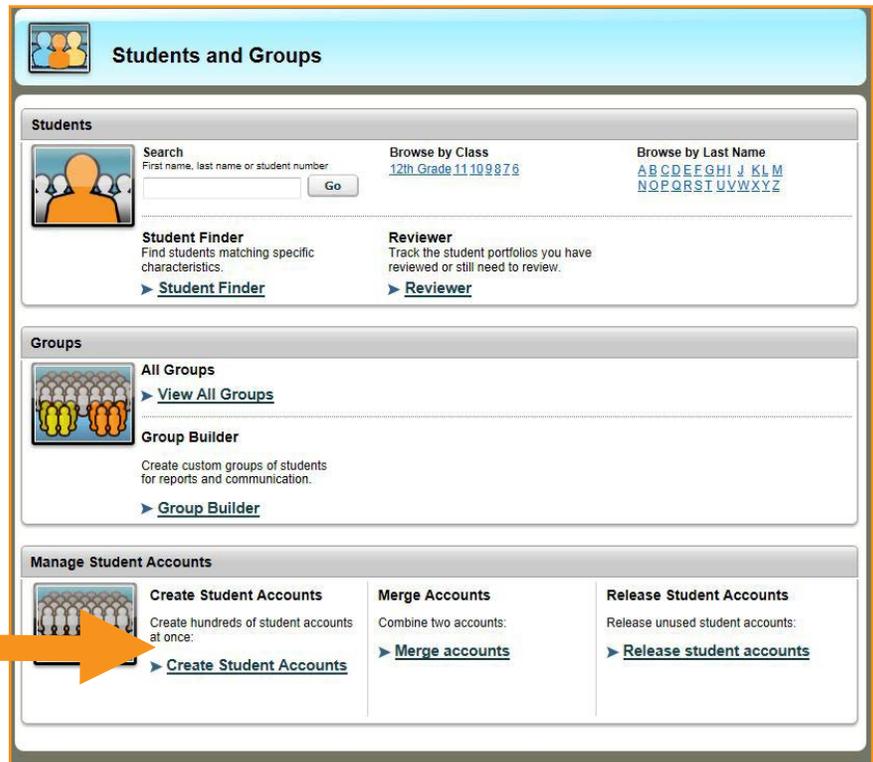
1. Sign into your Professional Center at:
<https://procenter.ihaveaplaniowa.gov>.



2. Go to the **Students & Groups** tab.



3. Select **Create Student Accounts**.



4. Select the **Create Student Accounts** button. Up to 500 student accounts can be created in one batch.

Create Student Accounts

Create a New Batch of Student Accounts
Create many student accounts at once by uploading a customized spreadsheet with your student data.

[Create Student Accounts](#)

Account Batches Created

Click View Batch Options to view accounts or print information sheets.
Nov 12, 2013 JuliePro Ntem created 11 accounts, 0 failed
[View Student Accounts](#) | [Print Information Sheets](#)
Nov 06, 2013 JuliePro Ntem created 6 accounts, 0 failed
[View Student Accounts](#) | [Print Information Sheets](#)
Nov 06, 2013 JuliePro Ntem created 5 accounts, 1 failed
[View Student Accounts](#) | [Print Information Sheets](#)

5. Choose a format for the account names. You must select one of the three options listed. If you choose option three, you can enter up to six characters before the student number.

Create Student Accounts

Download the spreadsheet template, add your data to the file, then submit the file to create up to 500 accounts at a time.

1. Account Name Formats:
Choose the format for all of the account names created in this batch:

- Student number + last name (Example: 0123456smith)
- Birth month (two digit) + birth day (two-digit) + last name (Example: May 5 for John Smith: 0505smith)
- _____ + student number (Example: brdg0123456)

6. Open the **Account Creation Template**.

2. Account Creation Template:
Open this customized spreadsheet template [Account Creation Template](#) (The .csv file may open in a new browser window or a spreadsheet program.)

7. Following the instructions available in Step Three, copy and paste your student data into the account creation template. The required fields are: first name, last name, date of birth, account type and student id if it will be used in the account name. Save the file in .csv format.

3. Instructions:
Copy your account data and paste it into the appropriate columns in the spreadsheet. [Follow these instructions](#) to get more information about the data you need.
Save the spreadsheet file using a name and location you'll remember. Make sure that you save your spreadsheet as a .csv format file (not .xls or other formats.)

