

How to add users in bulk

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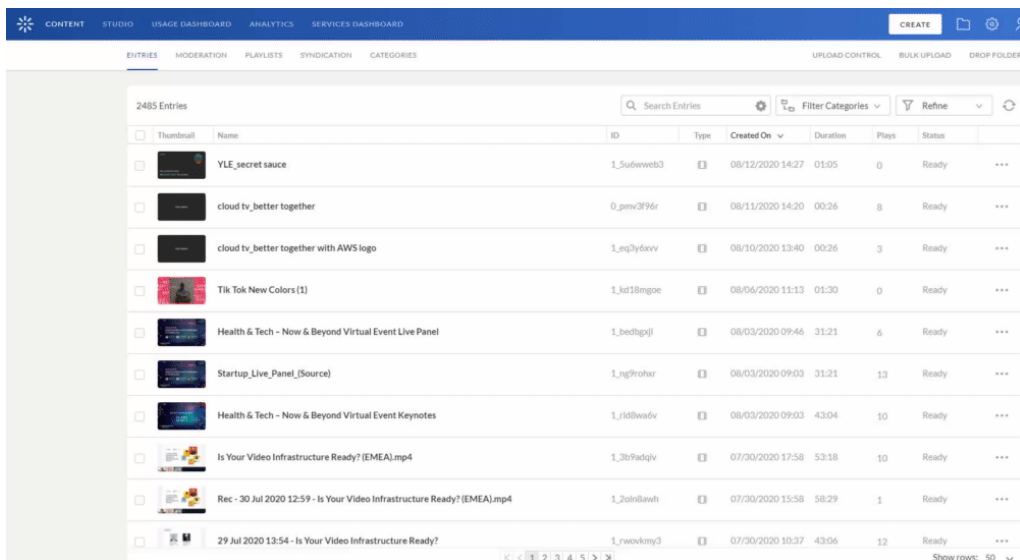
 This article is designated for administrators.











The following article explores options for adding users in bulk via the Kaltura Management Console (aka KMC) and via the KMS/KAF admin page. You can choose the option that works for you!

⚠️ There is a 5000 user limitation on channel and category members. If more members are expected, please use Kaltura Groups. See [Group Support in Kaltura Applications and Kaltura Groups FAQ](#) for additional information. For any bulk actions that will create more than 5,000 entries (e.g., users), including category bulk uploads, please contact your Kaltura representative to coordinate the upload.

Downloading the End-Users CSV file via KMC

1. Access the Kaltura Management Console and Click "Create".
2. Select "Download CSV/XML Samples".
3. The `kaltura_batch_upload_sample.zip` is downloaded to your computer.
4. Select the `kaltura_bulk_upload_end_users.csv` file.



Thumbnail	Name	ID	Type	Created On	Duration	Plays	Status	
	YLE_secret sauce	1_sufwweb3	EE	08/12/2020 14:27	01:05	0	Ready	...
	cloud tv_better together	0_gmv2f96r	EE	08/11/2020 14:20	00:26	8	Ready	...
	cloud tv_better together with AWS logo	1_eq3y6xvv	EE	08/10/2020 13:40	00:26	3	Ready	...
	Tik Tok New Colors (1)	1_kit18mgoe	EE	08/06/2020 11:13	01:30	0	Ready	...
	Health & Tech - Now & Beyond Virtual Event Live Panel	1_bedtpqjl	EE	08/03/2020 09:46	31:21	6	Ready	...
	Startup Live Panel (Source)	1_ng1rrohr	EE	08/03/2020 09:03	31:21	13	Ready	...
	Health & Tech - Now & Beyond Virtual Event Keynotes	1_rld8wa6v	EE	08/03/2020 09:03	43:04	10	Ready	...
	Is Your Video Infrastructure Ready? (EMEA).mp4	1_3b19adqlv	EE	07/30/2020 17:58	53:18	10	Ready	...
	Rec - 30 Jul 2020 12:59 - Is Your Video Infrastructure Ready? (EMEA).mp4	1_3oin8awh	EE	07/30/2020 15:58	58:29	1	Ready	...
	29 Jul 2020 13:54 - Is Your Video Infrastructure Ready?	1_rwovkmy3	EE	07/30/2020 10:37	43:06	12	Ready	...

Downloading the End-Users CSV file via KMS/KAF

1. Access your MediaSpaceKAF Admin Console.
2. Select [Manage Users](#) from the top navigation bar.
3. Select Download CSV.

