

## Dual Credit Scholarship high school file upload to KHEAA

Begin this process after you have completed your high school's Infinite Campus set up, ran the Dual Credit Scholarship (DCS) report, made the necessary updates to indicate which courses are and are not scholarship courses, and saved the file as a 'csv' file. **The completed csv file needs to be transferred to your district's KEES file upload person to submit the DCS file to KHEAA.**

**NOTE: Before uploading, be sure year-long courses are not included in a fall-term submission. Contact KHEAA if you have questions about the handling of year-long courses.**

**Step 1:** The district's KEES contact will go to [KHEAA webpage](#) and sign in by entering the user ID and password assigned to your district for the KEES program.

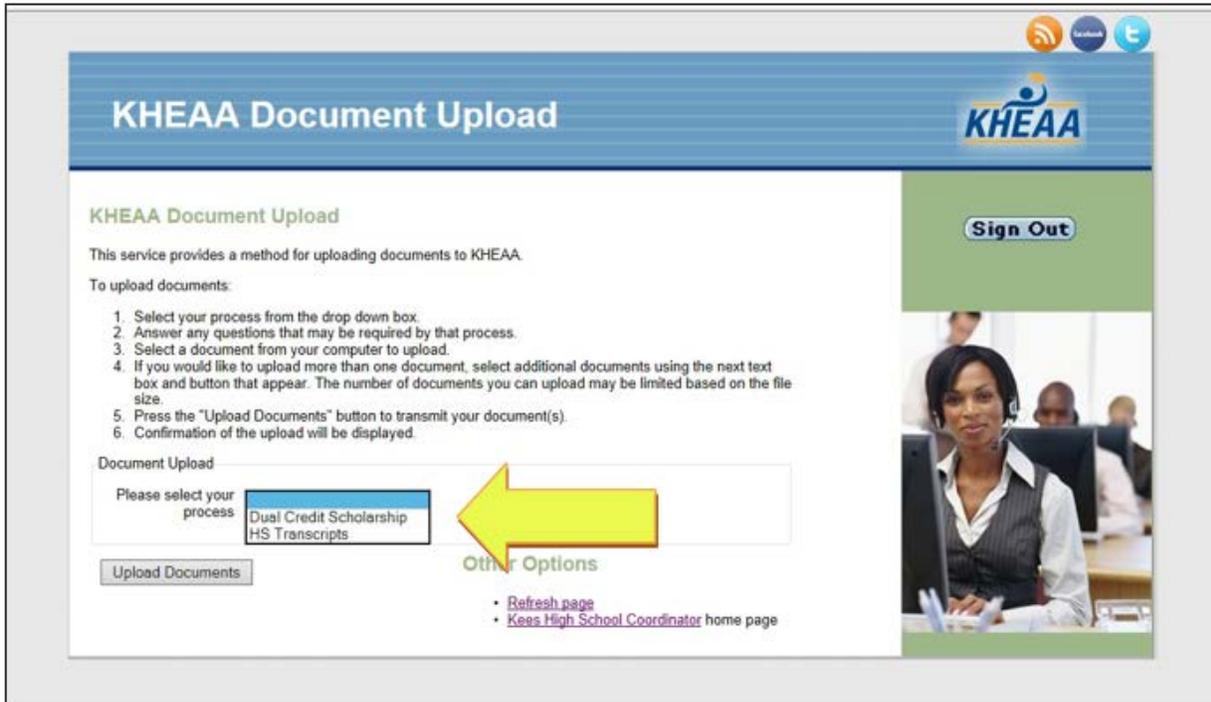


The screenshot shows the KHEAA website homepage. At the top left is the KHEAA logo. To its right is a search bar with 'English' selected and a 'Search' button. Further right is a 'Sign In' button. Below the search bar is a navigation menu with buttons for 'Planning for College', 'Picking a School', 'Paying for College', 'College Life', 'Money Management', and 'Resources'. A yellow arrow points to the 'Sign In' button. Below the navigation menu is a large banner for 'Kentucky's new Dual Credit Scholarship.' with a 'Get details.' button. To the right of the banner is a woman holding a clipboard with text about 'High School Credit' and 'College Credit'. Below the banner is a footer with buttons for 'Students', 'Families', 'Adult Learners', 'Financial Aid Professionals', 'Counselors', and 'Military and Veterans'.

