

Using Templates to Upload Users

I. User upload templates

To upload users, an agency administrator may upload and import user information with the *CA DRDP Online User Upload Template*. This template can be found on the Desired Results website at <https://www.desiredresults.us/drdp-online>. Select the DRDP Online tab and scroll down to the section header titled Content Import File Templates to Upload (see Figure 1).

The *DRDP Online Roles and Permissions* document found on the same page may also be useful in helping to determine each user's role.

Content Import File Templates to Upload

Upload Records

Upload and import user information with the [CA DRDP Online User Upload Template.csv](#) (Save file as a CSV file.)

- Role = To determine role, see [DRDP Online Roles and Permissions](#)
- Email = User's Email Address
- Last Name = User's Last Name
- First Name = User's First Name
- Personnel ID = This can be left blank
- Site ID= School Code or School Name
- Agency ID = District Name or Code

Upload Records for Enrollment

The option Upload Records For Enrollment allows you to create and add new child records in the current rating period. Use these templates to enter new child information with or without ratings.

Age Level	Comprehensive View (CV)	Fundamental View (FV)	Essential View (EV)	Snapshot	School-Age Complete View	School-Age Simplified View
Infant/Toddler	Upload Template		Upload Template			

Figure 1. Content Import File Template

Once the *CA DRDP Online User Upload Template* has been downloaded, complete the fields as directed on the Desired Results website. After completing all fields (see Figure 3), save the file to your computer. This is a CSV file and must be saved as a CSV file.

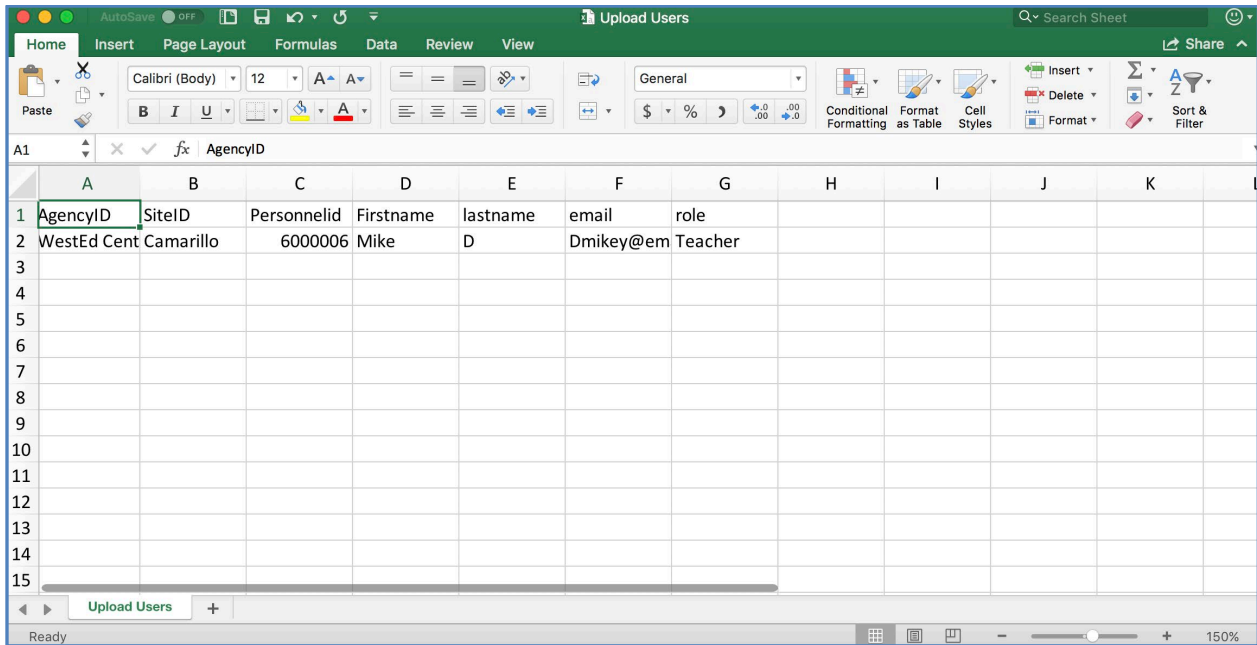


Figure 3. CA DRDP Online User Upload Template

II. Uploading to DRDP Online

After logging into your DRDP Online account, choose **Upload Center** at the middle left section of the navigation menu (see Figure 4). Choose **Users** from the drop-down menu. Drag and drop your file or choose the **Browse** button to search and upload the file (see Figure 5).

