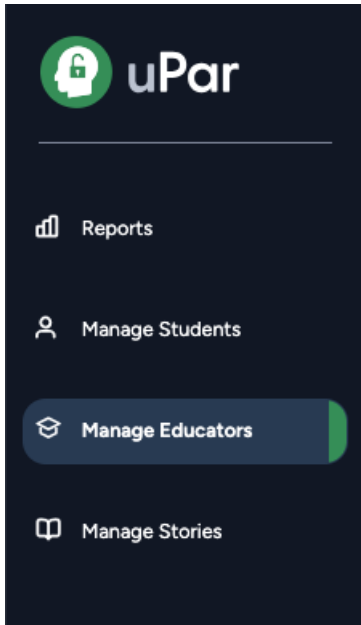# How do I add educators on the uPAR Website?
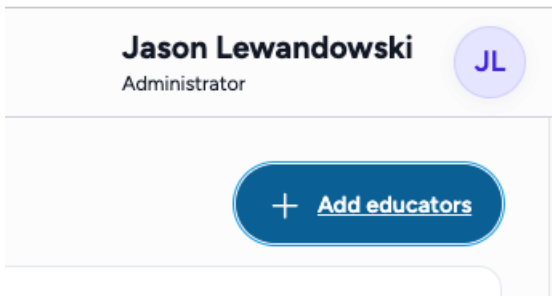
Last Modified on Thursday, 31-Jul-2025 14:15:26 BST

Steps to add Educators to uPar at : universalpar.com
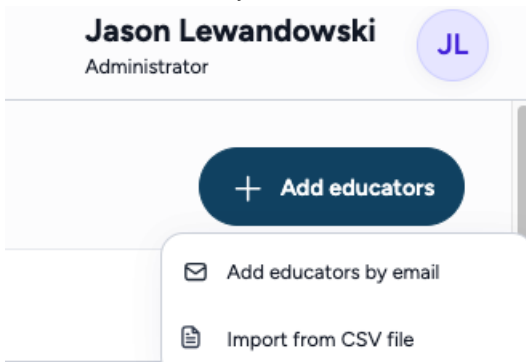
1. Login to: https://universalpar.com/

2. On the left hand side Select, "Manage educators".

3. On the right hand side Select, "Add Educator".

4. Select," Add Educator by Email".

5. Enter in the Educator's email.

Add educator by email

You can add as many educators as you like.

educator@school.com

Cancel   Add educator

6. Select, "Add Educator".
or
 In step 4 select Import from CSV file.

Import educators from CSV file

Use a comma-separated values file (CSV) to set up many educators quickly. Use spreadsheet programs like Google Sheets and Microsoft Excel to create and edit CSV files. Your CSV file must include the header (first line) of Email Address followed by the educators email addresses. See the example below. Have your users sign in with their email.

	A	B
1	Educator Email	
2	student1@school.com	
3	student2@school.com	
4	student3@school.com	
5	student4@school.com	
6		

Cancel   Choose CSV file to upload

5. Select,"Choose CSV file to upload".*
*Use a comma-separated values file (CSV) to set up many educators quickly. Use spreadsheet programs like Google Sheets and Microsoft Excel to create and edit CSV files. Your CSV file must include the header (first line) of Email Address followed by the educators email addresses.

6. Navigate to the CSV files location.
7. Select the CSV file.
8. Select ,"Open".
9. Select,"Upload and complete".

Cancel

Upload and complete