Add or Invite a Batch of Members in 5 Steps:

Step 1: Once you have filled out the [ArcGIS Online Login Template](#) with the users you want to enroll, save the spreadsheet as a .csv file (comma delimited).

Step 2: In the Organization page, click the Invite Members button.

Step 3: You will be asked which way you would like to invite members. For bulk upload, select Add members without sending invitations.

Step 4: Click on the From a File tab. Browse for the CSV file you just created. Once selected, click the Upload File and Review button.

Step 5: You will be asked to verify the information is correct for all members you are trying to add. If you would like to add these individuals to a group, click the Specify Groups button, and select the appropriate group. Note: Groups must be created first before you enroll students into a group. See Setting Up Groups for directions on how to create groups. When finished verifying the information and selecting a group, click the Add Members button.