

# Direct Admit Submission Guide – Infinite Campus

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## 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 [donotreply@applywi.uwsa.edu](mailto:donotreply@applywi.uwsa.edu). 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)

**Welcome to the Direct Admit Wisconsin High School Dashboard**

This panel allows you to manage your FTP credentials and check your file status.

**SFTP INFORMATION**

Server  
ftp.apply.wisconsin.edu

Username  
4536\_p3a707+hsadmin

Column Delimiter  
CSV

Character Set  
US-ASCII

\*Username  
admin

\*Server  
123456789

Server Name -> \*Server

Username -> \*Username

## Submission Process

- Generate Public Key
- Follow these [Infinite Campus instructions](#) 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**

Submit your public key here. This will be used to create a user to authenticate your SIS to the SFTP server.

Public Key

Submit

- Click Submit to create your SFTP user.
- Return to [Infinite Campus documentation](#) (pg. 17) to complete file transfer.
- Complete the [Transcript](#) 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.