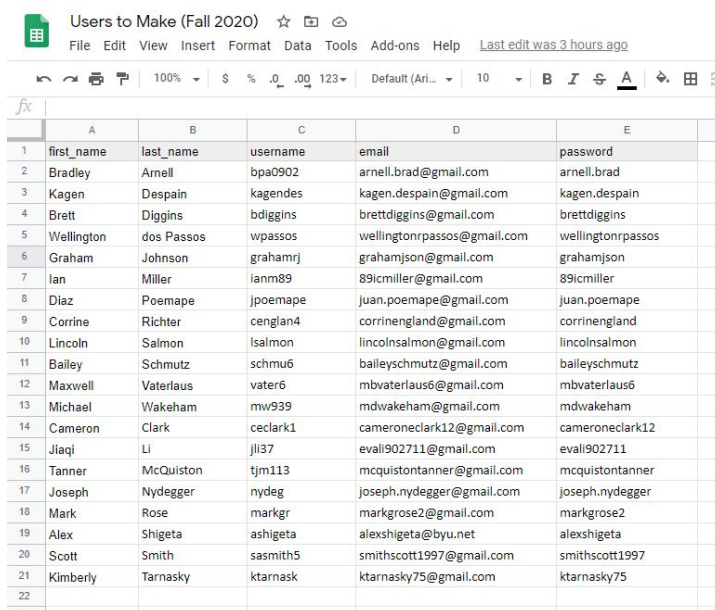


*Make sure constants.js API_AUTH_CREDENTIALS is included in the database users

A set of step-by-step instructions for how to add new users to the Silver Fund Web App.

- Admin creates new users (undergrad and MBA students for the upcoming semester)

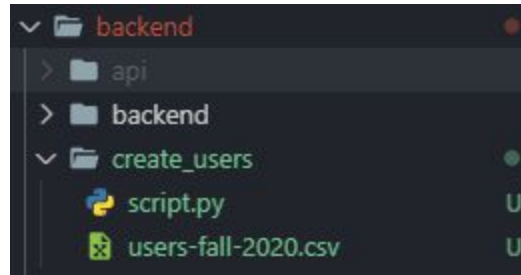
- Get a sheet from advisors that has the first names, last names, byu net ids, and emails of every undergrad and MBA student for the upcoming semester
- Go to 'Student Lists' in Google Drive Silver Fund folder, copy the google sheet 'Users to Make (Fall 2020)' and change 'Fall 2020' to the correct semester



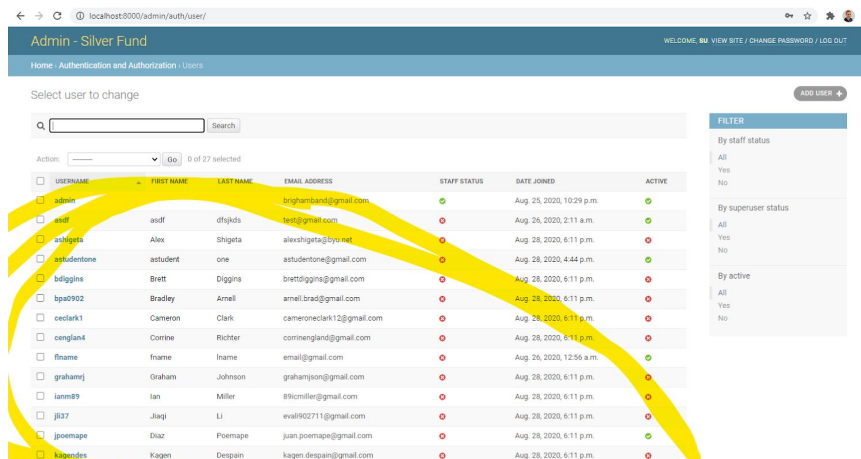
The screenshot shows a Google Sheet titled "Users to Make (Fall 2020)". The sheet contains a table with 5 columns: first_name, last_name, username, email, and password. The data is as follows:

	A	B	C	D	E
	first_name	last_name	username	email	password
1	Bradley	Arnell	bpa0902	arnell.brad@gmail.com	arnell.brad
2	Kagen	Despain	kagendes	kagen.despain@gmail.com	kagen.despain
3	Brett	Diggins	bdiggins	brettdiggins@gmail.com	brettdiggins
4	Wellington	dos Passos	wpassos	wellingtonrpassos@gmail.com	wellingtonrpassos
5	Graham	Johnson	grahamrj	grahamjson@gmail.com	grahamjson
6	Ian	Miller	ianm89	89icmiller@gmail.com	89icmiller
7	Diaz	Poemape	jpoemape	juan.poemape@gmail.com	juan.poemape
8	Corrine	Richter	cenglan4	corrinengland@gmail.com	corrinengland
9	Lincoln	Salmon	lsalmon	lincolnsalmon@gmail.com	lincolnsalmon
10	Bailey	Schmutz	schmu6	baileyschmutz@gmail.com	baileyschmutz
11	Maxwell	Vaterlaus	vater6	mbvaterlaus6@gmail.com	mbvaterlaus6
12	Michael	Wakeham	mw939	mdwakeham@gmail.com	mdwakeham
13	Cameron	Clark	ceclark1	cameroneclark12@gmail.com	cameroneclark12
14	Jiaqi	Li	jli37	eval902711@gmail.com	eval902711
15	Tanner	McQuiston	tjm113	mcquistontanner@gmail.com	mcquistontanner
16	Joseph	Nydegger	nydeg	joseph.nydegger@gmail.com	joseph.nydegger
17	Mark	Rose	markgr	markgrose2@gmail.com	markgrose2
18	Alex	Shigeta	ashigeta	alexshigeta@byu.net	alexshigeta
19	Scott	Smith	sasmith5	smithscott1997@gmail.com	smithscott1997
20	Kimberly	Tarnasky	ktarnask	ktarnasky75@gmail.com	ktarnasky75
21					
22					

- Also replace 'first_name', 'last_name', 'username', and 'email' with the correct student info for that semester
 - NOTE - Username will be their BYU Net ID
 - NOTE - Don't touch password, it uses a formula to auto generate one which is the email name (string before the '@'). Don't worry, users can change this later.
- Save a csv file of this (take off the headers/column names) in the Silver-Fund-Web-App/backend/create_users folder (there should be a script.py file there), call it 'users-{semester_season}-{semester_year}.csv'



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- BEFORE PROCEEDING TO NEXT STEP -- **Turn BYU VPN on!**
- On cmd line, cd to 'Silver-Fund-Web-App/backend/create_users' then run 'python script.py'
 - When it asks for input, type in the exact file containing new users (ex: 'users-fall-2020.csv')
 - "You should see success messages printed to the cmd line (1 msg/user added)"
- Go to <http://localhost:8000/admin/auth/user/> (or new domain name instead of localhost if it's deployed), sign in as admin
 - You should now see all the students from the csv file saved in your admin.



- Before they will be able to log in, you must first set the new users to active
 - Click on a blue username you want to set as active, then on the next page, check the active box and save it (repeat for all you wish to activate)
 - NOTE - for now you have to go one by one manually - Django doesn't activate all by default.