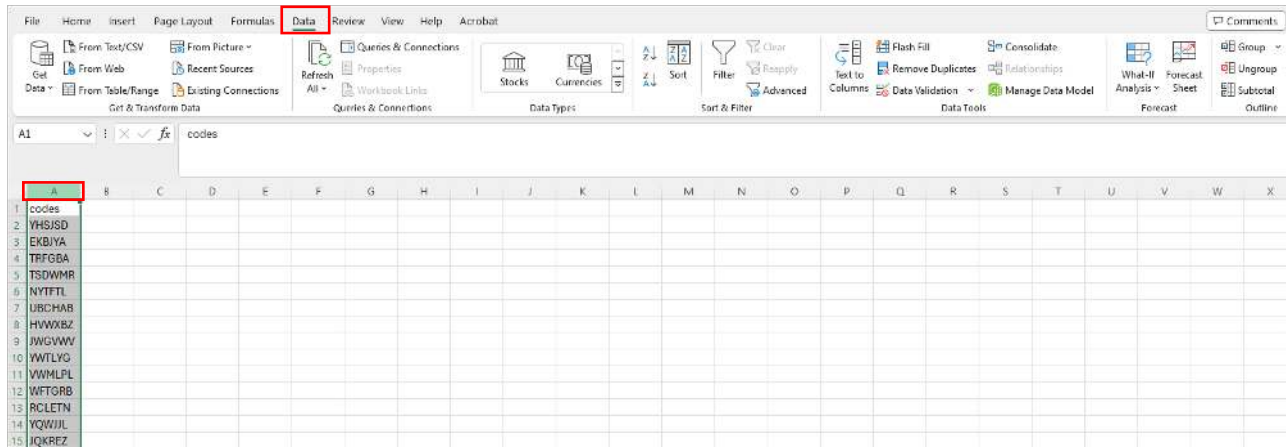


Unique Access Codes – Checklist

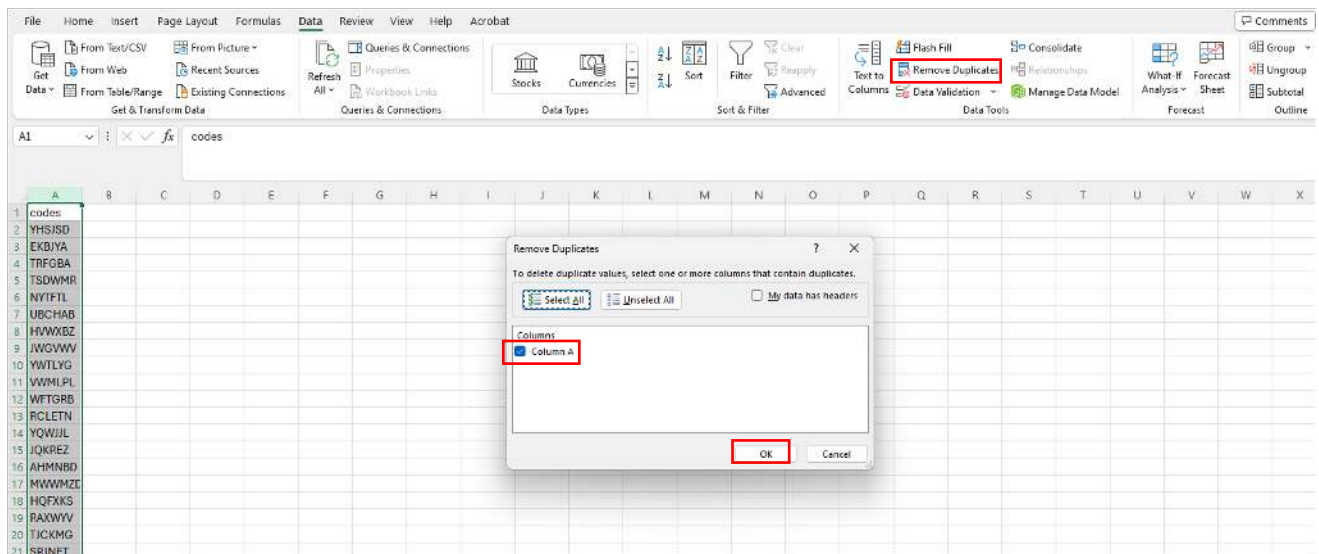
Always check your access codes for duplicates before uploading whether you created the codes yourself or used an online service to create the codes for you.

Check for duplicate codes and remove them, if any.

1. Open your Excel doc and select the **'Data'** tab and then **select the column with the access codes.**

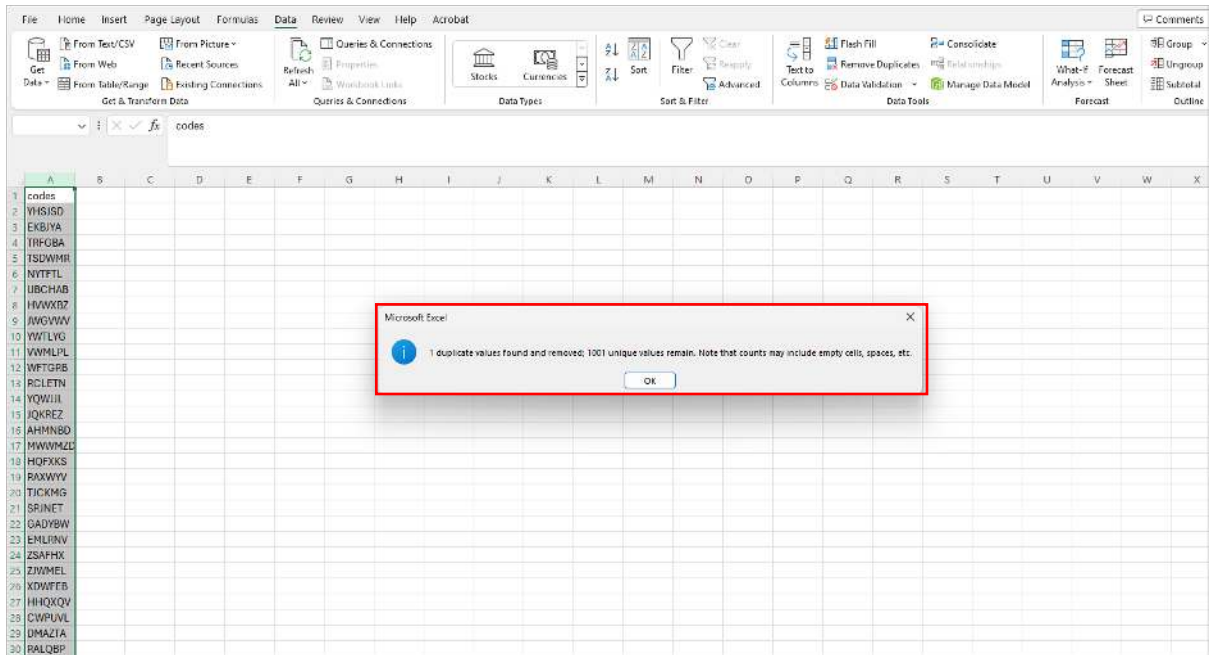


2. Click **'Remove Duplicates'** tab. The *'Remove Duplicates'* popup window opens; select the **Column** your codes are under. Then click **'OK'** button. If your document has multiple columns, deselect the any remaining columns.



Cont'd next page...

3. If there are any duplicates, the popup window will display the number of duplicates. If there are any, click the 'OK' button. It will remove one of any that have duplicates.



4. It will also display a popup message if there are no duplicates found. Click the 'OK' button.

