

# Importing Student Data from MUSAC

Click **Student Manager** > **Utilities** > **Import/Export student data** > Export selected data

Give the file an appropriate name

Select the following fields from the right hand column:

- Student ID
- First Name
- Surname
- Gender
- DOB
- This Year
- Date started here
- Previous school

Please note - the student ID field is found under Select Information Derived from Columns > Tab (specials) > Local student ID > Select

Once all the fields above are selected, click [Proceed to final steps] > [Select all] > [Excel] then proceed to export.

This report may take up to 5 minutes for larger schools

Email the file to [help@enternow.co.nz](mailto:help@enternow.co.nz) and we will check the file and import it for you.

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