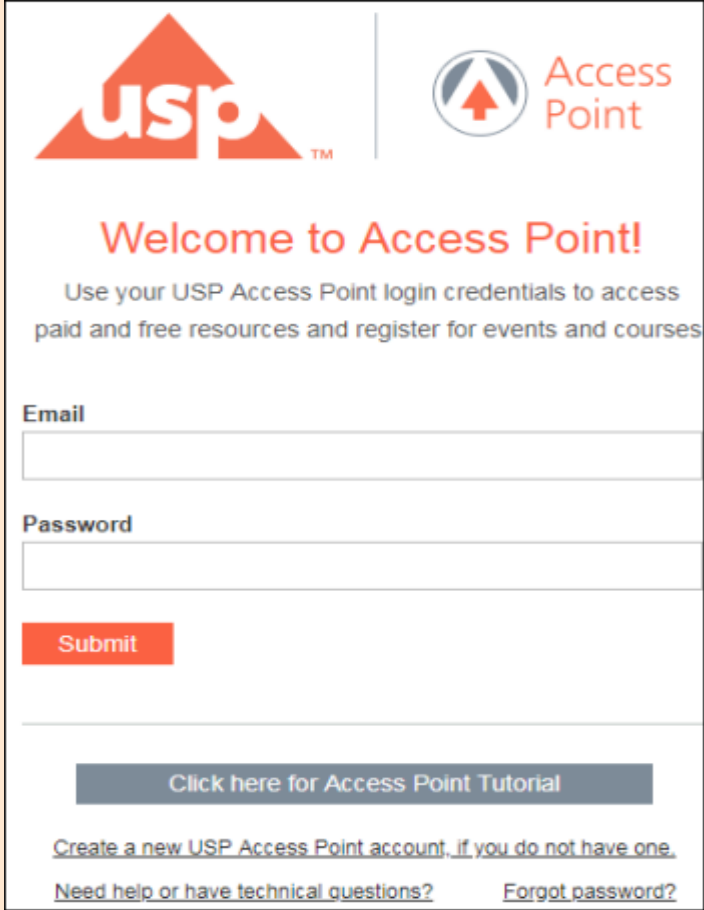
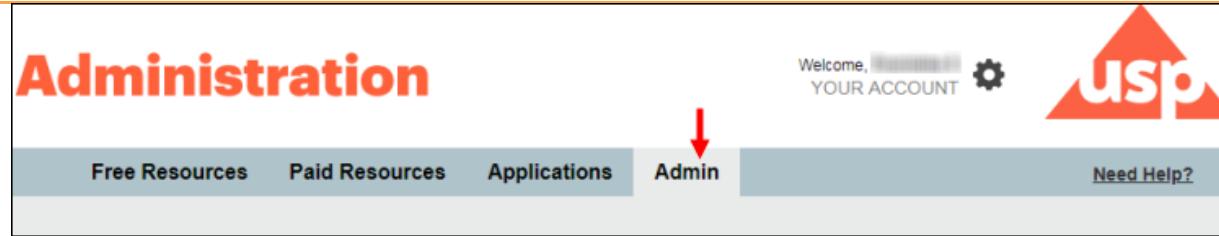


