Updating Alert Data on USQA

To update a student’s information, you will need to update the corresponding BBComm CSV on BBComm’s servers then refresh the data by running the Import function at <https://lpsdqa-pt99-1.parentlink.net>.

To update the information, you will need to take the following steps:

1. Open FileZilla application
2. Click File > Site Manager
3. Click New Site
4. Fill in the following information on the General Tab
	1. Host: lpsdqa-pt99-1-files.parentlink.net
	2. SFTP – SSH File Transfer protocol
	3. Logon Type: Ask for Password
	4. User: lpsdqa
	5. Pw: Bnksgb6FRe
5. Click Connect
6. Under Remote navigate to 0/175653
7. Under Local Site, navigate to the location of the csv file to upload
8. Drag the csv to the Filename area under the Remote Site
9. Select Overwrite and click ok

To refresh the data on USQA:

1. Navigate to <https://lpsdqa-pt99-1.parentlink.net>
2. Login as qasupport/pw
3. Select Demographics to update all data or a specific area and click the Run Now button