

Bulk User Export for Account Creation

As of March 18, 2022, in order for anyone to access ControlUp Solve or Insights, they must first login just once through the console, in order to 'create' their account. While a new account creation process is being developed, wherein users can create their accounts without needing to access the ControlUp Real-Time DX console, the only solution that currently exists to meet that need consists of a workaround, found below.

WHAT IS THIS WORKAROUND?

Basically, ControlUp's support team can create user accounts from the backend, if we're provided with the proper information—specifically, the information that would be gathered by the real-time console, if the user was actually creating their account the 'normal' way.

Below are two ways by which the needed data can be captured. **OPTION 1** requires running a PowerShell script, following the steps listed below, and then sending ControlUp Support the CSV file the script will output. **OPTION 2** requires your ControlUp Admin downloading the XML file, and then importing it into the ControlUp Console as a script action, and then running the script action and sending the CSV file to ControlUp Support.

Please note, you only need to pick **one** of the two options, not both. If you have any questions, or any difficulty with the script/xml, please reach out to support@controlup.com.

OPTION 1 | Powershell Script

1. Download the PowerShell Script (.ps1 file).
2. Inside the domain where the users are, pick **one** or **multiple** AD groups to export.
For this example I will be using "Jukes Limited" and "Starways Congress."



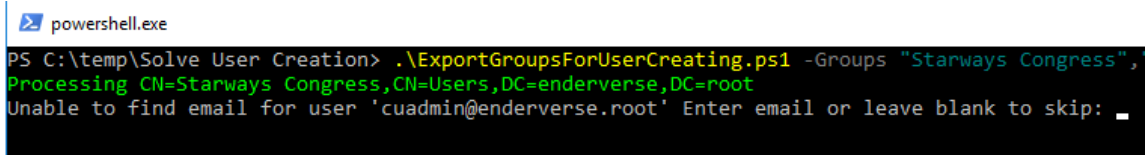
3. Now pick a path to export the script to (Example: c:\temp**Organization**.csv)

Note: The Import script requires the filename to be "**Organization**.csv"

4. Now you will need to run the command like the below example:

```
.\ExportGroupsForUserCreating.ps1 -Groups "Starways Congress","Jukes Limited"  
-ExportFile "c:\temp\enderverse-cloud.csv"
```

Please also note, if a user does not have an email address you will be prompted to add an email address.



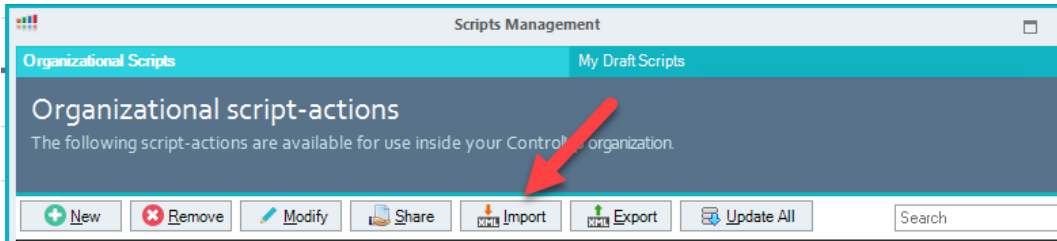
5. If you want to skip adding users without emails you can use the switch "**-IgnoreEmptyEmail**":

```
.\ExportGroupsForUserCreating.ps1 -Groups "Starways Congress","Jukes Limited"  
-ExportFile "c:\temp\enderverse-cloud.csv" -IgnoreEmptyEmail
```

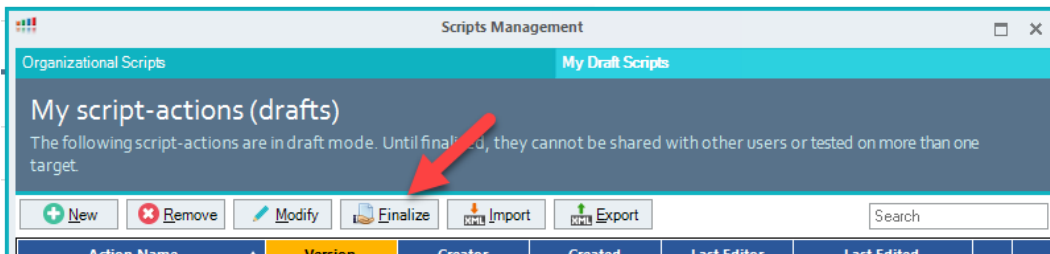
- Once the script completes, you will have the CSV. Please send that CSV file to support@controlup.com.

OPTION 2 | Script Action

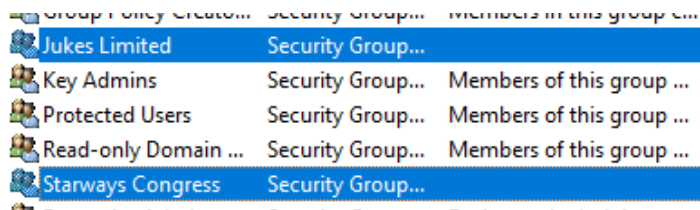
- Download the [XML](#) file to import it into the console.
- Inside the console navigate to "Script Actions > Import Script."



- Then finalize the script from the "My Draft Scripts" tab.



- Inside the domain where the users are, pick **one** or **multiple** AD groups to export
For this example I will be using "Jukes Limited" and "Starways Congress"

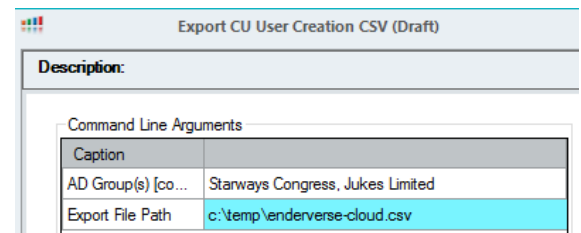


Note: These need to be comma-separated, example below.

- Now pick a path to export the script to (Example: c:\temp**Organization**.csv)

Note: The Import script requires the filename to be "**Organization**.csv"
(Please use your organization name)

- Now run the script action against any entity in the console. This script runs on the console machine using ADSI queries so no modules will be needed. Please use the groups (comma-separated) and the path you chose in the script.



- Once this completes you will have the CSV. Please send it to support@controlup.com.