Copy Access Point Accounts to a New Subscription Key

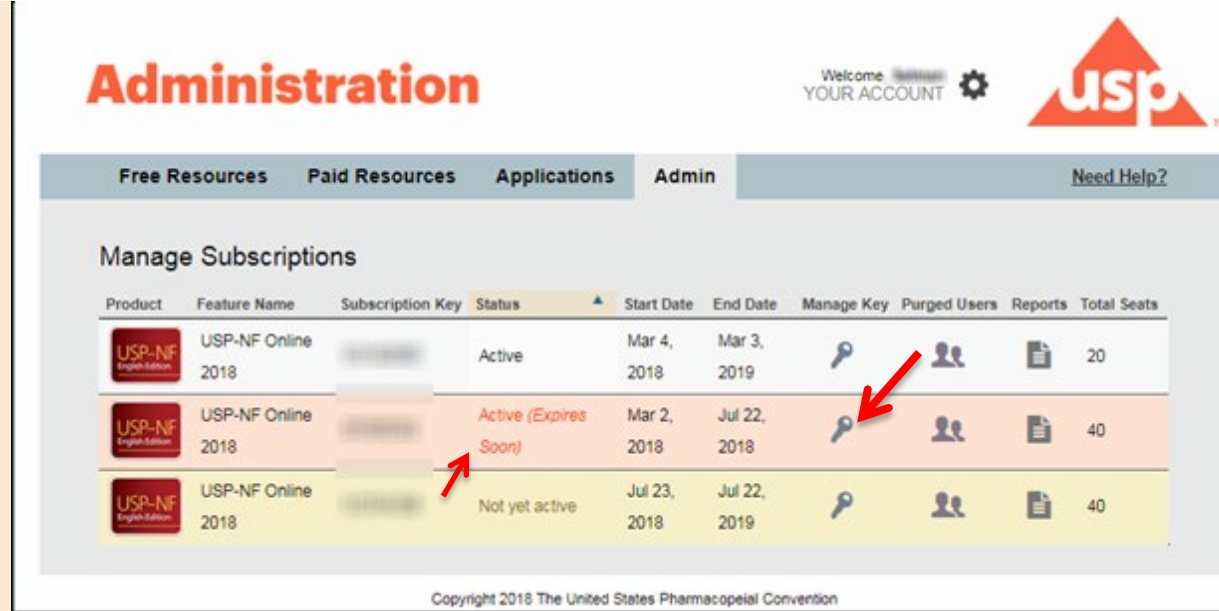
Complete the following steps to copy Access Point (AP) accounts to a new subscription key:

Steps	Instructions	Screen Flow
1.	Log in to the Admin tool at https://register.usp.org	

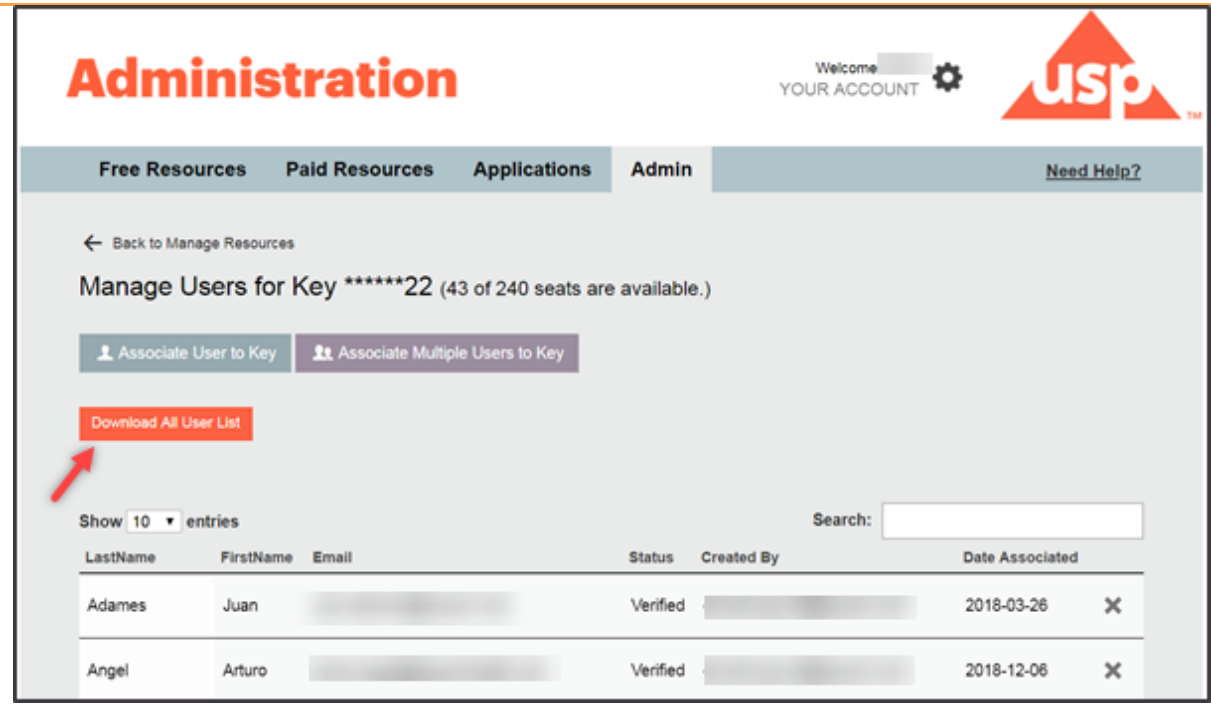
2. Click on the **Admin** tab to go to the Admin tool.



