PEBT SY2022 MOVEit package instructions 8/8/2022

1. Resources
   1. P-EBT 2022 Tracker, Summer Round 2 tab
      1. Teams > CNP School Programs> P-EBT>Files> P-EBT\_SFY2022>1-P-EBT 2022 Tracker>Round 3
   2. "P:\1\_Internal\Reports\CNP (all programs)\COVID-19\PEBT SY2022\LEA Templates \_SY22\Summer Round 2"
      1. Aspire LEAs
         1. Data Request Information Summer 2.docx
         2. LEA Student Information PEBT SY2022\_Aspire\_S2.xlsx
         3. List of CEP & Provision 2 Schools.xlsx
         4. MOVEit Instructions\_PEBT 2.0.pdf
         5. Official Data Request\_Aspire S2.docx
      2. Non Aspire LEAs
         1. Data Request Information Summer 2.docx
         2. LEA Student Information PEBT SY2022\_S2.xlsx
         3. List of CEP & Provision 2 Schools.xlsx
         4. MOVEit Instructions\_PEBT 2.0.pdf
         5. Official Data Request S2.docx
2. For every LEA assigned to you in the PEBT 2022 Tracker (column A “MOVEit Specialist”) follow these procedures.
   1. MOVEit packages
      1. Login to MOVEit
         1. <https://secure.schools.utah.gov/human.aspx?r=756062598&transaction=signoff>
      2. Click “Send Package” button or choose a **Template**.
      3. ***To***: Food Service Contact, F/R Approval Contact, IT Contact (if applicable),
         1. ***CC***: [kim.Buesser@schools.utah.gov](mailto:kim.Buesser@schools.utah.gov), [jared.walker@schools.utah.gov](mailto:jared.walker@schools.utah.gov), [tammi.walker@schools.utah.gov](mailto:tammi.walker@schools.utah.gov).
      4. ***Subject***: “PEBT SY22 Official Data Request S2\_LEA Name”. (For example, if sending the package to Alpine School District, use the subject: PEBT SY22 Official Data Request S2\_Alpine.)
      5. Navigate to the folder listing in the P drive: "P:\1\_Internal\Reports\CNP (all programs)\COVID-19\PEBT SY2022\LEA Templates \_SY22\Summer Round 2"
      6. Select the folder based on the type of LEA (Aspire LEAs, Non Aspire LEAs)
      7. ***Note*** (body of email): copy in the verbiage from the Official Data Request S2 or Official Data Request\_Aspire S2
      8. ***Files***- each LEA should have 4 uploads as found in the folder (see 1.b.i or 1.b.ii above)
         1. LEA Student Information Template S2
         2. MOVEit Instructions
         3. List of CEP & Provision 2 Schools
         4. Data Request Information S2
      9. ***Options***:
         1. Increase number of downloads
            1. “Limit downloads to 1 per file”- change to 5 per file.
      10. ***Send*** package.
      11. Enter “X” in Column Q (Package Sent) of the PEBT SY2022 Tracker.
   2. MOVEit package replies: when LEA returns their spreadsheet follow this procedure.
      1. Login to MOVEit
      2. On the Packages menu click Inbox.
      3. Click on LEA package.
      4. Download any files.
      5. Navigate to "P:\1\_Internal\Reports\CNP (all programs)\COVID-19\PEBT SY2022\SFA Submissions SY2022"
         1. Add a new folder for the sponsor if there is not one already. Use the sponsor’s name in the title, (Salt Lake SD, Providence Academy, USDB, CCID, etc.)
         2. Save the file using naming convention “PEBT2022\_Sponsor Name S2 yyyymmdd”. For example, if we received the file for Endeavor Hall today the name would be “PEBT2022\_Endeavor S2 20220808”.
      6. Enter “X” in Column R (File Downloaded) of the PEBT 2.0 Tracker.