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## Instructions for Student Record File Transfers

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The Secure Transport Appliance (STA) is a web-based tool for uploading student records to MPI. Use this document as a guide for preparing and sending file transfers.

Please note that MPI requires up to three business days to update students' driver records after student records are uploaded.

For support on any of these procedures, contact the MPI Permit Unit:

- 204-985-8063
- 1-800-665-2410 (toll-free)
- [permitunit@mpi.mb.ca](mailto:permitunit@mpi.mb.ca)

### Record Student Completions

All schools receive an Excel template (the Add MELT to Driver Record Template). This is the file you use to record student records.

For each student that completes an MPI-approved Class 1 training course that meets MELT requirements, complete the nine columns in the template:

Column	Field Name	Description/Comments
A	Driver's Licence Number	Enter the student's Class 1 driver's licence number (12 characters – including asterisks, but not dashes or spaces)  <b>To avoid delays in processing student records, ensure the driver's licence number is correct.</b>
B	First Name	Enter the student's first name as it appears on their driver's licence
C	Middle Name	Enter the student's middle name as it appears on their driver's licence (optional)
D	Last Name	Enter the student's last name as it appears on their driver's licence
E	Date of Birth	Use DD/MM/YYYY format
F	Course Taken (MELT or 244)	Select either "MELT" or "244" from the cell dropdown
G	Signed Consent Form	Select "Yes" from the cell dropdown to verify the school has consent from the student to send their information
H	Course Completion Date	Enter the date the student completes the course in DD/MM/YYYY format
I	Email address	Used for an exit survey

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## Instructions for Student Record File Transfers

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### Save the File

Ensure the word “MELT” is in the file name, and that each upload has a unique file name. We recommend including a date (YYYYMMDD format is best for sorting).

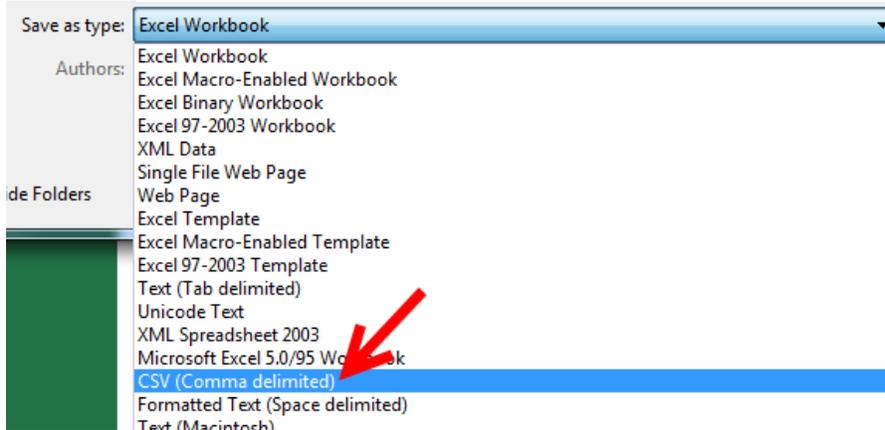
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Do **NOT** use student names in the file name.

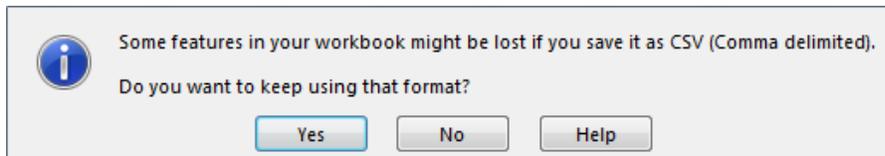
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If you send multiple files on the same day, include a number to identify each file (Example: MELT20190909-1, MELT20190909-2).

Save the file as .csv (NOT as “.xls”) by selecting **CSV (Comma delimited)** from the Save as type: drop-down menu.



If the message below appears, click **Yes**.



**To avoid delays in processing student records, ensure that the file name contains the word “MELT” and the file is saved as .csv.**

### Log In

Go to <https://sft.mpi.mb.ca>. Enter the **User Name** and **Password** provided by MPI. After the first login, you will receive a prompt to change your password.

Also note that:

- Your password expires every 90 days.
- Your account will be locked out if you fail five login attempts.

To change/reset your password:

1. Click **Change Password** (under **ACCOUNT INFO** on the left hand sidebar).
2. From the **CHANGE PASSWORD** page, complete the fields, following the password rules listed on the screen.
3. Click **SAVE**.

