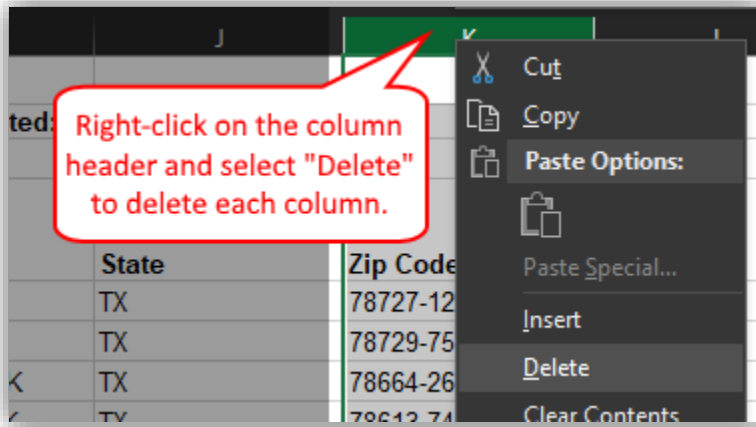


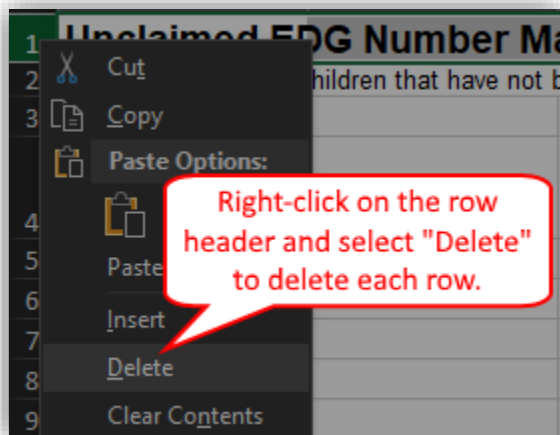
Using the Unclaimed EDG Number Matches Report to make the DC Batch Upload File

Step 1- Remove Unnecessary Report Data

1. Run and save the **Unclaimed EDG Number Matches** report to your computer.
2. Open the saved report in Excel.
3. Within Excel, delete the following columns from the report:
 - Address
 - City
 - State
 - Zip Code
 - Current CE
 - Current Site
 - Match Method (TEA or TDA)
 - Program Eligibility
 - Matching EDG Number(s)
 - Eligibility Date



4. Delete the first 4 rows
 - a. Select the rows 1 through 4
 - b. Right-click on the rows header and select **Delete**



Step 2 – Add Data for Matching

1. For each row/student add the necessary information into the following columns:
 - Column G: The Site Number (*optional, Enter the Site number or leave blank if not applicable*)
 - Column H: The Student's Grade (*optional, prepopulated with the student's current grade, leave blank if not applicable*)
 - Column I: The CE ID to match the student with (*required, prepopulated with the Current CE ID*)
2. Save the file (**File > Save As**) to your computer as an Excel spreadsheet (.XLSX extension).
3. The file is saved and ready to be imported into the Direct Certification.