

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

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.

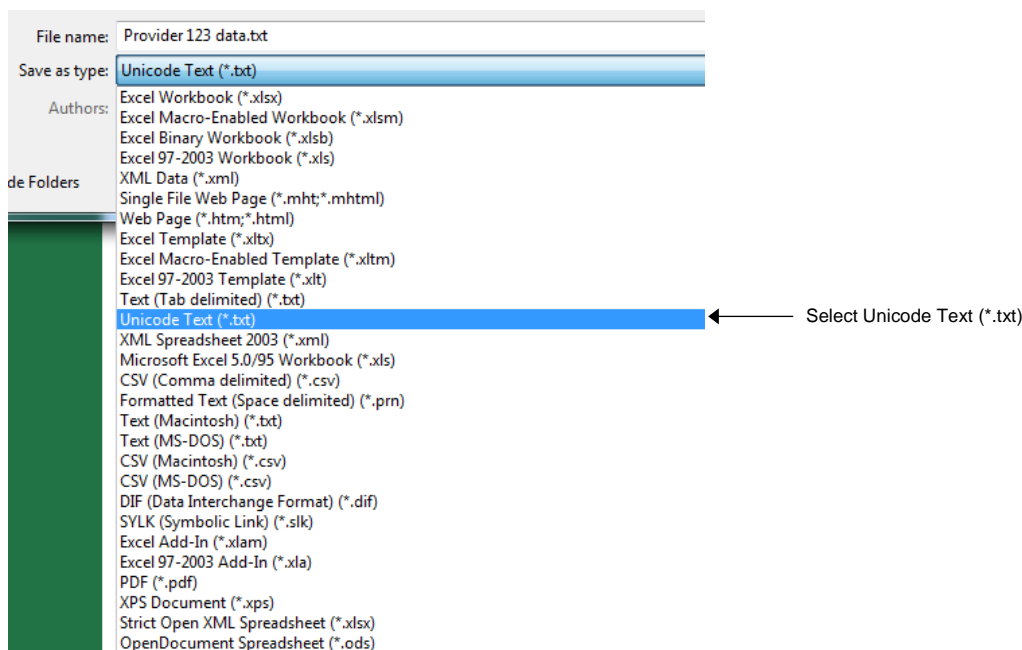
2. Open the file and insert data.

- 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 enrolls 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	Gl1234	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	

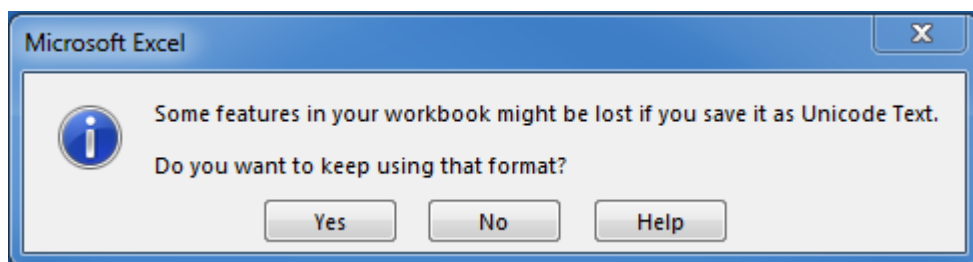
3. Save the file as a Unicode text (*.txt) file.

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.