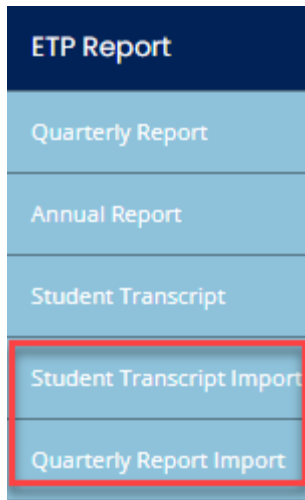
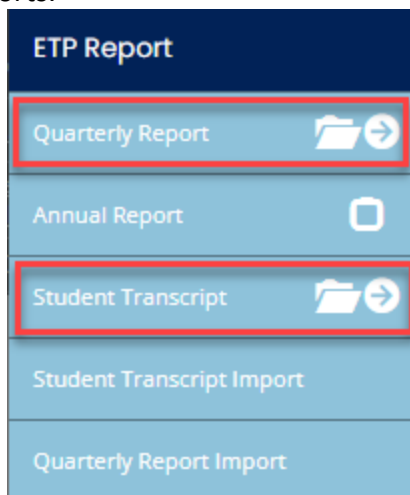


INSTRUCTIONS TO UPLOAD STUDENT RECORDS INTO IGX

1. Log into your IGX account – to the document landing page.
2. Go all the way to the far-left end of the column and click on 'Related Documents' tab located at the last tab on bottom left.
3. Then click on 'Initiate Related Document'.
4. A note box will appear to initiate an 'ETPL Quarterly/Annual Report'.
5. You have the option to leave a note in the box indicating you have submitted your quarterly or annual report.
6. Go back to the column on the left side and look for 'Import' for the upload tools for either Transcripts or Quarterly data.



7. If you don't have the report template, click on 'HERE' to download the template.
 - Copy your data into the provided template and upload to the tool.
8. Once uploaded, you can validate the uploaded data in the forms in the menu above the imports.



- You can also enter students' records manually in the forms outlined above.
9. Once all data is uploaded, scroll to the bottom of the navigation menu on the left to change the status to 'Report Submitted'.
 - You will have the option to leave a note in the box indicating you have submitted your quarterly or annual report.