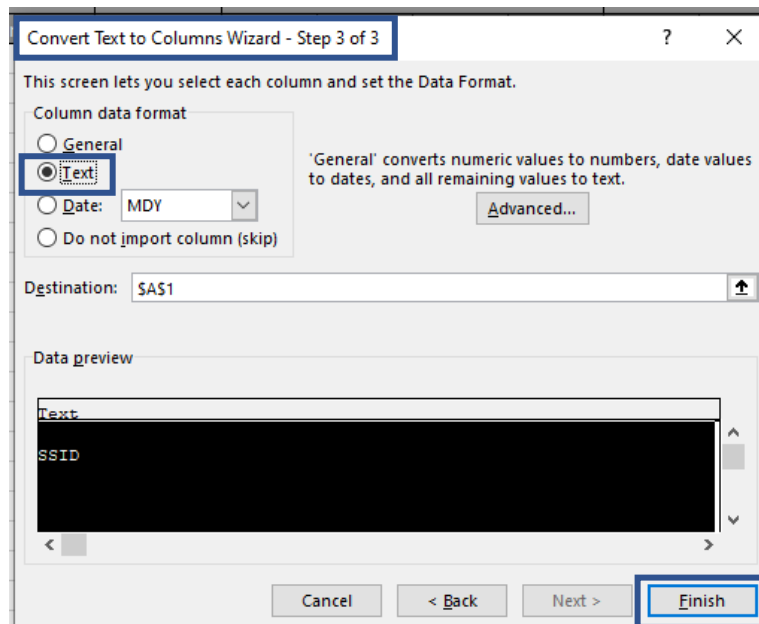
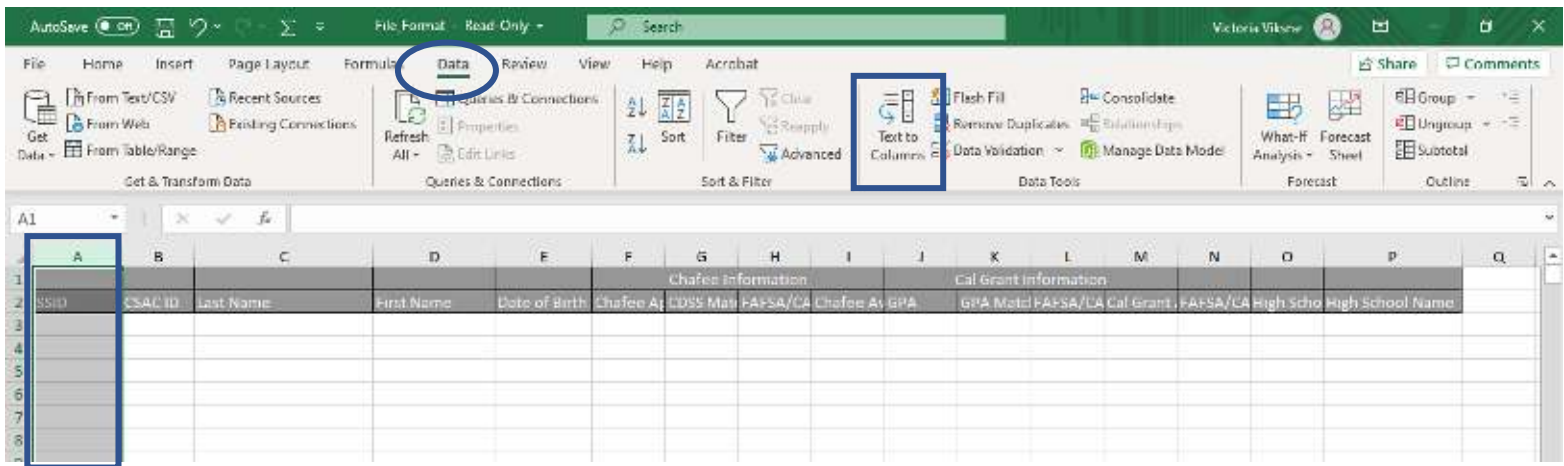