3. Click on the **Manage Key** icon for the expiring account.



4. Click on the **Download All User List** button to download the list of Access Point accounts associated with the expiring key.



The screenshot shows the USP Administration interface. At the top, there is a navigation bar with 'Free Resources', 'Paid Resources', 'Applications', 'Admin', and 'Need Help?'. The 'Admin' tab is selected. Below the navigation bar, there is a 'Welcome YOUR ACCOUNT' message and a gear icon. The main content area is titled 'Administration' and 'Manage Users for Key *****22 (43 of 240 seats are available.)'. There are two buttons: 'Associate User to Key' and 'Associate Multiple Users to Key'. A red button labeled 'Download All User List' is highlighted with a red arrow. Below this, there is a 'Show 10 entries' dropdown and a search box. A table displays user information:

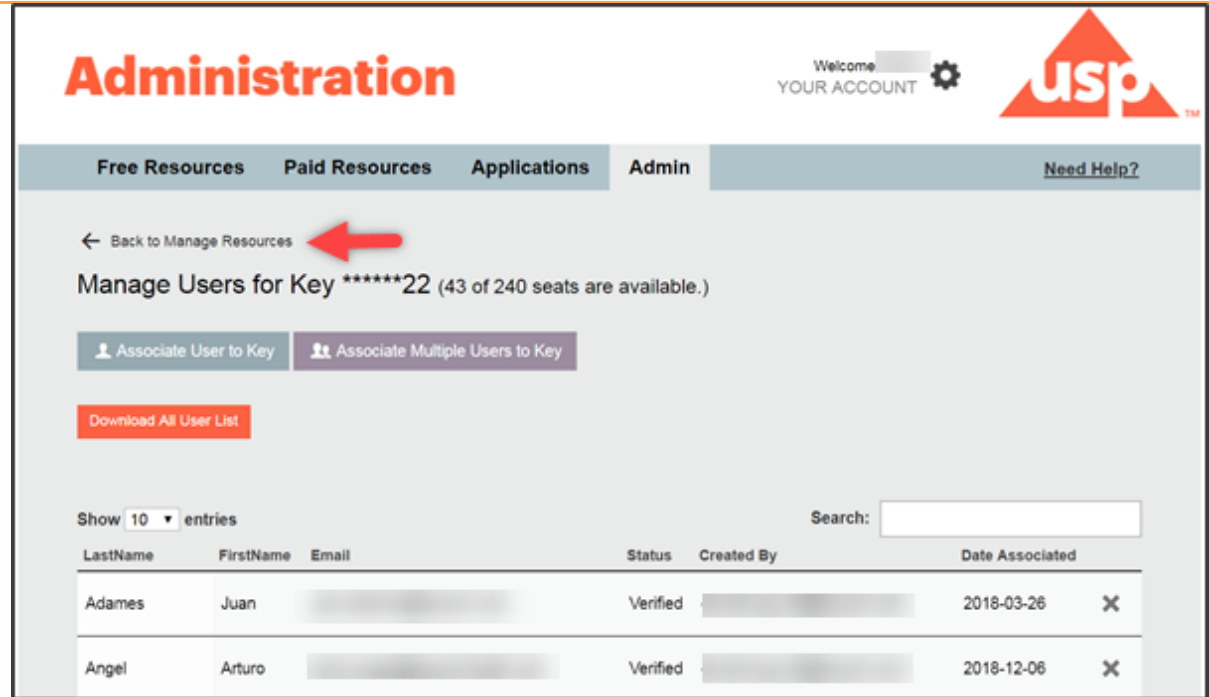
LastName	FirstName	Email	Status	Created By	Date Associated	
Adames	Juan	[REDACTED]	Verified	[REDACTED]	2018-03-26	X
Angel	Arturo	[REDACTED]	Verified	[REDACTED]	2018-12-06	X

