



Adding Multiple Students for District Administrators

Select the red "District Login" button to begin if you have a GMS Portal account.

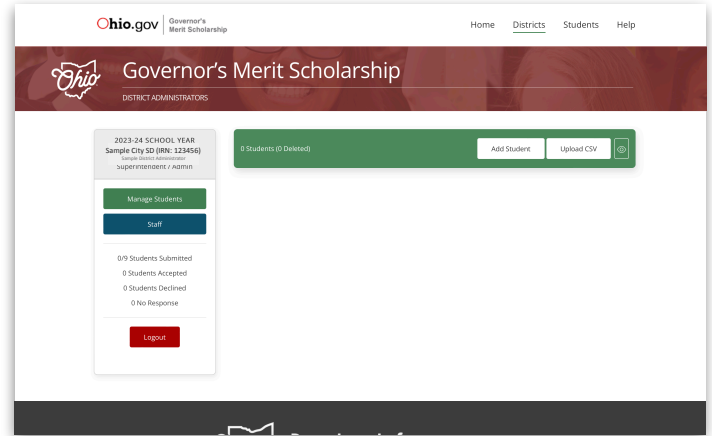
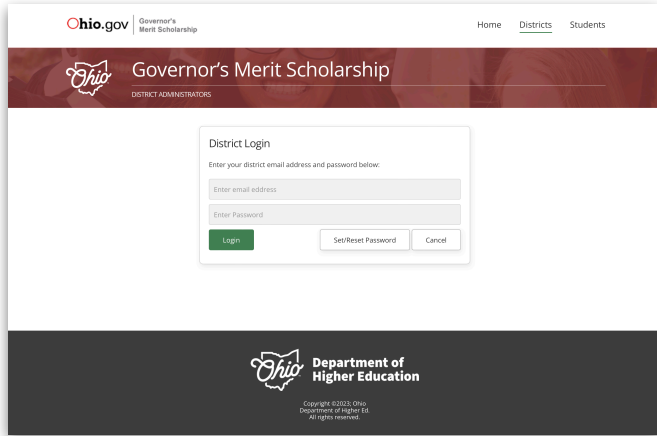


Step 1: Account Login

- Enter your District email address and Password
- Click Login

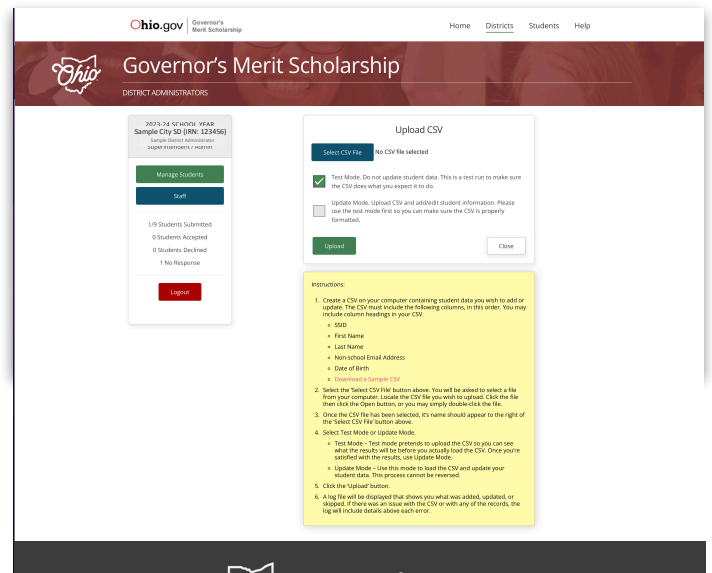
Step 2: Add Students - In Bulk

- Select "Upload CSV" to add multiple students to the portal



Step 3: Download Template

- Right click on "Download a Sample CSV" to access a template for uploading your student data. The following is required:
 - * SSID
 - * First Name
 - * Last Name
 - * Non-School Email Address
 - * Date of Birth (YYYY-MM-DD)*



	A	B	C	D	E	F	G	H	I
1	SSID	FirstName	LastName	EmailAddress	DOB				
2	1002342	Michelle	Miller	michelle.mil	8/5/15				
3									
4									
5									
6									
7									
8									
9									
10									
11									
12									

*SPECIAL NOTE

When opening a CSV file the format is changed. You must reformat the **date column** to read **YYYY-MM-DD** then use **SAVE AS** and file type = **Comma-Separated-Values**.



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Step 4: Upload CSV

- Click "Select CSV" to add the file from your computer to the portal
- Select the "Test Mode" checkbox to ensure the CSV file has no errors
- Click "Upload"

- If **errors** are detected, follow feedback to correct and re-save your CSV file
- Click "Close/Return to CSV Upload"

Error Log

Row 2 Invalid date of birth (0014-12-01) – Date should be in YYYY-MM-DD format – SSID AA10234 DARTH MAUL – Record Not Added

Row 3 Invalid date of birth (0015-11-30) – Date should be in YYYY-MM-DD format – SSID BB88001 Poe Dameron – Record Not Added

Row 4 Invalid date of birth (0016-10-20) – Date should be in YYYY-MM-DD format – SSID RR22002 Leia Organa – Record Not Added

Row 5 Invalid date of birth (0014-05-20) – Date should be in YYYY-MM-DD format – SSID QE90873 Jyn Erso – Record Not Added

- If **no errors**, select the "Update Mode" checkbox
- Click "Upload"
- A confirmation screen will appear

CSV UPLOADED & PROCESSED
 Student data updated

CSV Upload Log

8 Slots available
 4 Students ADDED
 0 Students UPDATED
 0 Student records SKIPPED

Close / Return to CSV Upload

No errors found

Step 5: View Students

- Click "Manage Students" to view students added to the portal