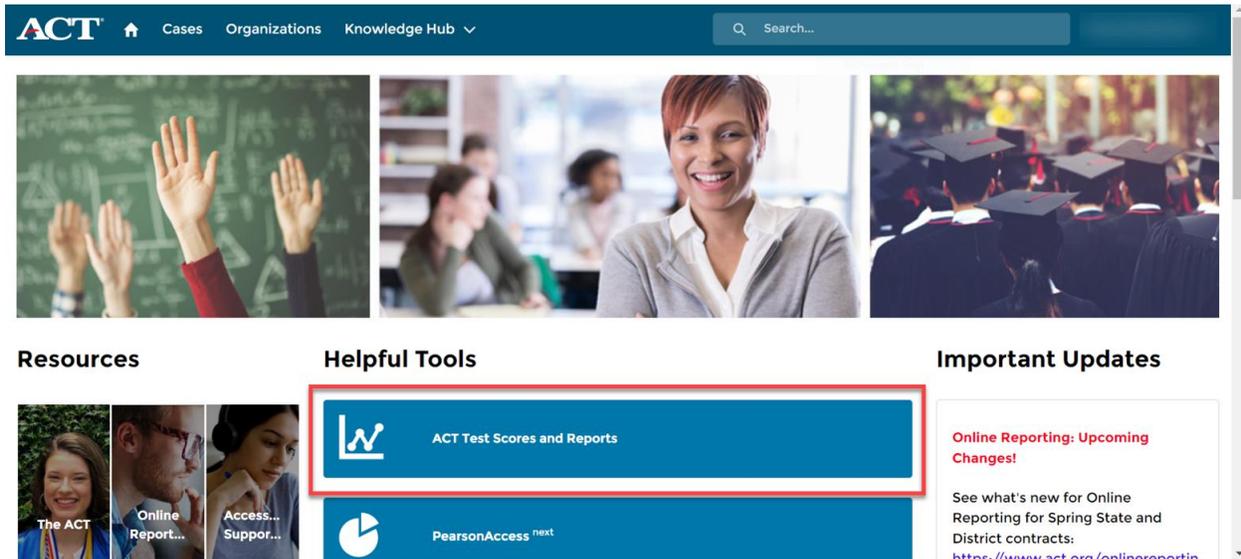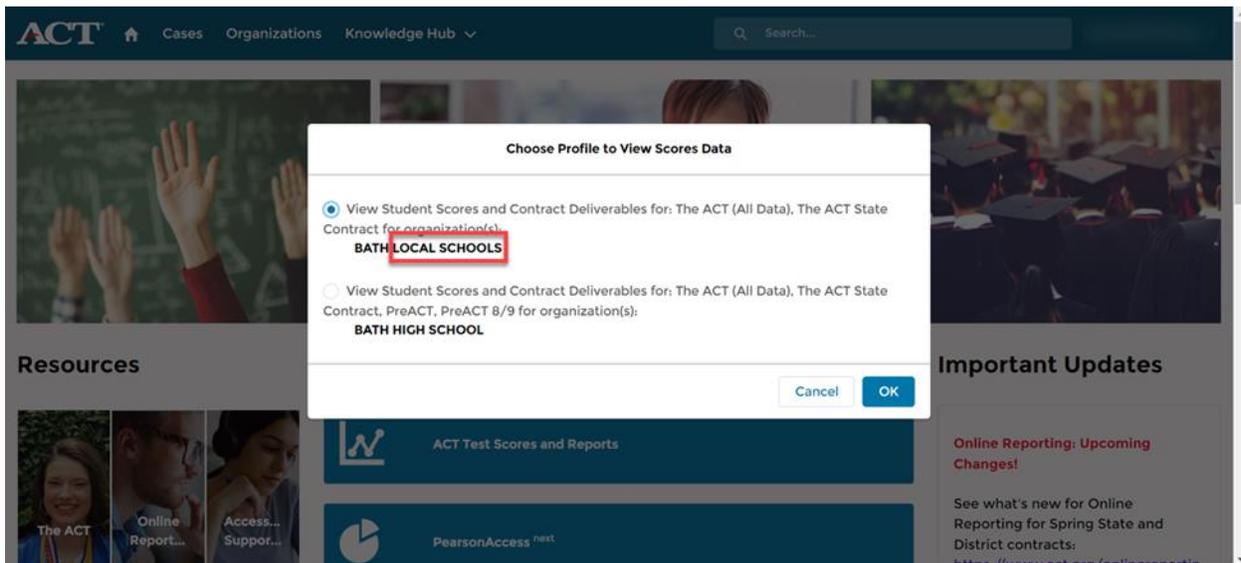# ACT Download and Upload Instructions

