

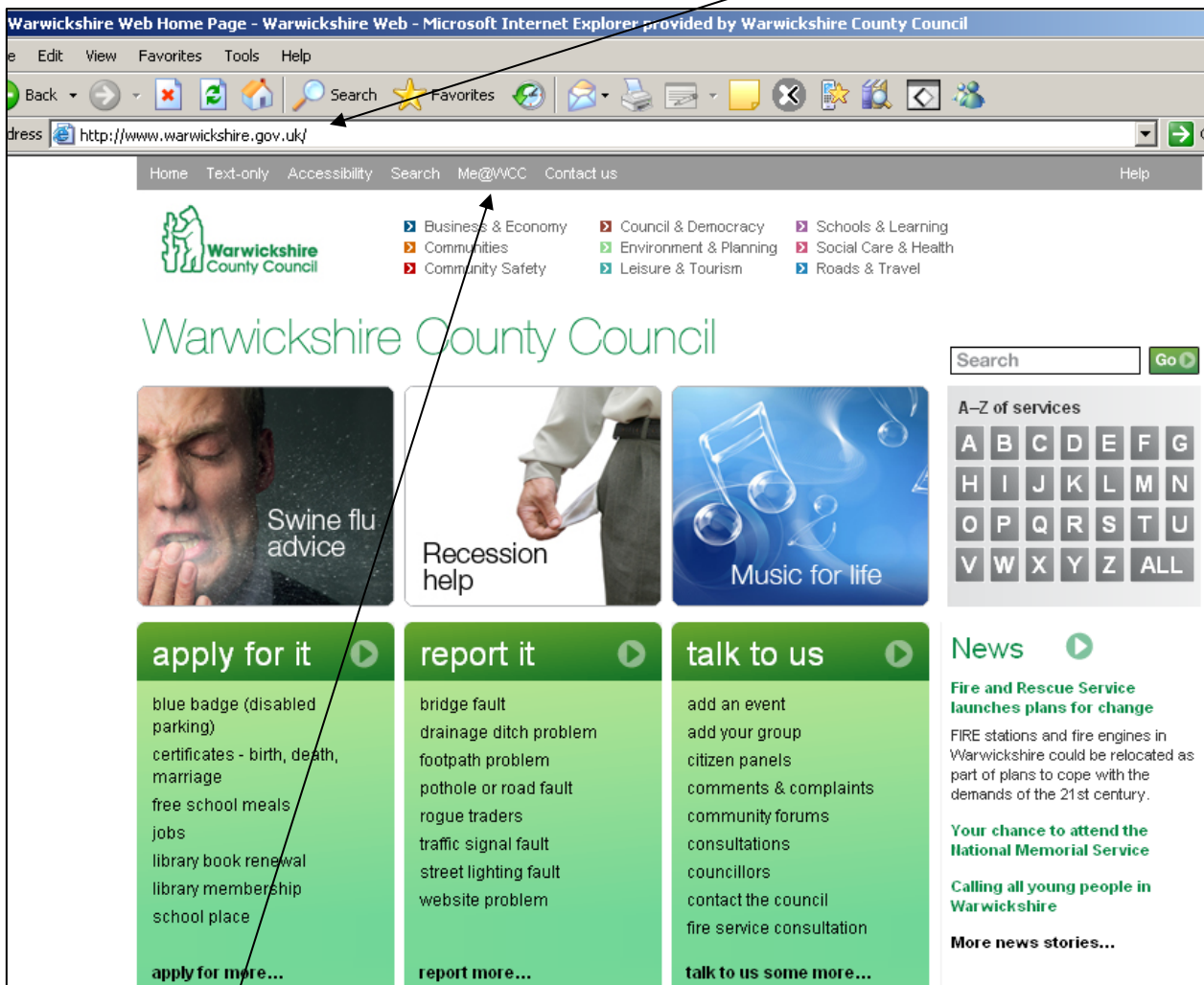
Uploading your School Census file to the Local Authority

The **i-Exchange** facility on the School Information System (SIS) at www.educationwarwick.com, that you used previously to transfer school data to the Local Authority, is **NO** longer accessible.

Instead there is a better, simpler process available. Please follow the guidance below to upload your School Census file to the Local Authority.

