

File Upload

Log in to DMAC Solutions® at <https://www.dmac-solutions.net>

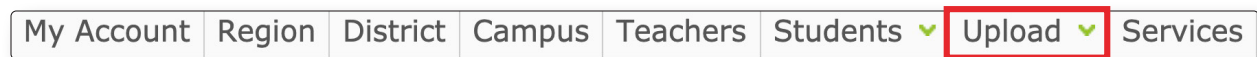
**Teacher passwords are automatically generated based on class roster uploads sent to DMAC.*

The DMAC District/Campus Administrators can create logins for other user roles.

Click on Utilities

NOTE: Data can only be uploaded by the District Administrator or the District Manager in DMAC

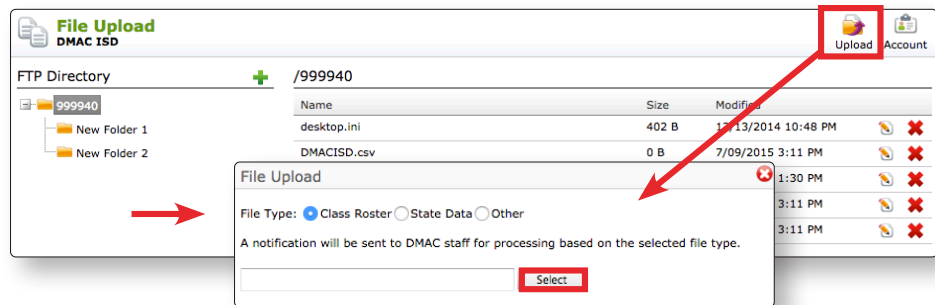
Uploading Files



➤ Select **Upload** from the top Navigation bar

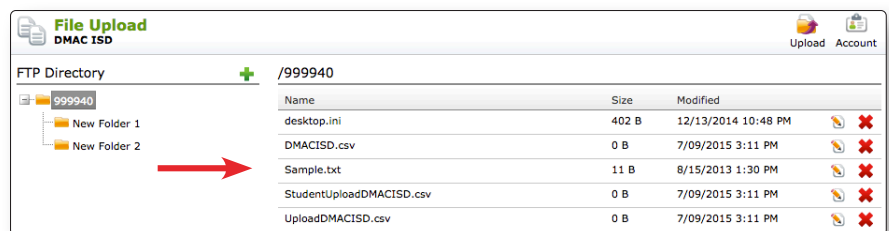
➤ Click the **Upload icon**

➤ Identify the file type (Class Roster, State Data or Other) and click the **Select** button to locate and upload the data file








➤ After clicking Select, the file will be processed and uploaded automatically.

➤ When the upload process is complete the data file will appear on the right.



From this screen, you can do the following:

	The DMAC District Administrator can access the district secure FTP account information by clicking on this icon
	Edit the name of the files uploaded
	Delete files that have been uploaded
	Add folders to the FTP directory to organize your uploads
	Delete folders to the FTP directory to organize your uploads

IMPORTANT: Each time a new file is uploaded to DMAC, an email is generated and sent to the DMAC Help Desk. Call or email us at 1.866.988.6777 or support@dmac-solutions.net with any questions.

***NOTE:** It is only possible to upload, rename and delete files from the upload section in Utilities. If a file needs to be downloaded, please utilize the DMAC FTP account. Only the DMAC District Administrator/ Manager is given this information for security purposes.