# How do I add students by Google OU (Organizational Unit) to uPAR?

## Steps to add a Google OU to uPar:

(In order to add students by OU the individual/user must be a Google Admin for the OU and an Admin on uPar license)

1. Login to: universalpar.com
2. Select: Manage students
3. Select: Add students
4. Click on "Import Google OU".
5. Click on "Proceed".
6. Follow Googles prompts to sign into your Organizational Unit.
7. On the permissions page click on the box to "Select all"
8. Click on "Continue".
9. Select the OU(s) you would like to assign the "Student" permission to.**
10. Click on "Continue"
11. Click on "SYNC".
12. If you want to be notified when the OU has been added check Notify Me
13. Click on OK.

It may take a few minutes for the OU to be added. You will need to log out then back in to see the changes after the sync is complete.

*Seated accounts/licenses do not have the option to add students by Google OU.**Make sure you have any Teacher/Staff only OU unchecked.