Steps for Creating the ISBE SIS ACCESS Score File

1. **Authorized user must request the ACCESS Score.csv file from IWAS/SIS/Request File screen.**
   a. Authorized user must login to IWAS
   b. Access SIS from System Listing
   c. Click Request File link within SIS
   d. Select the ACCESS Score option from the drop down. Press the *Request File for ACCESS Score* button to submit your request for your school/district's file.

2. **Download the ACCESS Score Template, Tips Sheet, and Steps for Creating the ACCESS Score File.**
   a. Located on the SIS Website – https://www.isbe.net/Pages/Student-Information-System.aspx
   b. In the Resources box (Left side of page) → click on SIS Excel Templates
   c. Save the files to a local computer or server
      i) Save the template to your computer/server before opening it in Excel. (For example, right Click and perform 'Save As' or 'Save Target As'.)
      ii) Save the word documents (Tip Sheet and Steps) to your computer before opening it in Word.
   d. Excel Template is named → ACCESS Score Template
   e. Excel Tips is named → Tips for Completing ISBE SIS ACCESS Score Template
   f. Steps document is named → Steps for Creating the ACCESS Score File.

3. **Copying Data into the Excel Template**

   a. Open the spreadsheet or document that contains the data you wish to copy.
   b. Highlight the cells that you wish to copy into the Excel Template. (For example, highlight A2 to CP2 to A150 to CP150.)
   c. Select Edit → Copy
   d. Open the Excel Template (Keep both the source data spreadsheet and the template open)
   e. Click on the cell that you wish to paste the data (Example A3)
   f. Select Edit →Paste Special
   g. When the pop-up box opens Select Values and click Ok.

4. **Saving the Excel Template**

   a. Once the file has been pasted into the Excel Template, it must be saved in "Excel Workbook" format.
   b. On the File menu click File → Save As.
   c. Type Filename and Choose "Excel Workbook Format" as the file type.
   d. This file is for School Districts use only. The file does not need to be saved in .CSV format and uploaded.