National Student Clearinghouse®

CORA User's Guide

JUNE 1, 2015

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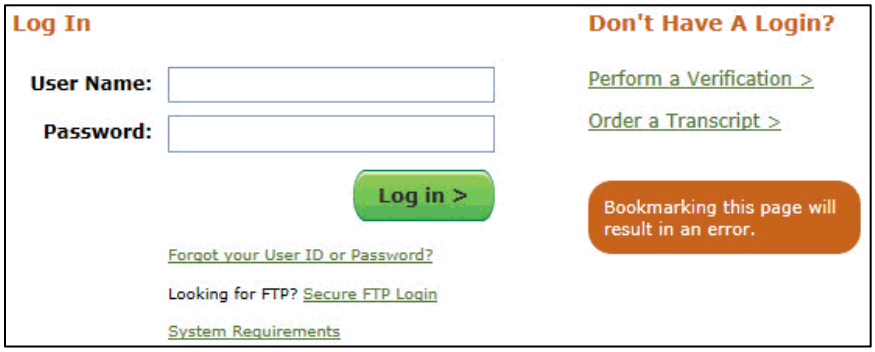
Step 1. Log on to the School Secure Site

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.

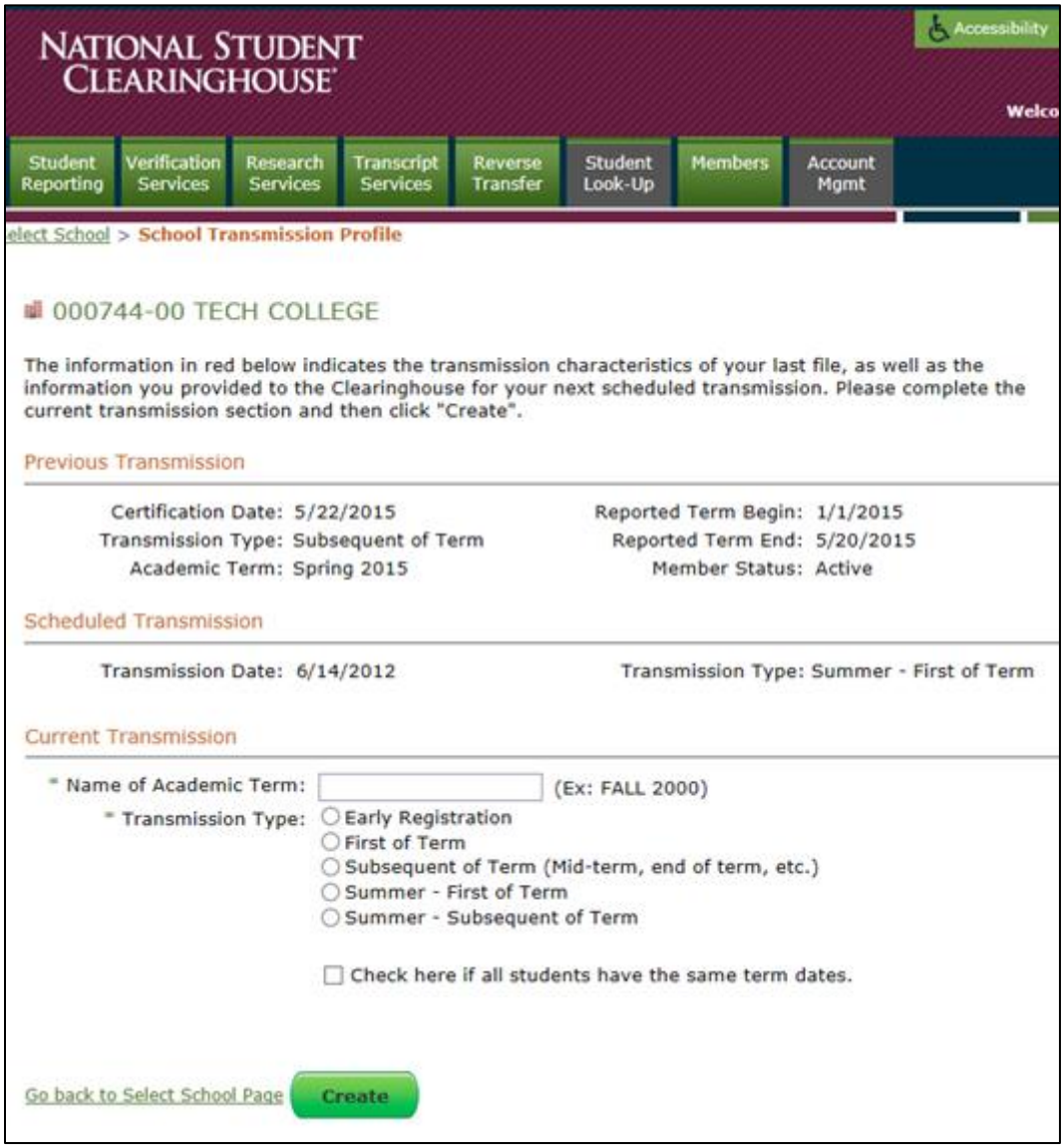


4. Click Log in to access your account.

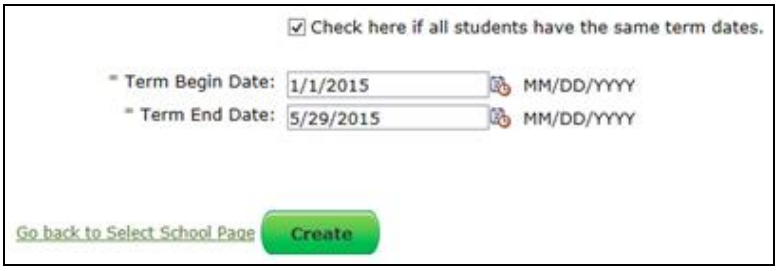
Step 2. Enter current transmission

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.

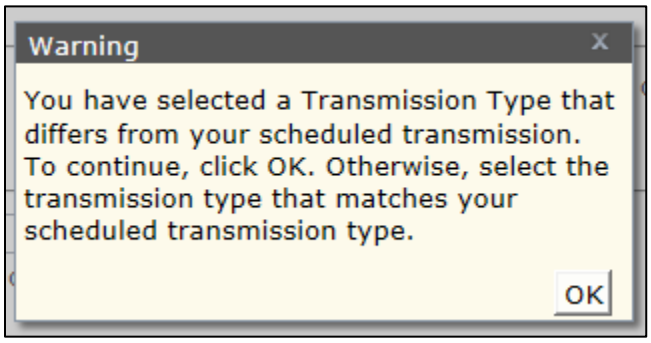
1. Enter the name of the current term
2. Select the type of submission you are sending.



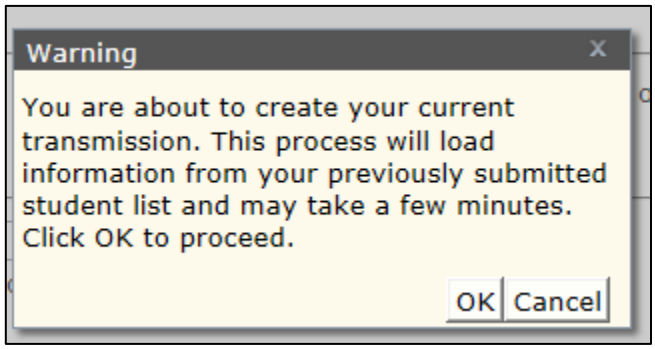
3. If all the students have the same term begin and end dates, check the box.
4. The fields where you can enter the term begin and end dates are displayed. These dates will be applied to EVERY student on the submission. If you do not check the box, you will need to enter the term date fields on each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

