

# **Guide to Student Support Services Online Student Verification System (Tier 1A)**



**November 2011**

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# 1 Overview

## 1 What is the SSS Online student verification system?

The SSS Online Student Verification System is a one-time student record verification process that will necessitate projects review and confirm a list of participant records to be included in the 2010-11 SSS Annual Performance Report data submission.

## 2 What is the goal and purpose of the student record verification system?

The purpose and goal of the student record verification system is to create a single-year file that will assist the Department in improving transparency in the calculation of prior experience (PE) points and to ultimately provide SSS projects with their PE points at the time of the APR online data submission.

## 3 What is the process for achieving the Department's goal?

The process for achieving the Department's goal is requires projects include on their 2010-11 SSS APR data files, for each reporting year, all participants that were served in the timeframe needed to calculate PE points as follows:

- ◆ For 4-year institutions, records must remain on the file for six years.
- ◆ For 2-year institutions, records must remain on the file for four years.

## 4 How will a project know which records to include in the 2010-11 APR?

The Department created a file that identifies all records to be included, based on when the participant was first served (i.e., new participant in the reporting period). As such, each student record will contain a message indicating if a record is missing from the 2009-10 data file. If this message is present, projects must ensure that the record(s) are included in their 2010-11 APR data submission.

- ◆ For 4-year institutions, the file will contain student records for 5 sets of cohorts: 2005-06 through 2009-10.
- ◆ For 2-year institutions, the file will contain student records for 3 sets of cohorts: 2007-08, 2008-09, and 2009-10.

## 2 Getting Started

### 2.1 Main Page

#### Description

This page provides information about the submission due date, login and registration process. Hyperlinks are provided for *Forgot Password*, *First time user*, *Help Desk* and *Guide to SSS Tier 1A*.

#### Page Details

This page allows users to log in to the SSS online program if they have already registered. All first time users must register in order to access the APR. The **Login** page displays as follows:

**SSS Tier 1A Online Verification**

Help Desk

**Register Here**

Register Here Each Year

Login to access your report:

User ID:

Password:

Login

Forgot Password?

**Important Dates**

- Each SSS grantee must complete and submit this report by: **December 15, 2011.**

**Reminders:**

Registration is required in order to protect the security of the data. To receive the user id and password, you will need to provide the PR number, the Project Director's first and last name, as well as the Director's E-mail address. Upon successful verification, an e-mail with the user id and temporary password for your institution will be forwarded to the director's e-mail address on file. If we are unable to verify this information online, the program specialist for your grant and the Help Desk will be notified via e-mail to assist you.

**Purpose:**

The Department is making changes to the APR data collection process for the SSS program to improve transparency in the calculation of prior experience (PE) points and to ultimately provide SSS grantees with their PE points at the time of the APR submission. To achieve this goal, the Department needs grantees to include on their APRs, for each reporting year,

### 2.2 First Time User

#### Description

Registration is required to protect the security of the annual performance report data. To receive the user id and password, a project director must provide the PR number, first and last name, email address, and

answer two security questions. If the information is correct, the project will receive an email with the user ID and temporary password.

### User Registration

**To receive your userid and password:**

Please complete the required information and submit the form below. Upon verification, your login information will be e-mailed to the Project Director at the e-mail address we have on file. Further login instructions will be provided in the e-mail.

**If you do not have the project information or we are unable to verify it:**

An e-mail will be sent to your Program Specialist for assistance in verifying your project information. You should receive a response within 24 hours. Please wait 24 hours before contacting the help desk about registration verification issues.

---

PR Number\*:

Director's E-mail Address\*:

Director's First Name\*:

Director's Last Name\*:

Security Questions\*:

-- Select one --

Answer:

-- Select one --

Answer:

\*Required fields.

### 2.3 Resetting the Temporary Password

The project will then be required to reset their temporary password by first entering the project user id and temporary password which the project received via email.



Federal TRIO Programs

[Register Here](#)

[Register Here  
Each Year](#)

Login to access your report:



Your user id and password  
have been e-mailed to the  
program director's e-mail  
account we have on file.