Foster Youth FAFSA Challenge Automated Process

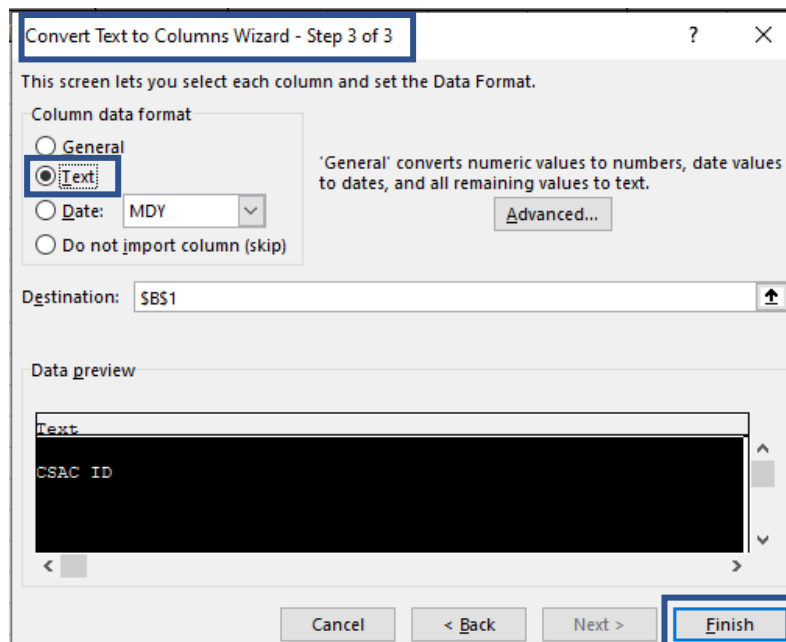
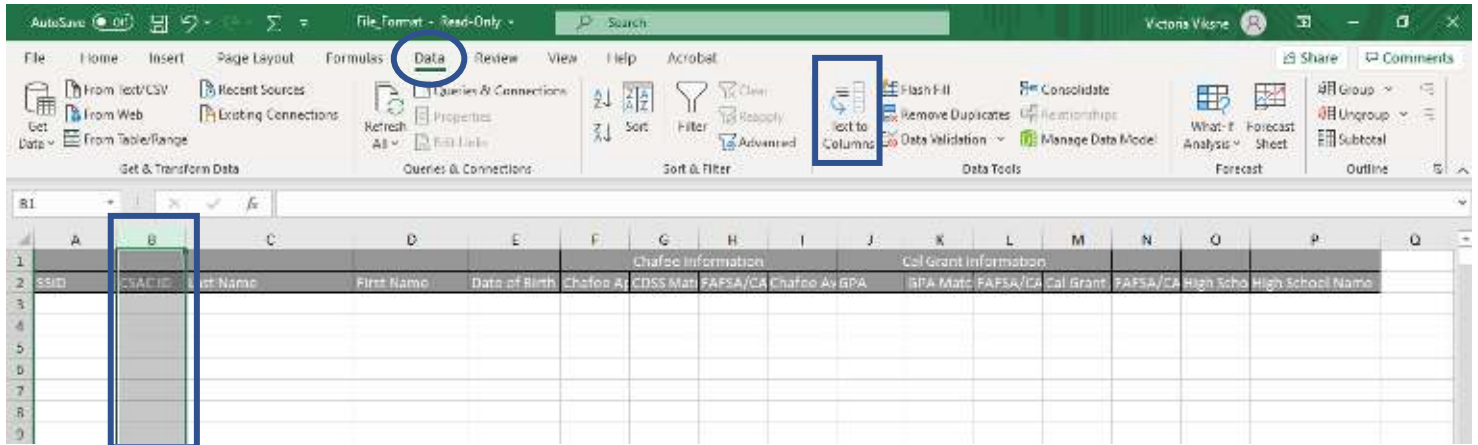
How to Upload a File and Download a Report

1. After you configure WinSCP, you must prepare your file to be uploaded. **Please use the Excel Template provided** to correctly format the student information and follow the steps to ensure the columns are formatted correctly.
 - a. Format **SSID** as “Text”
 - i. Highlight the SSID column
 - ii. Click on the Data Tab, then click Text to Columns
 - iii. Click Next twice to get to Step 3 of 3. Click Text. Then click Finish.