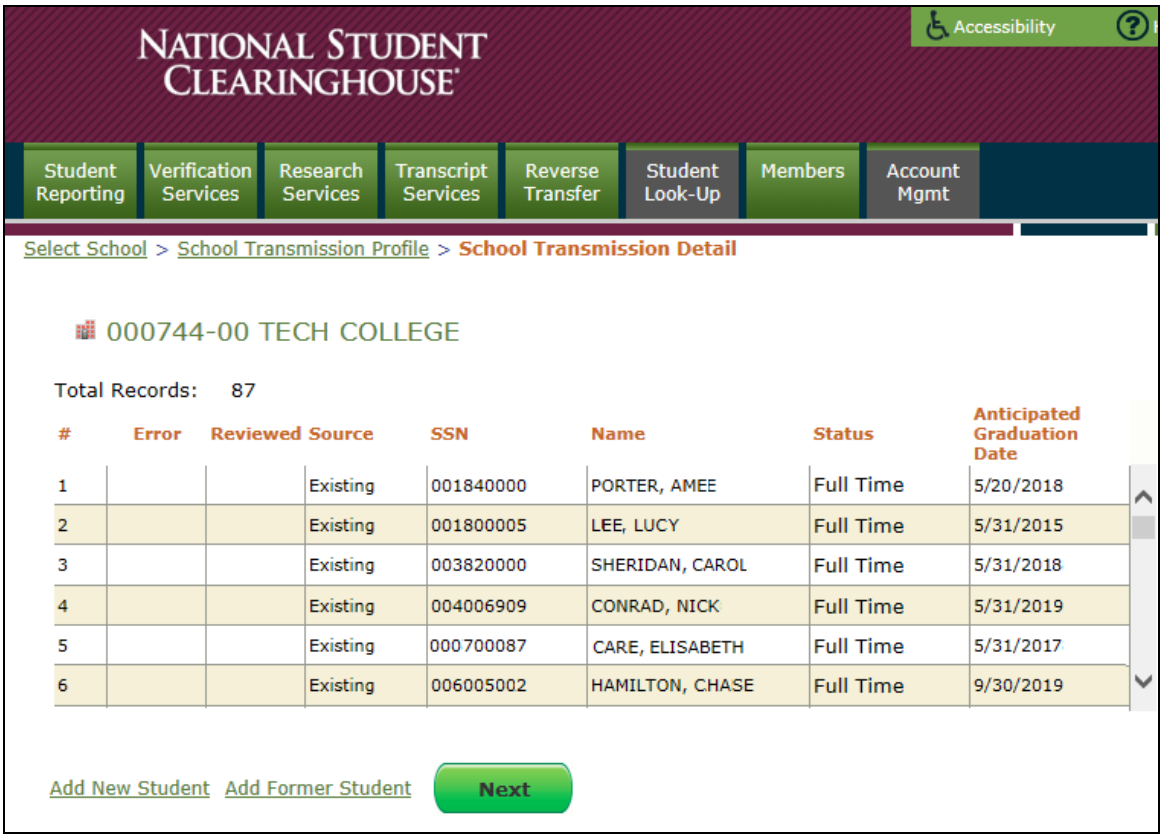


6. When you select the "Create" button, another warning will display advising a list is being created based on your last submission to the Clearinghouse. As of June 2015, this does not include updates submitted through the Clearinghouse's "Update Student" option. It will ONLY include information reported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

