



# **LOADING 2024-2025 ISIRS TO BE READY FOR THE WEEK OF JUNE 10, 2024**

Same deck shared with ctcLink FA Support list, May 24, 2024,  
with minor format edits.

# THE SITUATION

- 2024-2025 ISIRs submission *may* open in December but the 2024-2025 PRP does not go into the system until end of December
- By the time 2024-2025 AYRO is completed and Odd-Year ISIR Jobset parameters are updated, colleges have hundreds of ISIR files to load
- Due to the system being shared by 33 colleges and the ISIR Jobset slowing the system down significantly, colleges are asked to be mindful on how many ISIR files are loaded in one instance so that all ISIR Jobsets finish running between 5PM – 7AM Monday - Friday. Depending on the size of the college, this leads to weeks or months of loading backlogged ISIR files
- Colleges have the option of requesting an Year-to-Date ISIR file
  - **NEW**
  - The above information was shared out during AYO and unfortunately, we've not seen that ED has afforded YTD option yet - 😞
  - We're requesting colleges have their ISIR files at the ready on the server by June 10<sup>th</sup> – if you haven't begun to load these already – FILES not ISIRs 😊
  - We will be prioritizing summer header colleges when we see you all on the 10<sup>th</sup>

# WHAT ISIR PROCESS DOES NOT REQUIRE AN AID YEAR IMAGE?

PS ISIR Processing has three steps with two of them requiring an aid year image to be added into the system (late December)

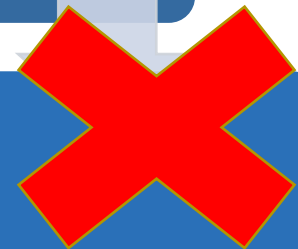
File Upload/Download



Import Federal Data Files  
Requires **2024-2025** Image



Process ISIRs  
Requires **2024-2025** Image



# WE WILL CREATE THE ISIR 2025 FOLDERS IN PRODUCTION BY DECEMBER SO COLLEGES CAN START LOADING 2024-2025 ISIR FILES ON THE PS SERVER!!

Navigation: Navigator > People Tools > CTC Custom > Extensions > Upload/Download Files

**File Upload/Download**

Enter any information you have and click Search. Leave fields blank for a list of all values.

[Find an Existing Value](#)


▼ **Search Criteria**

Academic Institution   🔍



Functional Area

Business Process Name

Case Sensitive

[Search](#) [Clear](#) [Basic Search](#)  [Save Search Criteria](#)

**Search Results**

[View All](#)      First  1-3 of 3  Last

Academic Institution	Functional Area	Business Process Name
WA	Financial Aid	ISIR 2023
WA	Financial Aid	ISIR 2024
WA	Financial Aid	ISIR 2025

**NEW**

ISIR2025 folders have already been created. Start loading all the 2024-2025 ISIR files you've received from EDconnect to your 2025 folder.

