

# Create Progress User Options (for District)

Creating Progress Users is a very easy process by choosing from the following options to have the accounts created. Please just let an eDoctrina representative know which options you would like. Once the options are selected, the accounts will be created, the next time that the import runs. Here are the available options:

**Progress user UID Options:** - Student UID - P + Student UID - S + Student UID

**Progress user Username Options:**

*Please keep in mind that it is best practice to insure that the desired username be a unique username. Our recommendations to insure that usernames are unique are starred:*

- \*Email Prefix (email must be present in import file)
- \*Email Address
- \*First Initial + Last Initial + Student UID
- First Initial + Last Name
- First Name + Last Name
- First Name . Last Name
- \*From Import File (with Traditional import files or non APIs: Desired Username should be placed in the 19th column of the file)
- Last Name
- \*P + Student UID
- \*S + Student UID
- \*Student UID

**Progress user Password Options:** - Custom (Allows user the ability to enter the same default password for all students) - From Import File (with Traditional import files or non APIs: Desired Password should be placed in the 19th column of the file) - Same as Student UID - Same as Username

**If you have any questions about this process please feel free to email [help@edoctrina.org](mailto:help@edoctrina.org).**