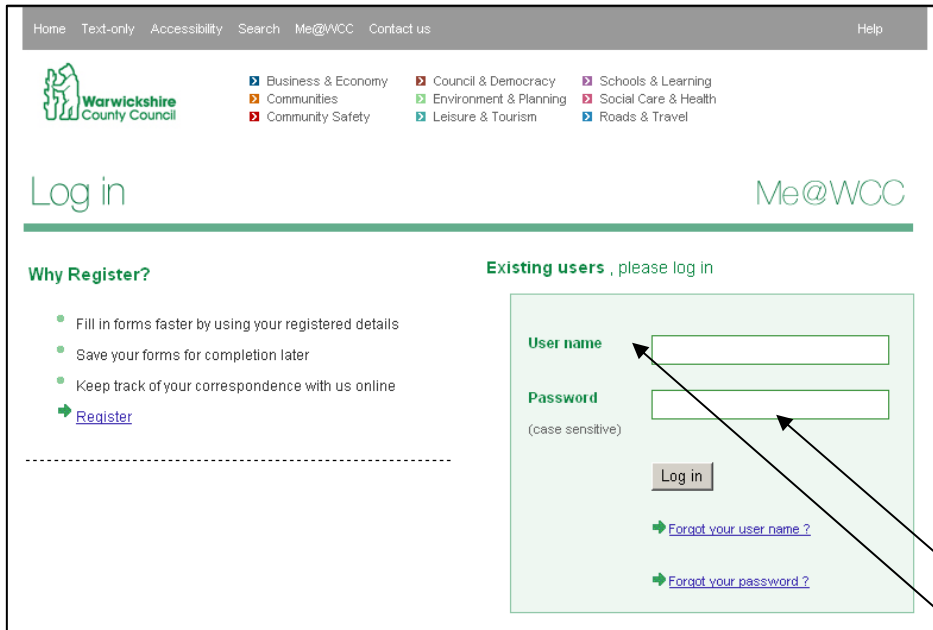
Please note: This process is only to upload the termly School Census .xml file to the LA. It will not allow other files to be uploaded.

- 1) Open up your internet browser (e.g. internet explorer) and type in www.warwickshire.gov.uk into the address bar.



- 2) Click on Me@WCC at top of page.

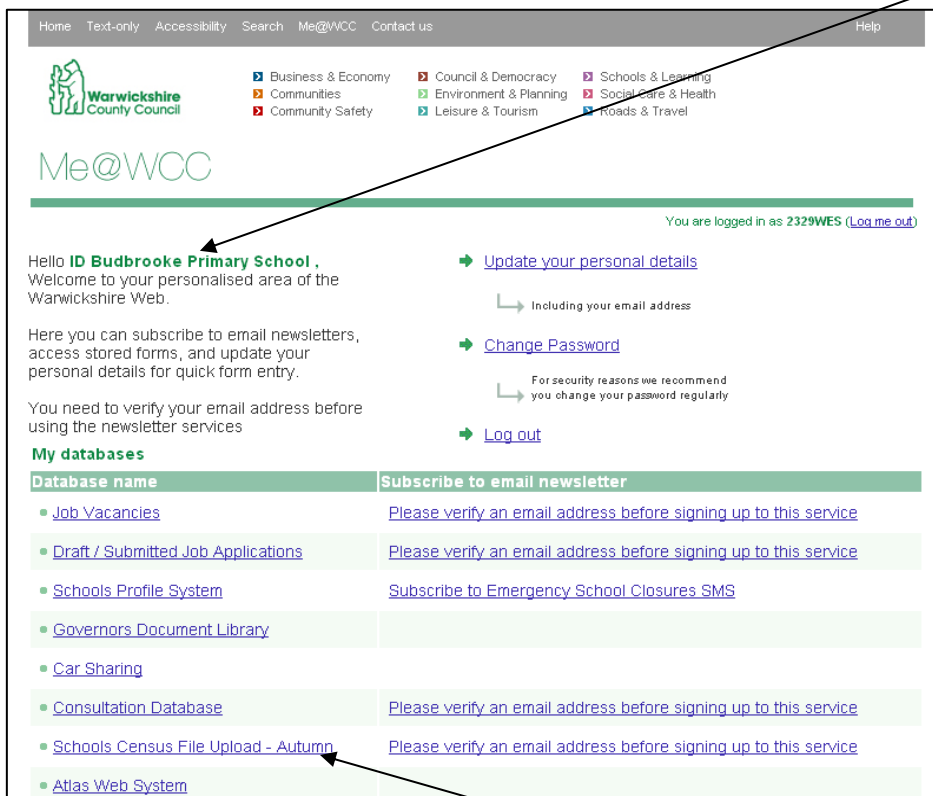
3) You will be directed to the following ‘Log in’ page:



