1. After the WCG Interim reported has been generated in ctcLink, download the *Washington College Grant\_xxxx.csv*
2. Open the *Washington College Grant\_xxxx.csv* file and select the **IsDelete** column (this should be column A)



1. Once the IsDelete column has been selected, the column can be removed by choosing **Delete** when Right clicking on a mouse OR by selecting the **Delete** button on a keyboard



1. Once the IsDelete has been removed, column A should now display SSN as the first column



1. Select **File** then **Save As.** The file must be saved as a **CSV (Comma delimited) (\*csv) so that SSNs with leading zeroes load correctly in the WSAC Portal.** You may rename the file before selecting Save.

