

# How to register a user to the LMS

## User registration to the LMS

How to register a user on the platform? How to enroll one or more users on a course?

Let's see how. Obviously, to enroll a user in a course, it is necessary that the user is already on the platform. Let's start with the registration of one or more users in Forma Lms.

## User registration on the platform

Go to Administration / Users / User management



## Single user registration

To register a new user, click on the “New” button and enter the data relating to the new user

**Nuovo utente**

**Dettagli** Organigramma

**Username**  
test1

**Nome**  
Anna

**Cognome**  
Rossi

**E-mail**  
arossi@gmail.it

**Password**  
.....

**Ripeti password**  
.....

☐ Richiedi cambio di password al prossimo login

**Livello**  
Utente

**Lingua**  
italian

hai fatto corsi sulla piattaforma X? ☐ Si ☒ No

**Conferma** **Annulla**

# Importing users from a file

It often happens that you have an .xls or .CSV which contains the list of users to be registered on the platform with related data such as the city of residence, role, email address etc.

How to do in this case? Register the user one at a time or import the file? Definitely the second option.

Let's see how to proceed.

First we create the .csv file that we are going to import

In the first row it is preferable to insert the header of the columns.

In each single column report the data that you want to import into the platform. It is always good to also enter the password that the user will have to use to access the platform.



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## Importa utenti

Assegna utenti

File CSV da importare

Nessun file selezionato.

Separatore campi

☒ Auto-detect

☐ ,

☐ ;

Manuale:

☒ La prima riga del file è l'intestazione

Charset del file da importare

UTF-8

At this point we just have to:

- select if you want to send a message to users to update them on the successful registration on the platform
- choose if we want to update pre-registered user data or create new ones or if we want to create new users and update existing ones
- choose whether we want to request a password change when the user logs in and whether the password will be taken from the file or automatically generated

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## Importa utenti

☐ Invia le nuove credenziali agli utenti

Nodo organigramma

(root)

Azione sugli utenti

☐ Crea ed aggiorna

☒ Crea soltanto

☐ Aggiorna soltanto

Richiedi cambio di password al prossimo login

☒ No

☐ Si

☐ Configurazione del server

Imposta password

☒ Carica password dal file

☐ Inserisci per tutti

☒ Password automatica

Password da inserire

Password manuale:

finally, we will have to indicate in each drop-down menu, the field relating to the column below

In the event that the registration was successful, we will see on the next screen the number of imported users

Nome	Cognome	Nome	Email	Nome utente	Password
Elisabetta	Rossi	Elisabetta	elisabetta.rossi@univ.it	ELISAB	12345
Elisabetta	Carlo	Elisabetta	elisabetta.carlo@univ.it	ELISAB	12345
Elisabetta	Verdi	Elisabetta	elisabetta.verdi@univ.it	ELISAB	12345
Elisabetta	Barba	Elisabetta	elisabetta.barba@univ.it	ELISAB	12345
Elisabetta	Mani	Elisabetta	elisabetta.mani@univ.it	ELISAB	12345

Please also refer to these other articles in the Reference Guide:

<https://docs2.formalms.org/books/reference-guide/chapter/user-management>

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