



WSAC Portal

Uploading A File Into CSAW



Step One: Generate a File

Generate and save a data file from your internal financial aid processing system and save it to your computer.

- The file format CSAW template can be found in the WSAC Portal at: <https://portal.wsac.wa.gov/csaw/upload>.
 - Use the current template. No changes have been made to the file format for 2019-2020.

	A	B	C	D	E	F	G	H	I	J	K	L	M	N
1	Ssn	SchoolCode	LastName	FirstName	MiddleInitial	FamilySize	NumberInCollege	FamilyIncome	FallEnrollmentStatus	FallTermType	FallAppliedBaccalaureate	FallCbsAwardAmount	FallPtcAwardAmount	FallSngAwa
2														
3														
4														
5														
6														
7														
8														
9														
10														
11														
12														
13														
14														



Step Two: Log on the WSAC Portal

Access the WSAC Portal at <https://fortress.wa.gov/wsac/portal/>

- Recommend Practice Run at <https://fortress.wa.gov/wsac/portaltraining/>
- Your user name is your email address. If you do not know your password, click the “forgot it” link for help.



email address password (forgot it?)



Middle/High School Staff

[Enter College Bound applications](#) for students

[View FAFSA Completion statistics](#) for public school students

Request a portal account for:

Financial Aid Administrators

[CSAW](#)

[Unit Record Report](#)

Students/Parents/Other

[Register](#) for a username and password

[Apply](#) for the College Bound Scholarship

[Register](#) as a Health Professional





CSAW: Step 3

- **Step 3: Upload Your File**

- Once logged into the Portal, from the menu up top, click on:
CSAW → Upload

Home | Csaw

Upload | Edits | Request Funds | Payments | Interim Report | Students | Fund Management | Receivables | Settings | Account Status
| Manage Interim | Reports | Grant Amounts | Distribution Model | Institution Cash Receipt

Welcome to the **College Bound/SNG** and Passport, too! **Award Warehouse!**

Upload | Edits | Request Funds | Interim Report | Students | Account Status

To get started:

1. Upload
2. Address Edits
3. Request Funds/Submit Interim Report

Other useful tools:

- Summary of account status: SNG CBS PTC
- Search for students
- Submit a receivable transmittal





• Step 3: Upload Your File

- Your file should include:
 - ALL paid (positive and negative) AND anticipated awards for the entire year.
 - ALL unserved awards.
- Click the “Browse” button to locate your saved file. Your file will begin loading as soon as you select it.



The screenshot shows a web application interface with a navigation bar at the top containing tabs for 'Upload', 'Edits', 'Request Funds', 'Interim Report', 'Students', and 'Account Status'. Below the navigation bar is a yellow warning box with the text: 'PLEASE NOTE: Each upload attempt represents a FRESH start. This means that each upload must contain ALL enrollment data for the current academic year.' Below the warning box is a file upload area. It contains a 'Browse...' button, which is circled in red. To the right of the button is the text 'No file selected.'. Below the button is a blue link labeled 'download csv template', with a large red arrow pointing to it from the right.

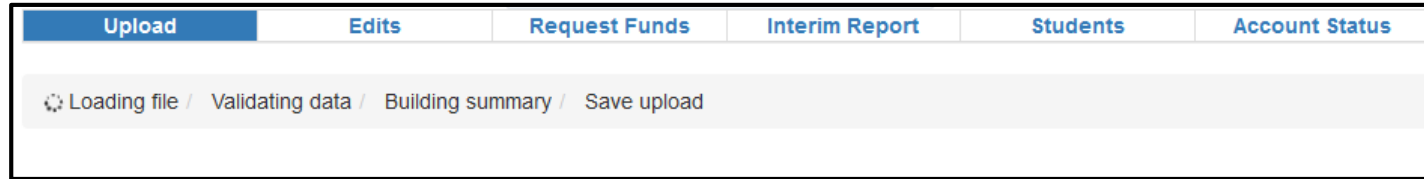




CSAW: Step 3 - continued

- **Step 3: Upload Your File**

- As the file uploads, a status bar will appear in place of the Choose File button to display the upload progress.



- A new file upload will always replace and update your current data.
- There are no partial file uploads. Your file must always include all awards for all terms.

★ Awards that were marked as paid on the previous file that are not listed on your new file will be treated as a **cancelled award**.





CSAW: Step 3 - continued

- **Step 3: Upload Your File**

- You will be alerted if your file has any errors.
 - Fix errors on your file and reload.