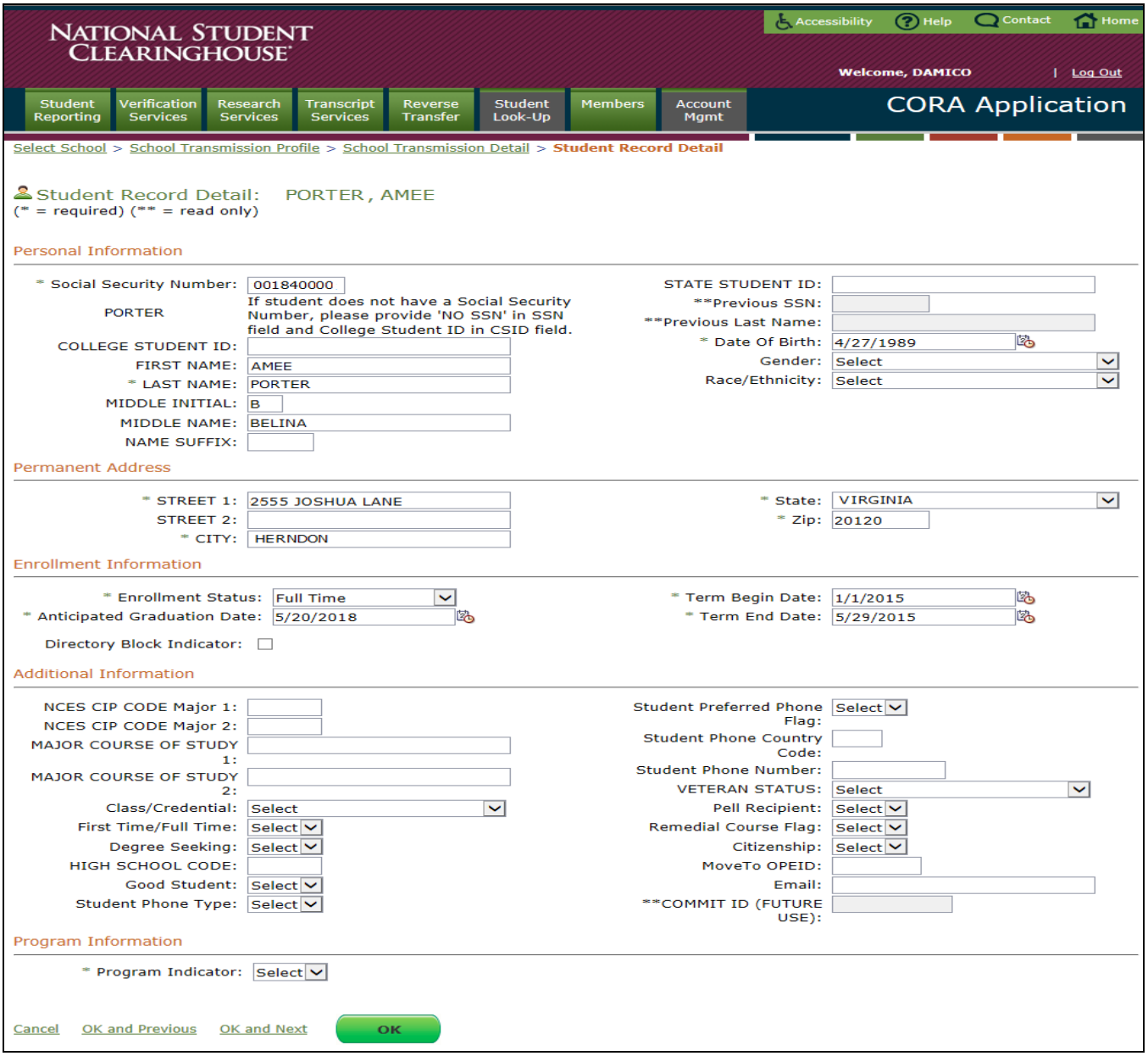


Step 3. Review students

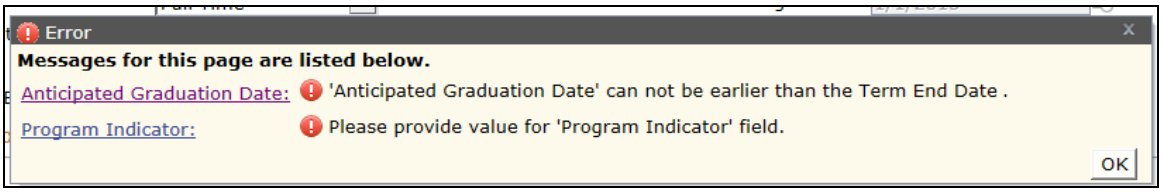
1. A list of students previously reported at your school will display. You will be presented with the option to "Add New Student" or "Add Former Student." (A former student is someone you previously reported to the Clearinghouse, who has withdrawn or graduated from a prior term.)