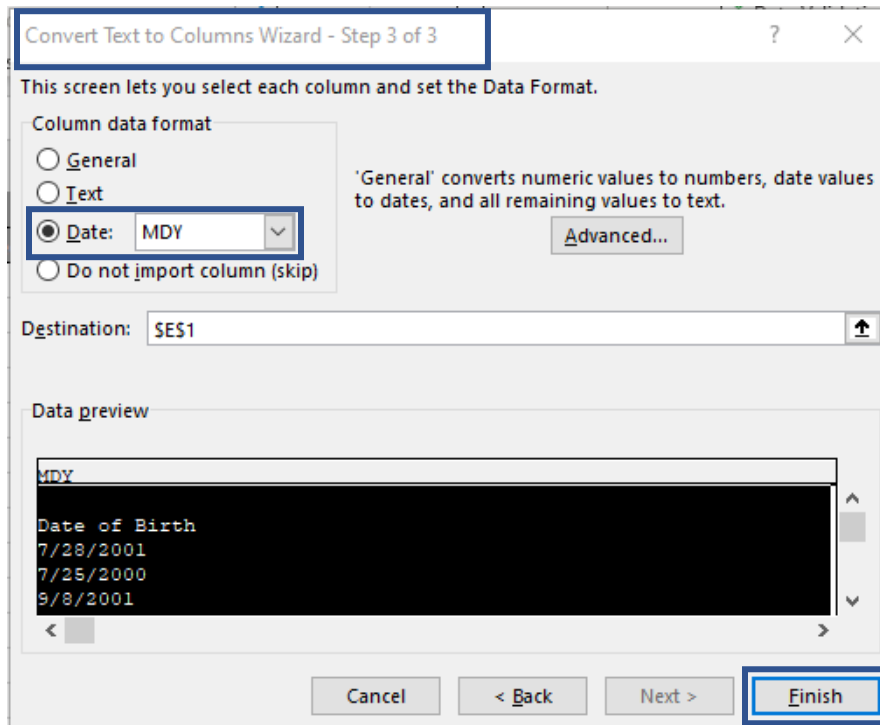
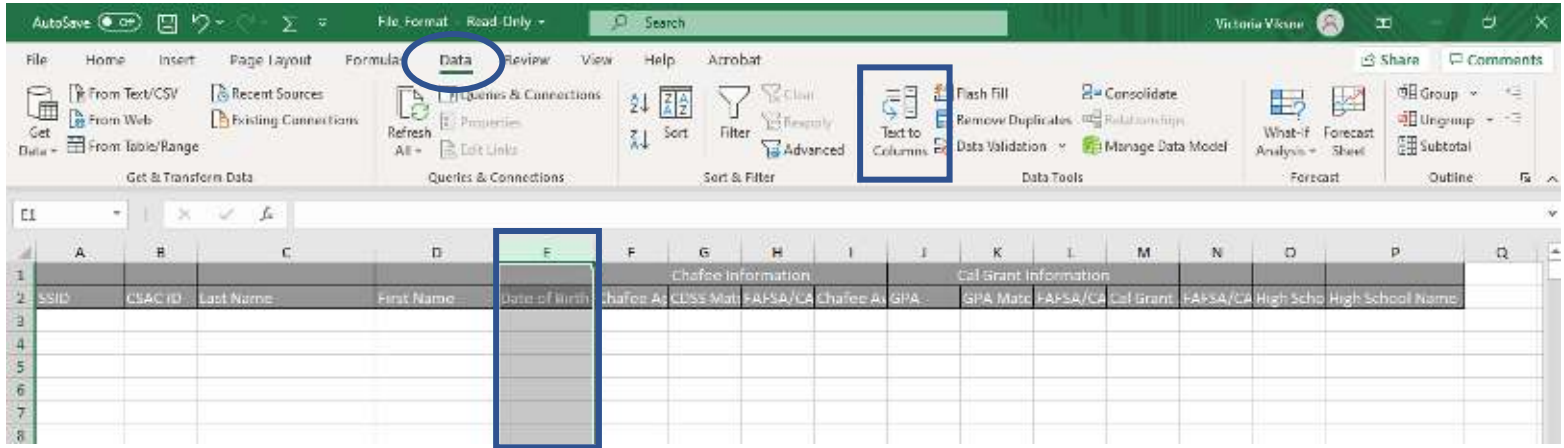


b. Format **CSAC ID** as “Text”

