# Upload/Download Process for ISIR Corrections

**Purpose:** Run the process to upload/download ISIR corrections using ctcLink.

**Audience:** Financial Aid specialists.

Once ISIR corrections are completed, a user may run this process to download the file for exporting to Central Processing System (CPS).

⚠ You must have at least one of these local college managed security roles:

- ZD FA Director
- ZD FA FISAP Prcs
- ZZ FA Aid Year Activation
- ZZ FA Award Processor
- ZZ FA CTC Reports
- ZZ FA College Bound Schlrship
- ZZ FA Direct Loan Processor
- ZZ FA Funds Manager
- ZZ FA ISIR Corrections
- ZZ FA ISIR Processor
- ZZ FA NSLDS Prcs
- ZZ FA Pell Processor
- ZZ FA SAP Prcs
- ZZ FA Verification Prcs
- ZZ FA WCG Eligibility
- ZZ SF Collections
- ZZ Upload Doc ADM
- ZZ Upload Doc ADV
- ZZ Upload Doc SR

If you need assistance with the above security roles, please contact your local college supervisor or IT Admin to request role access.

> ℹ️ Before performing the download ISIR Corrections steps, the steps to process the ISIR corrections must be performed:
>
> **Step 1) Process ISIR Corrections -** This step creates records to be moved to a staging table.
>
> **Step 2) Exporting Corrections** - This step moves the correction records to a staging table in preparation of creating a compatible file for EdConnect.
>
> **Step 3) Downloading ISIR Corrections** - This step moves the data from the staging table, and creates a compatible file that needs to be exported to EdConnect.

# Downloading ISIR Corrections

**Navigation:  PeopleTools > CTC Custom > Extensions > Upload/Download Files**

1. The Upload/Download Files search page is displayed.
2. Enter **Academic Institution.**
3. Enter the **Functional Area.**
4. In the Business Process Name field, change the drop-down menu choice to **contains**.  Enter **ISIR** in the **Business Process Name** field.
5. Select the **Search** button. The File Upload/Download page will display search results.
6. Locate **File Path** from the list used in prior processing.
7. Select the link.
8. Select the **Download File** button or link.
9. Enter the **File Name** created in prior processing.

> 💡 *Tip!*  Copy and paste the File Name from the Message Text in the previous step (as demonstrated in the video tutorial below).  Note that depending on which browser you are using, the file may be downloaded to the top or the bottom of the page.  Check your download folder on your computer to find your file.

10. Select the **Download File** button.
11. Save the file to computer for exporting to EdConnect.
12. The process to download a file for ISIR corrections is now complete.
13. End of procedure.

# Video Tutorial

The video below demonstrates the process actions described in the steps listed above. There is no audio included with this video. Select the play button to start the video.

# Video Tutorial Via Panopto

View the external link to Upload Download Process for Corrections. This link will open in a new tab/window.