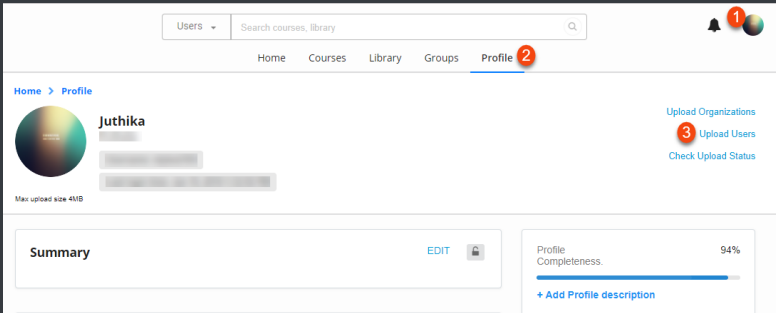# Introduction

Organization administrators can use their registered credentials and add individual users onto DIKSHA. To add users on DIKSHA, the administrator must upload required details of the users.

Prerequisites

Step	Screen
1. You are logged in 2. You are currently on **Profile** page. You want to upload users 3. You have clicked on **Upload Users** **Note**: Ensure that the administrator of your organization has assigned user roles on the portal. For details on how to assign user roles, refer <u>Assign User Roles</u>	

Uploading Users

1. The **Upload Users** page is displayed

2. Enter Provider details. **Channel ID** of the organization administrator must be entered here

3. Enter **External ID**. Unique ID of the user that has to be uploaded must be entered here **OR**

4. Enter **OrgID**. Unique ID of the admin organization must be entered here

   - For example, in the case of a state, state repository is the system administrator repository and the ID given to each school, or education body in the state is the External ID
     OR
   - Enter OrgID. Unique ID of the administration organization that is generated on DIKSHA. This ID is generated when the organization is successfully uploaded on DIKSHA

5. Download the csv file for reference

6. You can add or upload details of up to 1000 users at a time in one csv file

7. You can upload users of only a single organization in one csv file

8. Descriptions and valid values for each columns are as listed below:

| Sl.No	Column Name	Description	Valid Value
1	firstName	User's first name	Alphabetic Value
2	lastName	User's last name	Alphabetic Value
3	phone	User's phone number	Ten digit mobile number

4	email	User's email ID	Alphanumeric, standard email ID format
5	userName	Unique name assigned to the user by the organization	Alphanumeric
6	password	Unique/common password given by the organization	Alphanumeric
7	provider	Channel ID shared to the system administrator by DIKSHA. **Note:** Enter values in the **provider** column and the **phoneVerified** column or keep both columns blank	Alphanumeric
8	phoneVerified	Whether user's phone number is verified.	TRUE, if phone number is provided. **Note:** Enter values in the **provider** column and the **phoneVerified** column or keep both col blank
9	emailVerified	Whether user's email ID is verified	TRUE, if email ID is provided
10	roles	User's role on DIKSHA	Select one or more of the following roles: CONTENT_CREATOR, CONTENT_REVIEWER, FLAG_REVIEWER, COURSE_MENTOR, BOOK_CREATOR, BOOK_REVIEWER, ORG_ADMIN, TEACHER_BADGE_ISSUER, OFFICIAL_TEXTBOOK_BADGE_ISSUER, ANNOUNCEMENT_SENDER, PUBLIC,
11	position	User's designation in the organization hierarchy	Alphanumeric
12	grade	Classes taught by the user	Select one or more of the following grades: Class 1, Class 2, Class 3, Class 4, Class 5, Class 6, Class 7, Class 8, Class 9, Class 10, Kindergarten, Other
13	location	User's geographical location	Alphanumeric
14	DOB	User's date of	YYYY-MM-DD

		birth	
15	gender	User's gender	Male, Female, Transgender
16	language	User's language preferences	English, Gujarati, Hindi, Kannada, Marathi, Punjabi, Tamil, Telugu
17	profileSummary	User's professional profile summary, skills, certifications etc.	Alphanumeric
18	subject	Subjects taught by the user	Assamese, Bengali, English, Hindi, Kannada, Malayalam, Oriya, Punjabi, Tamil, Telugu, Urdu Biology, Chemistry, Physics, Mathematics, Environmental Studies, Geography, History, Poli Science, Economics, Sanskrit, Gujarati, Marathi, Nepali
19	externalId	User's ID in the external system **Note**: Enter values in the externalIdType and externalIdprovider column or keep all three columns blank	Alphanumeric
20	externalIds	An array of externalId represented as JSON string	Enter details within curly brackets in double quotes. Separate each detail with a comma, ar name and corresponding value with a colon (:). For example; [{"id":"someId","idType":"someIdType","provider":"someProvider","operation":"ADD,EDIT,F
21	externalIdType	External ID types	**Note:** Enter values in the externalId column and the externalIdType column or keep both cc blank
22	externalIdProvider	External ID provided by system administrator to users **Note:** Enter values in the externalId column and the externalIdProvider	Alphanumeric **Note:** Ignore externalIdProvider, if userName is already provided

