

## Username Creation

When setting up your MIS imports, it's possible to configure the usernames for profile types. This way you should have no extra work to do as new staff and students join the school.

If we take a look at Usernames, which you can find by opening **System Preferences > MIS Importer**, we have an input boxes for each profile type.

This a simple text input, but we can specify specific tags to make up the users' username.

Clicking on the **Help** link opens Frog's help to the Username information. And here, we can see the components available for each profile. The Help section is quite detailed and you should be able to construct a Frog username to match your school network ones.

One quick example, if for my staff the school policy is initial followed a dot then surname, I can construct by username elements like this.

**`{{first_name | limit=1}}.{{last_name}}`**

Now all staff imported via the MIS will have their correct usernames.

Of course, using the Users application, I can manually alter individuals or change their settings in bulk via CSV. More on that in the Users app video.