User ID:

Password:

Login

## SSS Tier 1A Online Verification

[Help Desk](#)

### ➤ Important Dates

- Each SSS grantee must complete and submit this report by:  
**December 15, 2011.**

### ➤ Reminders:

Registration is required in order to protect the security of the data. To receive the user id and password, you will need to provide the PR number, the Project Director's first and last name, as well as the Director's E-mail address. Upon successful verification, an e-mail with the user id and temporary password for your institution will be forwarded to the director's e-mail address on file. If we are unable to verify this information online, the program specialist for your grant and the Help Desk will be notified via e-mail to assist you.

### ➤ Purpose:

The Department is making changes to the APR data collection process for the SSS program to improve transparency in the calculation of prior experience (PE) points and to ultimately provide SSS grantees with their PE points at the time of the APR submission. To achieve this goal, the Department needs grantees to include on their APRs, for each reporting year,

You are required to reset your temporary password in order to login and will be required to provide the information below:

## First Time Login

You are required to change your password the first time you log into the system. After you change your password, you will need to login with your new password. The password must be at least eight characters, and include combinations of the following:

- at least one English uppercase character (A-Z)
- at least one English lowercase character (a-z)
- at least one numeric number (0-9)
- at least one non-alphanumeric special character (e.g.: !, @, #, \$, &, \*, %, /, +, -)

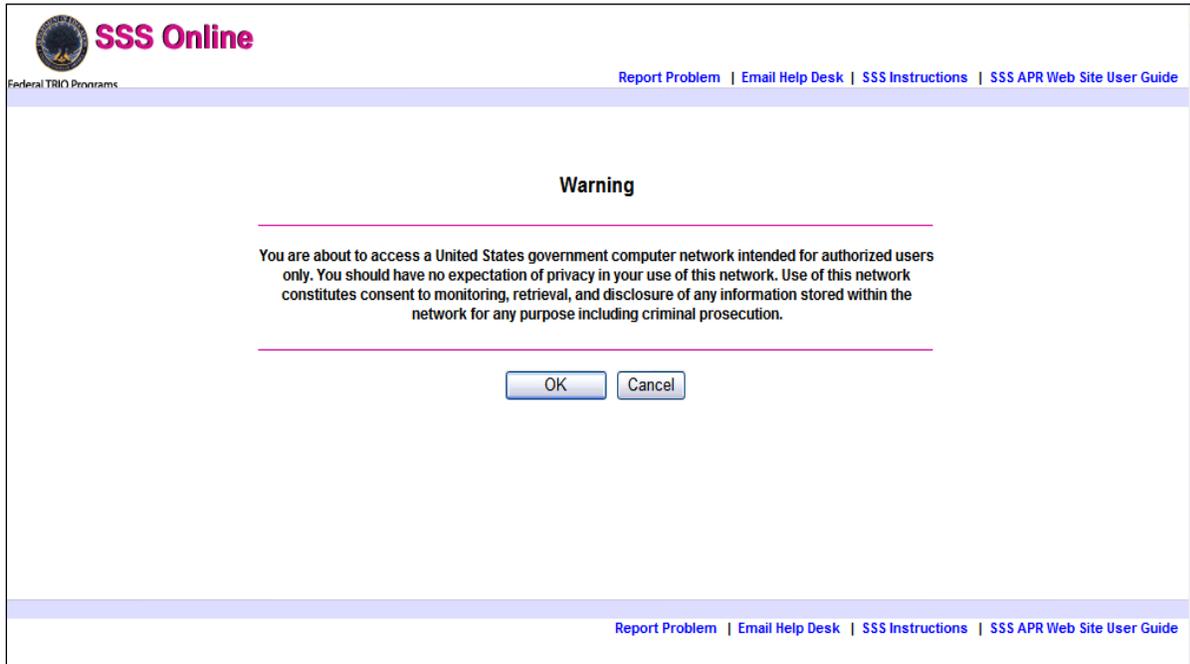
The email address provided below will be used to verify your identity in the "Forgot Password" feature of the website.

---

PRNO Number	P042A100664
Temporary Password*	<input type="text"/>
New Password *	<input type="text"/>
Confirm Password*	<input type="text"/>
E-mail Address*	<input type="text"/>
First Name*	<input type="text"/>
Last Name*	<input type="text"/>
	<input type="button" value="Submit"/> <input type="button" value="Reset"/> <input type="button" value="Cancel"/>

\*Required fields.