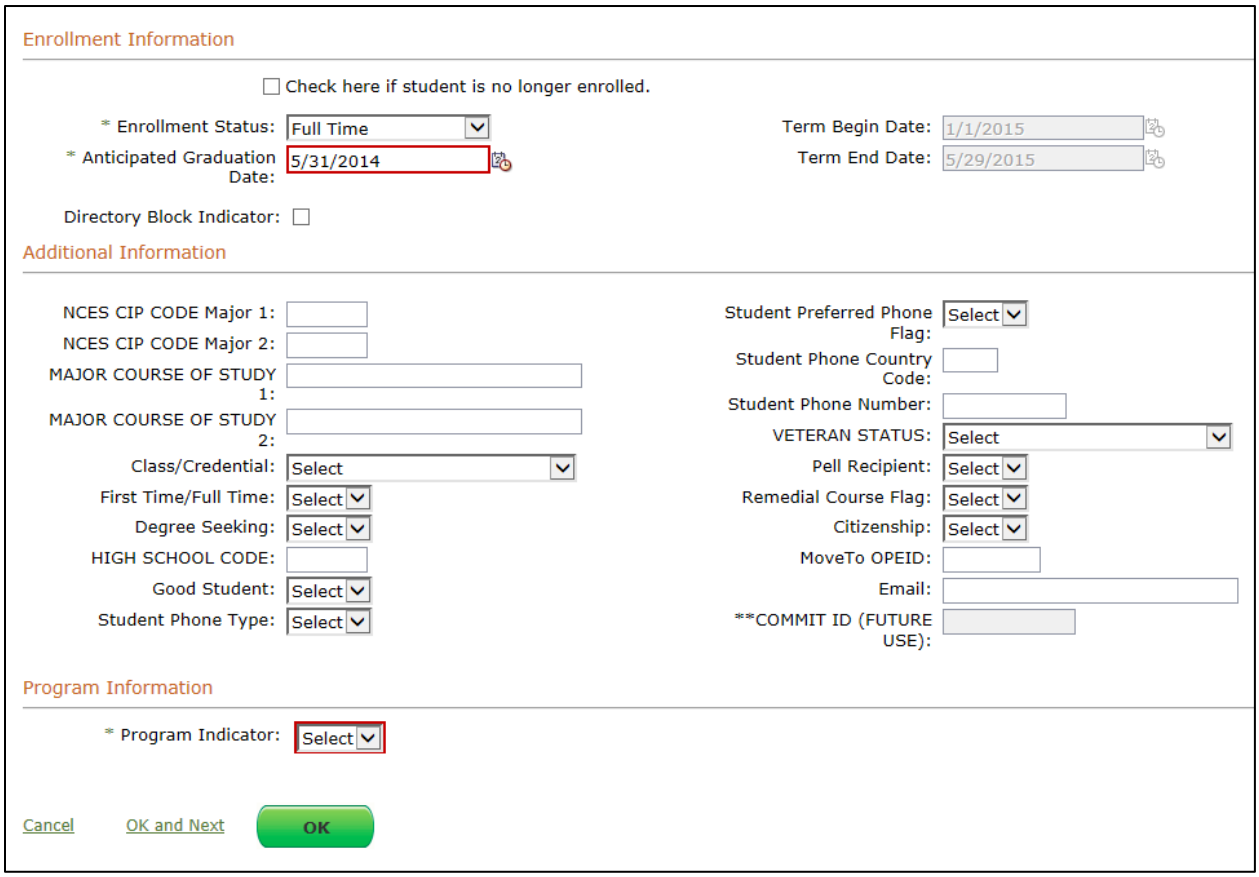
2. Double click on the student to display his or her record. Any information previously reported will display. You can make any current enrollment updates on this screen. Required fields are marked with a single asterisk (*); view-only fields are marked with a double asterisk (**). If you change the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



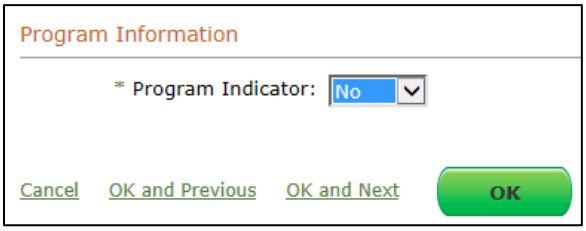
3. An error message will display, if you leave a required field blank or the record has errors.



