



June 2026

## Admins can onboard adults with usernames

For administrators

### What's new?

Administrators can choose to onboard adults with usernames (as an alternative to sending email invites).

### The benefits

- Administrators can create accounts for adult learners in bulk without relying on each learner accepting an invite and verifying their account by email
- Adult users with low digital literacy, or without an email address, can now access Cambridge One without being labelled as a child.

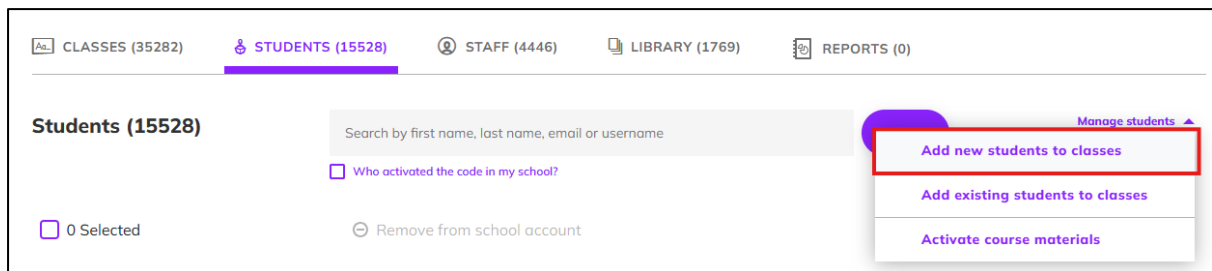
### How does it work?

As part of the bulk onboarding journey, Administrators can now choose to either create adult accounts or send invites by email.

### How it looks

#### Adding new adults to classes

1. From the Students tab on the Administrator's dashboard, select 'Manage students' and 'Add new students to classes':



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## 2. Select 'Adults' and click 'Next':

### Are the students children or adults?

Accounts for children and adults are created and managed in different ways. Choose which applies to your students



#### Children

These accounts are set up and managed by a child's parent or school. Students with a child's account:

- ✓ Log in with a username
- ✓ Ask their parent/teacher for help if they forget their password

They are designed for students up to 18 years of age learning English in a school setting. Young people who are 16 or 17 years old can be enrolled either as children or as adults, depending on which best suits their learning context.

**Important: Classes must be created before setting up student accounts**



#### Adults

These accounts are for students aged 16 years or over. Students with an adult account can:

- ✓ Log in with an email address and be invited to classes
- ✓ Log in with a username

Young people who are 16 or 17 years old can be enrolled either as children or as adults, depending on which best suits their learning context.

Next >

## 3. Choose 'Create adult student accounts' and click 'Next':

### Create accounts or invite students

Student accounts can be set up here or sent as invitations by email. Choose how you would like to add students to your school.

**Important: Classes must be created before setting up student accounts or inviting them by email**



#### Create adult student accounts

Students will be provided with a username and password to log in. You can set up their accounts in the next step.



#### Invite adult students by email

Students will receive an email invitation to create their account and join the class.

They can sign up and log in with their email address or social media account and reset their own password.

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## 4. Accounts can be created by uploading a CSV file:

### Create adult student accounts

You'll need to upload details of your students in a CSV file

[+ Upload file](#)  
[Get CSV template](#)

**Follow these steps:** ?

- Use [this CSV template](#)
- Usernames must start with a lower-case letter and be 3-30 characters long. They can contain lowercase letters, numbers, hyphens and underscores.
- Passwords must contain at least 8 characters including at least one letter and at least one number or special character.
- Your CSV file can have up to 200 records.
- If we find any errors in the file we'll show you in the form, but you'll need to correct them in your CSV file and then upload it again.

**Keep your final CSV file safe as you will need it later to give out the login details to the students.**

After the accounts have been set up, you will receive an email with a link to your report. Please check the report before sharing the login details. We check for errors when we receive your request, but problems can sometimes arise when creating accounts or adding students to classes.

## Add existing adults to classes

### 1. From the 'Manage students' menu, choose 'Add existing students to classes':

CLASSES (35282)   STUDENTS (15528)   STAFF (4446)   LIBRARY (1769)   REPORTS (0)

#### Students (15528)

Search by first name, last name, email or username

Who activated the code in my school?

0 Selected   [Remove from school account](#)

**Manage students**

- [Add new students to classes](#)
- [Add existing students to classes](#)
- [Activate course materials](#)

### 2. Choose 'Add students by username' and click 'Next':

### Add students by username or email?

Students can be invited to classes by username or email. Choose how you would like to add students to your classes.

**Important:** Classes must be created before adding existing students

**Add students by username**

Students will be added through their existing usernames. You can add their accounts in the next step.

**Invite students by email**

Students will receive an email invitation to join the class.

They can sign up and log in with their email address or social media account.

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### 3. Usernames can be added manually, or uploaded in a CSV file:

## Add existing accounts to classes

MQA Sierra School

[+ Upload file](#)  
Get CSV template

How to use this form ⓘ

0 Selected    + Add class key    ⊖ Remove

Username	First name	Last name	Class key
<input type="checkbox"/> <input type="text"/> <small>Enter a username</small>	<input type="text"/>	<input type="text"/>	<input type="text"/> <small>Enter a valid class key</small>
<input type="checkbox"/> <input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>

To try this feature, visit [cambridge.org/one](https://cambridge.org/one)