CT

3. Save the file as an Excel document (.xls or .xlsx) with a name that is meaningful to you (e.g., Student Data Upload_ACT_Grade11.xls). You will use this document if you need to resolve errors because it will retain your formatting, such as numbers that start with zero, and date formatting.

Note: Skipping this step may lead to the creation of duplicate records. It's important to ensure that leading zeros are retained in your data to prevent the creation of duplicate records.

4. Save the file again as a comma-delimited file (.csv). You will import this file to PearsonAccessnext.

Part B. Import Your File

- 1. Sign in to PearsonAccessnext at https://testadmin.act.org.
- 2. At the top right, select the test event from the drop-down menu that identifies the test you will administer for these student records: the ACT or WorkKeys.

Note: If your contract tests both the ACT and ACT WorkKeys, you must submit separate SDUs for each test.

- 3. Select the Setup icon, and then select the Import/Export Data option.
- 4. Select the drop-down menu on the Start button, and then select Import/Export Data.
- 5. In the Type field, select Student Registration Import.
- 6. Select the Choose File (or Browse) button and find the file you saved.

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