## Enroll Learners Using an Excel Spreadsheet

**When to use:** When adding multiple learners to a session.

Prepare the Excel Worksheet

1) Open a Learner Enrollment Standard Spreadsheet template.
2) Enter the information for the first learner in Row 4, following the labels on each column. (Email Address in column A, First name in column B, etc.).
3) If different norms or languages need to be added, use the Learner Enrollment Expanded Spreadsheet template.
4) Add all learners to the spreadsheet, then save the spreadsheet as file type ".xls (Excel 97 – 2003 workbook)" in the **Save As** dialog box. You may receive a Compatibility Checker warning, click Continue to save.

Log into MAX

1) Navigate to https://www.tracommax.com/
2) Enter your **USERNAME** and **PASSWORD.**
3) Click **LOGIN**.

Select Session

1) Under **SESSIONS** tab, click **Manage Session.**
2) Click on the Session name.

Go to LEARNER ENROLLMENT – View/ Edit

1) Click **Add via Excel Upload.**
2) Scroll to the bottom of the page, click **Browse.**
3) Find and choose the completed spreadsheet, click Open in dialog box, then **Upload** at the top of the page.

Verify the Upload was Successful

1) The **Verify Learner Upload** screen will display new Learners (Learners added successfully) and rejected Learners.
2) Click **Save** to add the new Learners to the session, or click **Cancel** to abort the upload.

For further questions, please email support@tracom.com.