4) Enter your usual WES username and password. The format of your username will be XXXXWES (where XXXX is your schools DCSF number). The format of your password will be nnTTnn (where n is a number and T is an uppercase letter)

If you have forgotten your password please contact Nuala Hamilton, Business Support on 01926 742636

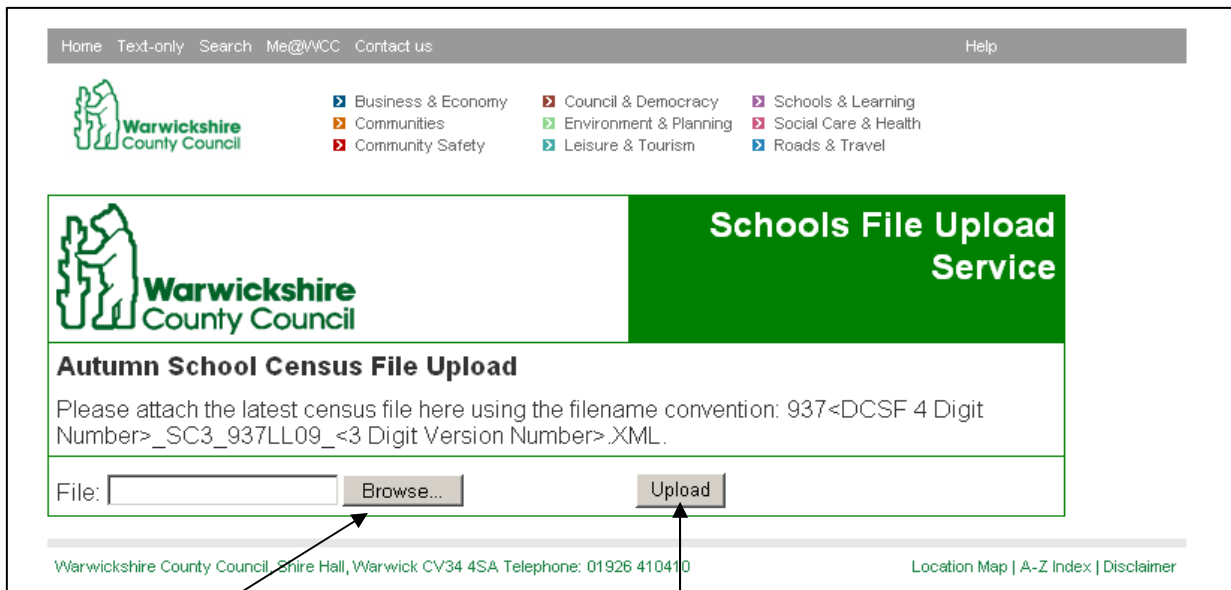
5) The following screen will open and your School name will show here



6) Click on ‘Schools Census File Upload – Autumn’

If you encounter any difficulties please log a call with the ICT Development Service Desk on (01926) 414100

