



National Student
Clearinghouse[®]

CORA User's Guide

JUNE 1, 2015

Table of Contents

Step 1. Log on to the School Secure Site	2
Step 2. Enter current transmission.....	3
Step 3. Review students.....	5
Step 4. Finish and submit.....	12

Step 1. Log on to the School Secure Site

1. Go to www.studentclearinghouse.org.
2. Click "User Login" on the green menu in the upper-right corner.



3. Enter your user name and password in the login box.

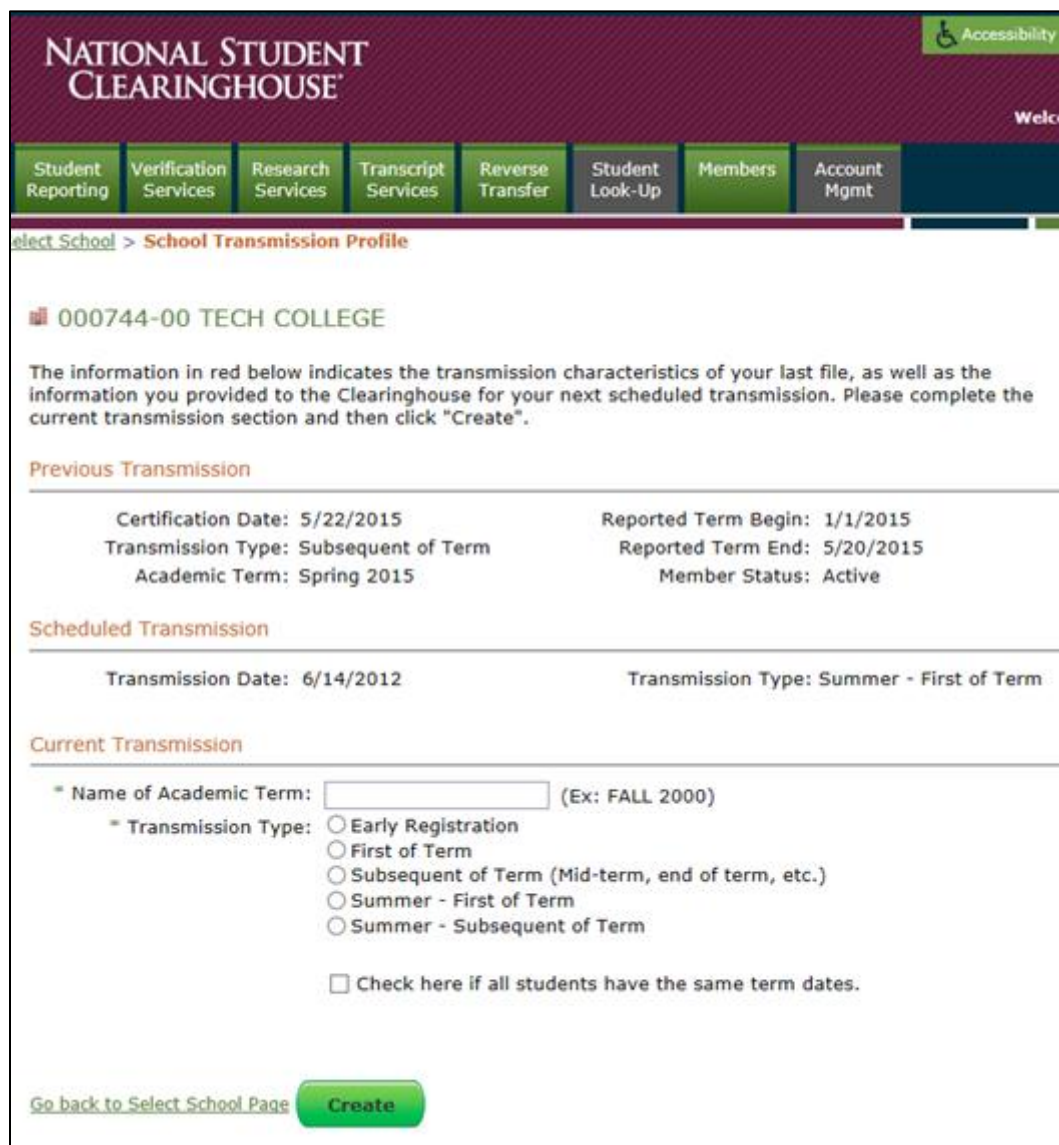
Log In	Don't Have A Login?
User Name: <input type="text"/>	Perform a Verification >
Password: <input type="password"/>	Order a Transcript >
<input type="button" value="Log in >"/>	<div>Bookmarking this page will result in an error.</div>
Forgot your User ID or Password?	
Looking for FTP? Secure FTP Login	
System Requirements	

