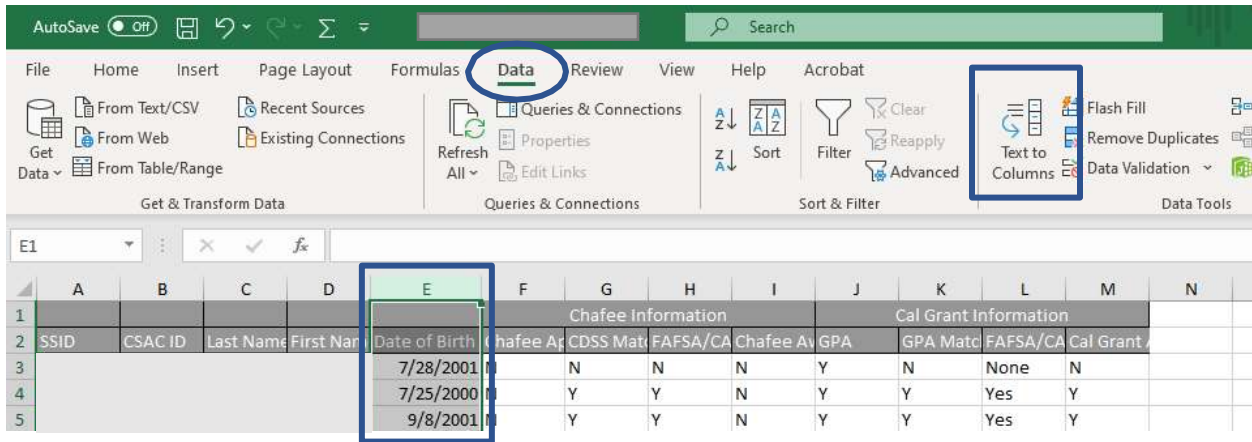


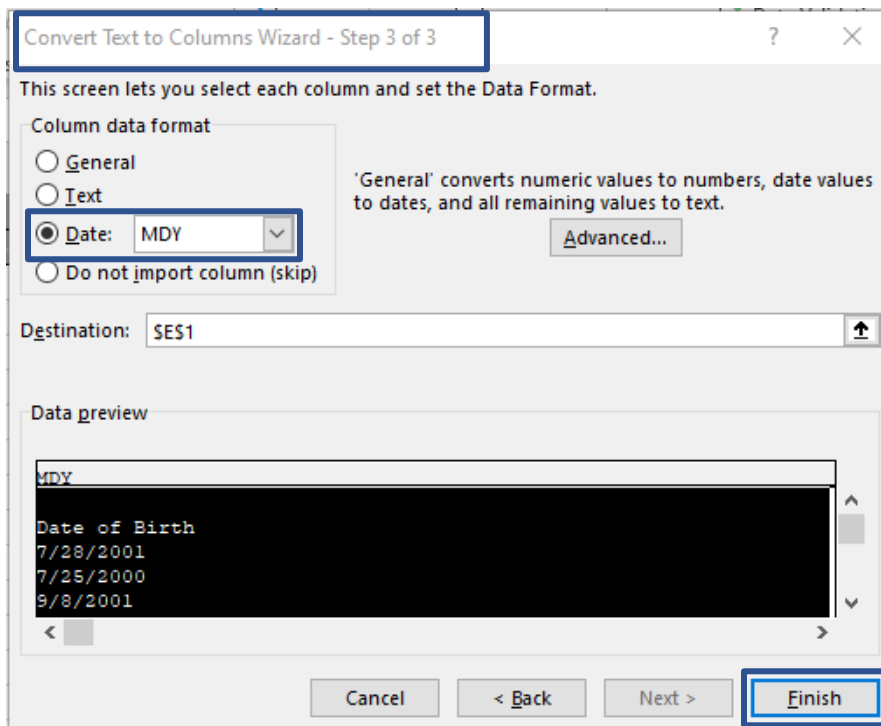
# FAFSA/CADAA Challenge Automated Verification Process

## How to Upload a File and Download a Report

1. If you have not yet configured WinSCP, please see the “How to Configure WinSCP” instructions and video tutorial on JBAY’s FAFSA/CADAA Challenge Policies and Tools page. After you configure WinSCP, you must prepare your file to be uploaded. You can use the Excel Template provided to correctly format the student information.
  - a. It’s important to ensure that the **Last Name** and **First Name** are saved in **UPPERCASE**
  - b. Make sure the **Date of Birth** column is formatted as “Date”
  - c. To format as Date, highlight the Date of Birth Column
  - d. Click on the Data Tab, then click Text to Columns

