

Export Account Details

Export Account Details to a Spreadsheet

1. **log in** with the **administrators** username and password for your School or Organisation.
2. From the **Tools** drop down menu select the 'Account Administration' option.
3. Click the 'Accounts' tab as shown below.

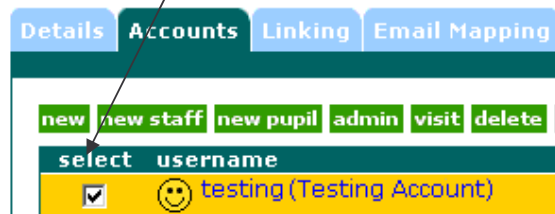
Change Your digitalbrain Settings

Updating account information for **Digital School**

Please change any fields you like. Remember thoug



4. Select (tick box to left) the account(s) to export **OR** to select ALL account details to export click on select at the top of the account list which will place a tick in all boxes automatically.



5. Click the **export** button from the green toolbar.
6. A list of accounts you have chosen to export will be shown on screen.
7. Click the **download** button.
8. Click 'Save'.
9. Navigate to the location you wish to save the .csv file and click 'Save'.