



2013-2014 School Year TAPE MATCH INSTRUCTIONS

In order to determine the discount percentage for your MAA Claiming Unit, the JPA will need you or your IT staff to create two student databases of your student population for this school year. It is recommended that the first data file be from the **2nd (Oct-Dec)** fiscal quarter and the second data file be from the **4th (Apr-June)** fiscal quarter. Please send us the first file by **January 24, 2014** and the second file by **June 6, 2014**.

The file must have the following fields:

- **Last Name**
- **First Name**
- **Middle Initial (if available)**
- **Date of birth**
- **Gender**
- **SSN (Optional)**
- **Local or District Student ID#**
- **State Student ID# (SSID)**

Please create these files as “Excel” or “Text” files. If it is not possible to convert your system data to one of these formats, please give us a call and we will work with you to explore other options. Try to avoid having any duplicates in the file. Further, it is most helpful if you combine individual school files into one large file.

Save the file locally on your computer or system with a logical name like “**District Name Q2 2013-2014**”.

Please upload these files to our secure website. Use the following instructions or call the JPA for assistance:

- Go to www.easymaa.org and click "Participant Login" select "MAA-Week Survey"
- Login with your “MAA Administrative” User ID and Password. (Please call the JPA if you need your administrative user id and password)
- On the “Welcome” screen, click “Tapematch File Upload”
- Login again with your “MAA Administrative” user id and password in lower case on the secure site
- Click on “**Upload**” in the bottom left hand corner of the screen
- Click on “**Browse**” and locate the file on your local computer or system.
- Click on the file and click “**open**”
- Click “**Upload**” (You will see an “Upload progress” box and then you’ll be taken back to the “upload” screen with the file path empty)
- Click “**Close**” and you’ll see the file name you uploaded on the screen
- Click “**Logout**” or the “RED X” in the upper right hand corner of your screen to return to the EasyMAA “Welcome” screen or close the current tab

The JPA is automatically sent an email that the file is available on the secure site to download. If you have any questions, please contact sdieker@stancoe.org or easymaasupport@stancoe.org. **Please include your name, district name and phone number if we need to call you back.** If you have any questions please call me at 209.238.8802 or toll-free at 866.235.9797.

Thank you,

Sandy Dieker, NMAS-JPA Director