



YouTestMe

Import Users From AGILE

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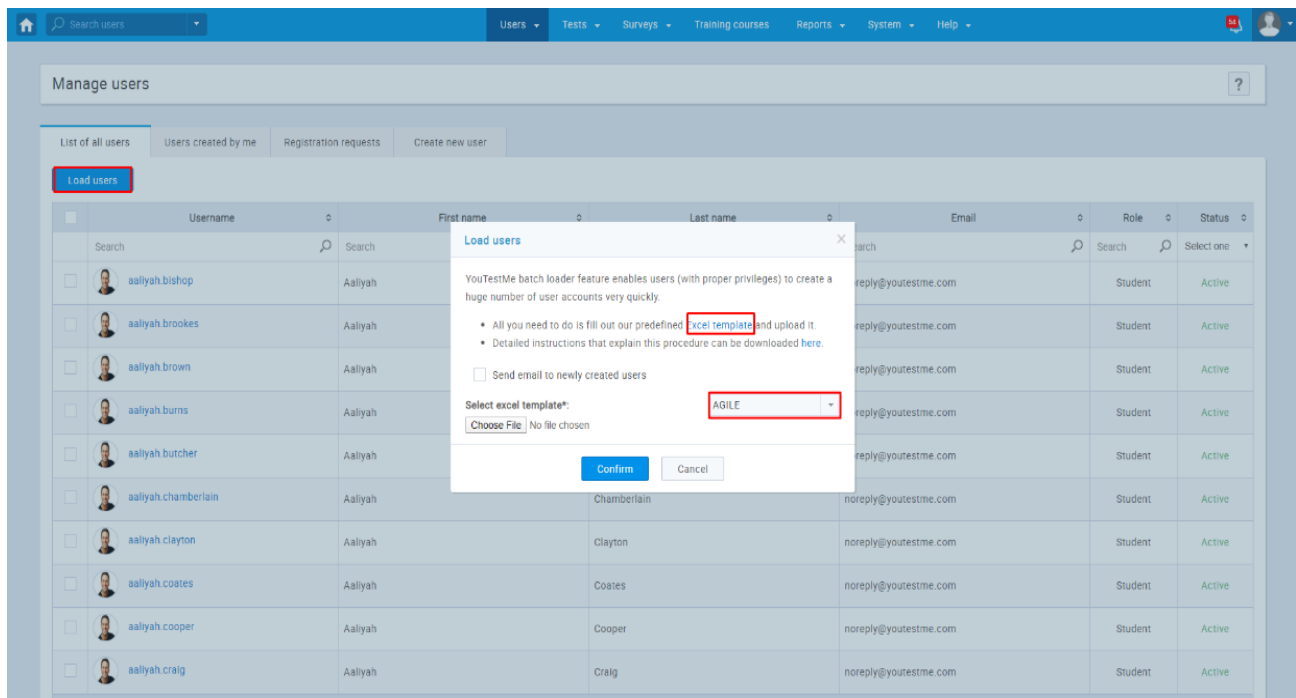
1 Introduction

This document's purpose is to explain how to import users from AGILE to YouTestMe GetCertified.

