

Bulk Upload

Fig 1

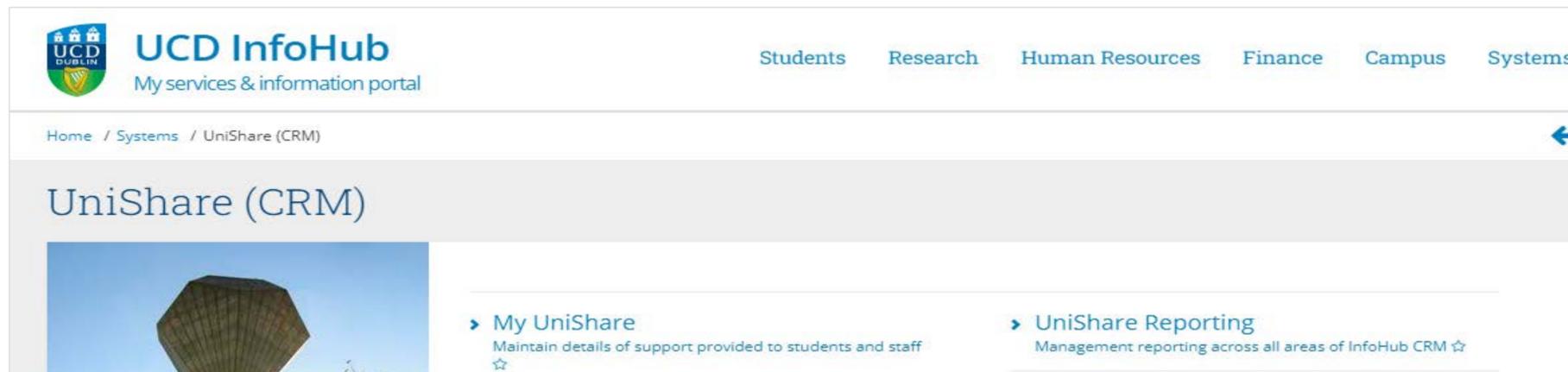


Fig 2

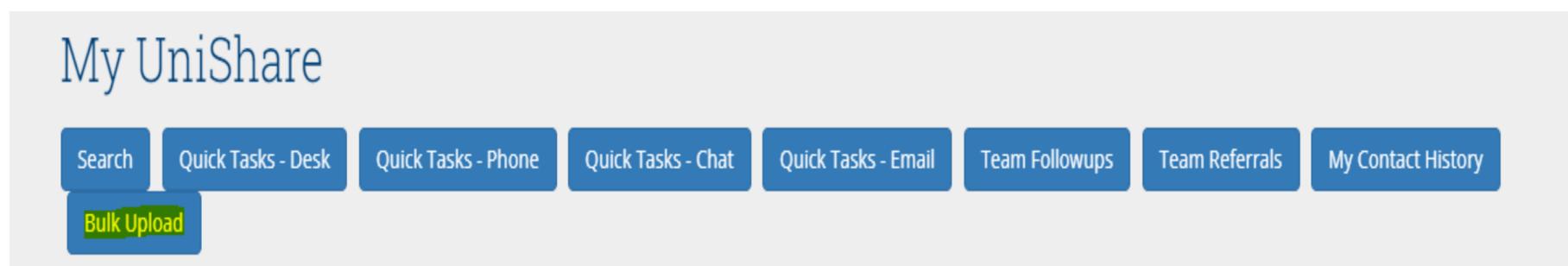


Fig 3

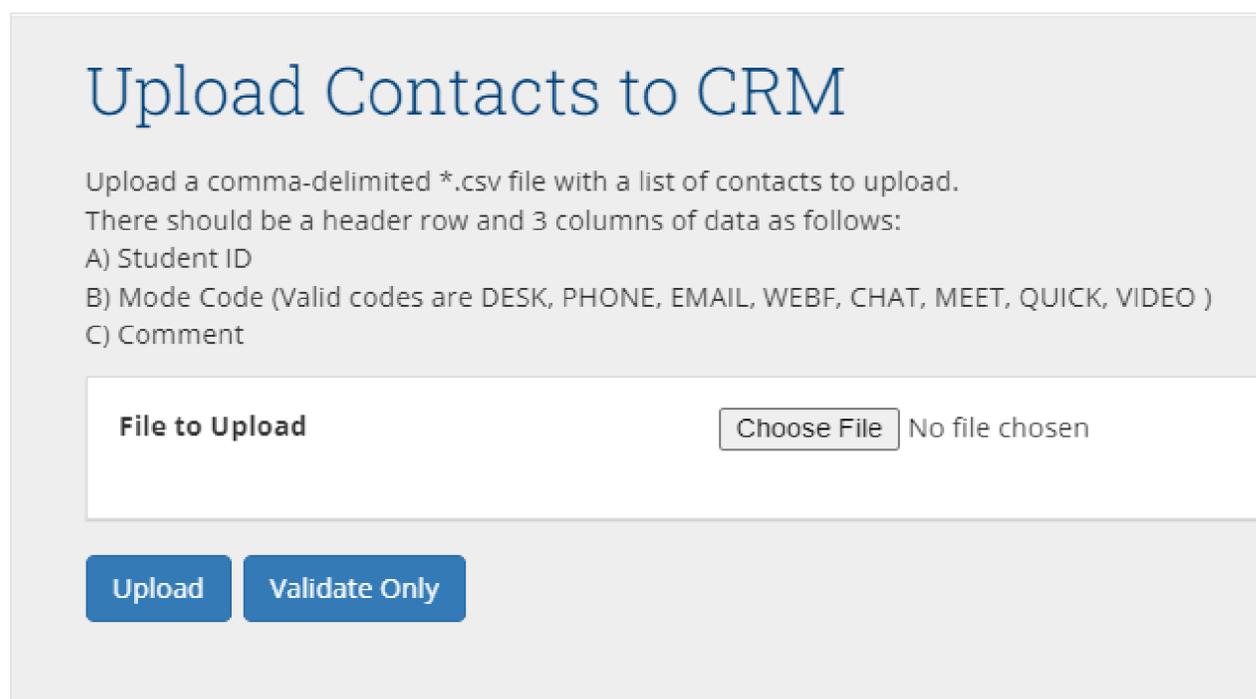
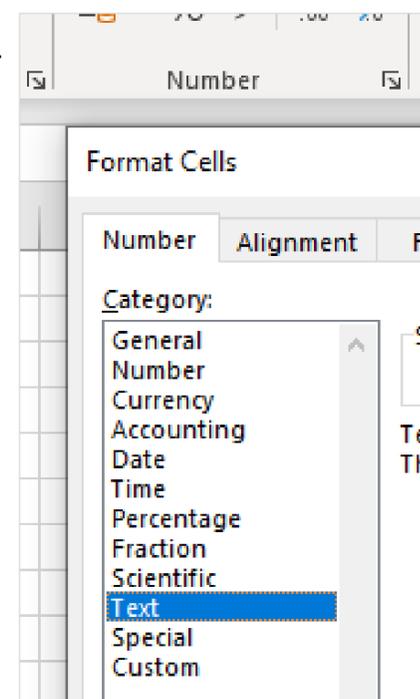


Fig 4



1. Visit **My UniShare** on InfoHub (Fig 1)
2. Click on **Bulk Upload** (Fig 2)
3. Select correct **CRM area** (under Contacts Data Upload)
4. Choose your type of **Quick Task**
5. See notes on how to **Upload Contact to CRM** (Fig 3)
6. Follow all instructions, noting your list of students needs to be a **.csv file with 3 columns:**
 - A) Student ID
 - B) Mode Code (remember in capital letters)
 - c) Comment (if you need one noted in UniShare)
7. The .csv file will remove student numbers with '0' at the start. Need to change the format of the Student ID Column via > Number and then change to >Text. Then manually add the 0 back in. (Fig 4)