

# Can I mass import student email addresses into iPASS?

Yes. There is a Student Email Import feature in Mass Update Students.

- Create a TXT or CSV data file with the Student ID or LASID and the corresponding student email address
- Go to Biographical System > Mass Update Students > Import Student Emails
- Upload student email data file
  - Click on Upload
  - Browse for the file and select (Hint: copy the exact file name including .txt or .csv)
  - Click >> Upload
  - Upload Complete “ click OK
- Proceed to Student Email Import Set Up
  - Academic Year = make sure this is set to the year you desire
  - Delimiter = Space, | , or , (depends upon the file type you uploaded) (ie. CSV = , )
  - Encapsulator = “ or None (depends upon the file you uploaded)
  - File Name = exact file name of the file you uploaded (Hint: paste the file name you copied above).
  - Data Record Layout
    - Lasid/Student ID = 1 or 2 (indicate column position in uploaded file)
    - Email Address = 1 or 2 (indicate column position in uploaded file)
- Submit
- Check your Reports to see the results of the import

Example Files:

TXT File, Delimiter = Space, Encapsulator = None

Lasid/Student ID = 1

Email Address = 2

28891 jsmith@school.us

14677 tbrown@school.us

24682 nspringer@school.us

CSV File, Delimiter = , (comma), Encapsulator = None

Lasid/Student ID = 1

Email Address = 2

28891,jsmith@school.us

14677,tbrown@school.us

24682,nspringer@school.us

CSV File, Delimiter = , (comma), Encapsulator = " (quote)

Lasid/Student ID = 1

Email Address = 2

"28891", "jsmith@school.us"

"14677", "tbrown@school.us"

"24682", "nspringer@school.us"

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