7) The following 'File Upload' screen will then show

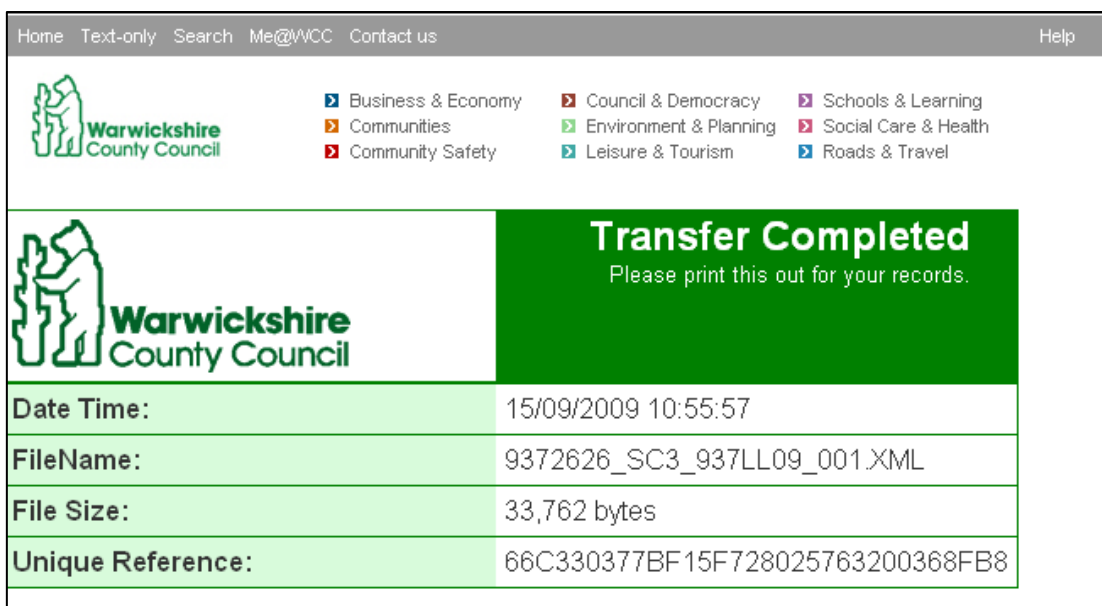


8) Click on browse and navigate to where you have saved your School Census XML file. (Usually this is saved to Z:\SIMS\IMSFTP\DATA) The file you are looking for will use the following file convention:
 937<DCSF 4 Digit Number>_SC3_937LL09_<3 Digit Version Number>.XML.
 If you cannot locate your file contact the ICT Development Service Helpdesk on 01926 414100.

9) Once you have located your file, click on it once then select open.

10) The file path will then show in the File box. **Click upload.**

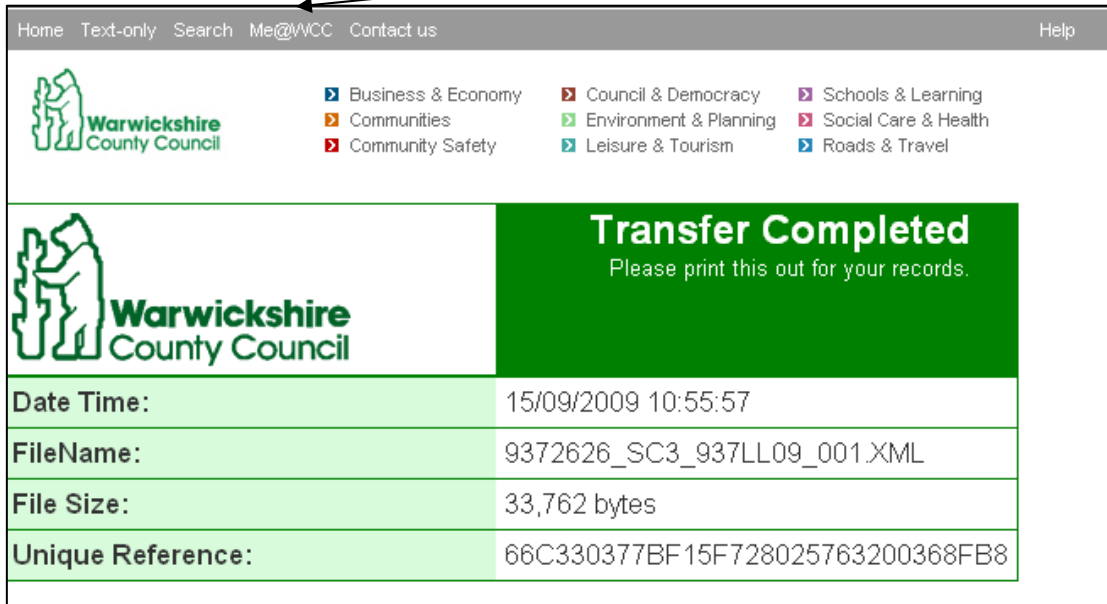
11) The following screen indicates that your file has been transferred **successfully**. (Note: this may be instantaneous or it may take up to a minute to appear, depending on the speed of your internet connection)



12) Please print this page for your record.

13) **You have now successfully completed the file upload process.**

14) To log out and close your browser first select **ME@ WCC** at the top of the screen



And then click on 'Log out'