Once the temporary password is reset, the project is automatically logged in and can continue to review and verify the student records.



## 2.4 Forgot Password

### Description

A new user id and password are required. To receive a user id and password, the user must first register on the index page. If the user has already registered but has forgotten the password, the user will be able to reset their password without assistance from the Help Desk by providing the contact information and answering the two security questions provided by the project at initial registration.

The **Forgot Password** page displays as follows:

### Forgot Password

You must register for a new userid and password each year. If you have registered this year and forgot your password, please enter the information below. If all the information provided matches our records, your temporary password will be e-mailed to you shortly. If you need further assistance in obtaining your password, please contact the TRIO Help Desk by e-mail [SSSWeb@CBMIWeb.com](mailto:SSSWeb@CBMIWeb.com) or call (703) 846-8248.

Note: If this is the first time you entered the SSS website for the current APR cycle and you do not know your password, please go to the [Registration](#) page.

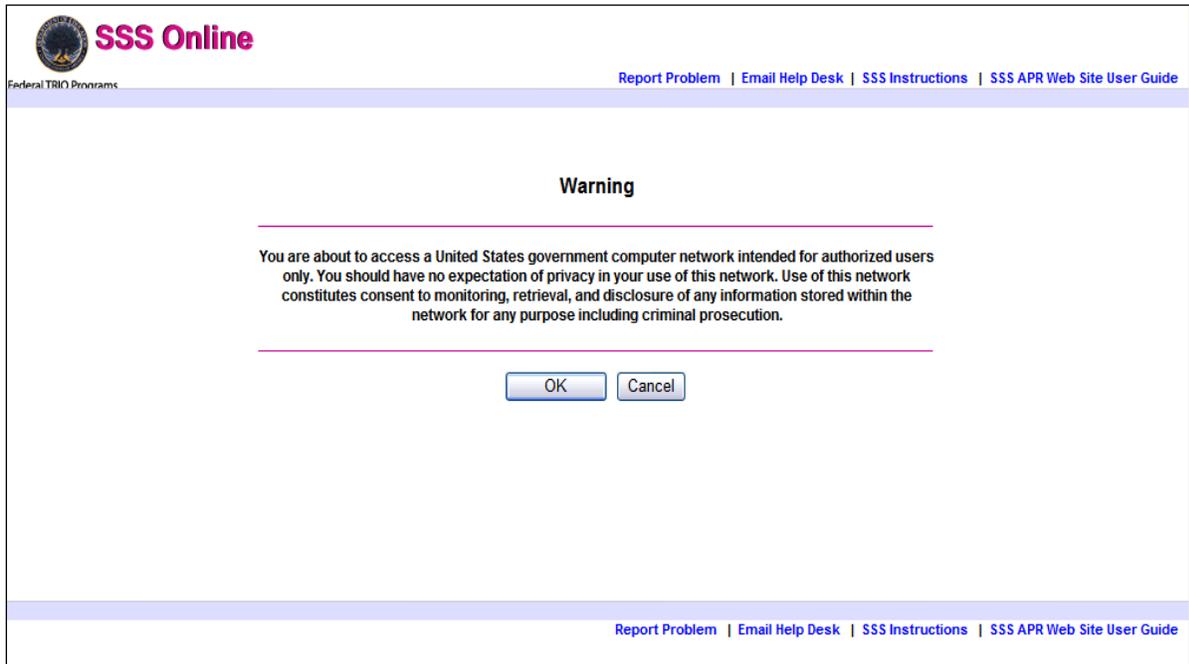
PR Number*:	<input type="text" value="P042A100000"/>
E-mail Address*:	<input type="text" value="VTalk@TMC.EDU"/>
First Name*:	<input type="text" value="James"/>
Last Name*:	<input type="text" value="White"/>
Security Questions*:	
	<input type="text" value="What is the name of your first pet?"/>
Answer:	<input type="text" value="Fido"/>
	<input type="text" value="What was your high school mascot?"/>
Answer:	<input type="text" value="tigers"/>

## 2.5 Successful Login

### Description

After the user has logged into the system successfully, he or she is directed to the **Warning** page, which cautions the user that they are accessing a government network, which is available to authorized users only. After clicking on the “**OK**” button, the user proceeds to the **PR Number Confirmation** page.