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

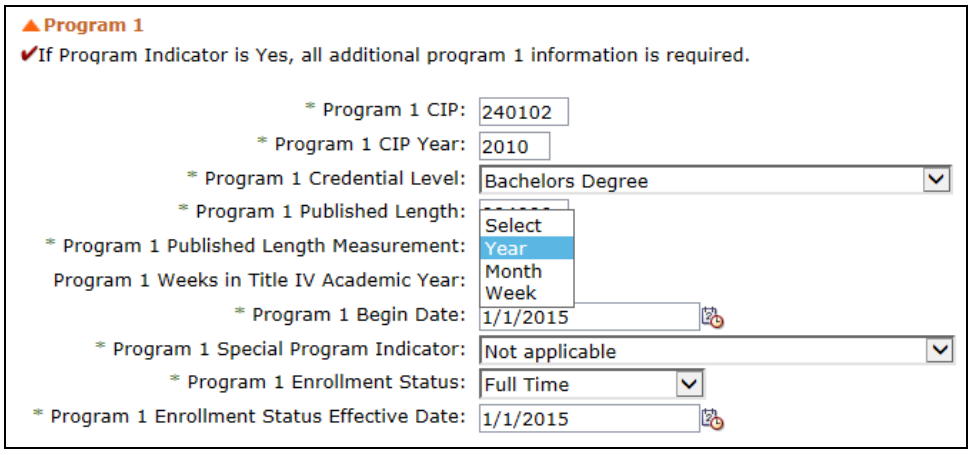


5. Select the "Program Indicator."
   a. Selecting "No" allows you to choose either "OK and Next" or "OK."

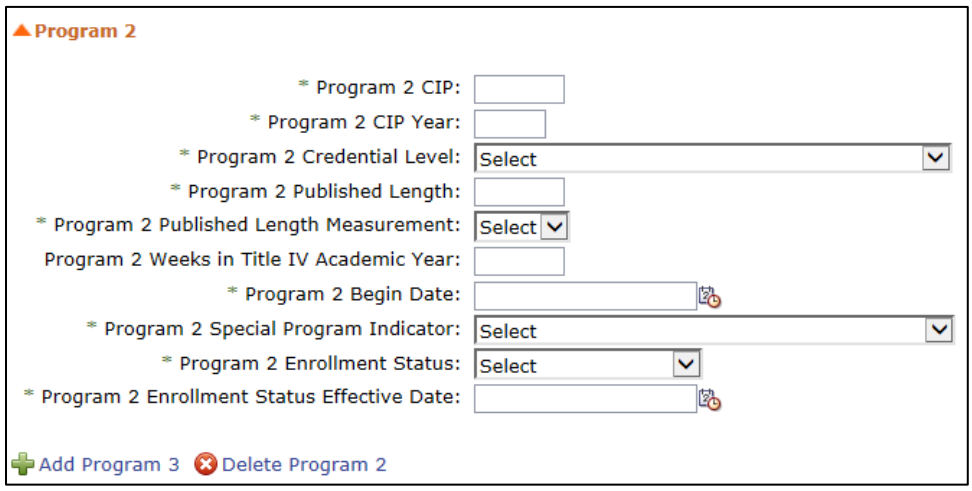


b. Selecting "Yes" displays the "Program 1" screen, which you must complete. You will also be provided with the option to add a second program, "Program 2."

i. Dropdowns are provided for fields with limited value options. As of June 2015, the ONLY option for Program CIP Year is 2010.



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



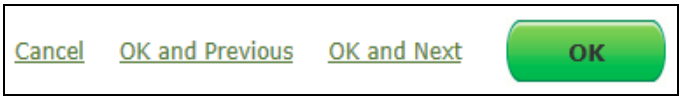
6. After you review and complete the first record, you can:

