

## New Users

Before importing new users to a system, it's always worth checking that you have the correct username format set up correctly in system preferences. You may have a username format that you want to follow, or you may need to set it, so it matches with your active directory, if you're using AD authentication to log in.

If you navigate to system preferences and select MIS importer from the menu on the left, you are taken into the usernames area of this sub menu. Here you can set the tags that will create your usernames when importing. There is a help button that shows you how to use the tags to create your usernames, and there is also an autocorrect start date option which means that any users added in year 9 will have the same username format as those who started in year 7 and are now in year 9. This is useful if you're using the year they started school as part of the username.

You may want to housekeep old users before adding new ones in case any students share the same name. For example, if your username format is first initial.lastname, if any users share the same name, the second user that is added will have an \_2 added to their username. This is because you cannot have two users with the same username in Frog. It doesn't make any difference to how they log in, it just means you will have to inform the user that their format is slightly different. This is not essential but worth highlighting if your confused why users have \_2 after their username.

Once users are imported, you can search for the new students in the users application and double check that their username and information is correct. You need to search for the users, select their account and then click on authentication from the menu on the left and this will display their username. You can check multiple usernames at once by using the action cog to export the entire list of users to a csv and then checking within there. If any information is missing or the users aren't updating, please head to our 'Checking the MIS import' page in this series.