Editing the End-Users CSV file

1. Click [here](#) to view a sample of what the Bulk CSV file would look like.

18	# -- partnerData - Optional - a free text field used in the account for applicative use.					
19	# -- Custom metadata (User object) - Optional - field name should be set according to the following format: m					
20	#					
21	*action	userid	firstName	lastName	screenName	
22		1 su1xyz	Sample	User1	Sample User1	
23		1 su2xyz	Sample	User2	Sample User2	
24		1 su3xyz	Sample	User3	Sample User2	
25						

2. Open the end users example CSV using Excel or similar.
3. Add an "email" column and populate it with email addresses for the MediaSpace users. While not mandatory, setting email addresses allows these new users to receive MediaSpace email notifications.
4. Add a column for a MediaSpace role. The format of the column title is "metadata::KMS_USERSCHEMA1_[your_MediaSpace_instance_id]::role", where the instance id is your MediaSpace instance id, found in the [Application](#) module of your MediaSpace Management Console.

MANAGE CONFIGURATION	MANAGE USERS	MANAGE GROUPS	KNOWLEDGE BASE	CLEAR THE CACHE	GO TO SITE
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Configuration Management

Server Tools

Backup Configuration

Global

[Application](#)

Auth

Categories

Application

instanceId

KMS46

Unique string to identify I

privacyContext

MediaSpace

String used to be set as |

The new column defines the role of the new users to be created. The options depend on the KMS instance. By default, the following roles are available:

- unmoderatedAdminRole
- adminRole
- privateOnlyRole
- viewerRole
- anonymousRole

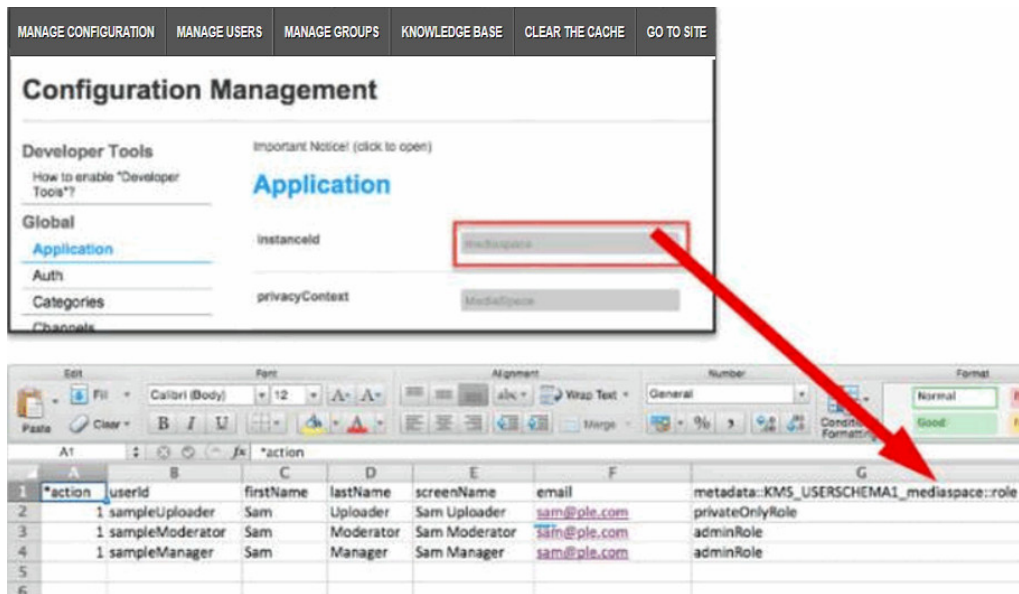
Ensure that Metadata is Part of the CSV File

You must ensure that

"metadata::KMS_USERSCHEMA1_[your_MediaSpace_instance_id]::role" is part of the template.

Without this column users will successfully be uploaded but will not be have their roles assigned.