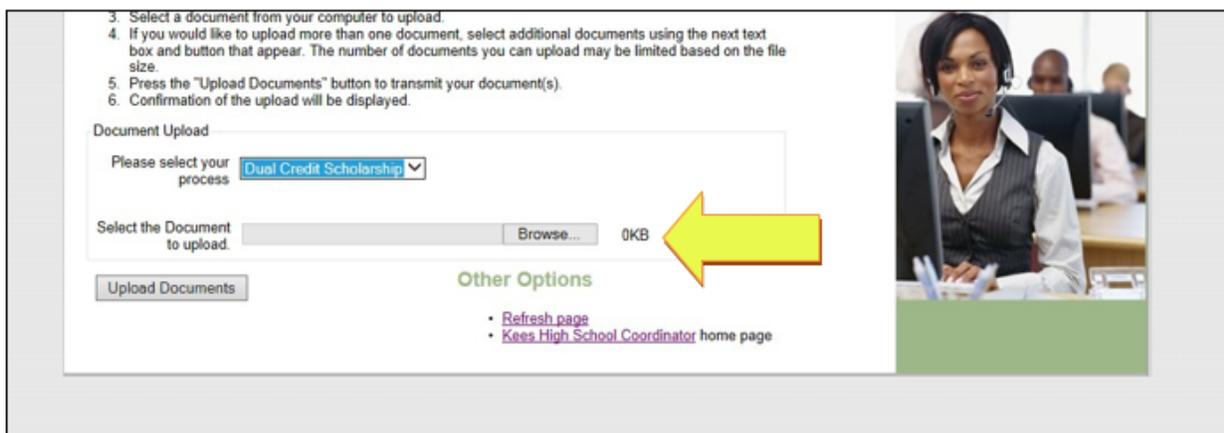


The next screens are part of the KHEAA Document Upload process that is used agency wide. Only KEES Coordinators have access to upload KEES and Dual Credit Scholarship documents.

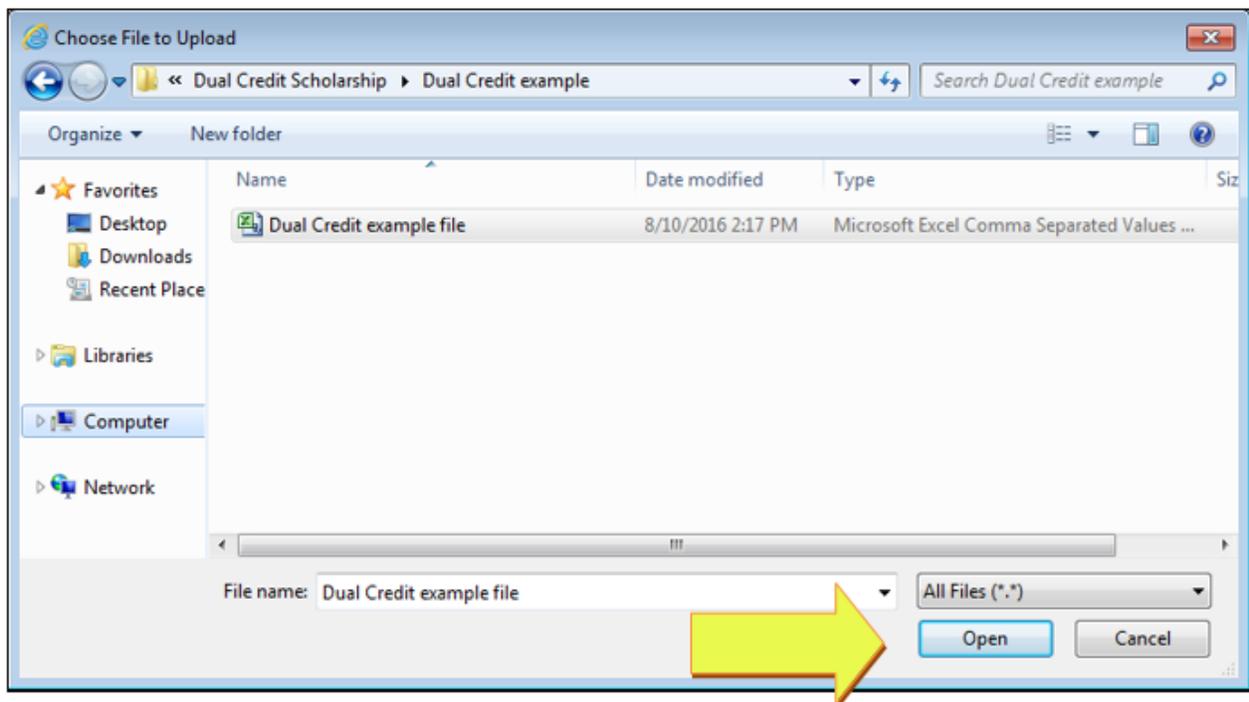
**Step 4:** Click on the drop down box to indicate the type of document being sent. Select 'Dual Credit Scholarship' from the menu.