5. Open the downloaded Excel spreadsheet.



Note: The **Status** column in the Excel table will indicate whether your users have verified their Access Point accounts. If they have not, they will receive a new email request to verify their account after you copy the accounts to the new key.

	A	B	C	D	E	F	G	H	I	J	K	L	M
1	FirstName	LastName	Email	Add Company	Job-Title	Street Ad	City	State/Pro	Country	Zip Code	Phone	Role	Status
2									UNITED STATES				Verified
3					Chemist				USA				Verified
4									UNITED STATES				Verified
5									UNITED STATES				Verified
6					Senior Re:				UNITED STATES				Verified
7					QC Traine				UNITED STATES				Verified
8									UNITED STATES				Verified
9					Scientist				UNITED STATES				Verified
10					Ui Head of Microbiology Institute				UNITED STATES				Verified
11					Administrative Assistant				UNITED STATES			System Ac	Verified
12					Quality				UNITED STATES				Verified
13					Quality Mngt				UNITED STATES				Verified
14					Quality Mngt				UNITED STATES				Verified
15					Quality				UNITED STATES				Verified
16					Quality				UNITED STATES				Verified


6. Click on **Back to Manage Resources** option to get back to the previous screen.



Administration

Welcome [redacted] YOUR ACCOUNT  

Free Resources Paid Resources Applications Admin [Need Help?](#)

← Back to Manage Resources 

Manage Users for Key *****22 (43 of 240 seats are available.)

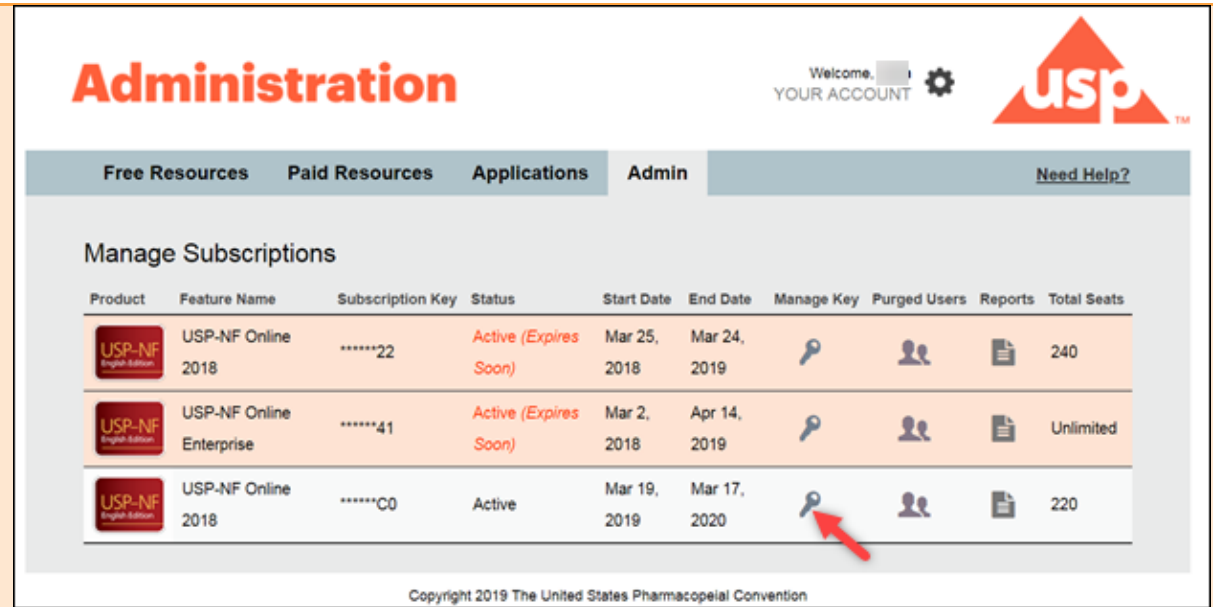
[Associate User to Key](#) [Associate Multiple Users to Key](#)

