

You may add Learners one at a time by entering their names and email addresses, or import a list of Learner information from a spreadsheet.

Adding Learners one at a time

In the Dashboard from the Learners tab, click *New*. Enter each Taker's first name, last name, and email address. When finished, click *Invite to Sero!*.

Adding Learners from a spreadsheet

Create a spreadsheet using Microsoft Excel or another spreadsheet software program. Enter Taker information using this column format, making sure there is no text in any other columns:

Column A	Column B	Column C
email	first name	last name

When ready, save the sheet **as tab-delimited text** in a **.txt** file.

In the Dashboard from the Learners tab, click *New*. Click *Import list*, then choose your **.txt** file. Click *Invite to Sero!*.

Once invited, each Learner will receive an email with a temporary password. They will log in for the first time using the temporary password, then be prompted to update the password for future login.