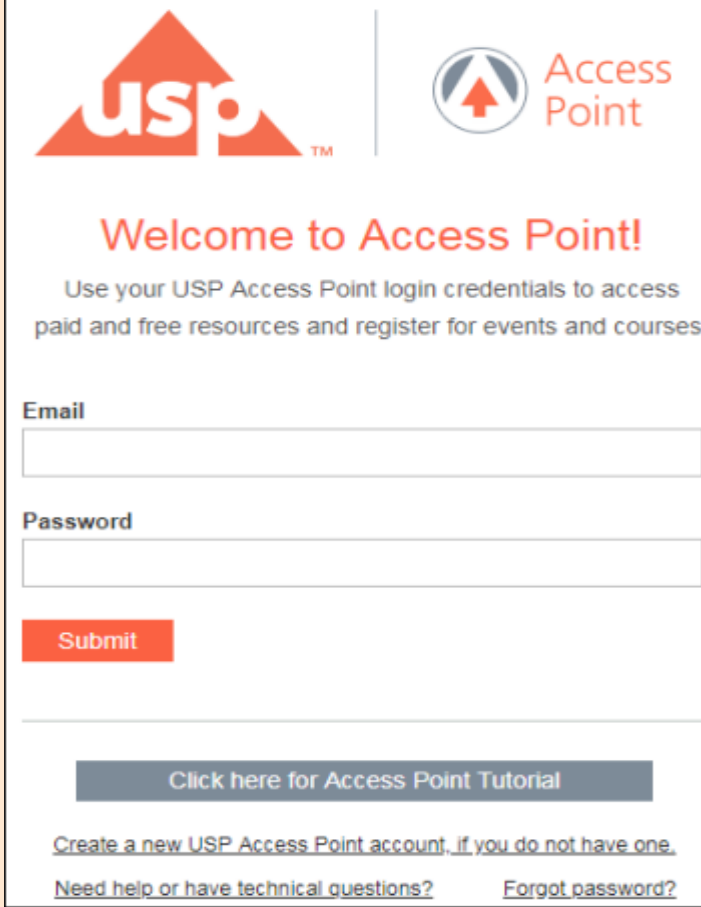
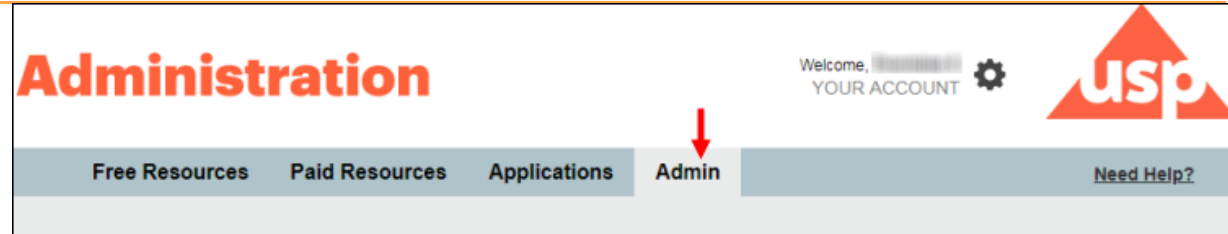