[Download All User List](#)













Show 10 entries Search:

LastName	FirstName	Email	Status	Created By	Date Associated	
Adames	Juan	[redacted]	Verified	[redacted]	2018-03-26	✕
Angel	Arturo	[redacted]	Verified	[redacted]	2018-12-06	✕

7. Click on the **Manage Key** option for the new subscription key.

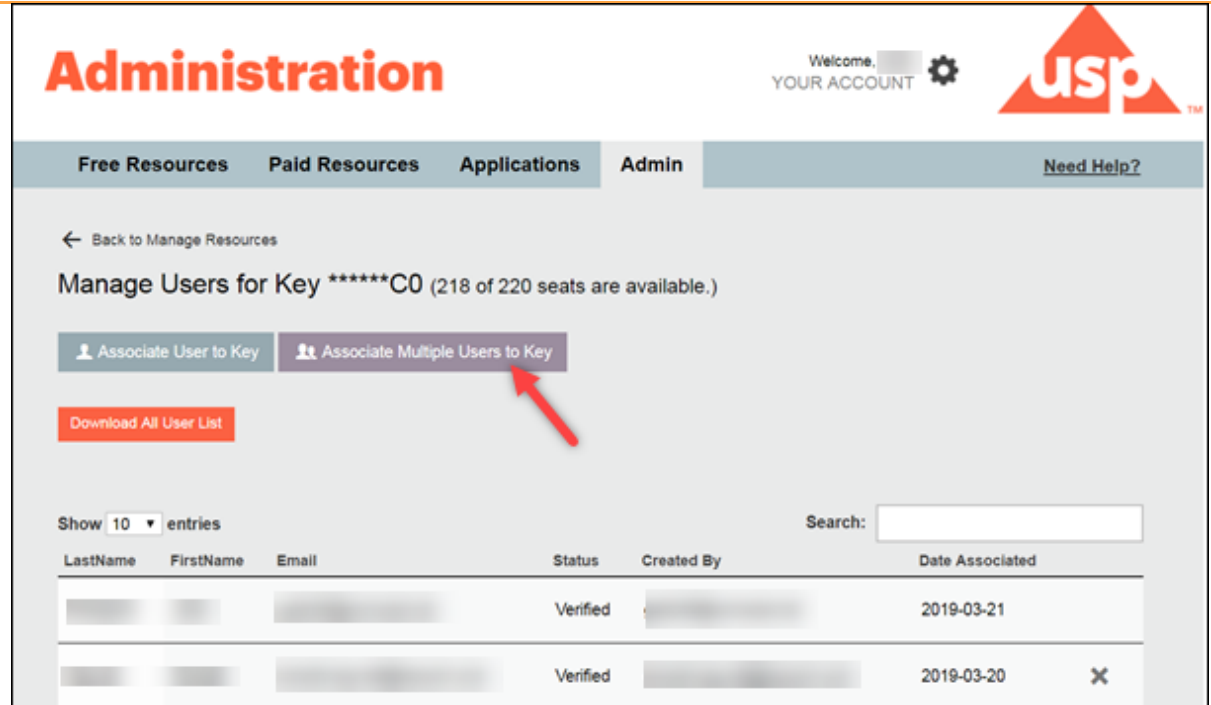


The screenshot shows the 'Administration' page of the USP account management system. The page has a navigation bar with tabs for 'Free Resources', 'Paid Resources', 'Applications', 'Admin', and 'Need Help?'. The 'Admin' tab is selected. Below the navigation bar, there is a section titled 'Manage Subscriptions' which contains a table of subscription details. A red arrow points to the 'Manage Key' icon in the third row of the table.