	A	B	C	D	E	F	G	H	I	J	K	L	M	N	O	P
1	Skip	First_Nam	Last_Nam	Student_I	Date_Of_B	Email	Street_Ad	City	State	Zip	Country	Grad_Year	Account_Type	Parent_Fil	Parent_Last_Name	
2		Baby	October	464645	1/2/2003							2018	High School Student			
3		Tuesday	November	564645	1/3/2003							2018	High School Student			
4		Tuesday	December	6464513	1/4/2003							2018	High School Student			
5		Tuesday	January	543132	1/5/2003							2018	High School Student			
		Tuesday	February	6464565	1/6/1995							2018	High School Student			
		Tuesday	March	2390483	1/7/1995							2018	High School Student			
		Tuesday	April	343	1/8/1995								High School Student			
9		Tuesday	May	2342	1/9/1995								High School Student			

Note: First name and last name fields cannot contain spaces.

8. Upload the file.

4. Browse and Upload File:
Click Browse... to select the spreadsheet file you created in Step 2. [Browse...](#)

9. Click **Create Accounts**.

5. Submit
Click Create Accounts to create accounts from your data file and review the results.

[Create Accounts](#)



10. An **Account Creation Summary** page will appear. This will show if any records were rejected, which could be due to an email address already in use or missing data.

Tip: For any account(s) that failed, you may do a new batch to create those accounts. Another option is to put a “Y” in the first column of your original Account Creation spreadsheet (the “Skip” column) for the ones that were successful, then after correcting the ones that indicated an error, run the batch again to create the failed ones.

11. Click **View list of student accounts** to see the student name, account name and temporary password.

- If an account name already exists in the system, it will be marked with an * to indicate the system added data to the account name to make it unique.
- Once a student signs in and resets their password, the password listed on this report will be replaced with “Password has been reset by the student.”

Accounts Created: 11

Students may now sign in to these accounts when you give them their account names and temporary passwords.

Created by: JuliePro Ntem
Date created: Dec 03, 2013
[Print](#)

* Account names with a star have had data added to make them unique.

Name	Account Name	Password	Grad Year
Jody Smith	854smith	nisrrpsp	2018
Trey Joes	4654joes	bpmcaazr	2018
Ryan Thompson	6735thompson	kfxajuuy	2018
Taylor Nanning	6451nanning	otrmsmq	2018
Maddox Jones	645312jones	ykyyvasf	2018
Gage Jackson	65465jackson	hakveunm	2018
Natalie Doe	456doe	ywwizjxs	2018
Lizzie May	6542may	jzguwbnj	2018
COPPA Restricted 6543thomas	6543thomas	wffntpc	2018
COPPA Restricted 55smith2	*55smith2	jlefaksv	2018
COPPA Restricted 6453rocs	6453rocs	nzymjcqn	2018

Note: If you did not list a graduation year, the system will prompt the student to enter one when they sign in.



12. Click **Create Information Sheets** to get instructions for creating and printing handouts that can be distributed to individual students showing their account name and temporary password.

Create Information Sheets
 Customize this template to create a batch of information sheets -- one for each of the accounts in this batch. Fields left blank will not appear on the information sheets.
 Text in the boxes below is from the last saved version -- you may [restore the original before any editing](#)

Include System Name and Logo? Yes No

Header Text: Signing in to Your Account

Introduction Text: Use the following information to sign in to your new account at

Name: (Name will be displayed)
 Account Name: (Account Name will be displayed)
 Temporary Password: (Password will be displayed)

Instructional Text:

1. Visit <http://ihaveaplaniowa.gov>
 2. Click "Sign In"
 3. Enter your account name and temporary password
 4. Reset your password to middle name
 5. Click on Your Portfolio, then Your Profile, then The Basics - make sure your personal information is accurate and update it if necessary

Have fun!

Example of a student information sheet:



Signing in to Your Account on I Have A Plan Iowa

Use the following information to sign in to your new account at <http://ihaveaplaniowa.gov>

Name: John Smith
 Account Name: rhigh12345
 Temporary Password: 1234567

1. Visit <http://ihaveaplaniowa.gov>
2. Click "Sign In"
3. Enter your account name and temporary password
4. Reset your password to middle name
5. Click on Your Portfolio, then Your Profile, then The Basics - make sure your personal information is accurate and update it if necessary

Have fun!

Tip: Accounts created through batch creation for students under the age of 13 will appear in the list as "COPPA Restricted" for the first name, account name for the last name. This will help with viewing Coppa Restricted accounts through the Professional Center.



Natalie Doe	456doe	ywwizjxs	2018
Lizzie May	6542may	jzguwbnj	2018
COPPA Restricted 6543thomas	6543thomas	wffnitpc	2018
COPPA Restricted 55smith2	*55smith2	jlefaksv	2018
COPPA Restricted 6453rocs	6453rocs	nzymjqcn	2018