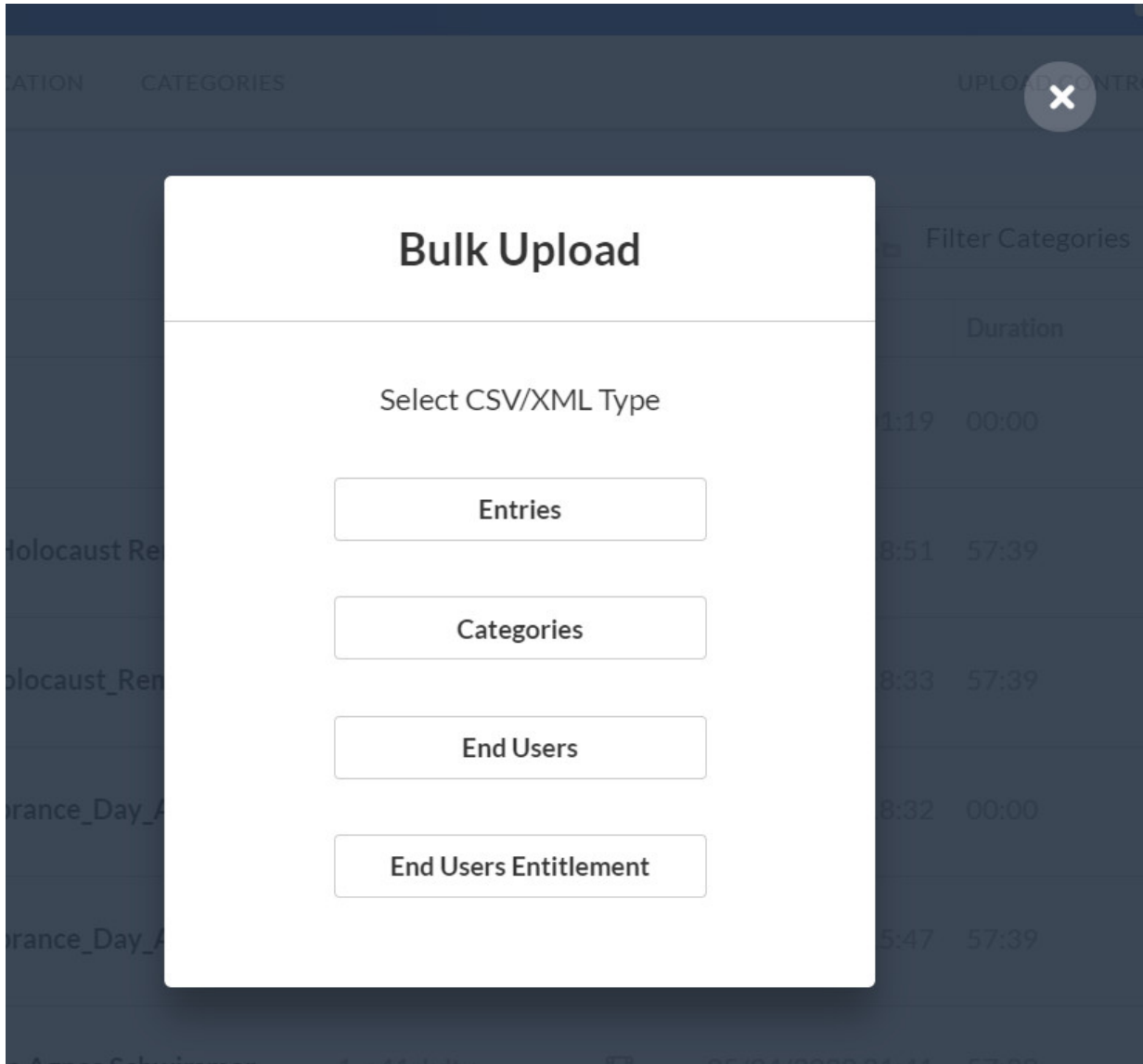
After adding all the information to the CSV, your file should look as follows:



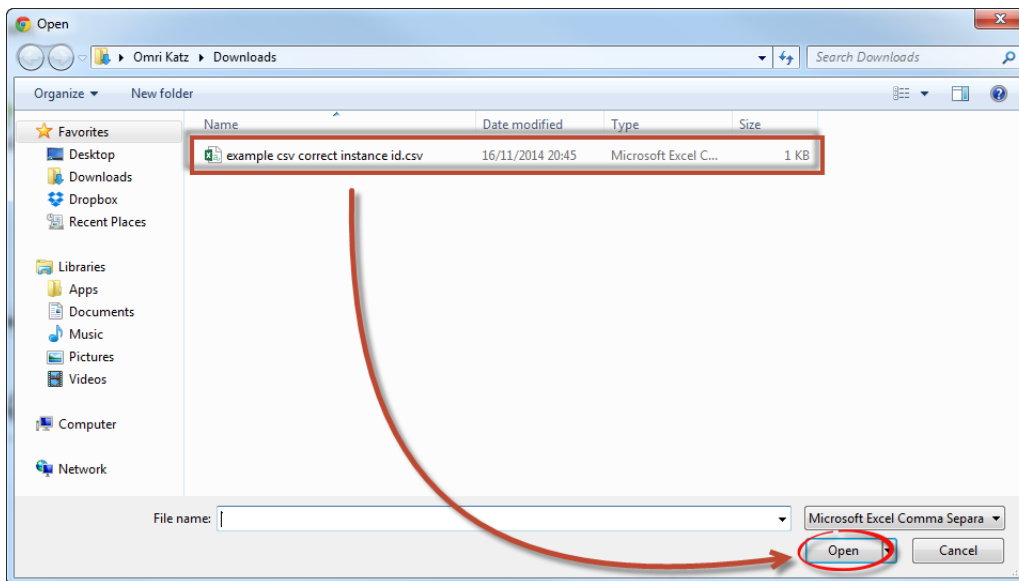
In case you are also using MediaSpace to authenticate users, you can also include a password for each user, via an additional "partnerData" column. More instructions can be found [here](#).