Product	Feature Name	Subscription Key	Status	Start Date	End Date	Manage Key	Purged Users	Reports	Total Seats
	USP-NF Online 2018	*****22	Active (Expires Soon)	Mar 25, 2018	Mar 24, 2019				240
	USP-NF Online Enterprise	*****41	Active (Expires Soon)	Mar 2, 2018	Apr 14, 2019				Unlimited
	USP-NF Online 2018	*****C0	Active	Mar 19, 2019	Mar 17, 2020				220

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8. On the Manage Users screen, click on the **Associate Multiple Users to Key** button.



The screenshot shows the 'Administration' page for a user account. The page title is 'Administration' and the user is logged in as 'Welcome, [blacked out] YOUR ACCOUNT'. The navigation menu includes 'Free Resources', 'Paid Resources', 'Applications', 'Admin', and 'Need Help?'. The main content area is titled 'Manage Users for Key *****C0 (218 of 220 seats are available.)'. There are two buttons: 'Associate User to Key' and 'Associate Multiple Users to Key', with a red arrow pointing to the latter. Below the buttons is a 'Download All User List' button. A table shows a list of users with columns for 'LastName', 'FirstName', 'Email', 'Status', 'Created By', and 'Date Associated'. The table contains two rows of data, both with a status of 'Verified' and a date of 2019-03-21. A search bar is located to the right of the table.

← Back to Manage Resources

Manage Users for Key *****C0 (218 of 220 seats are available.)

Associate User to Key Associate Multiple Users to Key

Download All User List

Show 10 entries Search:

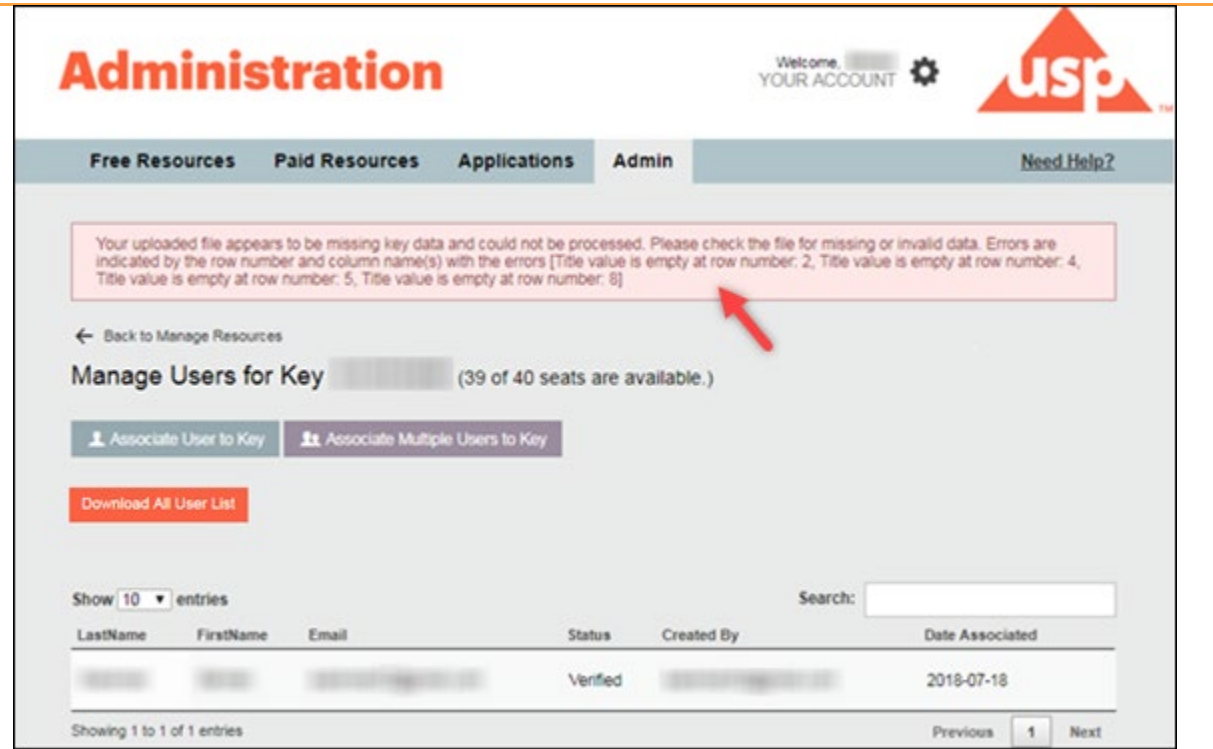
LastName	FirstName	Email	Status	Created By	Date Associated
[blacked out]	[blacked out]	[blacked out]	Verified	[blacked out]	2019-03-21
[blacked out]	[blacked out]	[blacked out]	Verified	[blacked out]	2019-03-20

