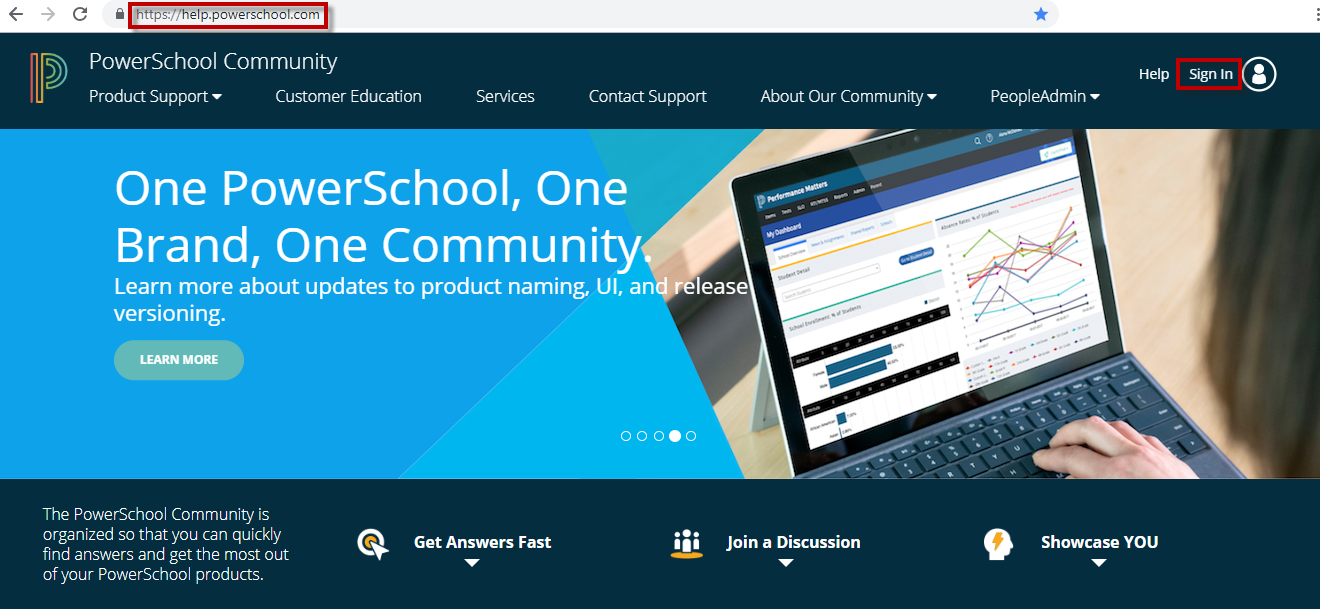
**Performance Matters**

**How to Upload Data to Performance Matters**

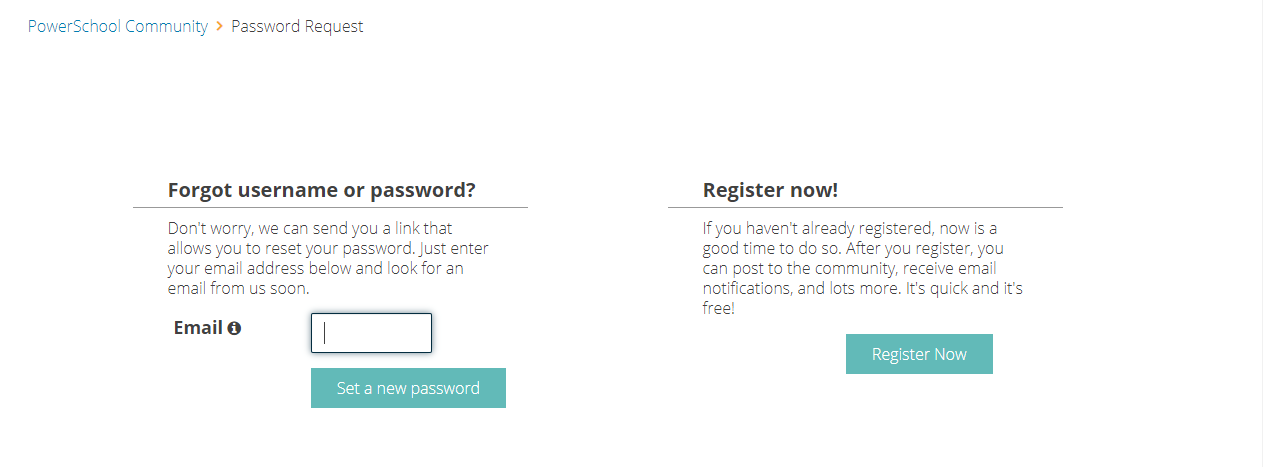
**STEP 1:** Load your file(s) to your district’s FTP server with Performance Matters. (coreftp.performancematters.com)

-If you do not have the district’s User name and Password, please contact us. We will work with you to provide your district’s account information.