Copy Access Point Accounts to a New Subscription Key

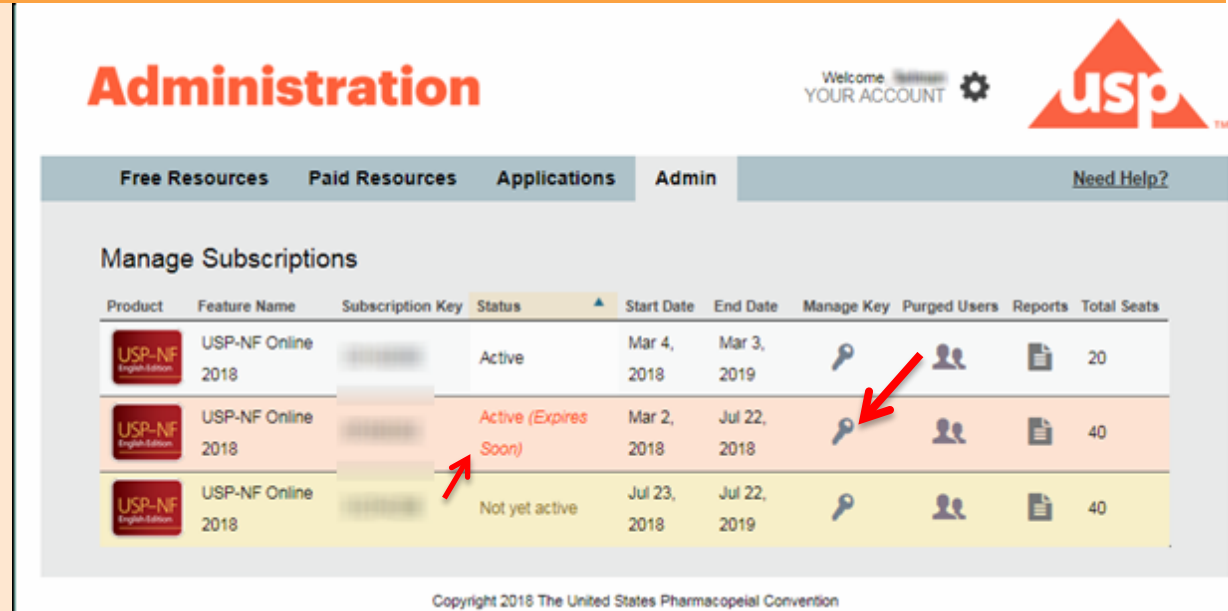
Complete the following steps to copy Access Point (AP) accounts to a new subscription key:

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 Excel” 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', and 'Admin'. The 'Admin' tab is selected. Below the navigation bar, there is a 'Welcome, [User Name] YOUR ACCOUNT' message and a gear icon. The USP logo is in the top right corner. The main content area is titled 'Administration' and 'Manage Users for Key [Key ID] (8 of 40 seats are available.)'. There are two buttons: 'Associate User to Key' and 'Associate Multiple Users to Key'. A red arrow points to a 'Download Excel' button. Below the buttons, there is a 'Show 10 entries' dropdown and a search box. A table lists user information with columns: LastName, FirstName, Email, Status, Created By, Date Associated, and a delete icon (X).

LastName	FirstName	Email	Status	Created By	Date Associated	
[Redacted]	[Redacted]	[Redacted]	Verified	[Redacted]	2018-03-26	X
[Redacted]	[Redacted]	[Redacted]	Verified	[Redacted]	2018-03-08	X
[Redacted]	[Redacted]	[Redacted]	Verified	[Redacted]	2018-03-26	X

5. 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	N
1	FirstName	LastName	Email	Add Company	Job-Title	Street Ad	City	State/Prov	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					Un 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 the **Manage Keys** option in the Admin tool and then choose the new key.

Administration

Welcome, [redacted] YOUR ACCOUNT

Free Resources Paid Resources Applications Admin Need Help?

← Back to Manage Resources

Manage Users for Key [redacted] (8 of 40 seats are available.)

Associate User to Key Associate Multiple Users to Key



Download Excel

Show 10 entries Search:

LastName	FirstName	Email	Status	Created By	Date Associated	
[redacted]	[redacted]	[redacted]	Verified	[redacted]	2018-03-26	✕
[redacted]	[redacted]	[redacted]	Verified	[redacted]	2018-03-08	✕
[redacted]	[redacted]	[redacted]	Verified	[redacted]	2018-03-26	✕

7. Click on the **Associate Multiple Users to Key** button. Click on the link to download the USP Excel template to upload multiple users.

Administration

Welcome, [REDACTED] YOUR ACCOUNT  

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


← Back to Manage Resources [Manage Keys](#)

Manage Users for Key [REDACTED] (39 of 40 seats are available.)

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

Upload Excel Template ×

No file chosen

[Click here to download required USP Excel template for uploading users.](#) 

Show 10 entries Search:

LastName	FirstName	Email	Status	Created By	Date Associated
----------	-----------	-------	--------	------------	-----------------

8. Open the downloaded template. From the previously downloaded user Excel file, copy the table information without the headers and without the “**Verified**” column to the USP Excel template.

Note: Be sure not to overwrite the column headers in the template when you paste the information from the previously downloaded user Excel file.