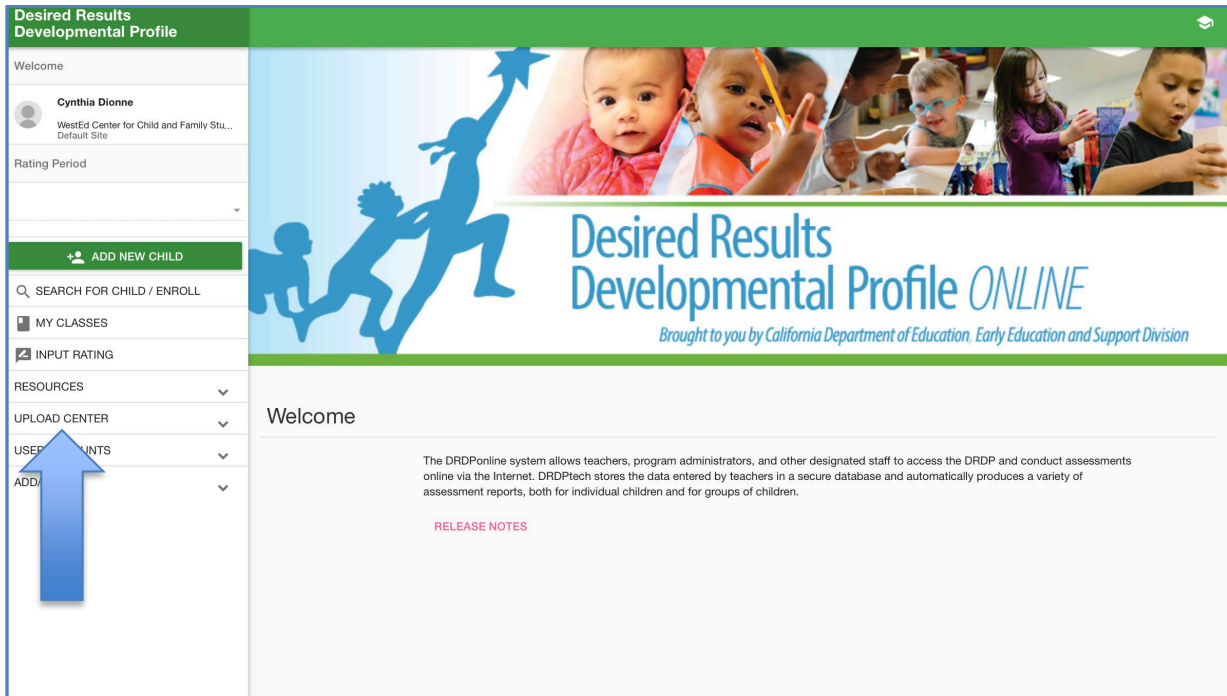


Figure 4. Upload Center

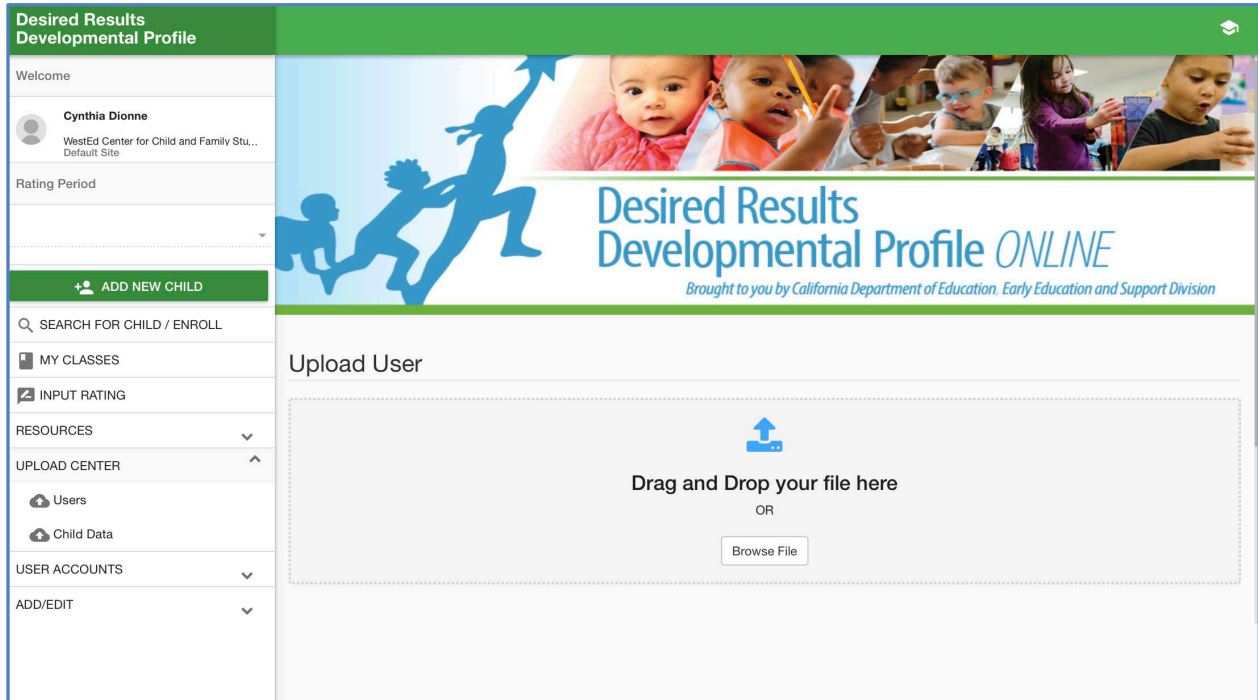


Figure 5. Upload User

After uploading your file to DRDP Online, you may then scan the file. Chose the **Check File** button to the left (see Figure 6). DRDP Online will scan your document for viruses and alert you if it is safe to upload. Select **Submit** on the left of the page. Once submitted, you may view your list of users by choosing **User Accounts** in the Navigation Menu.