a. Cancel changes

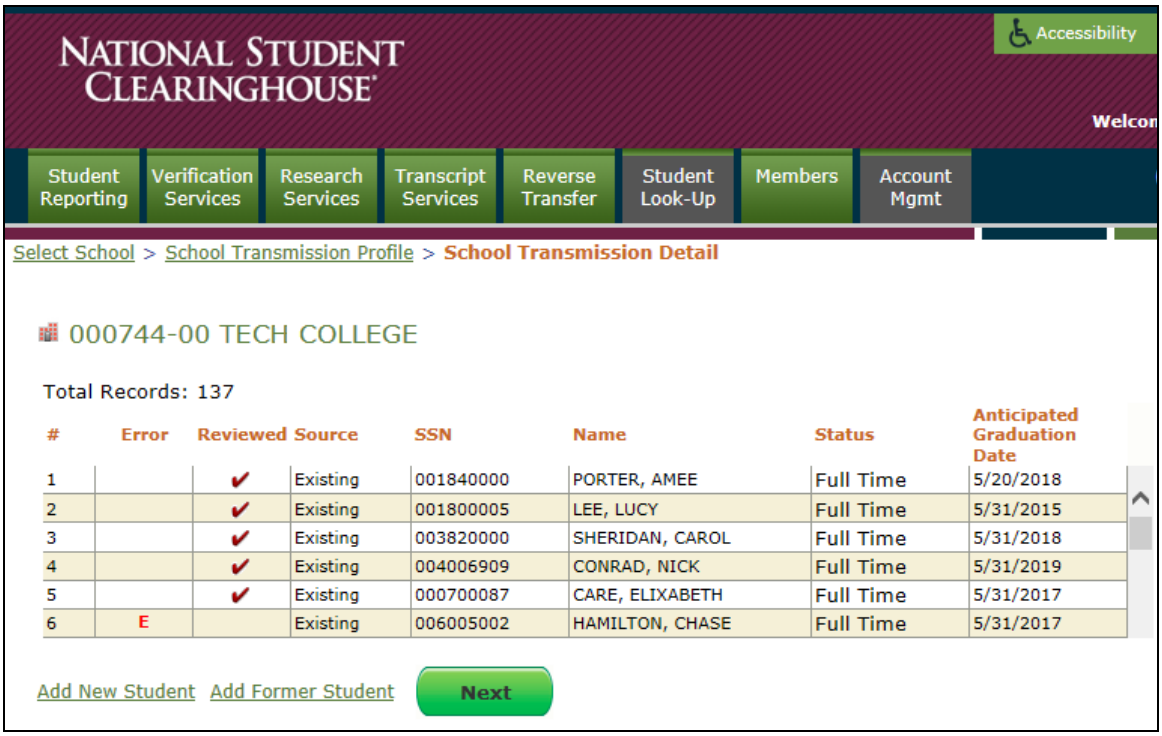
b. Accept the changes and go to the previous record,

c. Accept the changes and go to the next record, or

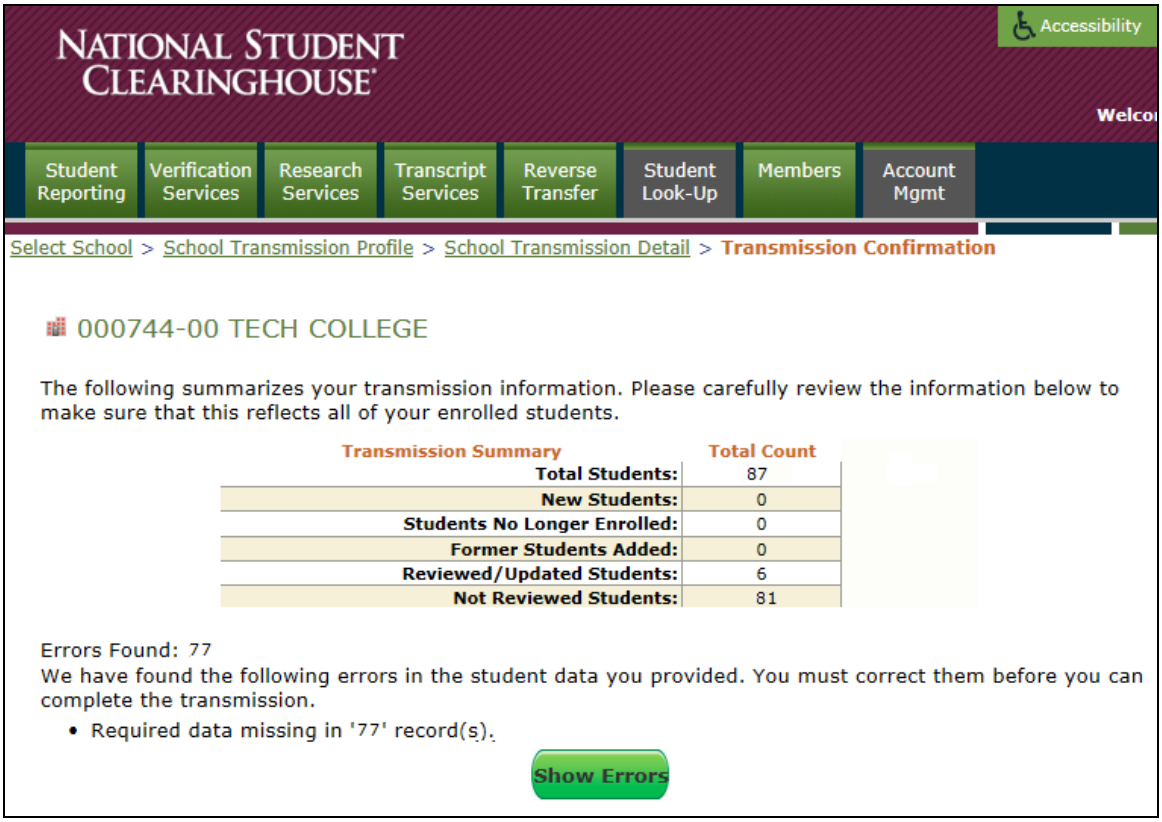
d. Click "OK" to go to the "Transmission Detail Screen."