Uploading the End-Users CSV file via KMC

1. After saving the CSV file, browse to your Kaltura Management Console.
2. Select Create, then choose **Bulk Upload** and choose **End-Users**.



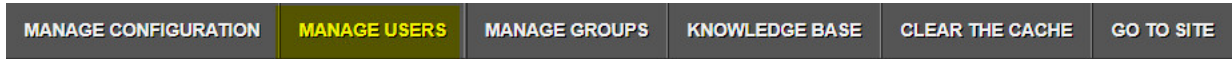
3. Choose the CSV file and click **Open**.



That's it. The CSV file containing a list of MediaSpace users is uploaded.

Upload the End-Users CSV file via KMS/KAF

1. Access your MediaSpace/KAF Admin Console.
2. Select Manage Users from top navigation bar.



Configuration Management

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3. To upload the CSV, click **Submit CSV**.



User Management

Search
Show: All Roles

All
 By Name
 By Email
 By User ID

ADD NEW USER
DELETE CHECKED
SUBMIT CSV
DOWNLOAD CSV

<input type="checkbox"/>	User ID	First Name	Last Name	Password	Role	Email	Extra data	Actions
<input type="checkbox"/>	michelle@gr	Michelle		*****	adminRole	michelle@gmail.com	for virtual classroom	<input type="button" value="Edit User"/> <input type="button" value="Delete"/>
<input type="checkbox"/>	Debbie_yahoo	Debbie		*****	adminRole	debbie_@yahoo.com		<input type="button" value="Edit User"/> <input type="button" value="Delete"/>

4. Click the **Choose File** button and select the CSV and click OK.

Submit Users CSV
✕

Note that only "End Users CSV" can be submitted. "End Users Entitlements CSV", "Categories CSV" or "Entries CSV" must be submitted via the KMC
Once you submit the CSV you can track the progress of your import from Kaltura Management Console (KMC).

In KMC go to Content and click Upload Control. Once import is processed, refresh this page to view users and edit their properties.

Choose File
No file chosen

That's it. Users should now be able to log in to MediaSpace/KAF applications.

Sample of End-Users CSV file

```
# Detailed information on the End-Users CSV, including relevant use cases, complete schema description and
examples,
# is available in: http://knowledge.kaltura.com/help/end-users-csv---usage-and-schema-description
# Note: The submission of end-users CSV enabled only when your account is set to support end-user management
# The CSV should have the following fields for each user record. separated by comma:
# -- action - Optional - Kaltura's numeric value for the action to apply on a specific user account. Supported action
types and their numeric values: values: 1- add, 2- update, 3- delete, 6- add or update. Default = add
# -- userId - Mandatory - The user's unique identifier.
# -- firstName - Optional (required for MediaSpace) The user's first name
# -- lastName - Optional (required for MediaSpace)- The user's last name
# -- screenName - Optional (required for MediaSpace)- The user's Screen Name as will appear in the KMC.
# -- email - Optional - The user's email address.
# -- tags - Optional - The tags to be added to the user account
# -- gender - Optional - Kaltura's numeric value for gender. Supported values: 0-unknown (default), 1- male, 2-
female.
# -- city - Optional - a free text field for populating a user's city
# -- state - Optional - a free text field for populating a user's state
# -- country - Optional - a free text field for populating a user's country
# -- zip - Optional - a free text field for populating a user's zip code
# -- dateOfBirth - Optional - The user's date of birth
# -- partnerData - Optional - a free text field used in the account for applicative use.
# -- Custom metadata (User object) - Optional - field name should be set according to the following format:
metadata::[metadataProfileSystemName]::[metadataProfileFieldName]
#
*action userId firstName lastName screenName
1 su1xyz Sample User1 Sample User1
1 su2xyz Sample User2 Sample User2
1 su3xyz Sample User3 Sample User2
```