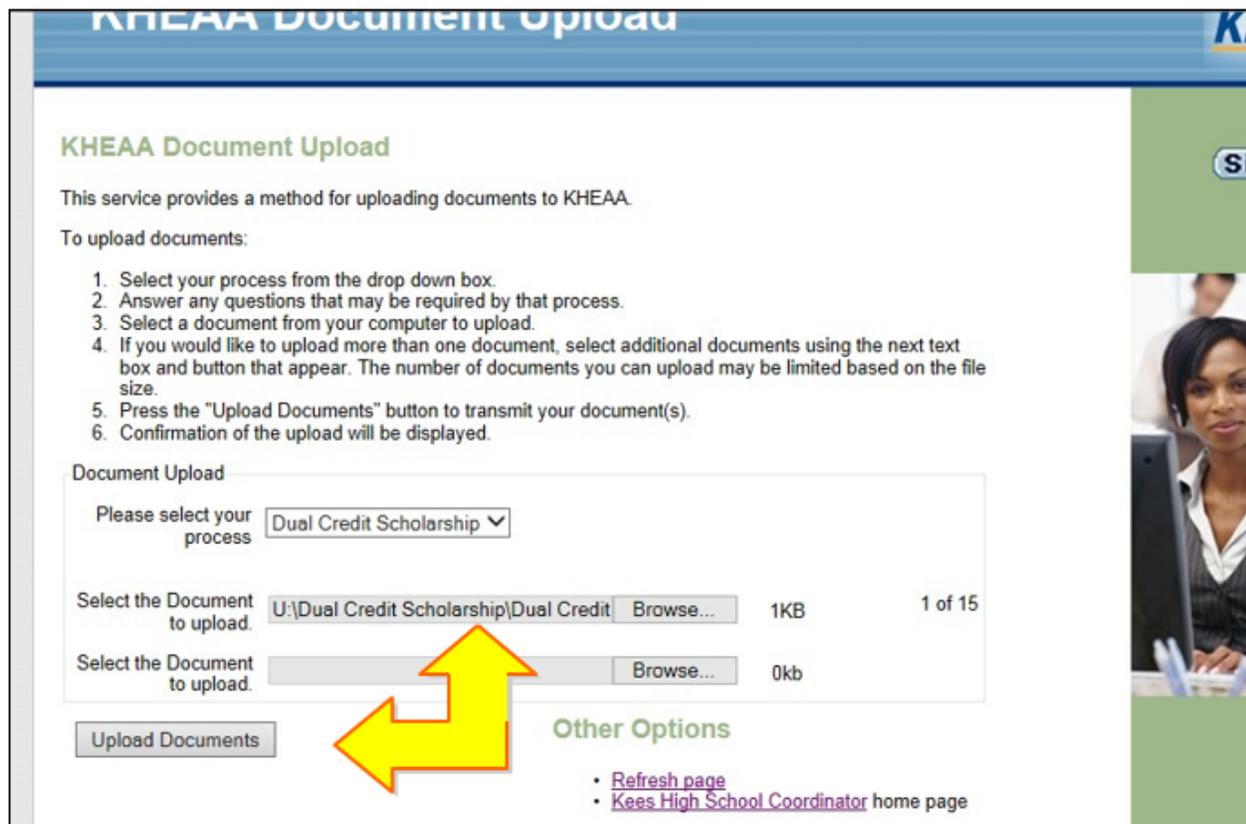
**Step 5.** Next, click on the 'Browse' button.



**Step 6.** Locate the file you are sending to KHEAA. Click on the file name, followed by the 'Open' button at the bottom of the window.



**Step 7.** You should see the name of your document appear in the window next to the 'browse' button. Click the 'upload documents' button to complete the transfer.



You will receive a confirmation page to indicate your DCS file has been uploaded successfully. You may click on the links under 'Other Options' at the bottom of the page to return to either the document upload or KEES Coordinator home page.



The screenshot shows a confirmation page with a blue header containing the text "KHEAA Document Upload". Below the header, the page title "KHEAA Document Upload" is displayed in green. The main content area contains the message "You have successfully uploaded your document(s)." followed by "Thank you". Under the heading "Other Options", there are two bullet points: "[KHEAA Documents Upload](#) home page" and "[Kees High School Coordinator](#) home page". A large yellow arrow points from the right side of the page towards these links.

Should you have questions about the Dual Credit Scholarship, or need technical assistance, feel free to contact Becky Gilpatrick, Director of Student Aid Services, at (502) 696-7394 or [rgilpatrick@kheaa.com](mailto:rgilpatrick@kheaa.com) or Danny Prather, DCS Program Coordinator, at (502) 696-7399 or [danprather@kheaa.com](mailto:danprather@kheaa.com).