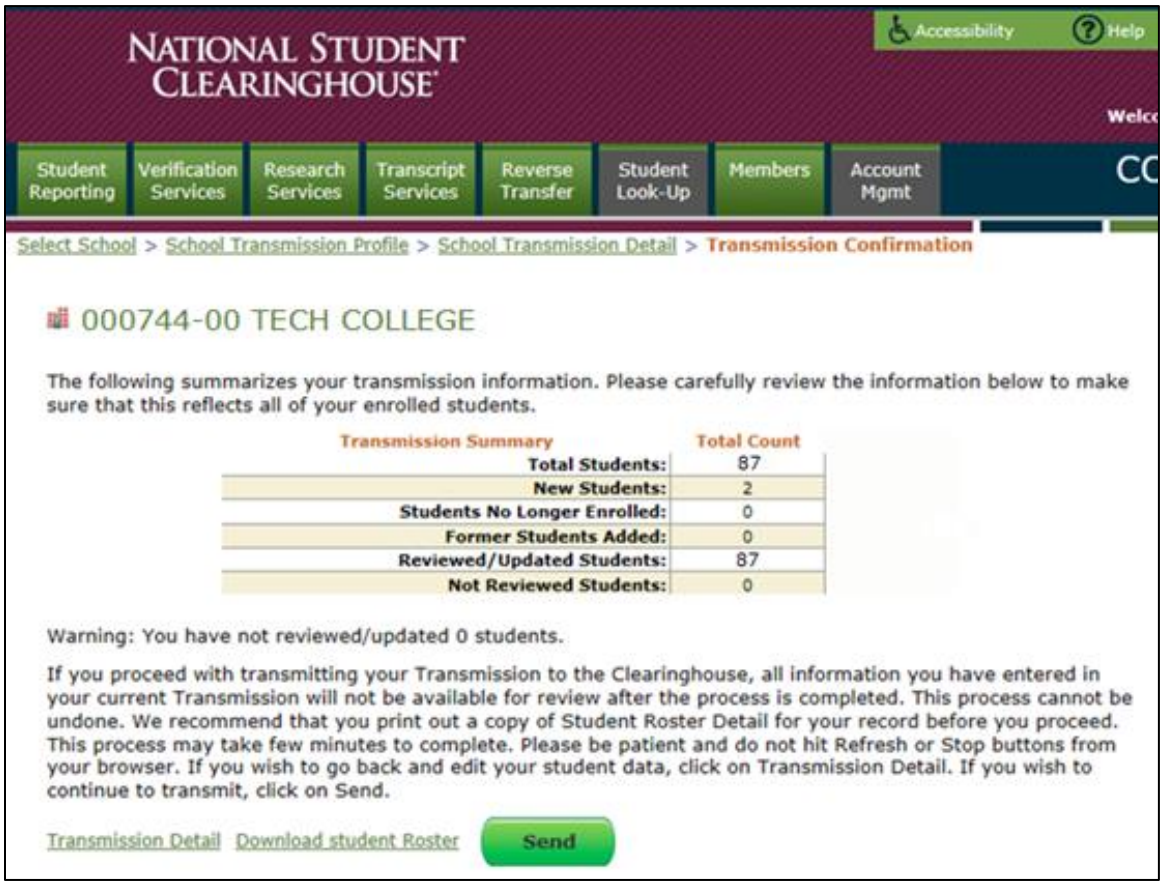
7. The "Transmission Detail Screen" shows which, if any, records still need to be reviewed.



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



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



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.