4. Click Log in to access your account.

Step 2. Enter current transmission

The landing page displays information about your previous submission (if you had one) and the information currently due, per your school's schedule of submissions.

1. Enter the name of the current term
2. Select the type of submission you are sending.



NATIONAL STUDENT CLEARINGHOUSE Accessibility Welcome

[Select School](#) > **School Transmission Profile**

000744-00 TECH COLLEGE

The information in red below indicates the transmission characteristics of your last file, as well as the information you provided to the Clearinghouse for your next scheduled transmission. Please complete the current transmission section and then click "Create".

Previous Transmission

Certification Date: 5/22/2015	Reported Term Begin: 1/1/2015
Transmission Type: Subsequent of Term	Reported Term End: 5/20/2015
Academic Term: Spring 2015	Member Status: Active

Scheduled Transmission

Transmission Date: 6/14/2012	Transmission Type: Summer - First of Term
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Current Transmission

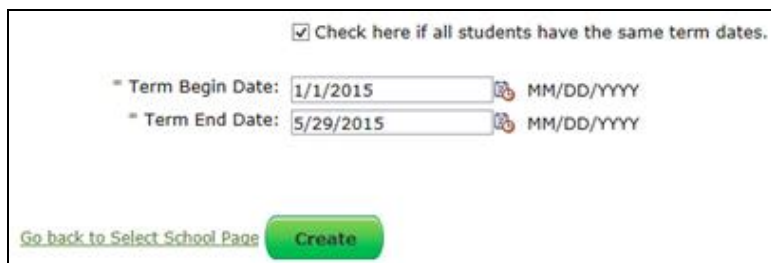
* Name of Academic Term: (Ex: FALL 2000)

* Transmission Type: ☐ Early Registration
☐ First of Term
☐ Subsequent of Term (Mid-term, end of term, etc.)
☐ Summer - First of Term
☐ Summer - Subsequent of Term

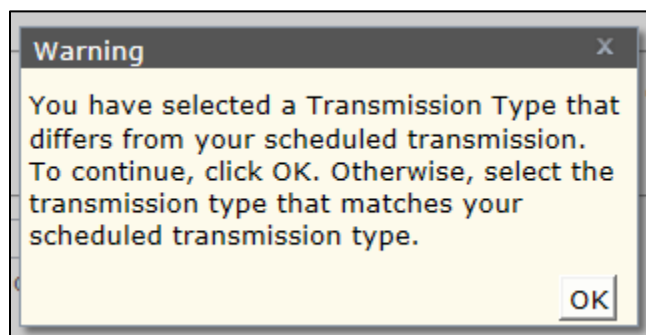
☐ Check here if all students have the same term dates.

[Go back to Select School Page](#) **Create**

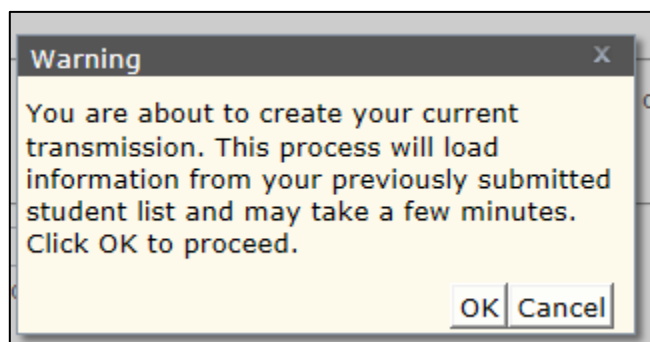
3. If all the students have the same term begin and end dates, check the box.
4. The fields where you can enter the term begin and end dates are displayed. These dates will be applied to EVERY student on the submission. If you do not check the box, you will need to enter the term date fields on each student's record.



