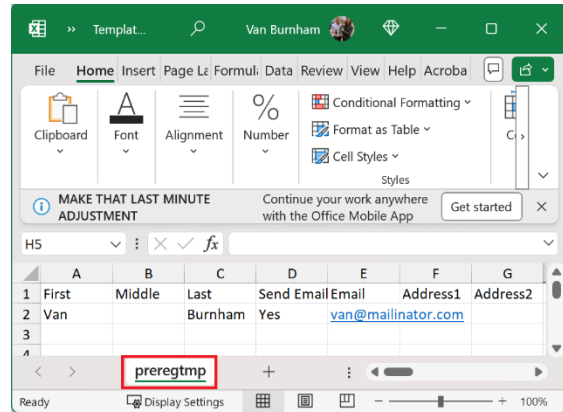


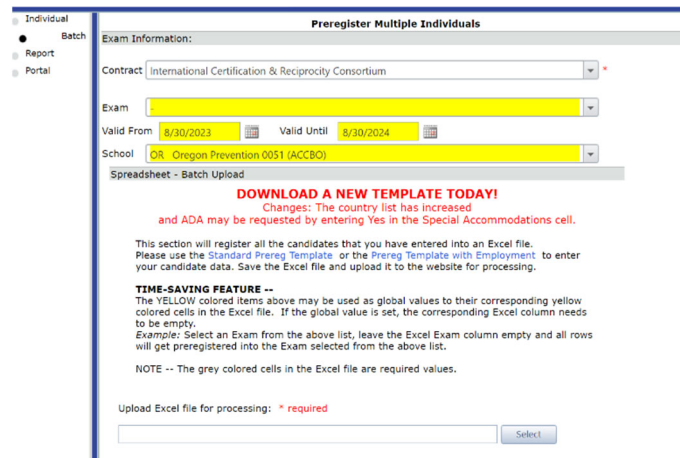
1. Make sure file is named as Template.xls (Microsoft Excel 97-2003 Worksheet). **Make sure Worksheet name is saved as "preregtmp"**



2. Go to Services -> Preregistration Application:



3. Click "Batch" on the left hand side. Do not select the exam, only select School and change Valid Dates if needed.



4. Upload the Excel File, press "Process Uploaded File."
5. Look at the list of imports below, make sure they were all successful. Unsuccessful imports will appear in red:

