

# Direct Admit Submission Guide – Infinite Campus

#### **UW Administration Portal - Account creation and Setting Password**

To request an account for uploading your files, please visit this form to request an account to be created with us.

### **Getting Started**

Once your request has been processed, look for an email sent from us coming from UW Application Services at <a href="mailto:document-services-at-donotreply@applywi.uwsa.edu">donotreply@applywi.uwsa.edu</a>. The subject will be: An administrator created an account for you at the UW System Electronic Admission Application

- Click the provided link to set your password. Note that the link can only be used once.
- Use your one-time login. Click the button to proceed.
- Set and confirm your password. Click save.
- Your password is now set. Close this tab and proceed to the next instructions.

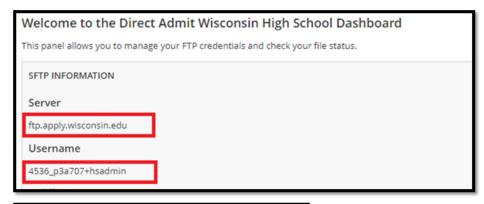
#### **UW Administrator Instructions (Post-Account Creation)**

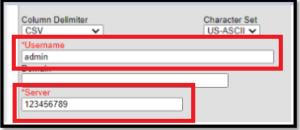
These instructions are to supplement page 17 of the Direct Admit Wisconsin Infinite Campus – Implementation Guide.

Login to EApp Administrator after creating an account. (DEV ENVIRONMENT)

#### **Server Configuration**

Located on Direct Admit Wisconsin High School Dashboard, enter the provided server and username details into Infinite Campus data extract utility (pg. 17 of Infinite Campus instructions)



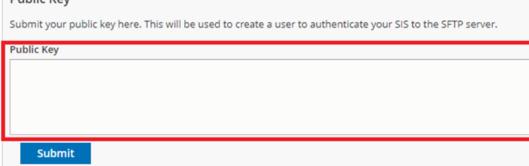


Server Name -> \*Server

Username -> \*Username

#### **Submission Process**

- Generate Public Key
- Follow these <u>Infinite Campus instructions</u> to generate a public key. This will be generated as a .pub file which you can then download to your computer to access.
- Download and Copy Key
- Copy the contents of the public key file and paste it into the Public Key box in our system.
  Public Key



- Click Submit to create your SFTP user.
- Return to <u>Infinite Campus documentation</u> (pg. 17) to complete file transfer.
- Complete the <u>Transcript</u> send.

## **Additional File Upload Considerations**

- There should be two files sent a .csv with the student information and a .pdf bundle of the transcripts.
- Upload the transcript files only after the .csv file has been uploaded.
- Send one .csv and one .pdf file for each high school you are administering.