

## Children's University Online:

### Uploading Children's Information – Individual method

There are two ways in which you can import children's information onto Children's University Online this is a step by step guide on the *Individual method*, this is used when there is a small number of children to add, if you are uploading a cohort of children onto *Children's University Online*, please use the *Import method*.

#### What you'll need

**In order to add new accounts to Children's University Online you will need the following information**

- Full name
- Date of Birth
- Year group
- Gender
- Current hours spent on the programme
- UPN (this is optional)

#### Step 1

- Go to [www.childrensuniversity.co.uk](http://www.childrensuniversity.co.uk) and look for the word *Login* at the top right. Choose to login as staff and enter your details, your username will be your email address and you will have set your password when following the prompts of the welcome email sent by your Children's University Manager, if you do not have a log in you can contact them and they will send you the information needed to set up your account. If you have forgotten your password, simply click *Forgotten Password* and follow the instructions

#### Step 2

- On your dashboard you will see *School Children* click on *Add*

 **School Children**



### Step 3

- Fill out the information required, and press *Submit*

[DASHBOARD](#) > [CHILDREN](#) > [ADD](#)

## Add Child

**School**

**First name**

**Last name**

**Date of birth**  
 

**Gender**  
 Male  Female  Other

**Year group**  
 ▼

**Secondary level (11+)**  
 Is secondary  

Secondary-level children can contribute post-activity skills reflection, and submit templated activities

**UPN**

**Initial hours (when account was created)**

**Current hours**

## Step 4

- Once you have successfully submitted the information, a username and password will be generated you will need to save this as a csv or print as a PDF do not click away from this screen without picking one of these options. The passwords for this account cannot be retrieved or displayed again so it is important to save or print the details.
- You will then need to share the log in details with the child. When a child logs in for the first time, they will be asked to change their password.

[DASHBOARD](#) > [IMPORT CHILD DATA](#)

### Import Child Data

✓ Data import complete

1 row imported.

! **The passwords for these accounts cannot be retrieved or displayed again**  
Please click below to save/print these details.

Save as CSV

Print as PDF

The following accounts have been created

- **First Name:** Sally  
**Last Name:** Webster  
**Username:** S.Webster.5245  
**Password:** oUTCm5IX

## Sorry, I still don't understand!

- Please contact our Digital Inclusion Officer Cordelia Howard  
cordelia.howard@childrensuniversity.co.uk