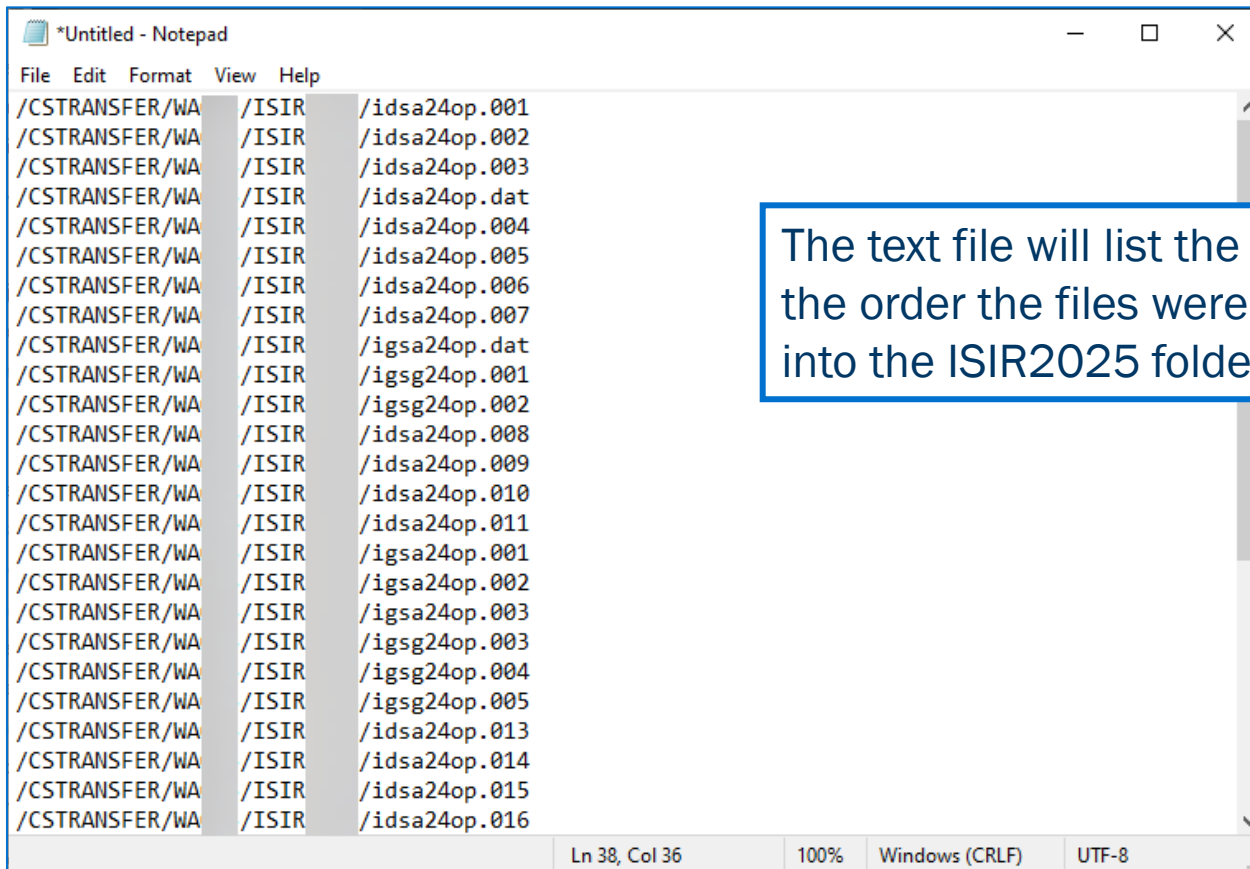
# WHAT YOU CAN DO WHEN YOU GET YOUR 2024-2025 ISIR FILE: UPLOAD 2024-2025 ISIR FILES INTO THE ISIR2025 FOLDER IN THE ORDER OF WHEN THE FILES WERE RECEIVED

Navigation: Navigator > People Tools > CTC Custom > Extensions > Upload/Download Files

Upload Files | Download Files

! If you upload the 2025 ISIR files out of order, you will end up with many ISIR files in suspense with the reason: Out of Sequence

# WHEN YOU ARE READY TO TURN ON YOUR ISIR JOBSET: SUBMIT A TICKET TO FA ERP TO GET A TEXT FILE OF ALL THE FILES YOUR COLLEGE LOADED IN THE ISIR2025 FOLDER