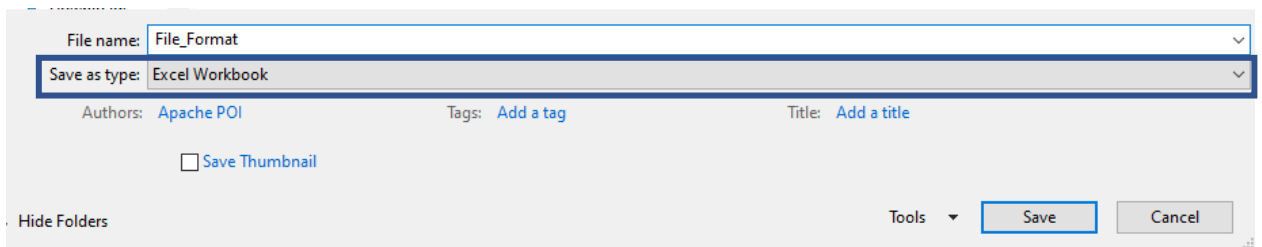
- i. Highlight the CSAC ID column
- ii. Click on the Data Tab, then click Text to Columns
- iii. Click Next twice to get to Step 3 of 3. Click Text. Then click Finish.



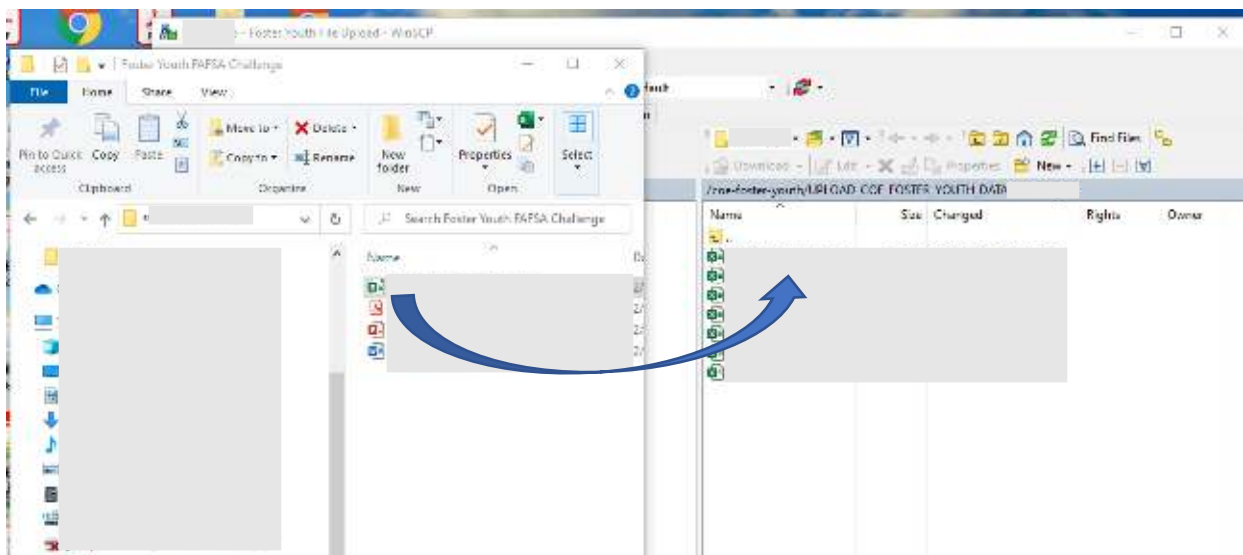
- c. Format **Date of Birth** column as **“Date”**
 - i. Highlight the Date of Birth column
 - ii. Click on the Data Tab, then click Text to Columns
 - iii. Click Next twice to get to Step 3 of 3. Click Date: MDY. Then click Finish.



2. Now your file is ready to input your student information. Please input your students' SSID, Last Name, First Name and Date of Birth into the columns. Leave the CSAC ID column and columns F through P blank. The report will generate this information after matching in WebGrants.
 - a. Please note, after a student submits their FAFSA or Dream Act Application, it can take up to 2 weeks for WebGrants to process the application. Therefore, if your student recently submitted their application, the report may not reflect the submission until after WebGrants processes their application.
3. Save the file as an Excel Workbook.