		column or keep both column blank	

Note: You can select more than one value for the columns grade, language and subject. Ensure that you separate the values with a comma when you select more than one value for any column

1. **Save** the csv file to your computer. Select CSV (Comma delimited) (.csv) as the file type while saving
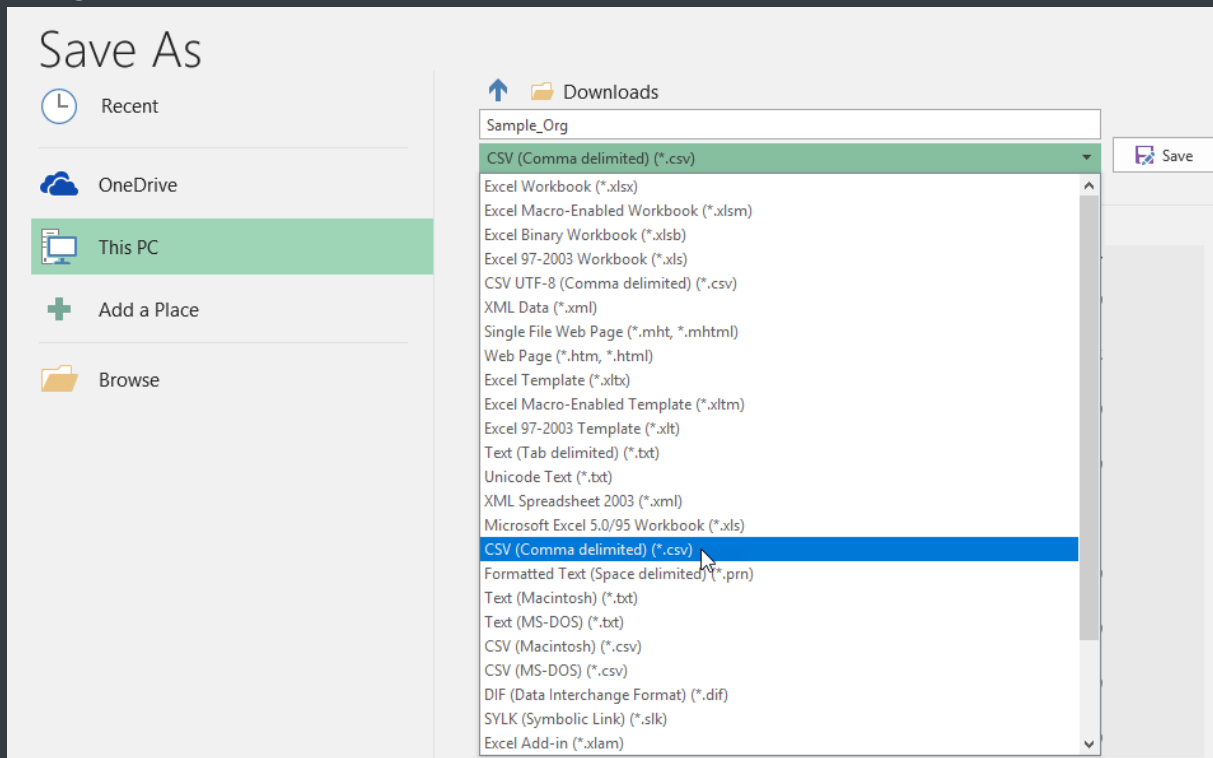
2. Click **UPLOAD USERS CSV**.The explorer window is displayed

3. Select the csv file and click **Open**

4. The csv file is uploaded

5. On successful file upload, a process ID is generated, else an error message is displayed

6. Possible causes for failure of upload includes:

   a) The csv file is not saved in the right format. Select CSV (Comma delimited) (.csv) as the file type while saving

   b) Using the same email, phonenumber etc. for more than one user. Details must be unique for each user

   c) Providing invalid values in the csv file. In such cases, the error message denotes the column name for which incorrect value is provided