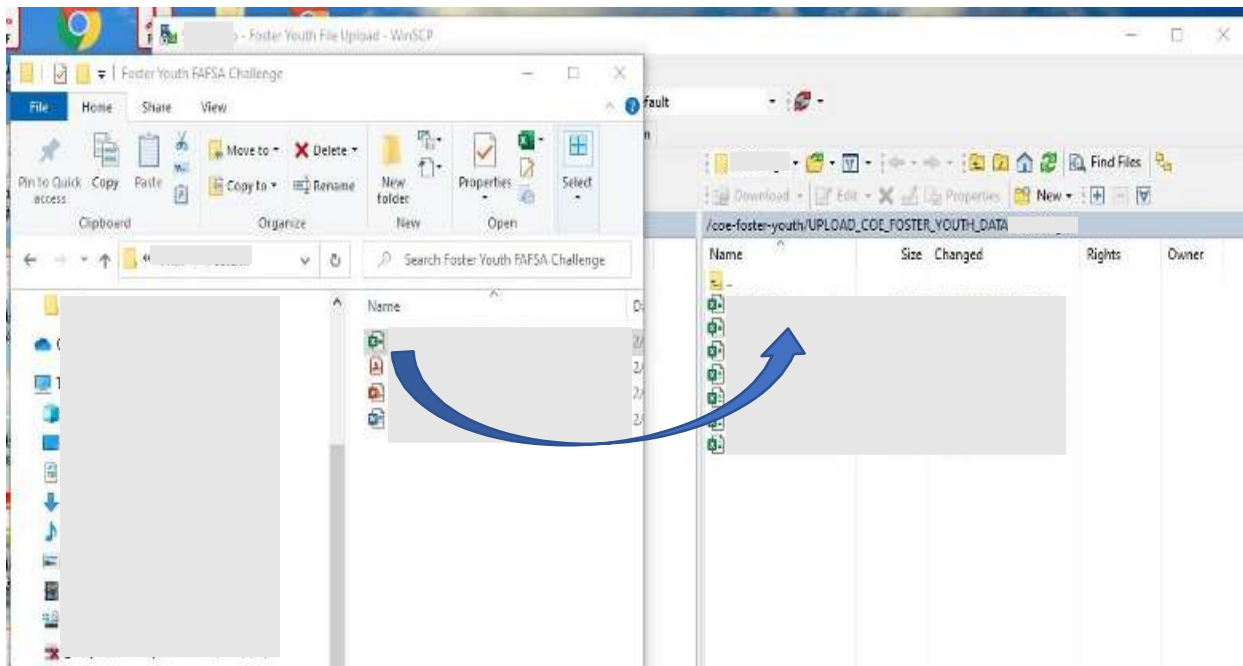


2. Click Next twice to get to Step 3 of 3. Click Date: MDY  
Then click Finish. Save your Excel Document.

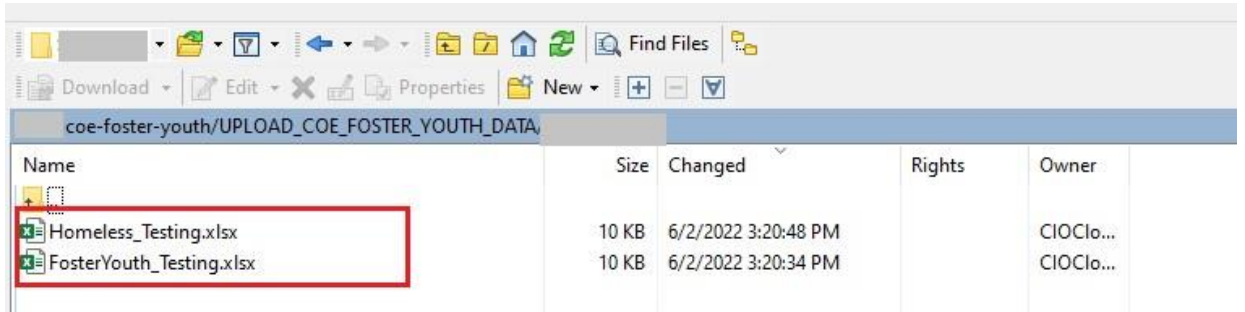


Follow the Naming Convention while saving the file to your File Explorer Window.

- a. For FosterYouth data upload, the file name should start with "FosterYouth\_" (Ex: FosterYouth\_Testing)
  - b. For Homeless data upload, the file should start with "Homeless\_" (Ex: Homeless\_Testing)
  - c. An important note is to ensure that there shouldn't be any spaces in the file name. You can append whatever name you want to give to the file after the underscore.
  - d. Note that "Homeless" and "FosterYouth" keywords are not case sensitive.
- 3.** Open WinSCP and select your File Upload directory. Click Login and enter your Secret Access Key. 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



- c. Based on your requirement you can drag either “FosterYouth” or “Homeless” Excel File and drop in to the S3 Bucket Folder.



Name	Size	Changed	Rights	Owner
Homeless_Testing.xlsx	10 KB	6/2/2022 3:20:48 PM		CIOClo...
FosterYouth_Testing.xlsx	10 KB	6/2/2022 3:20:34 PM		CIOClo...

4. The automated validation process will start. A report is generated within 30 minutes. You will receive an email when it is ready to be viewed.