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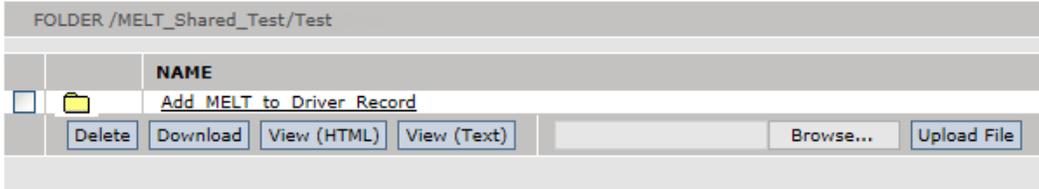
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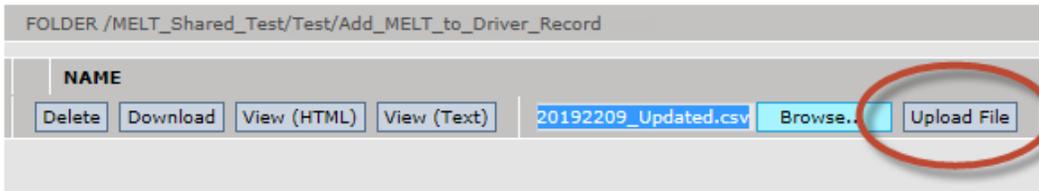
### Send File Transfers to MPI

After you log in, the home page opens.

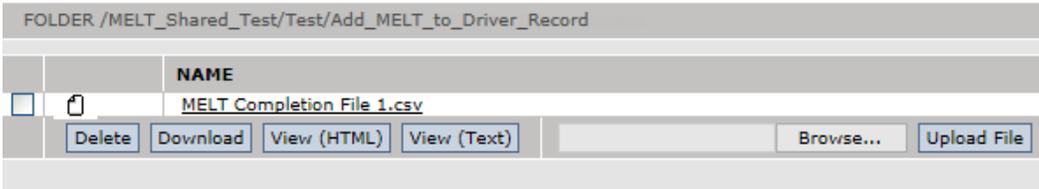
1. From the home page, click the folder with your school name.
2. Click the **Add MELT to Driver Record** folder.



3. Click **Browse...**
4. In the **Choose File to Upload** window, select the file you want to upload.
  - Confirm the file has the correct file name (see Page 2).
5. Click **Open**.
6. Click **Upload File**.



7. When the file is uploaded successfully, it appears in the **Add MELT to Driver Record** folder.



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## Instructions for Student Record File Transfers

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### Confirm File Transfers

To avoid delays in processing student records, ensure information (especially driver's licence numbers) is entered correctly in the template, and follow the steps below for each upload.

1. The day after you upload a file, check for an email with this subject line: **MELT Completion File(s) Received by MPI.**

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**Note:** File transfers are processed Monday to Saturday at 9:00 p.m. If you upload on a Sunday, the transfer can't be confirmed until after 9:00 p.m. on Monday.

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2. If you received an email, open it, and take action as applicable:

If the email contains:	Result/Action
The file name, number of student records processed, and transfer date	The file was processed. Verify the correct number of student records were processed. <b>Note:</b> The email does <b>not</b> indicate that students' driver records were updated. MPI requires up to <b>three business days</b> to update the records.
An <b>INVALID – NOT PROCESSED</b> message	The file was not processed for either of these reasons: 1. The file was not saved as a .csv file. In this case: <ul style="list-style-type: none"><li>• Resave the file as “.csv” and upload it again following <b>Send File Transfers to MPI</b> (see Page 3).</li></ul> 2. The word “MELT” was not in the file name. In this case: <ul style="list-style-type: none"><li>▪ Open the <b>Add MELT to Driver Record</b> folder and delete the file.</li><li>▪ Resave the version in your computer with the word “MELT” in the file name.</li><li>▪ Upload it following <b>Send File Transfers to MPI</b> (see Page 3).</li></ul>

3. If you did not receive an email:
  - Log in to the STA and check the **Add MELT to Driver Record** for a notification file, which MPI provides as a backup to the email (and has the same information as the email). Take action as provided in the table above, according to the information in the notification file.

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**Note:** Contact the Permit Unit if you would like to receive emails for future uploads.

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- If your uploaded file is still in the **Add MELT to Driver Record** folder, contact the Permit Unit.

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### Delete File

If you want to clean up a folder, you can delete files: select the checkbox to the left of the file you want to delete, and click **Delete**.