Using the eCampus.com FAST System

Creating Student Accounts and Adding Credit

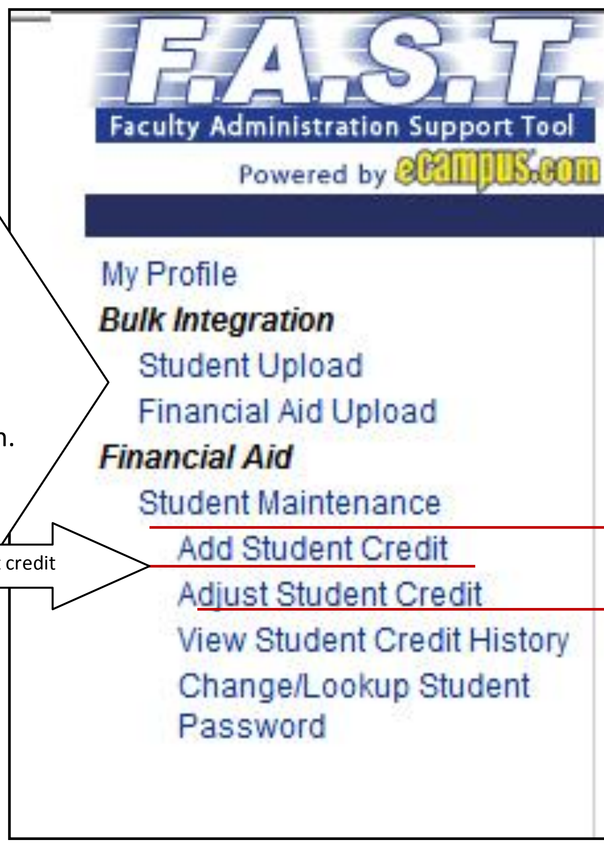
You can access the eCampus FAST system through the WIA Forms page at www.ckycareers.com/wiaforms.htm. A link is listed near the top of the page for easy access.

Click on www.ecampus.com/fast, and login using your email address and password. Passwords are the same as your BGADD employee ID number.

Main Menu – Detailed instructions are listed on following pages:

Bulk Integrations/Uploads required properly completed templates available for download under each selection.

To add individual student credit



To add individual student

To add or remove amount available on student account.

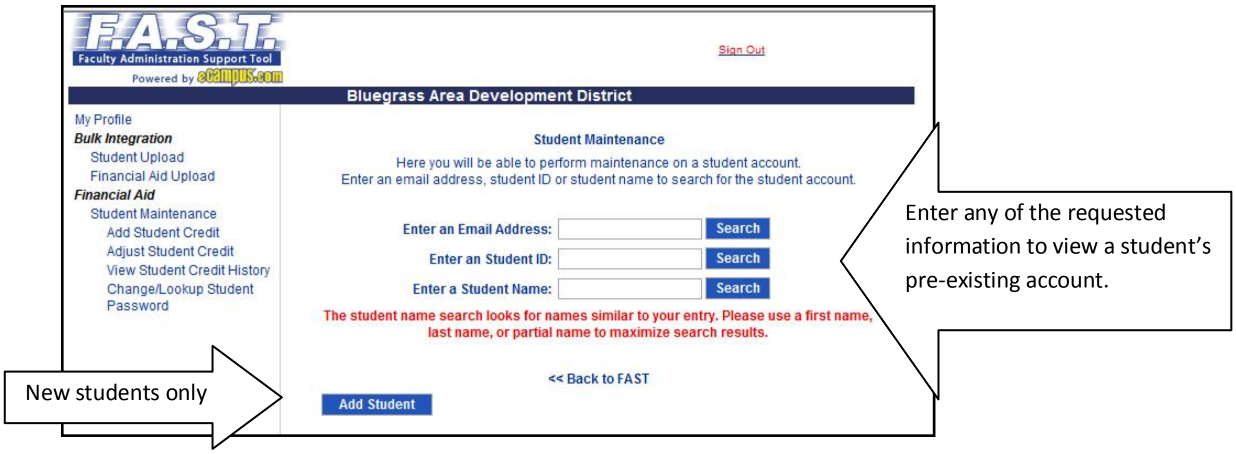
To Create Student Accounts in BULK (more than one):