5. A warning will display, if you select a transmission type different from what you are scheduled to send. However, you will be allowed to proceed.





6. When you select the "Create" button, another warning will display advising a list is being created based on your last submission to the Clearinghouse. As of June 2015, this does not include updates submitted through the Clearinghouse's "Update Student" option. It will ONLY include information reported on your last CORA submission.




Step 3. Review students

1. A list of students previously reported at your school will display. You will be presented with the option to “Add New Student” or “Add Former Student.” (A former student is someone you previously reported to the Clearinghouse, who has withdrawn or graduated from a prior term.)


 Accessibility

[Student Reporting](#)
[Verification Services](#)
[Research Services](#)
[Transcript Services](#)
[Reverse Transfer](#)
[Student Look-Up](#)
[Members](#)
[Account Mgmt](#)

[Select School](#) > [School Transmission Profile](#) > **[School Transmission Detail](#)**


 000744-00 TECH COLLEGE

Total Records: 87

#	Error	Reviewed	Source	SSN	Name	Status	Anticipated Graduation Date
1			Existing	001840000	PORTER, AMEE	Full Time	5/20/2018
2			Existing	001800005	LEE, LUCY	Full Time	5/31/2015
3			Existing	003820000	SHERIDAN, CAROL	Full Time	5/31/2018
4			Existing	004006909	CONRAD, NICK	Full Time	5/31/2019
5			Existing	000700087	CARE, ELISABETH	Full Time	5/31/2017
6			Existing	006005002	HAMILTON, CHASE	Full Time	9/30/2019

[Add New Student](#)
[Add Former Student](#)
[Next](#)

- Double click on the student to display his or her record. Any information previously reported will display. You can make any current enrollment updates on this screen. Required fields are marked with a single asterisk (*); view-only fields are marked with a double asterisk (**). If you change the Social Security number or last name, the "Previous SSN" or "Previous Last Name" fields will be automatically populated.



[Accessibility](#)
[Help](#)
[Contact](#)
[Home](#)

Welcome, DAMICO
|
[Log Out](#)

Student Reporting

Verification Services

Research Services

Transcript Services

Reverse Transfer


Student Look-Up

Members

Account Mgmt

CORA Application

[Select School](#) >
[School Transmission Profile](#) >
[School Transmission Detail](#) >
Student Record Detail


Student Record Detail:
PORTER, AMEE
(*) = required (**) = read only

Personal Information

* Social Security Number: 001840000
PORTER
COLLEGE STUDENT ID:
FIRST NAME: AMEE
* LAST NAME: PORTER
MIDDLE INITIAL: B
MIDDLE NAME: BELINA
NAME SUFFIX:

STATE STUDENT ID:
**Previous SSN:
**Previous Last Name:
* Date Of Birth: 4/27/1989
Gender: Select
Race/Ethnicity: Select

Permanent Address

* STREET 1: 2555 JOSHUA LANE
STREET 2:
* CITY: HERNDON

* State: VIRGINIA
* Zip: 20120

Enrollment Information

* Enrollment Status: Full Time
* Anticipated Graduation Date: 5/20/2018
Directory Block Indicator:

* Term Begin Date: 1/1/2015
* Term End Date: 5/29/2015

Additional Information

NCES CIP CODE Major 1:
NCES CIP CODE Major 2:
MAJOR COURSE OF STUDY 1:
MAJOR COURSE OF STUDY 2:
Class/Credential: Select
First Time/Full Time: Select
Degree Seeking: Select
HIGH SCHOOL CODE:
Good Student: Select
Student Phone Type: Select

Student Preferred Phone Flag: Select
Student Phone Country Code:
Student Phone Number:
VETERAN STATUS: Select
Pell Recipient: Select
Remedial Course Flag: Select
Citizenship: Select
MoveTo OPEID:
Email:
**COMMIT ID (FUTURE USE):

Program Information

* Program Indicator: Select

[Cancel](#)
[OK and Previous](#)
[OK and Next](#)
[OK](#)



3. An error message will display, if you leave a required field blank or the record has errors.

An error message dialog box titled "Error" with a red exclamation mark icon. The text inside reads: "Messages for this page are listed below." Below this, there are two error messages, each preceded by a red exclamation mark icon: "Anticipated Graduation Date: 'Anticipated Graduation Date' can not be earlier than the Term End Date ." and "Program Indicator: Please provide value for 'Program Indicator' field." There is an "OK" button in the bottom right corner.