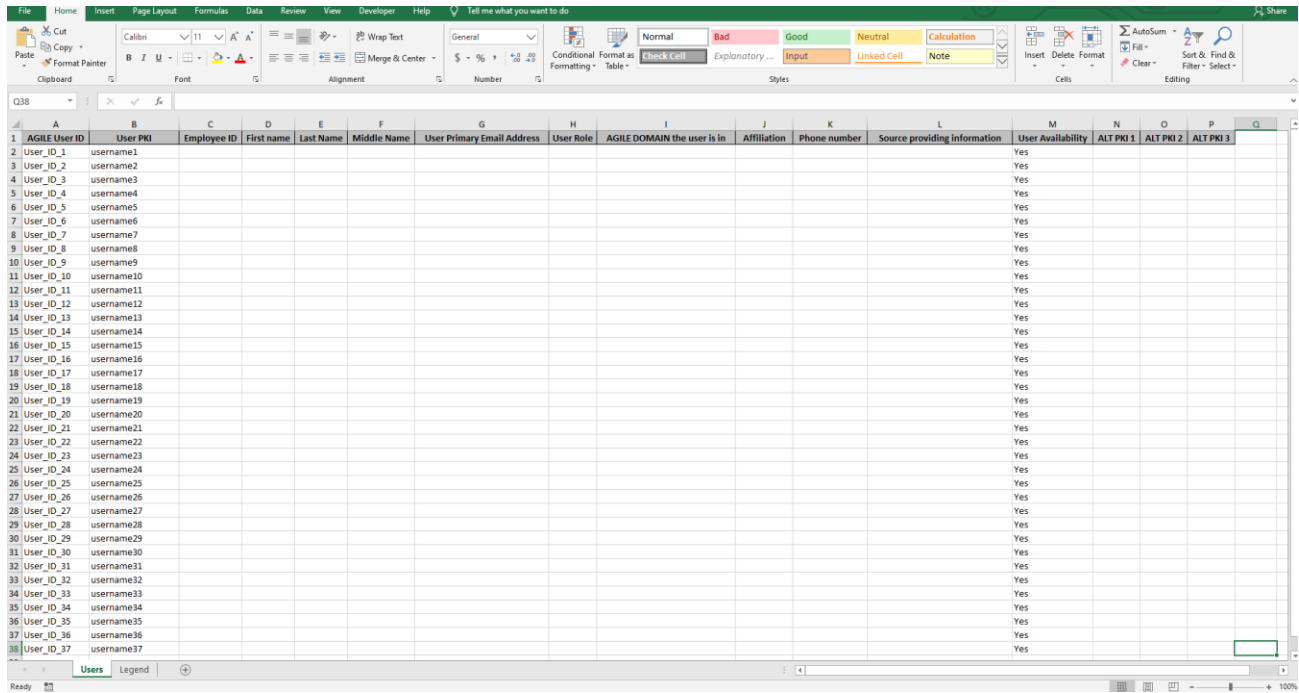
2 Import Users From AGILE

To load the users using a predefined AGILE Excel template, follow the next steps:

1. Download an excel template for loading users:
 - a. Go to Users/Manage users page
 - b. Click on the button "Load users," and the popup window will show up
 - c. From the drop-down menu, select "AGILE"
 - d. Click on the linked text "Excel template," and then the template will be downloaded to your computer



- Fill out the template for loading users with necessary information about candidates. Mandatory fields are "Agile User ID," "USER PKI" (username), and "User Availability."



	A	B	C	D	E	F	G	H	I	J	K	L	M	N	O	P	Q
	AGILE User ID	User PKI	Employee ID	First name	Last Name	Middle Name	User Primary Email Address	User Role	AGILE DOMAIN the user is in	Affiliation	Phone number	Source providing information	User Availability	ALT PKI 1	ALT PKI 2	ALT PKI 3	
1	User_ID_1	username1											Yes				
2	User_ID_2	username2											Yes				
3	User_ID_3	username3											Yes				
4	User_ID_4	username4											Yes				
5	User_ID_5	username5											Yes				
6	User_ID_6	username6											Yes				
7	User_ID_7	username7											Yes				
8	User_ID_8	username8											Yes				
9	User_ID_9	username9											Yes				
10	User_ID_10	username10											Yes				
11	User_ID_11	username11											Yes				
12	User_ID_12	username12											Yes				
13	User_ID_13	username13											Yes				
14	User_ID_14	username14											Yes				
15	User_ID_15	username15											Yes				
16	User_ID_16	username16											Yes				
17	User_ID_17	username17											Yes				
18	User_ID_18	username18											Yes				
19	User_ID_19	username19											Yes				
20	User_ID_20	username20											Yes				
21	User_ID_21	username21											Yes				
22	User_ID_22	username22											Yes				
23	User_ID_23	username23											Yes				
24	User_ID_24	username24											Yes				
25	User_ID_25	username25											Yes				
26	User_ID_26	username26											Yes				
27	User_ID_27	username27											Yes				
28	User_ID_28	username28											Yes				
29	User_ID_29	username29											Yes				
30	User_ID_30	username30											Yes				
31	User_ID_31	username31											Yes				
32	User_ID_32	username32											Yes				
33	User_ID_33	username33											Yes				
34	User_ID_34	username34											Yes				
35	User_ID_35	username35											Yes				
36	User_ID_36	username36											Yes				
37	User_ID_37	username37											Yes				
38	User_ID_37	username37											Yes				

3. To upload the users into the application:
 - a. Click on Choose File and choose the Excel template that you populated with necessary information
 - b. Make sure Agile is still chosen from the drop-down menu
 - c. Click on the Confirm button

