Add a User

You must enter user data into the system before the user can add students, create sessions, and test. You add user data through either a PearsonAccess^next file import or manually through user interface (UI) data fields.

Import a User

You can Import / Export Data files to simultaneously add multiple users to PearsonAccess^next. Typically, when you **import** user data, the system *automatically*:

- Inputs the user's biographical data.
- Ties the user to an organization.
- Selects the user role.

When you import a user and the user matches an existing user in the system, the system verifies that the username and email address match. If they match, the system then updates the existing user's organization and role access.

Enter a User

You can also manually enter user data through the system's UI data fields - typically, to add a single user. This most commonly occurs when you need to quickly add a user.

When you manually add a user, you must individually perform tasks (that the user import would have automatically completed).

Complete the tasks below to ensure that the user can properly access the system: