### February Access Data Freeze into Student ProgressionsAccess Data

1. Run the report: [February Access Data Freeze for DW](https://na88.lightning.force.com/lightning/r/Report/00O1Y000006lxxFUAQ/view)
2. Change the filter for Access Academic Year to the current year (e.g. if it is February 2021, the Access Academic year for this report should be 2020 - 21)
3. Export the results to a csv file
4. Map the fields from EOY Data Freeze as follows:
   1. Student Progression: ID = Id
   2. Student Progression: Student Progression ID = do not import
   3. Access Program Record Lookup: Program Record Name = do not import
   4. Access Academic Year = do not import
   5. Access Program Record Lookup: Stage = Access EOY Status
   6. Access Program Record Lookup: # Application Forms Submitted = Access # Application Forms Submitted
5. Save the Access Data Freeze file
6. Update the Student Progressions object with this file