First you need to save your export file to your desk top.  Make sure that it is saved as an excel file, xls.

To import

1. Open access file
2. Click ‘external data’ on your menu options.
3. Under the import section click on excel
4. A new box will pop up. Find your file so it shows up on your data source line.
5. In the bottom half of the box it asks for you to specify how and where you want to store the data in the current database. Select ‘Append a copy of the record to the table’.  There is only one table to pick and it is called ‘Position Applicant’.
6. Click next
7. If it isn’t, check the box that says ‘first row contains column headings’.
8. Click next
9. DO NOT RENAME THE TABLE.
10. If an import error occurs and it tells you that some records could not be imported due to formatting issue.  This is okay.  It means that a student incorrectly inputted a field that does not match up with the file.  The Export file and Access have to have certain formatting for certain fields like dates. If the student put in their e-mail address in the date field, this error will occur. Access will remove that field but not the whole record.  Any fields removed are reported in an error file.
11. To view the applications simply click on the Position Applications report.