

## Children's University Online:

# Uploading Children's Information – Individual method

There are two ways in which you can import children's information onto Children's University Online this is a step by step guide on the *Individual method*, this is used when there is a small number of children to add, if you are uploading a cohort of children onto *Children's University Online*, please use the *Import method*.

#### What you'll need

In order to add new accounts to Children's University Online you will need the following information

- Full name of learner
- Date of Birth
- Year group
- Gender
- Current hours spent on the programme
- UPN (this is optional)

#### Step 1

Go to <u>www.childrensuniversity.co.uk</u> and look for the word 'Login' at the top right. Choose
to login as staff and enter your details, your username will be your email address and your
password will have been sent to you by Children's University Trust (remember to check your
junk folder!)

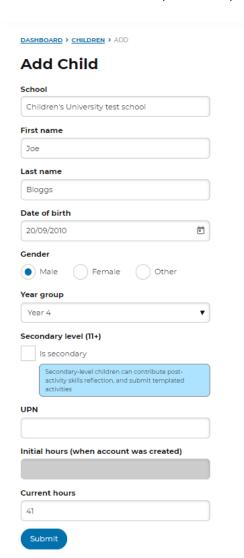
## Step 2

• On your dashboard you will see School Children click on the Add button



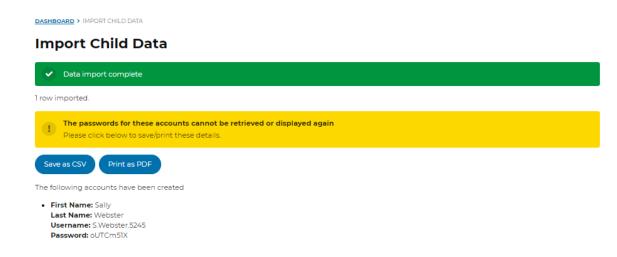
## Step 3

• Fill out the information required, and press Submit



#### Step 4

- Once you have successfully submitted the information, a username and password will be generated you will need to save this as a csv or print as a PDF do not click away from this screen without picking one of these options. The passwords for this account cannot be retrieved or displayed again so it is important to save or print the details.
- You will then need to share the log in details with the school or the child. When a child logs in for the first time they will be asked to change their password.



## Sorry, I still don't understand!

 Please contact our Digital Inclusion Officer Cordelia Howard cordelia.howard@childrensuniversity.co.uk