



CIRT has created an FTP site for you to place your COMPASS test score files. The following procedure explains how to load your files.

1. Go to website:

Upload/Download - BANP

<https://www5.unm.edu/pls/unm/gzvupl.d.home>

2. Log in using your BANP user ID and password

3. Select "Upload File"

4. Select the appropriate Upload link for your test file (COMPASS_??_UPLOAD where ??? is the designator for your location.

ACE – Main Campus

LCE – Los Alamos

TCE – Taos

UCE – Gallup

VPL - Valencia)

5. Click "Browse" to find the file locally

6. Click "Submit"

To review the files that have already been uploaded, select the link "Upload Directory" from the main page. *Note: The status "processed" means the file was successfully uploaded. It does *not* mean that it was processed by Banner.*

All Banner output reports from the test load will be sent to ePrint. For that process, see How to Print a Banner Report.