

# Importing Course Credits and Participants: Step-by-Step Instructions

6 Steps [View most recent version](#) 

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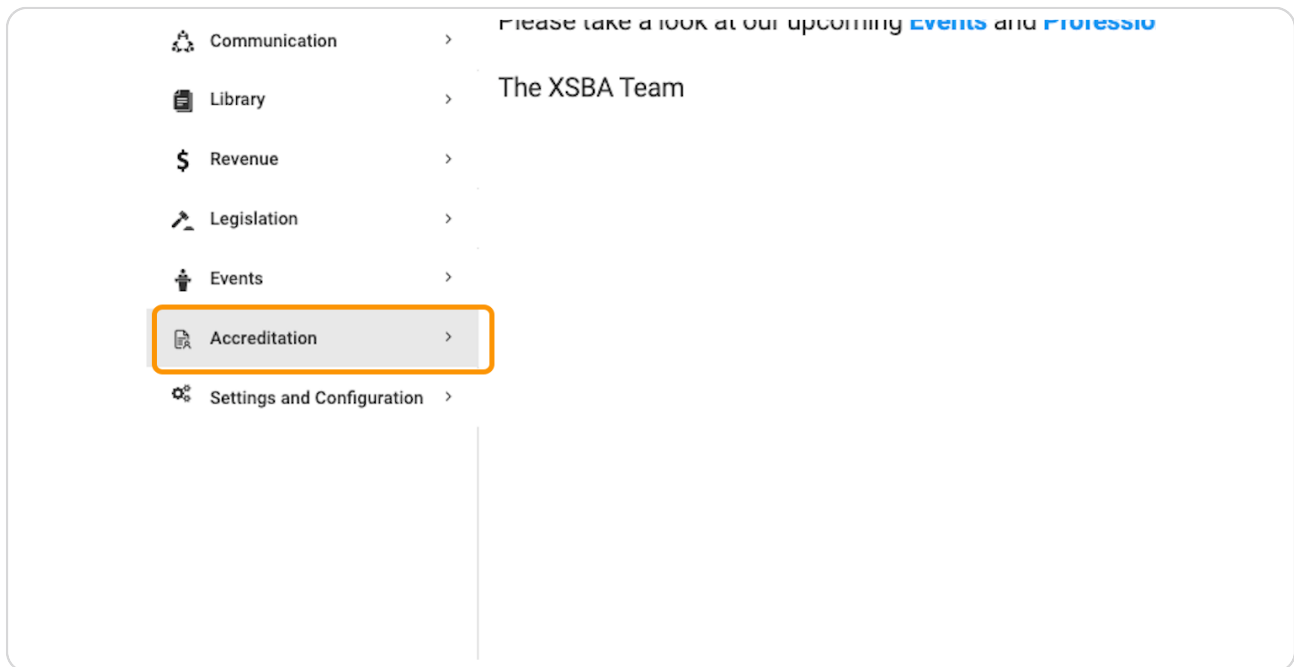
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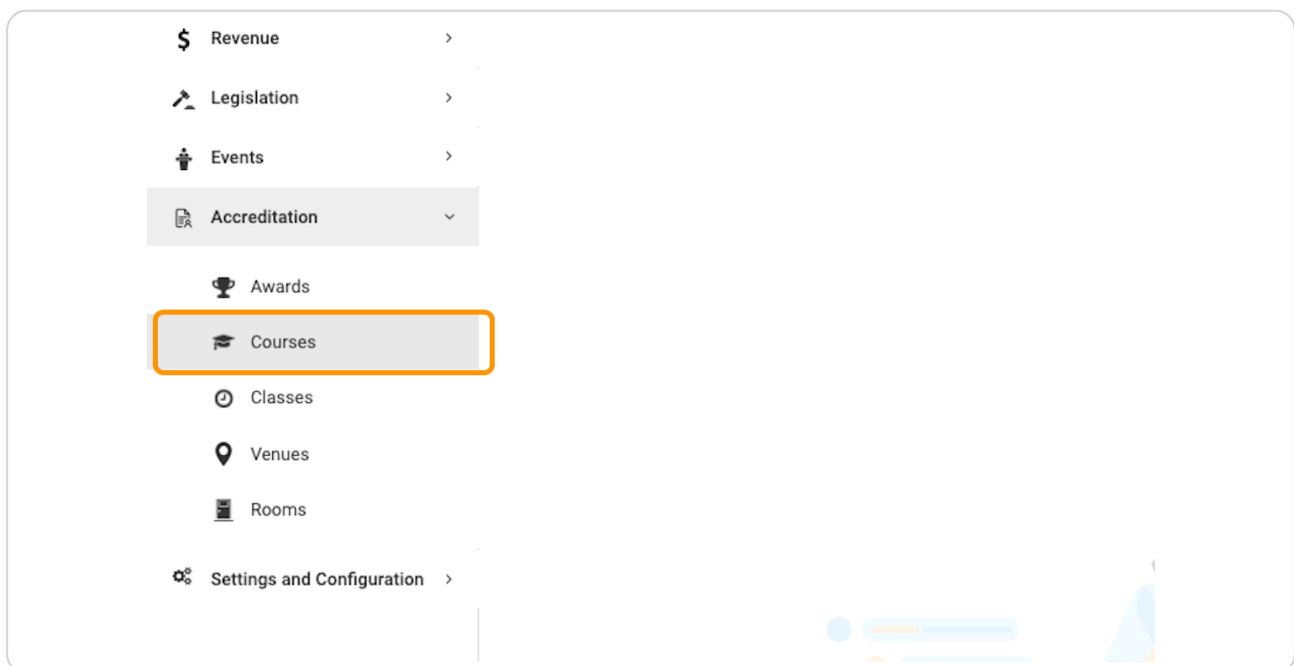
## STEP 1

