Dual Credit Scholarship high school file upload to KHEAA

Begin this process after you have completed your high school's Infinite Campus set up, ran the Dual Credit Scholarship (DCS) report, made the necessary updates to indicate which courses are and are not scholarship courses, and saved the file as a 'csv' file. **The completed csv file needs to be transferred to your district's KEES file upload person to submit the DCS file to KHEAA.**

NOTE: Before uploading, be sure year-long courses are not included in a fall-term submission. Contact KHEAA if you have questions about the handling of year-long courses.

Step 1: The district's KEES contact will go to KHEAA webpage and sign in by entering the user ID and password assigned to your district for the KEES program.



Step 2: From the KEES High School Coordinator home page, click on 'Upload Files and Transcripts' under the Files & Reports section.

	KEES High School Coordinators	Щукнеаа
	KEES ACCOUNT ACCESS Access a student's KEES account to view, add, or update data. Enter SSN and Birthdate > SSN: Date of birth: • SSN:	
Logout	EARLY GRADUATION VERIFICATION Farly graduation verification process	
	FILES & REPORTS	

Step 3: Click the 'upload' button under the Upload Dual Credit Scholarship File section.

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MARCH -	UPLOAD MID-YEAR AND YE	AR-END BATCH FILES		(
	File:		Browse	
575	Type of Records:	O Add (for new records)		
	(Choose One)	O Update (for existing records)		
		O Delete (for existing records)		
		Upload		1
Logout				
	UPLOAD HS TRANSCRIPTS	FOR KEES REVIEW		
		Upload		
	UPLOAD DUAL CREDIT SCH	OLARSHIP FILE		
		Upload		
	More Info	-		
	 Instructions for uploading KEES File Layout 	files		

The next screens are part of the KHEAA Document Upload process that is used agency wide. Only KEES Coordinators have access to upload KEES and Dual Credit Scholarship documents.

Step 4: Click on the drop down box to indicate the type of document being sent. Select 'Dual Credit Scholarship' from the menu.

	nt Upload	KHĔAA
KHEAA Document Upload This service provides a method for uploading doc	iments to KHFAA	(Sign Out)
To upload documents:		
Select your process from the drop down bo Answer any questions that may be require Select a document from your computer to to If you would like to upload more than one of box and button that appear. The number of size. Press the "Upload Documents" button to tr Confirmation of the upload will be displaye	d by that process. upload. focument, select additional documents using the next text f documents you can upload may be limited based on the file ansmit your document(s).	Ó.
Document Upload	4	
Please select your process Dual Credit Scholarship HS Transcripts		
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Step 5. Next, click on the 'Browse' button.

size. 5. Press the "Uploa	hat appear. The number of documents you can upload may be limited based on the file d Documents'' button to transmit your document(s). he upload will be displayed.	
Document Upload Please select your	Dual Credit Scholarship	
Select the Document to upload.	Browse 0KB	
Upload Documents	Other Options	

Step 6. Locate the file you are sending to KHEAA. Click on the file name, followed by the 'Open' button at the bottom of the window.

Choose File to Upload				
	ual Credit Scholarship 🕨 Dual Credit example		▼ ⁴ → Search Dual Credit example	٩
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	File name: Dual Credit example file		✓ All Files (*.*)	•
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Step 7. You should see the name of your document appear in the window next to the 'browse' button. Click the 'upload documents' button to complete the transfer.

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his service provides a	method for uploading documents to KHEAA.	
o upload documents:		
 If you would like box and button t size. Press the "Uploa" 	Int from your computer to upload. to upload more than one document, select additional documents using the hat appear. The number of documents you can upload may be limited base ad Documents" button to transmit your document(s). he upload will be displayed.	
Please select your process	Dual Credit Scholarship 💙	
process		
Select the Document to upload.	U:\Dual Credit Scholarship\Dual Credit Browse 1KB	1 of 15

You will receive a confirmation page to indicate your DCS file has been uploaded successfully. You may click on the links under 'Other Options' at the bottom of the page to return to either the document up-load or KEES Coordinator home page.

KHEAA Document Upload			
KHEAA Document Upload You have successfully uploaded your document(s). Thank you			
Other Options • <u>KHEAA Documents Upload</u> home page • <u>Kees High School Coordinator</u> home page			

Should you have questions about the Dual Credit Scholarship, or need technical assistance, feel free to contact Becky Gilpatrick, Director of Student Aid Services, at (502) 696-7394 or rgilpatrick@kheaa.com or Danny Prather, DCS Program Coordinator, at (502) 696-7399 or danprather@kheaa.com.