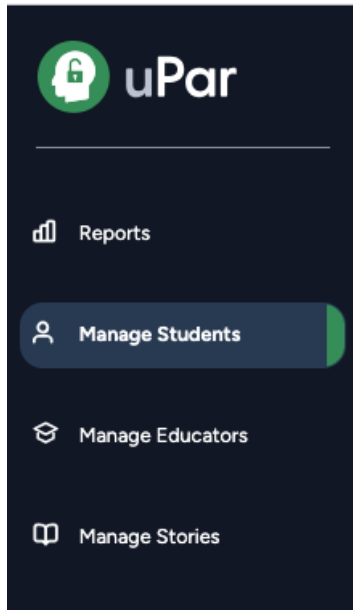# How do I add students by Google OU (Organizational Unit) to uPAR?

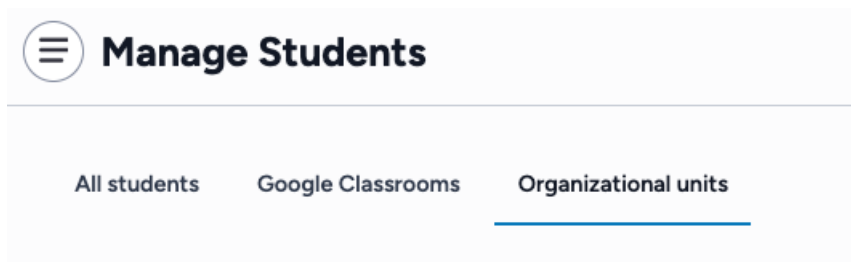Last Modified on Thursday, 31-Jul-2025 14:36:07 BST

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)
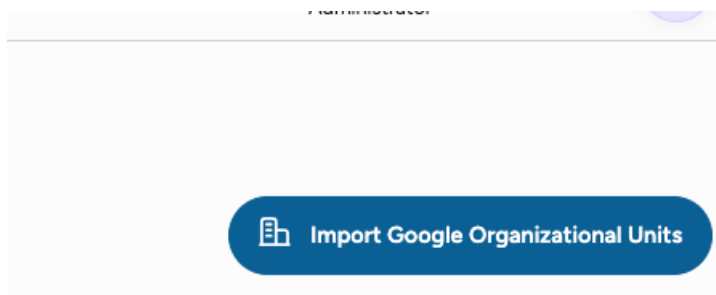
1. Login to: universalpar.com
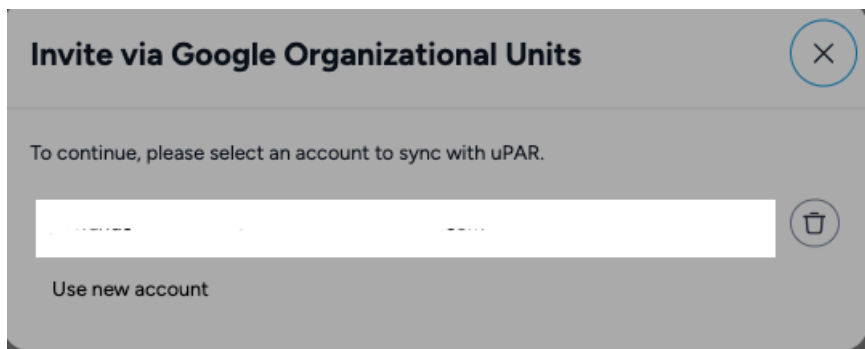2. Select: Manage students

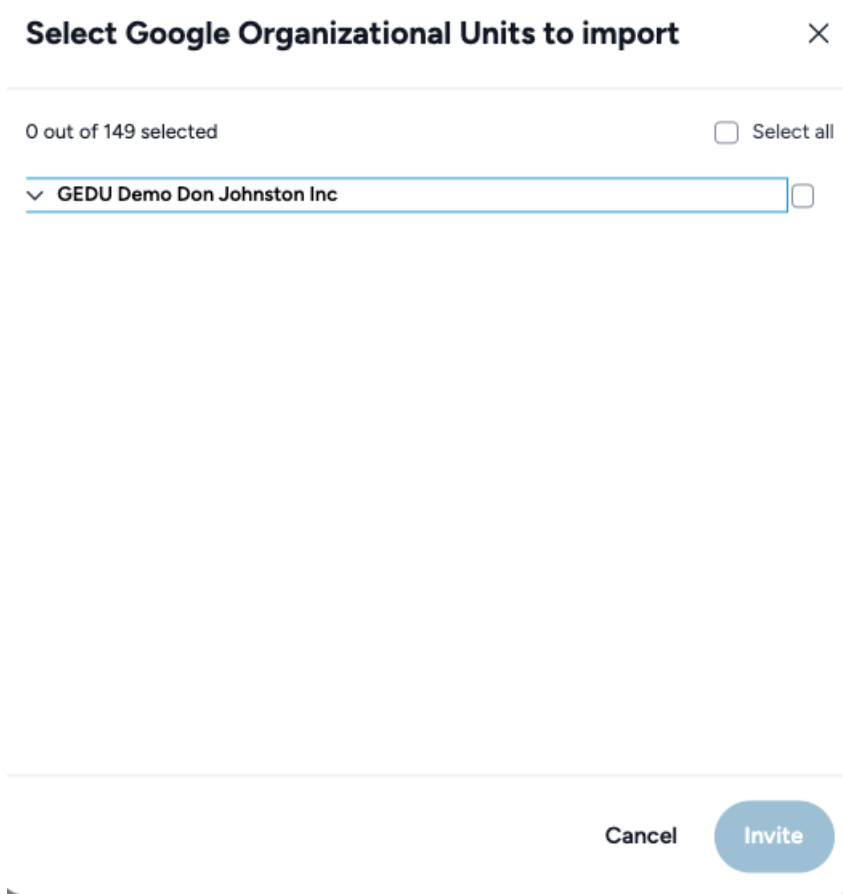3. On the top of the page select Organizational Units*

4. On the upper right hand corner select, "Import Google Organization Units".

5. Select your account to continue. If you have not added an account to sync with select Use New account.

Invite via Google Organizational Units

To continue, please select an account to sync with uPAR.

Use new account

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.**

Select Google Organizational Units to import

0 out of 149 selected   Select all

˅ GEDU Demo Don Johnston Inc

Cancel   Invite

10. Click on "Invite"
11. If you want to be notified when the OU has been added check Notify Me

Invite via Google Organizational Units   ✕

The requested action will start. If you choose, you will receive an email notification when it's done.

☐ Notify me

Email

[   ]

Cancel   **Confirm**

12. Click on Confirm.

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.