### Click on Accreditation



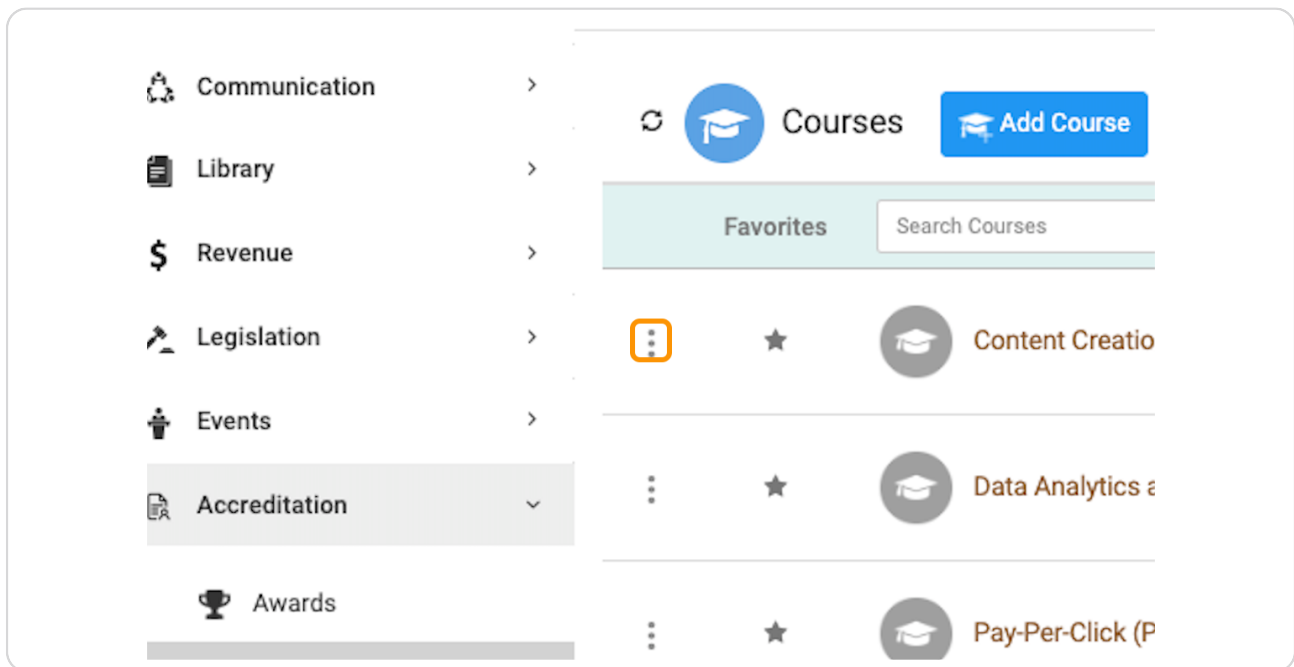
## STEP 2

### Click on Courses



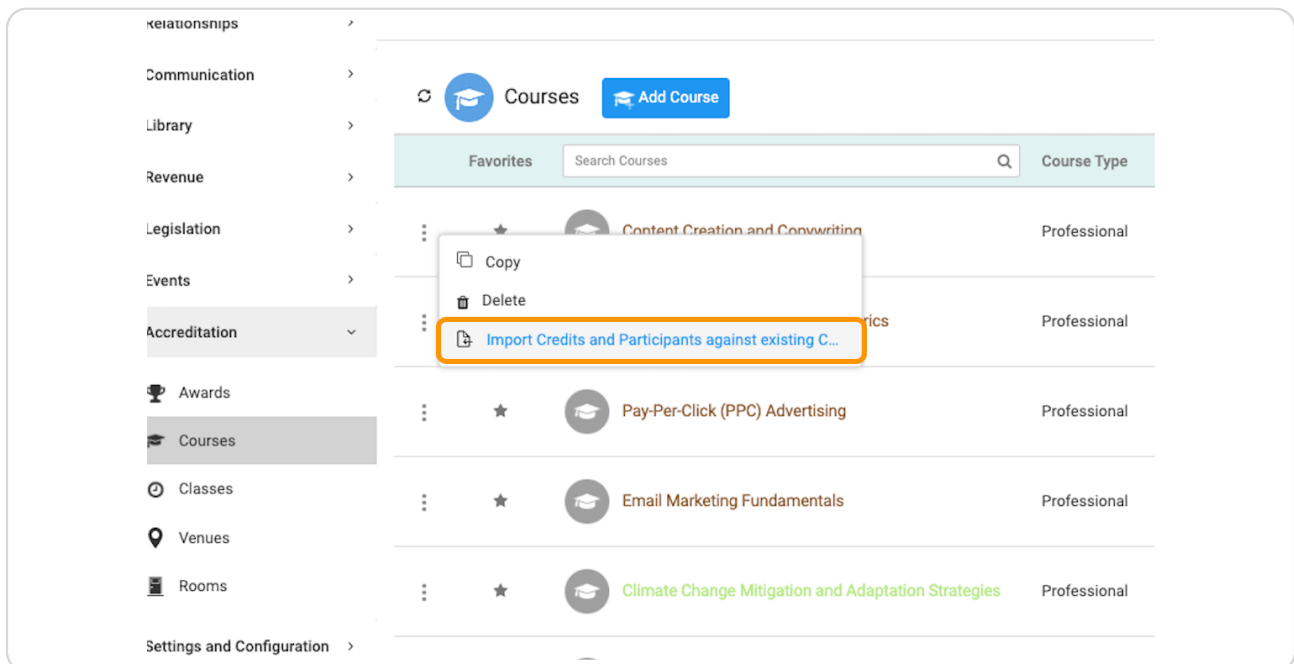
### STEP 3

#### Click on three dots



### STEP 4

#### Click on Import Credits and Participants against existing Courses



## STEP 5

Click on here to get the sample import template

### Import Credits and Participants against existing Courses

Follow the instructions listed below to import participants and participant credits again

1. Determine participant credits to import and create a spreadsheet with relevant info
2. **Import file must contain columns for Participant Email Address, Credit Types and Completion Date**  
A sample import file can be found [here](#)
3. Save import file in .xlsx or .xls format.
4. "Drag & Drop" file or "Upload the file from your computer".
5. Click Next, and when the import is complete, click the Close button.


## STEP 6

Once file is uploaded click on Next and then Close

### Import Credits and Participants against existing Courses

Follow the instructions listed below to import participants and participant credits against existing courses:

1. Determine participant credits to import and create a spreadsheet with relevant information.
2. **Import file must contain columns for Participant Email Address, Credit Types and Completion Date**  
A sample import file can be found [here](#).
3. Save import file in .xlsx or .xls format.
4. "Drag & Drop" file or "Upload the file from your computer".
5. Click Next, and when the import is complete, click the Close button.

 Credit Import Sample.xlsx 9.88 KB X

Your file is being uploaded

Course Name	Credit Type	Member Attended
Email Marketing Fundamentals	Professional 1 Credit Type	0
Climate Change Mitigation and Adaptation Strategies	Professional 1 Credit Type	0
Sustainable Transportation and Urban Planning	Professional 1 Credit Type	0
Circular Economy and Waste Reduction Strategies	Professional 1 Credit Type	0