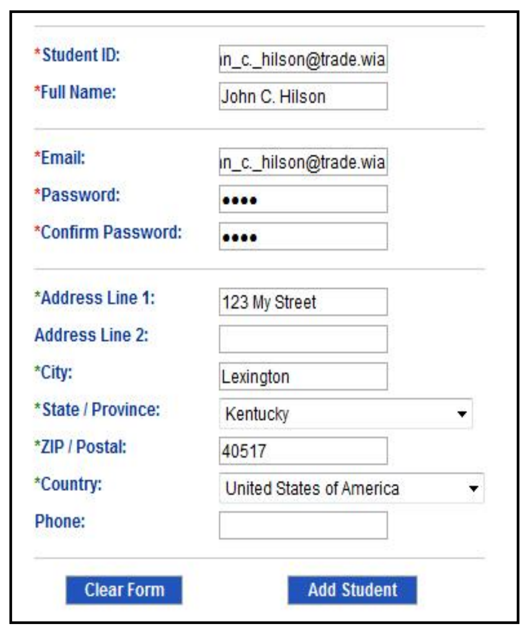
1. Click **Student Upload** from the menu on the left-hand side.
2. Download the **Template**, and save to your computer in a location that is easily accessible.
3. Complete the template with, at the very least, the required student information:

Email	Password	StudentID	FullName	AddressLine1	City	State	Zip

4. Once the template has be completed, **Browse** for the file you previously saved, and click **Upload File**.
5. On the next screen, verify that everything is correct.
    a. A green checkmark will appear on the right if everything is uploaded correctly.
    b. If there are errors (red X's), read the error message and update your template before continuing. Once everything is correct, click **Process Data**.
6. This completes the bulk upload.

To Create Student Accounts INDIVIDUALLY (one by one):





1. Click **Student Maintenance** from the menu on the left-hand side.
2. Click the blue **Add Student** button.
3. All areas marked by asterisk (*) are required to create the account. (Screen shot shown on following page.)
    a. *The format used to create a Student ID and Student Email are: (student full name)@(program name).wia. Example: john_c._hilson@trade.wia*
    b. *The password for all accounts are the last 4 digits of the participants social security number.*
    c. *Before clicking the "Add Student" button confirm the address, city, state and zip code are correct. Students have all books automatically mailed to the*

address listed in this area.

4. Once you have confirmed the address is entered correctly click **Add Student**.
5. The student's account is now setup!

To Load Student Credit in BULK:

1. Click **Financial Aid Upload** from the menu on the left-hand side.
2. Download the **Template** and save to your computer in a location that is easily accessible.
3. Complete the template with the student information. Reminder: Description is *not* required. If you need assistance creating a Student ID or creating a password refer to the information below.
    a. *The format used to create a Student ID and Student Email are: (student full name)@(program name).wia. Example: john_c._hilson@trade.wia*
    b. *The password for all accounts are the last 4 digits of the participants social security number.*
4. Once the template is completed and saved, **Browse** for the saved file, and click **Upload File**.
5. On the next screen, verify that everything is correct
    a. A green checkmark will appear if everything is okay.
    b. If there are errors (red X's), read the error message and update your template before continuing.
6. Once everything is correct, click **Process Data**.
7. The student credits are now loaded!

To Load Student Credit INDIVIDUALLY:

1. Click **Add Student Credit** from the menu on the left-hand side.
2. Search for the student by either the email address, student ID, or name.
3. Fill out the required fields.
    a. Description is not required, however it is recommended that the Description area is used where items other than books are approved.
4. Click **Add Credit**.
5. The student's credit is now loaded!