The screenshot shows a Notepad window titled '\*Untitled - Notepad'. The text inside the window is a list of file paths, each on a new line. The paths are: /CSTRANSFER/WA /ISIR /idsa24op.001, /CSTRANSFER/WA /ISIR /idsa24op.002, /CSTRANSFER/WA /ISIR /idsa24op.003, /CSTRANSFER/WA /ISIR /idsa24op.dat, /CSTRANSFER/WA /ISIR /idsa24op.004, /CSTRANSFER/WA /ISIR /idsa24op.005, /CSTRANSFER/WA /ISIR /idsa24op.006, /CSTRANSFER/WA /ISIR /idsa24op.007, /CSTRANSFER/WA /ISIR /igsa24op.dat, /CSTRANSFER/WA /ISIR /igsg24op.001, /CSTRANSFER/WA /ISIR /igsg24op.002, /CSTRANSFER/WA /ISIR /idsa24op.008, /CSTRANSFER/WA /ISIR /idsa24op.009, /CSTRANSFER/WA /ISIR /idsa24op.010, /CSTRANSFER/WA /ISIR /idsa24op.011, /CSTRANSFER/WA /ISIR /igsa24op.001, /CSTRANSFER/WA /ISIR /igsa24op.002, /CSTRANSFER/WA /ISIR /igsa24op.003, /CSTRANSFER/WA /ISIR /igsg24op.003, /CSTRANSFER/WA /ISIR /igsg24op.004, /CSTRANSFER/WA /ISIR /igsg24op.005, /CSTRANSFER/WA /ISIR /idsa24op.013, /CSTRANSFER/WA /ISIR /idsa24op.014, /CSTRANSFER/WA /ISIR /idsa24op.015, /CSTRANSFER/WA /ISIR /idsa24op.016. The status bar at the bottom indicates 'Ln 38, Col 36', '100%', 'Windows (CRLF)', and 'UTF-8'.

```
*Untitled - Notepad
File Edit Format View Help
/CSTRANSFER/WA /ISIR /idsa24op.001
/CSTRANSFER/WA /ISIR /idsa24op.002
/CSTRANSFER/WA /ISIR /idsa24op.003
/CSTRANSFER/WA /ISIR /idsa24op.dat
/CSTRANSFER/WA /ISIR /idsa24op.004
/CSTRANSFER/WA /ISIR /idsa24op.005
/CSTRANSFER/WA /ISIR /idsa24op.006
/CSTRANSFER/WA /ISIR /idsa24op.007
/CSTRANSFER/WA /ISIR /igsa24op.dat
/CSTRANSFER/WA /ISIR /igsg24op.001
/CSTRANSFER/WA /ISIR /igsg24op.002
/CSTRANSFER/WA /ISIR /idsa24op.008
/CSTRANSFER/WA /ISIR /idsa24op.009
/CSTRANSFER/WA /ISIR /idsa24op.010
/CSTRANSFER/WA /ISIR /idsa24op.011
/CSTRANSFER/WA /ISIR /igsa24op.001
/CSTRANSFER/WA /ISIR /igsa24op.002
/CSTRANSFER/WA /ISIR /igsa24op.003
/CSTRANSFER/WA /ISIR /igsg24op.003
/CSTRANSFER/WA /ISIR /igsg24op.004
/CSTRANSFER/WA /ISIR /igsg24op.005
/CSTRANSFER/WA /ISIR /idsa24op.013
/CSTRANSFER/WA /ISIR /idsa24op.014
/CSTRANSFER/WA /ISIR /idsa24op.015
/CSTRANSFER/WA /ISIR /idsa24op.016
Ln 38, Col 36 100% Windows (CRLF) UTF-8
```

The text file will list the ISIR files in the order the files were loaded into the ISIR2025 folder

# HOW WILL WE MAKE THE TEXT FILE?

The screenshot shows the WinSCP interface with a remote directory listing. The address bar shows the path: `/home/denglehardt/cs/psrepo/csprd/Interface/CSTRANSFER/WA.../ISIR2023/`. An orange arrow points to this path. The file list includes columns for Name, Size, and Changed. A green box highlights the file names, and a green arrow points to the 'Name' column.

Name	Size	Changed
idap23op.001	13 KB	3/16/2022 8:33:17 AM
idap23op.002	9 KB	3/16/2022 8:33:35 AM
idap23op.003	17 KB	3/16/2022 8:33:54 AM
idap23op.dat	9 KB	3/16/2022 8:34:11 AM
idsa23op.001	131 KB	3/16/2022 8:34:55 AM
idsa23op.002	68 KB	3/16/2022 8:35:20 AM
idsa23op.003	34 KB	3/16/2022 8:35:42 AM
idsa23op.004	34 KB	3/16/2022 8:36:06 AM
idsa23op.005	93 KB	3/16/2022 8:37:46 AM
idsa23op.006	43 KB	3/16/2022 8:38:08 AM
idsa23op.007	38 KB	3/16/2022 8:38:26 AM
idsa23op.008	34 KB	3/16/2022 8:38:51 AM
idsa23op.009	101 KB	3/16/2022 8:39:14 AM
idsa23op.010	22 KB	3/16/2022 8:39:32 AM
idsa23op.011	47 KB	3/16/2022 8:39:58 AM
idsa23op.012	47 KB	3/16/2022 8:40:17 AM
idsa23op.013	85 KB	3/16/2022 8:40:39 AM
idsa23op.015	51 KB	3/16/2022 8:41:34 AM
idsa23op.016	59 KB	3/16/2022 8:41:53 AM
idsa23op.017	59 KB	3/16/2022 8:42:13 AM
idsa23op.018	17 KB	3/16/2022 8:42:35 AM
idsa23op.019	17 KB	3/16/2022 8:42:53 AM
idsa23op.020	47 KB	3/16/2022 8:43:09 AM
idsa23op.021	51 KB	3/16/2022 8:43:24 AM

We will grab the files names in from your college's `/CSTRANSFER/Waxxx/ISIR2025` file path

Note: The example in the screenshot is the ISIR2023 folder

We will put the file names in the order of the earliest ISIR file loaded first