**STEP 2:** Login to PowerSchool Community (PowerSchool’s NEW support site).



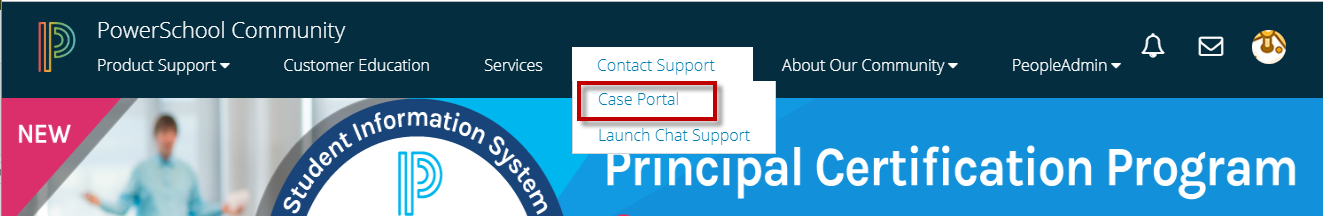
-Click Sign In.



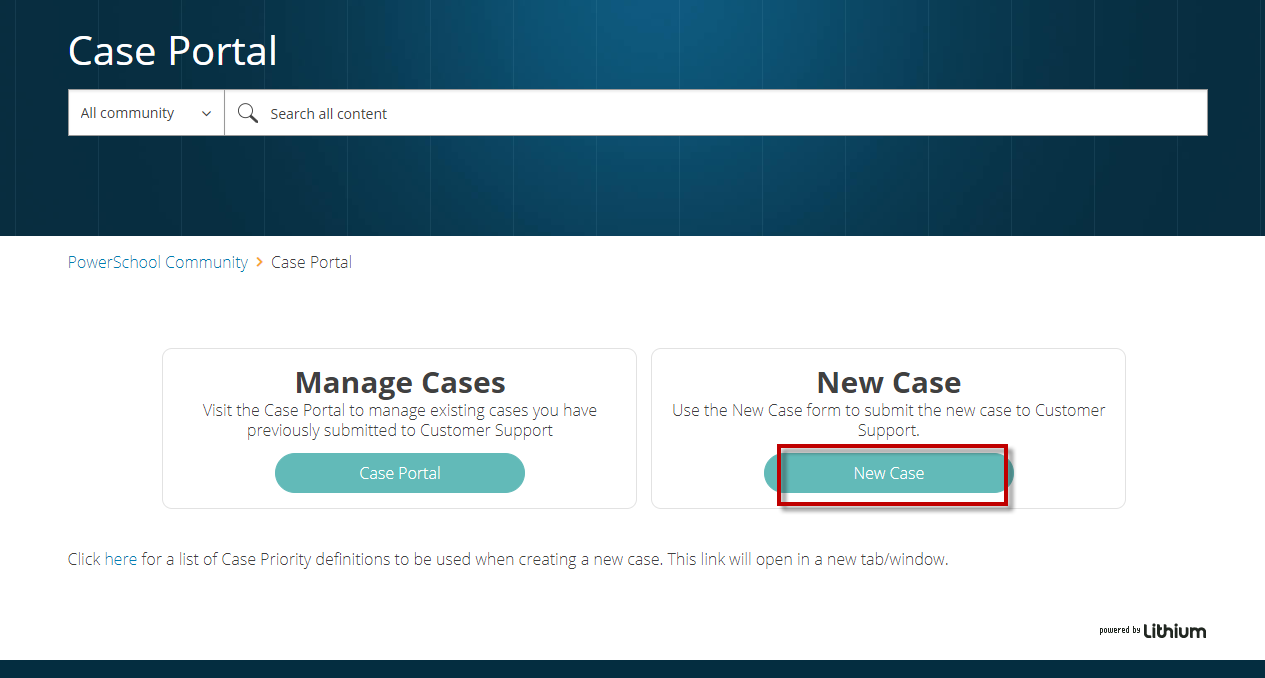
NOTE: You may need to register to create an account.

