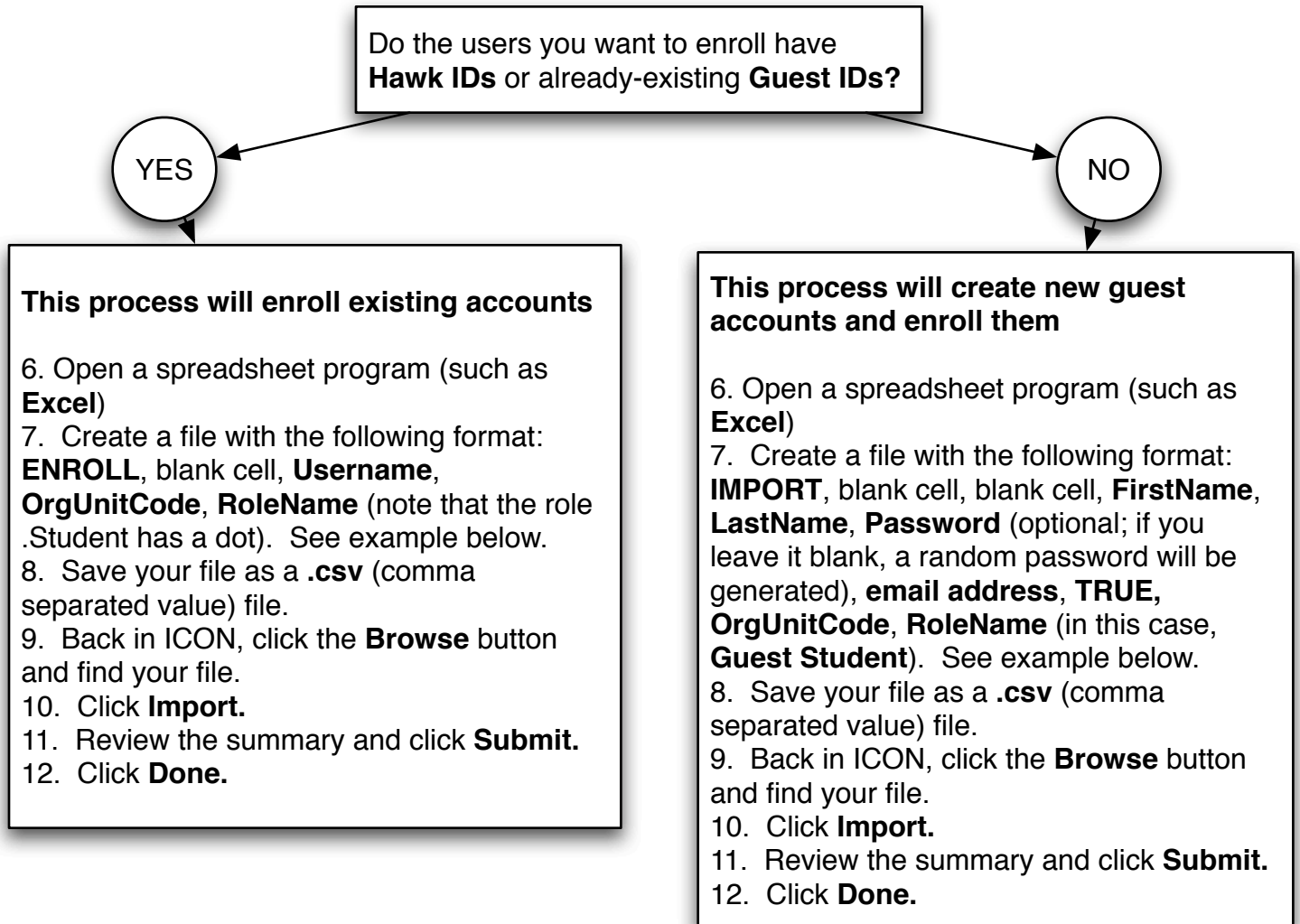


Bulk Enrolling Users

1. Log into ICON
2. Identify the **org unit code** of the course in which you want to enroll the users.
 - A. Click **Manage Courses**
 - B. Make sure the **Offerings** tab is selected, and search for the course title.
 - C. The **code** is the column labeled **Offering Code**
3. Click **My Home**
4. Click **Manage Users**
5. Click **Bulk User Management**



Example of format for enrolling existing users

ENROLL		pdpotter	.Student	UIHC_001
ENROLL		aclarke	.Student	UIHC_001
ENROLL		alyon	.Student	UIHC_001

Example of format for importing and enrolling new guest users

IMPORT		John	Doe	changeme	Guest Student	TRUE	jdoe@aol.com	UIHC_00
IMPORT		Jane	Smith	changeme	Guest Student	TRUE	jsmith@hotmail.com	UIHC_00
IMPORT		Miranda	Banana	changeme	Guest Student	TRUE	banana@gmail.com	UIHC_00