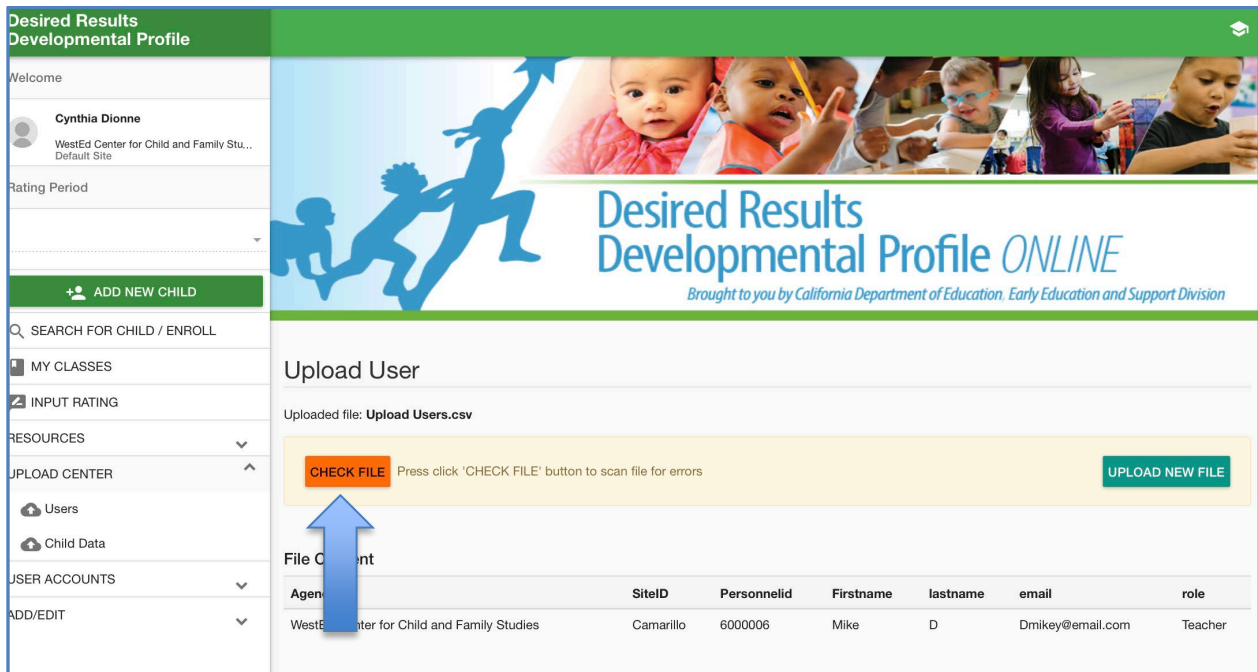


Figure 6. Check File

III. Helpful Resources for DRDP Online

To access complete information on DRDP Online and instructions for all users, visit the [DRDP Online section](#) of the Desired Results website <http://www.desiredresults.us>. Register for DRDP Online webinars on the [Training section](#) of the Desired Results website.