

iMATCH Tips – Exporting a file for Point of Service Upload

When exporting your direct certification list from iMATCH for a point of service system upload, please consider the steps and information below. If a student's ID number has a zero as the 1st digit, this zero will most likely not be displayed in an Excel export.

After exporting your student list to Excel, follow the steps below to add the front zero to all IDs.

1. Highlight the column which contains the student ID
2. Right click, select **Format Cells**
3. Select **Custom** from the Number tab
4. Type **'0#####'** (lead zero, followed by eight #'s), and click OK