1	FirstName	LastName	Email	Add Company	Job-Title	Street Ad	City	State/Pro	Country	Zip Code	Phone	Role
2					Chemist				UNITED STATES			
3									USA			
4									UNITED STATES			
5									UNITED STATES			
6					Senior Re:				UNITED STATES			
7					QC Traine				UNITED STATES			
8									UNITED STATES			
9					Scientist				UNITED STATES			
10					Ui Head of Microbiology Institute				UNITED STATES			
11					Administrative Assistant				UNITED STATES			System Admin
12					Quality				UNITED STATES			
13					Quality Mngt				UNITED STATES			
14					Quality Mngt				UNITED STATES			
15					Quality				UNITED STATES			
16					Quality				UNITED STATES			
17					Quality				UNITED STATES			
18					Quality				UNITED STATES			
19					Quality				UNITED STATES			
20					Technical Quality				UNITED STATES			
21					Quality				UNITED STATES			
22					Quality				UNITED STATES			
23					Technical Quality				UNITED STATES			
24					Quality				UNITED STATES			
25					Technical Quality				UNITED STATES			
26					Quality				UNITED STATES			
27					Quality				UNITED STATES			
28					QC				UNITED STATES			QC Chemist
29					Quality				UNITED STATES			
30					QC Supervisor				UNITED STATES			QC Manager

9. In the USP Excel template, make corrections to the data in the mandatory columns (mandatory column headers will have an asterisk) and then save the file.

	A	B	C	D	E	F	G	H	I	J	K
	Company*	Job-Title*	Street Address	City	State/Province	Country*	Zip Code	Phone	Role		
1						USA					
2		Chemist				UNITED STATES					
3						USA					
4						UNITED STATES					
5						UNITED STATES					
6		Senior Re				UNITED STATES					
7		QC Trainee				UNITED STATES					
8						UNITED STATES					
9		Scientist				UNITED STATES					
10		Invers Head of M				UNITED STATES					
11		Administr				UNITED STATES				System A	
12		Quality				UNITED STATES					
13		Quality Mngt				UNITED STATES					
14		Quality Mngt				UNITED STATES					
15		Quality				UNITED STATES					
16		Quality				UNITED STATES					
17		Quality				UNITED STATES					
18		Quality				UNITED STATES					
19		Quality				UNITED STATES					
20		Technical Quality				UNITED STATES					
21		Quality				UNITED STATES					
22		Quality				UNITED STATES					
23		Technical Quality				UNITED STATES					
24		Quality				UNITED STATES					
25		Technical Quality				UNITED STATES					
26		Quality				UNITED STATES					
27		Quality				UNITED STATES					
28		QC				UNITED STATES					QC Chem
29		Quality				UNITED STATES					

10. In the Admin Tool click on the **Choose File** button and find your saved template in the File Explorer. Once selected, click on the **Upload Template** button.

Administration

Welcome, [User] YOUR ACCOUNT

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

← Back to Manage Resources [Manage Keys](#)

Manage Users for Key [Key ID] (39 of 40 seats are available.)

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

Upload Excel Template ×

[Choose File](#) No file chosen [Upload Template](#)

[Click here to download required USP Excel template for uploading users.](#) ?

[Download Excel](#)

Show 10 entries Search:

LastName	FirstName	Email	Status	Created By	Date Associated
----------	-----------	-------	--------	------------	-----------------

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 USP Administration dashboard. 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 are buttons for 'Back to Manage Resources' and 'Manage Keys'. 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 Excel' button is also visible. Below these buttons, there is a search bar and a table with columns: 'LastName', 'FirstName', 'Email', 'Status', 'Created By', and 'Date Associated'. The table contains one entry with the status 'Verified' and the date '2018-07-18'. At the bottom, there is a pagination control showing 'Showing 1 to 1 of 1 entries' and 'Previous 1 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 including '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, [redacted]. Please refresh your browser after processing is complete to see the results.' A red arrow points to this message. Below the message are links for 'Back to Manage Resources' and 'Manage Keys'. The main section is titled 'Manage Users for Key [redacted] (8 of 40 seats are available.)' and contains buttons for 'Associate User to Key' and 'Associate Multiple Users to Key', along with a 'Download Excel' button. A table below 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 'Verified' status 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.