

## Quick Reference Guide 1: Creating submission files for the UIP upload portal

This document outlines the steps required to create submission files for the UIP upload portal.

### Reference Documents

For background information, refer to the UIP information listed on [STEO](#).

For reference documents, refer to the [UIP Reference Documents](#).

- For a submission file template, refer to link “UIP Portal Submission File Template [XLSX]”.

If you require assistance, please contact the Education Service Desk:

Email: [service.desk@education.govt.nz](mailto:service.desk@education.govt.nz)

Phone: 0800 422 599



## 1. Download the file template from STEO.

The file is in a .xlsx format that can be opened in Microsoft Excel.

## 2. Open the file and insert data.

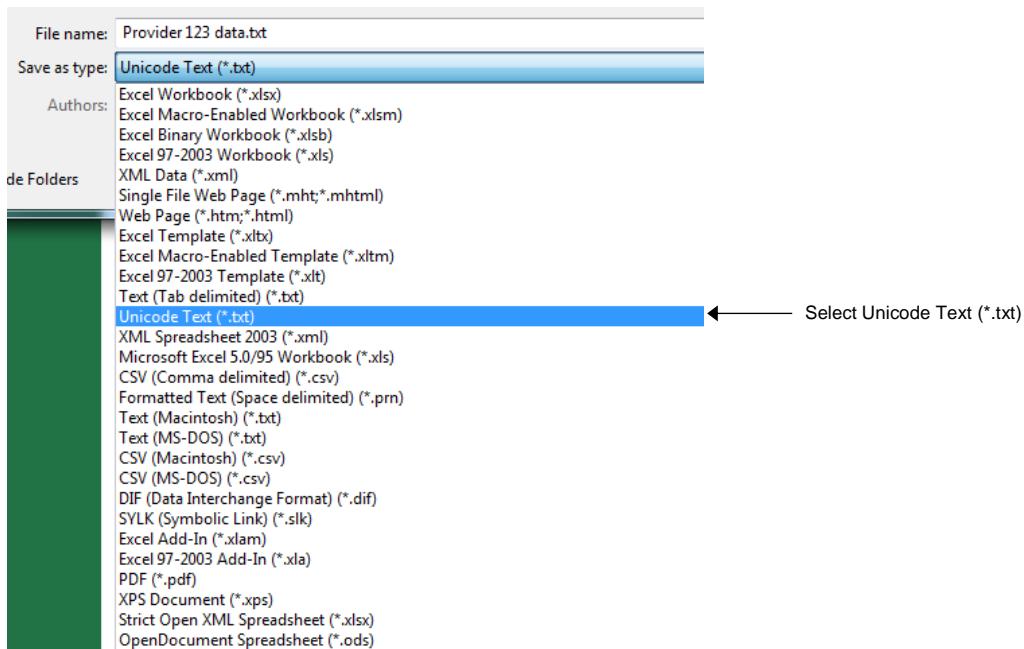
- The first row of cells contains field descriptions. Each row below the top row is for a new student record.
- Insert information for each student on a new row, according to the formatting specified in the guidelines document on STEO.
- If a student enrols in two different courses during the same trimester, insert these on two separate rows.

	A	B	C	D	E	
1	ProviderCode	LearnerCourseDeliverySite	ProviderStudentID	NationalStudentNumber	LearnerOfficialFamilyName	Field Description
2	7713	7713/1	Glf1234	123456789	Smith	
3	7713	7713/1	Has212	123456789	Cher	
4	7713	7713/1	Low123	123456781	Bruce	
5	7713	7713/1	Red321	123456788	Baker	
6	7713	7713/1	Spac212	4	Nesbit	

Individual student records (one on each row)

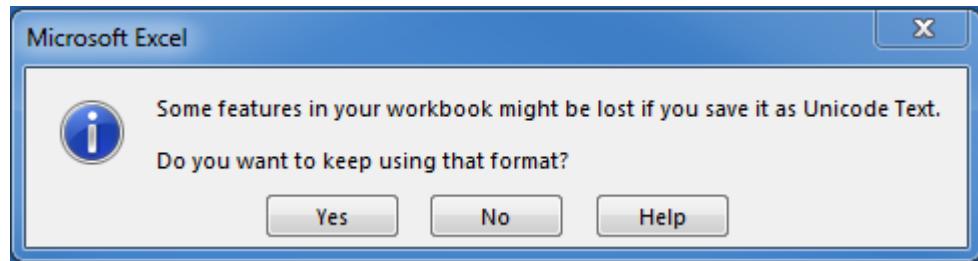
## 3. Save the file as a Unicode text (\*.txt) file.

Click 'File', 'Save As', and under the 'Save as type' list, select 'Unicode text (\*.txt)'. Then click 'save'.



A popup window may appear saying "some features in your workbook might be lost if you save it as Unicode Text".

If this popup window appears, you should click "Yes".



**4. Logon to the UIP portal (<https://uip.education.govt.nz>) and upload the completed template.**

For more information about using the Portal, refer to “Quick Reference Guide 2: Using the UIP upload portal”, available on STEO on the [UIP Reference Documents](#) page.