## FOSTER YOUTH REPORT



do\_not\_reply@csac.ca.gov  
To [redacted]

**CAUTION: External Email. Do not click links or attachments**

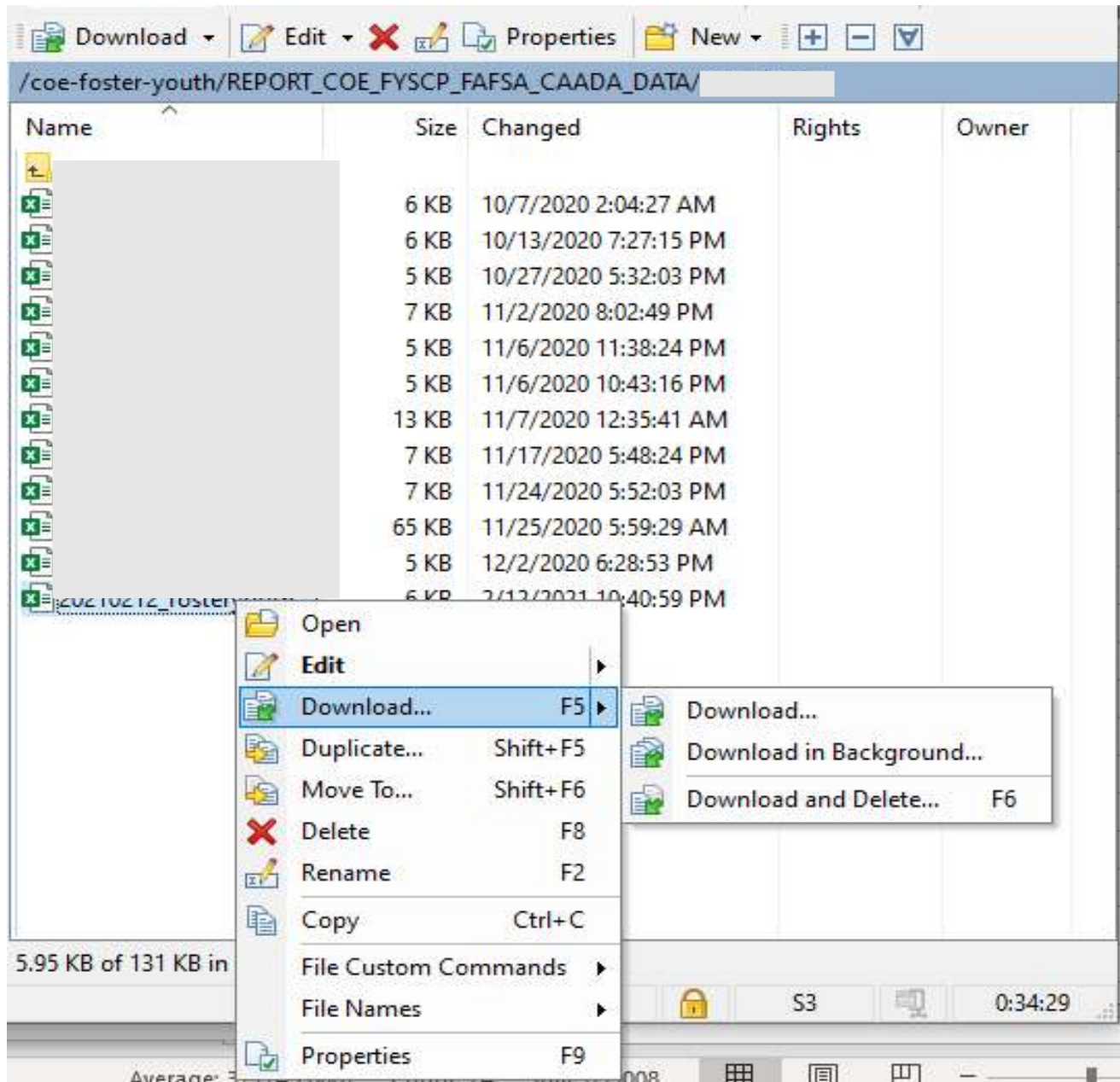
Hi [redacted]

**File processing completed. Please login to view report.**

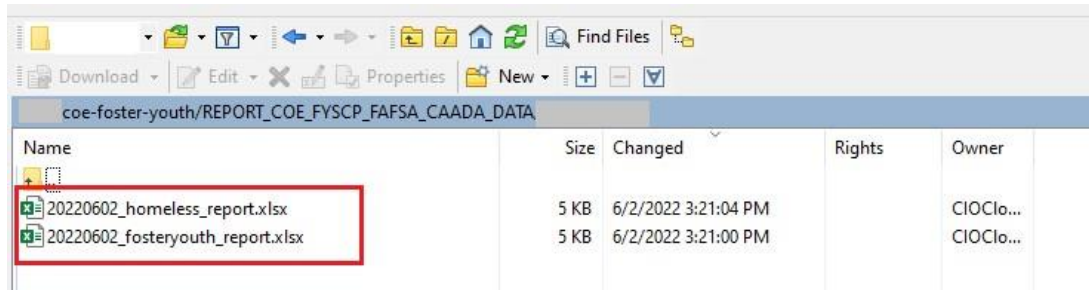
**Thank You,  
CSAC ADMIN**



- 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.



Notice that based on the keyword specified in the upload Excel File name, the generated Report will be having either “fosteryouth” or “homeless” keywords.  
( Ex: YYYYMMDD\_fosteryouth\_report or YYYYMMDD\_homeless\_report)



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