

Creating Google Accounts for Students and Staff

Pupil Asset is not SIF-enabled, which means the school must manually create and submit a file for the pupils and members of staff to ICT Services 4 Education.

Once the file has been created in Pupil Asset and uploaded via Anycoms (instruction included below) the account generation service is automatic, so you can easily provide the required data in tab file format and receive the processed information with account credentials within a few hours.

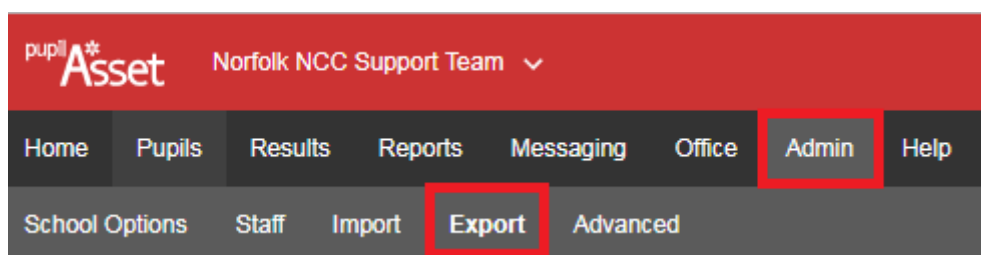
Please note:

Submitting the files affiliates the pupil or staff member with your school, affiliation keeps the Email accounts “live”, we therefore advise schools to send in an up to date tab file, with Pupil and Staff details at least once per calendar month or when there is a change; new staff member, someone leaves etc

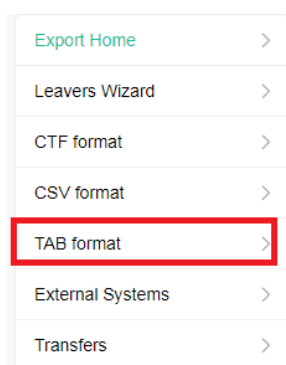
Please note that tab files should always contain a full list of all pupils and staff who currently require Google NSIX accounts at your school.

How to create a TAB file within Pupil Asset

- Click on Admin
- Click on Export



- Select TAB format



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- Select either NSIX Email Report – Pupils or NSIX Email report - Staff

Please note: In order to keep both sets active it is recommended to run and send both

- Select Download as TAB delimited
- A message will appear at the top of the screen acknowledging the CTF request and the file will appear at the bottom of the screen
- The files will then go into your download folder and can be sent via AnyComms Plus

How to send person data and receive accounts (usernames and passwords) using AVCO

- Log onto Anycomms Plus <https://acplus.nsix.org.uk/Login.aspx>
- From the menu select “Upload File(s) to a Service”
- Browse to find and select the tab file
- Browse again to select the second file
- In File Type select 'Email Tab Files'
- In Service select 'Identity Manager'
- Leave Description blank
- Select Upload All Files