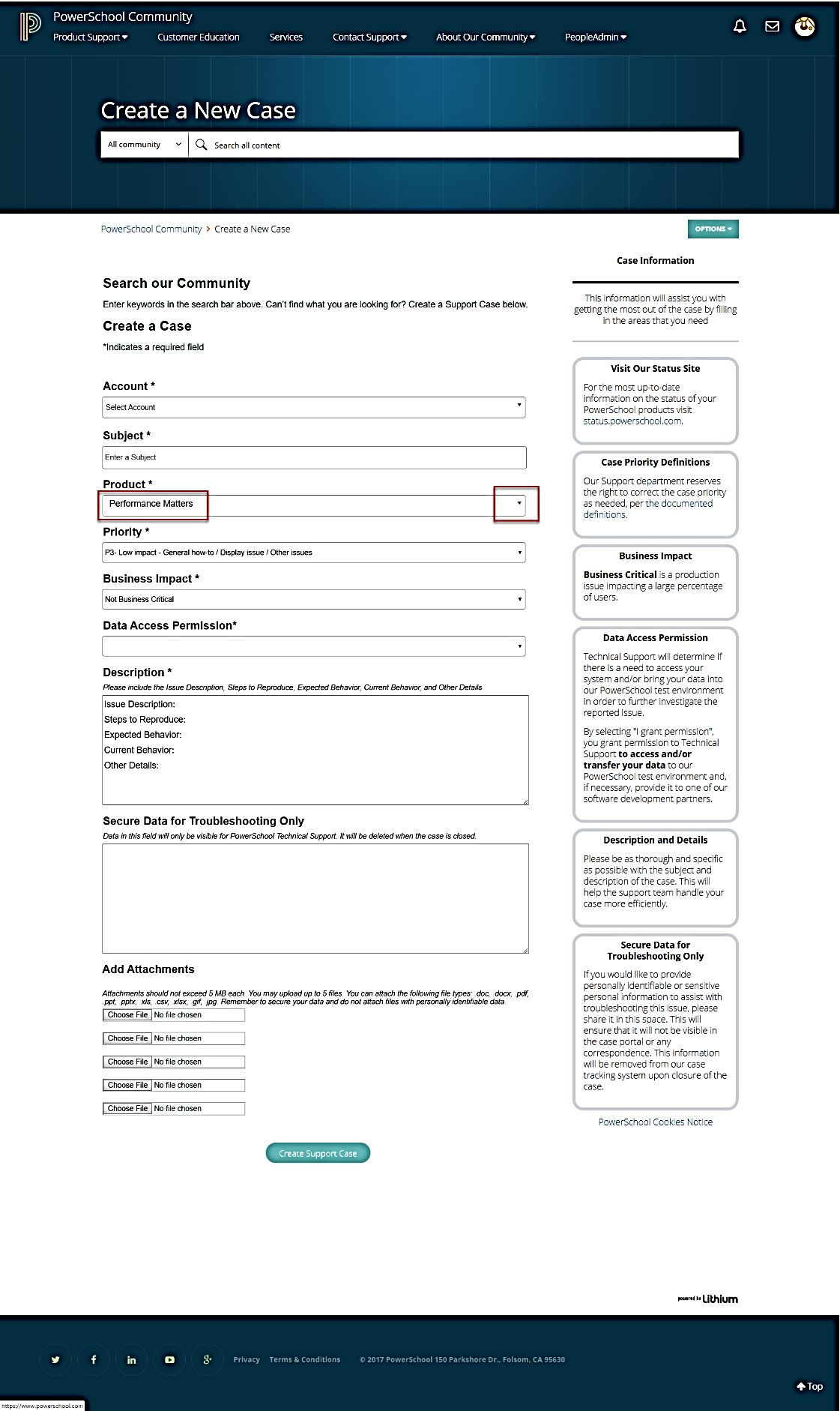
**STEP 3:** Create PowerSchool Community Case

-Once you are logged in, select Case Portal.



-Click New Case.





Click on the dropdown arrow and select **Performance Matter**s from the **Product** menu.

Click on

**Create Support Case**

Fill in

**Subject** line

**Description:** Key information needed about the data to be submitted. (I.e.: 2018-2019 WWoods MWEA Spring)