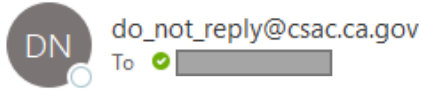


4. Open WinSCP and select your File Upload directory. Click Login and enter your Secret Access Key provided to you.
5. To upload a file, you will drag and drop the file from your computer into the S3 Bucket folder in the File Upload directory.
 - a. Find where the Excel File is saved in your File Explorer Window.
 - b. Drag the Excel File icon and drop in to the S3 Bucket Folder



- The automated validation process will start. A report is generated within 30-90 minutes, depending on how many students are in the file. You will receive an email when it is ready to be viewed.

FOSTER YOUTH REPORT



CAUTION: External Email. Do not click links or attachments

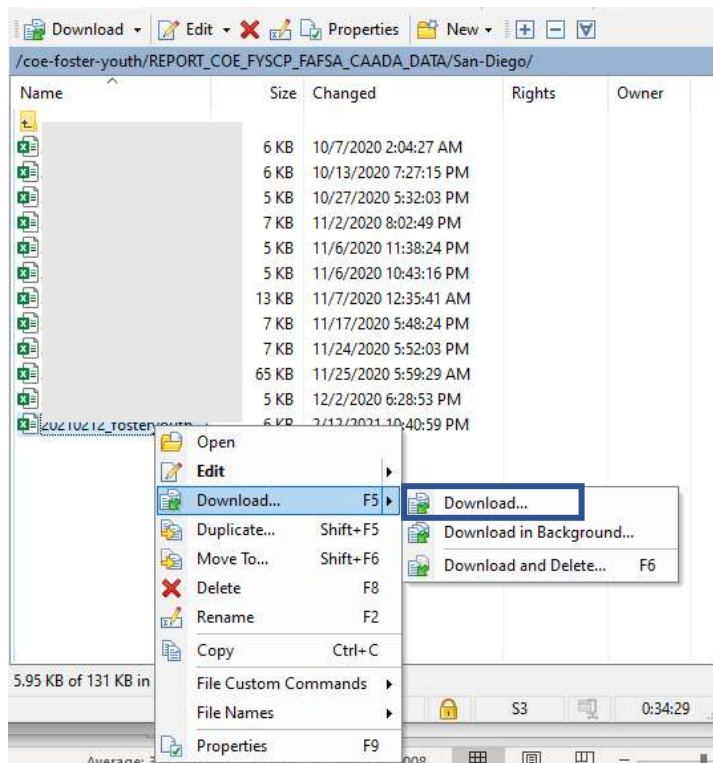
Hi [redacted]

File processing completed. Please login to view report.

**Thank You,
CSAC ADMIN**



- Once you receive the email notifying you that your report is ready, go to the Report Download directory in WinSCP. **Right click** on the report and select Download. Browse for where you would like to Save the report. Click Ok.



8. Navigate to where you saved the report. Open the report with Excel. You have successfully uploaded a file and downloaded a report in WinSCP!

9. Below are the various possible responses generated through the file transfer and data match:

Column F - Chafee App: Chafee Application submitted. Possible answers Y (Yes) or N (No)

Column G - CDSS Match: Student Matched to CDSS file. Possible answers Y (Yes) or N (No)

Column H - FAFSA/CADAA Match: Foster Youth student matched to FAFSA or Dream Act Application. Possible answers Y (Yes) or N (No)

Column I - Chafee Award: Student awarded a Chafee grant. Possible answers Y (Yes) or N (No)

Column J - GPA: Student has a GPA submitted. Possible answers Y (Yes) or N (No)

Column K - GPA Match: Student's GPA has been matched to FAFSA or Dream Act Application
Possible answers Y (Yes) or N (No)

Column L - FAFSA/CADAA App: Indicator for FAFSA or Dream Act Application. Possible answers Yes, Late, No EFC, None

Yes: Application received on time with an EFC

Late: Date Application received is after the priority date

No EFC: Application received but EFC is blank due to App issues

None: No Application found

Column M - Cal Grant Award: Student awarded a Cal Grant. Possible answers Y (Yes) or N (No)

Column N - FAFSA/CADAA Submitted Date: Date FAFSA or CA Dream Act Application was submitted

Column O - High School Code: School code from GPA, if no GPA found FAFSA school code is used.

Column P - High School Name: School name from GPA, if no GPA found FAFSA school name is used.

Blank fields will be updated to N when possible answers are Y or N