Upload	Edits	Request Funds	Interim Report	Students	Account Status
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✖ Loading file / Validating data / Building summary / Save upload

ⓘ There were errors processing your file. Please address them and resubmit.

Showing 1-2 of 2 results

Row ↕	Column ↕	Error ↕
2	Ssn	The Ssn field is required.
2	FallEnrollmentStatus	FallEnrollmentStatus is not in a valid format

Back to upload

Download errors to csv



CSAW: Step 3 - continued

- **Step 3: Upload Your File**

- After the upload is complete, view the file summary award overview by term. To view a summary of changes from previously existing data in CSAW, click the blue “+ show changes” button.

- **File Summary Example:**

Upload Edits Request Funds Interim Report Students Account Status

✓ Loading file / ✓ Validating data / ✓ Building summary / Save upload

Summary of file contents [+ show changes](#)

	Total	Summer 1	Fall	Winter	Spring	Summer 2
SNG						
Amount	\$7,198,045.91	\$871,209.96	\$1,841,070.95	\$2,292,280.00	\$2,193,485.00	\$0.00
Total Awards	9006	1389	2564	2125	2928	0
Served Awards	7139	1010	1977	2125	2027	0
Unserved Awards	1867	379	587	0	901	0
CBS						
Amount	\$340,325.02	\$21,235.95	\$88,163.07	\$117,385.00	\$113,541.00	\$0.00
Total Awards	9006	1389	2564	2125	2928	0

Save upload Discard upload

Upload Edits Request Funds Interim Report Students Account Status

✓ Loading file / ✓ Validating data / ✓ Building summary / Save upload

Summary of file contents [- hide changes](#)

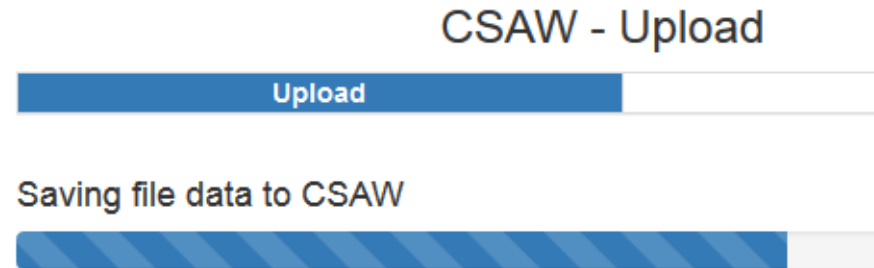
	Total	Summer 1	Fall	Winter	Spring	Summer 2
SNG						
Amount	\$7,198,045.91 ↓ \$1,757.00	\$871,209.96 ↓ \$872.00	\$1,841,070.95 ↓ \$885.00	\$2,292,280.00	\$2,193,485.00	\$0.00
Total Awards	9006	1389	2564	2125	2928	0
Served Awards	7139	1010	1977	2125	2027	0
Unserved Awards	1867	379	587	0	901	0
CBS						
Amount	\$340,325.02 ↑ \$1.00	\$21,235.95 ↑ \$1.00	\$88,163.07	\$117,385.00	\$113,541.00	\$0.00
Total Awards	9006 ↑ 7848	1389 ↑ 1282	2564 ↑ 2234	2125 ↑ 1758	2928 ↑ 2574	0

Save upload Discard upload

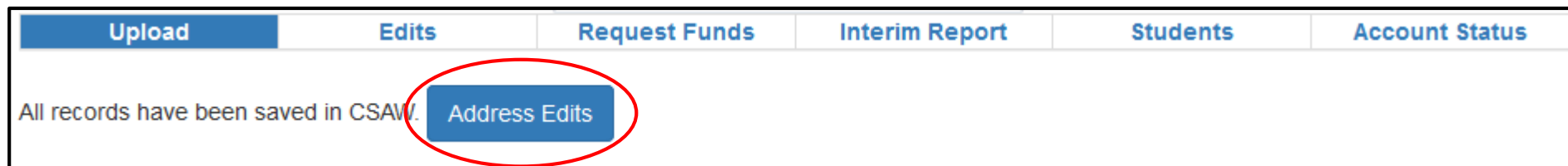
CSAW: Step 3 - continued

- **Step 3: Upload Your File**

- If the information looks correct, click “save upload.” A progress bar will appear once you click on save.



- When the save is complete, click on the “Address Edits” button, and the edits for your file will begin to load.



Questions?

WCG@wsac.wa.gov

1-888-535-0747 Opt 3

Thank you for joining us!