1. After logging in, click on the ACT Test Scores and Reports button in the middle of the screen.

2. If given the choice, chose the district rather than a building and click OK.

3. Select the Download Hub tab and then click the +Request File button.

4. Make sure the year selected is the current school year and then click Make Request.
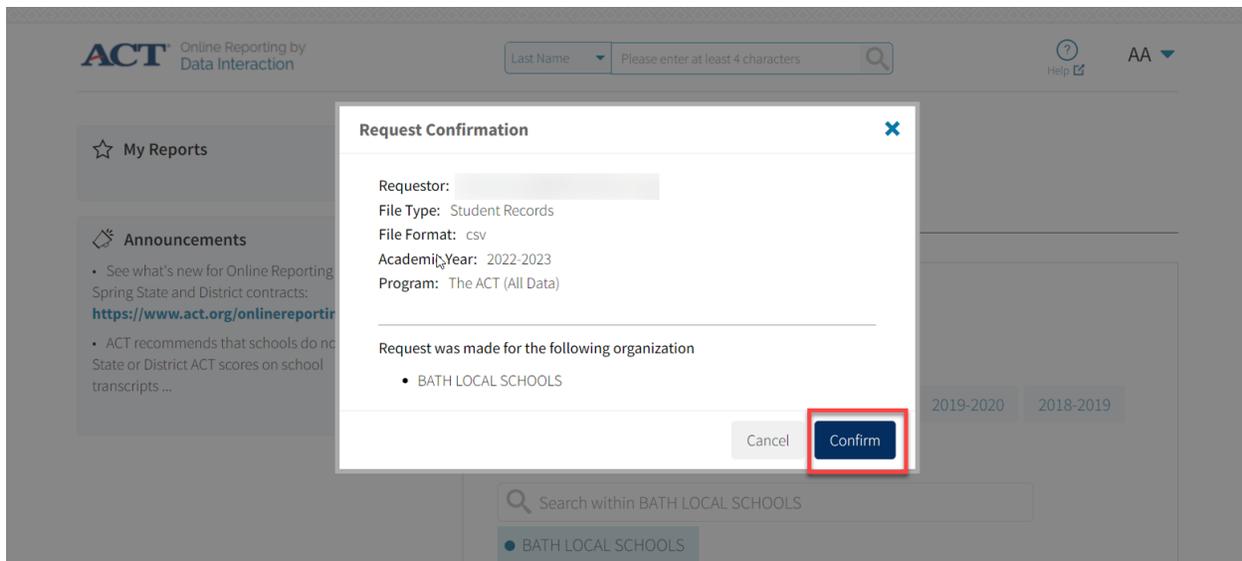
5. Review the information and click Confirm.
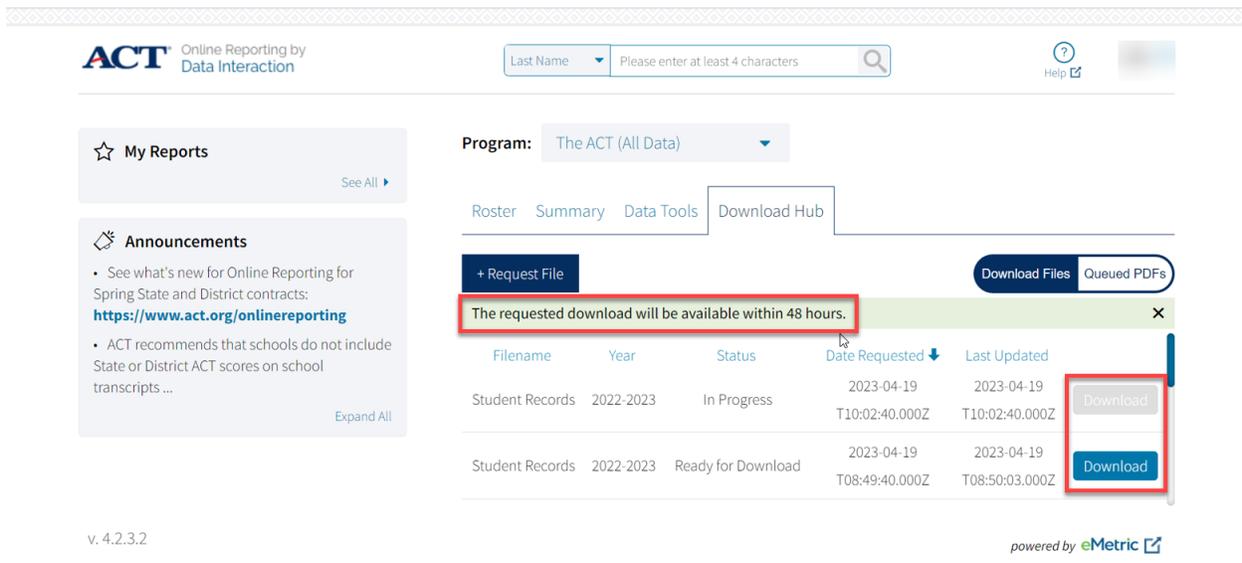
6. You will see a message notifying you that the download file will be available within 48. It usually will be ready within a few hours. Check back later if the Status say "Ready for Download" click the blue download button.

7. Open your downloaded file and scroll to columns CR and CS. The titles of these columns need corrected before it can be uploaded into StudentInformation. Change the lower-case 'r' in "Strnk" to a capital 'R' so it reads "StRnk" instead for both columns.

8. In StudentInformation, go to SIS>Assessment>Assessment Imports.

9. In the Assessment Type drop-down, select "ACT FY21+".

10. Click Browse, then find and select the file you downloaded from ACT's website earlier. Then click Upload. You should get a green bar indicating that all records were uploaded successfully.