9. Click on the **Choose File** button and find your saved Excel template in the File Explorer. Once selected, click on the **Upload Template** button.

The screenshot displays the 'Administration' dashboard. At the top right, there is a user greeting 'Welcome, [name] YOUR ACCOUNT' with a gear icon and the USP logo. A navigation bar includes 'Free Resources', 'Paid Resources', 'Applications', 'Admin', and 'Need Help?'. The main content area is titled 'Manage Users for Key *****C0 (218 of 220 seats are available.)'. Below this, there are two tabs: 'Associate User to Key' and 'Associate Multiple Users to Key'. A modal dialog box titled 'Upload Excel Template' is open, featuring a 'Choose File' button (with 'No file chosen' text) and an 'Upload Template' button. Red arrows point to both buttons. Below the dialog, there is a link: 'Click here to download required USP Excel template for uploading users.' with a help icon. At the bottom of the page, there is a 'Download All User List' button.

10.1

If there are errors when you upload the spreadsheet, you will get an error message, highlighted in red, indicating where the errors can be found. You can go back to the Excel template to fix those errors and try uploading the template again.



The screenshot shows the 'Administration' page of the USP system. At the top, there is a navigation bar with 'Free Resources', 'Paid Resources', 'Applications', and 'Admin' tabs. A 'Need Help?' link is also present. Below the navigation bar, a red error message box is displayed, stating: 'Your uploaded file appears to be missing key data and could not be processed. Please check the file for missing or invalid data. Errors are indicated by the row number and column name(s) with the errors [Title value is empty at row number: 2, Title value is empty at row number: 4, Title value is empty at row number: 5, Title value is empty at row number: 8]'. A red arrow points to this message. Below the error message, there is a 'Back to Manage Resources' link. The main content area is titled 'Manage Users for Key [redacted] (39 of 40 seats are available.)'. There are two buttons: 'Associate User to Key' and 'Associate Multiple Users to Key'. A 'Download All User List' button is also visible. Below these buttons, there is a search bar and a table of users. The table has columns for 'LastName', 'FirstName', 'Email', 'Status', 'Created By', and 'Date Associated'. One user is listed with the status 'Verified' and a date of '2018-07-18'. At the bottom, there is a 'Showing 1 to 1 of 1 entries' message and navigation buttons for 'Previous', '1', and 'Next'.

10.2 If the upload is successful, you will see a message, highlighted in blue, indicating success. You will also receive a report in your email.

The screenshot shows the 'Administration' page with a navigation bar containing 'Free Resources', 'Paid Resources', 'Applications', 'Admin', and 'Need Help?'. A blue message box states: 'The file has been successfully uploaded and needs to be processed. The processing report will be sent in an email to the following address. Please refresh your browser after processing is complete to see the results.' A red arrow points to this message. Below the message is a 'Back to Manage Resources' link and a heading 'Manage Users for Key [redacted] (8 of 40 seats are available.)'. There are two buttons: 'Associate User to Key' and 'Associate Multiple Users to Key', and a 'Download All User List' button. A table shows user details with columns for LastName, FirstName, Email, Status, Created By, and Date Associated. The table contains three rows of data, all with a status of 'Verified' and a date of '2018-07-18'. A search bar is located to the right of the table.

11. **Note:** Remember to refresh or reload the page to see the newly associated Access Point accounts.