4. Fields that need to be completed or corrected before the record can be submitted are outlined in red.

The "Enrollment Information" form section. It includes a checkbox "Check here if student is no longer enrolled." followed by two rows of fields: "Enrollment Status:" with a dropdown menu set to "Full Time", and "Anticipated Graduation Date:" with a text box containing "5/31/2014" (this field is outlined in red). To the right are "Term Begin Date:" (1/1/2015) and "Term End Date:" (5/29/2015). Below these is a "Directory Block Indicator:" checkbox. The "Additional Information" section follows, containing two columns of fields. The left column includes "NCES CIP CODE Major 1:", "NCES CIP CODE Major 2:", "MAJOR COURSE OF STUDY 1:", "MAJOR COURSE OF STUDY 2:", "Class/Credential:" (dropdown), "First Time/Full Time:" (dropdown), "Degree Seeking:" (dropdown), "HIGH SCHOOL CODE:", "Good Student:" (dropdown), and "Student Phone Type:" (dropdown). The right column includes "Student Preferred Phone Flag:" (dropdown), "Student Phone Country Code:", "Student Phone Number:", "VETERAN STATUS:" (dropdown), "Pell Recipient:" (dropdown), "Remedial Course Flag:" (dropdown), "Citizenship:" (dropdown), "MoveTo OPEID:", "Email:", and "**COMMIT ID (FUTURE USE):". The "Program Information" section at the bottom has a "Program Indicator:" dropdown menu (outlined in red) set to "Select". At the bottom left are "Cancel" and "OK and Next" links, and a green "OK" button.

5. Select the "Program Indicator."
 - a. Selecting "No" allows you to choose either "OK and Next" or "OK."

The "Program Information" form section. It includes a "Program Indicator:" dropdown menu (outlined in red) set to "No". At the bottom left are "Cancel", "OK and Previous", and "OK and Next" links, and a green "OK" button.

- b. Selecting “Yes” displays the “Program 1” screen, which you must complete. You will also be provided with the option to add a second program, “Program 2.”
 - i. Dropdowns are provided for fields with limited value options. As of June 2015, the ONLY option for Program CIP Year is 2010.

▲ Program 1
✓ If Program Indicator is Yes, all additional program 1 information is required.

* Program 1 CIP:

* Program 1 CIP Year:

* Program 1 Credential Level:

* Program 1 Published Length:

* Program 1 Published Length Measurement:

Program 1 Weeks in Title IV Academic Year:

* Program 1 Begin Date:

* Program 1 Special Program Indicator:

* Program 1 Enrollment Status:

* Program 1 Enrollment Status Effective Date:

- ii. Adding “Program 2” displays the same fields, but also allows you the option to delete “Program 2.”

▲ Program 2

* Program 2 CIP:

* Program 2 CIP Year:

* Program 2 Credential Level:

* Program 2 Published Length:

* Program 2 Published Length Measurement:

Program 2 Weeks in Title IV Academic Year:

* Program 2 Begin Date:

* Program 2 Special Program Indicator:

* Program 2 Enrollment Status:



* Program 2 Enrollment Status Effective Date:

[+ Add Program 3](#) [x Delete Program 2](#)

6. After you review and complete the first record, you can:
 - a. Cancel changes
 - b. Accept the changes and go to the previous record,
 - c. Accept the changes and go to the next record, or
 - d. Click “OK” to go to the “Transmission Detail Screen.”


[Cancel](#) [OK and Previous](#) [OK and Next](#) [OK](#)

7. The "Transmission Detail Screen" shows which, if any, records still need to be reviewed.


 Accessibility

[Student Reporting](#)
[Verification Services](#)
[Research Services](#)
[Transcript Services](#)
[Reverse Transfer](#)
[Student Look-Up](#)
[Members](#)
[Account Mgmt](#)

[Select School](#) > [School Transmission Profile](#) > **School Transmission Detail**

 000744-00 TECH COLLEGE


Total Records: 137

#	Error	Reviewed	Source	SSN	Name	Status	Anticipated Graduation Date
1		✓	Existing	001840000	PORTER, AMEE	Full Time	5/20/2018
2		✓	Existing	001800005	LEE, LUCY	Full Time	5/31/2015
3		✓	Existing	003820000	SHERIDAN, CAROL	Full Time	5/31/2018
4		✓	Existing	004006909	CONRAD, NICK	Full Time	5/31/2019
5		✓	Existing	000700087	CARE, ELIXABETH	Full Time	5/31/2017
6	E		Existing	006005002	HAMILTON, CHASE	Full Time	5/31/2017

[Add New Student](#)
[Add Former Student](#)
[Next](#)



8. Selecting “Next” takes you to the confirmation page, which will display if there are any errors that you need to correct.

 Accessibility

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Student Reporting

Verification Services

Research Services

Transcript Services


Reverse Transfer

Student Look-Up

Members

Account Mgmt

[Select School](#) > [School Transmission Profile](#) > [School Transmission Detail](#) > **Transmission Confirmation**

 000744-00 TECH COLLEGE

The following summarizes your transmission information. Please carefully review the information below to make sure that this reflects all of your enrolled students.

Transmission Summary	Total Count
Total Students:	87
New Students:	0
Students No Longer Enrolled:	0
Former Students Added:	0
Reviewed/Updated Students:	6
Not Reviewed Students:	81

Errors Found: 77

We have found the following errors in the student data you provided. You must correct them before you can complete the transmission.

- Required data missing in '77' record(s).

Show Errors



9. Select "Show Errors" to go to the list of students that need to be reviewed or updated.

The screenshot shows the National Student Clearinghouse interface. The header includes the logo and navigation links like Accessibility and Help. A breadcrumb trail indicates the current path: Select School > School Transmission Profile > School Transmission Detail > Transmission Confirmation. The page title is 000744-00 TECH COLLEGE. A message states: 'The following summarizes your transmission information. Please carefully review the information below to make sure that this reflects all of your enrolled students.' Below this is a table with two columns: Transmission Summary and Total Count. The table contains five rows of data. A warning message follows: 'Warning: You have not reviewed/updated 0 students.' A detailed instruction paragraph explains the transmission process and advises printing the Student Roster Detail. At the bottom, there are links for Transmission Detail and Download student Roster, and a large green Send button.

Transmission Summary	Total Count
Total Students:	87
New Students:	2
Students No Longer Enrolled:	0
Former Students Added:	0
Reviewed/Updated Students:	87
Not Reviewed Students:	0

Warning: You have not reviewed/updated 0 students.

If you proceed with transmitting your Transmission to the Clearinghouse, all information you have entered in your current Transmission will not be available for review after the process is completed. This process cannot be undone. We recommend that you print out a copy of Student Roster Detail for your record before you proceed. This process may take few minutes to complete. Please be patient and do not hit Refresh or Stop buttons from your browser. If you wish to go back and edit your student data, click on Transmission Detail. If you wish to continue to transmit, click on Send.

[Transmission Detail](#) [Download student Roster](#) [Send](#)

Step 4. Finish and submit

10. After you've completed all review and corrections, you'll be returned to the confirmation page, where you can:
 - a. Select "Transmission Details" to return to the "Transmission Detail Screen" to view it,
 - b. Select "Download Student Roster" to save an Excel spreadsheet of all the information for each student. (We strongly encourage you to download and save a copy of your transmission for your records.)
11. Select "Send" when you are ready to report your information to the Clearinghouse. Confirmation that your data has been submitted will be displayed on the screen.



IMPORTANT: Validations on all fields are NOT performed via CORA. Additional information or clarification may be needed to complete processing of the data you submitted. If so, an analyst from our Data Integrity & Operations Department will contact you to resolve any issues they may find.

If you have questions or need assistance, please contact schoolops@studentclearinghouse.org.