The **Warning** page displays below:



## Page Details

The grantee is asked to verify the information displayed in the below page. If this is not the institution's PR number, the grantee clicks on the "**Cancel**" button to log in again.

**SSS Online**  
Federal TRIO Programs

[Report Problem](#) | [Email Help Desk](#) | [SSS Instructions](#) | [SSS APR Web Site User Guide](#)

---

**PR Number Confirmation**

Please verify the information displayed below.

If this is **NOT** your institution's information, click the Cancel button and enter the correct PR Number.

If this **IS** your institution's information, click the Continue button.

---

Institution/Campus PR Number:	<b>P042A050068</b>
Name of Institution/Campus:	<b>James Sprunt Community College NC</b>

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[Report Problem](#) | [Email Help Desk](#) | [SSS Instructions](#) | [SSS APR Web Site User Guide](#)

### 3 Reviewing and Confirming Student Records

#### 3.1 Table View

All projects must review and correct records with suspected **data errors**. Any suspected data error(s)/messages are reported in **RED**. A data error occurs when there is a conflict between the year the participant was first reported and the most recently submitted data. To sort the table by type of data error, projects can click on the column header Date Error/Message. Below is the Table View which shows six (6) columns: Participant’s Last Name, First Name, SSN, DOB, Data Error/Message, and an Edit button. The Edit button is only applicable for those records that contained either a data error or message as described below.

**Review Participant List and Data Error Report (Table View)**

The Table View below displays a list of participants that were served by your project between [Insert years depending on Sector code). These participants belong to a specific cohort based on the participant status at the time of entry into the project. Grantees are required to review the list of participant records displayed below and correct data errors, where applicable, before submitting the data.

The column "Data Error" provides a brief description of the data error(s) contained in the student record. There are six (6) types of data errors that have been identified. For additional information regarding data errors and navigational instructions, please [click here](#).

<< Prev Page **1** of 14 Next >> [Printable version - Participant List Report](#)

**Table View - Total Number of Participants: 332**

Last Name	First Name	SSN	DOB	Data Error/Message
<a href="#">hardin</a>	brent			Duplicate student
<a href="#">hardin</a>	chris			Duplicate student
<a href="#">baldwin</a>	june			Cohort Discrepancy, Not reported in 2009_10 APR
<a href="#">halstead</a>	robert			Cohort Discrepancy, Not reported in 2009_10 APR
<a href="#">dockery</a>	larryas			Name Change, SSN Change
<a href="#">emerson</a>	brandonas			Name Change, SSN Change
<a href="#">carson</a>	aprilas			Name Change, Not reported in 2009_10 APR
<a href="#">holmes</a>	kristenas			Name Change, Not reported in 2009_10 APR
<a href="#">baldwin</a>	amanda			Name Change
<a href="#">beverage</a>	normanas			Name Change
<a href="#">case</a>	mistyas			Name Change

At the bottom of the Table View are navigational instructions as well as a description of the data errors and message.

#### **Navigational Instructions and Data Error Information**

**What is the Case Number?** The case number is a unique identifier assigned to each participant. The case number was created by the Department's contractor for the purpose of merging existing data files. The case number can also be used as a reference to assist projects in resolving issues such as if a project needs to contact the Help Desk for additional assistance regarding specific records.

**How do I sort?** The Table View page is sorted by data validation error, so all participant records containing errors will be listed first. To change the SORT order, the grantees may click on the column: Last Name, SSN, or Data Error.

**How do I print/download a report?** To identify the participant records that contain errors, you will need to scroll through several screens. You can also click on the "Printable Version—Participant List Report" at the top of the Table View.

**What data fields are contained in the individual participant screen?** There are three (3) primary student identifiers that are used to match participant records across project years. They are the participant's (1) First and Last Name, (2) Date of Birth, and (3) Social Security Number. In addition, the Student Cohort Field (i.e., the year the participant was first served by the project) is also contained in the individual participant screen as this field is critical in the calculation of prior experience points, GPRA, and other data analysis.

**How do I correct a record that contains a data error(s)?** The participant's last name is a hyperlink to the individual's participant data. To correct a data error, from the Table View, click the participant's last name and this will direct the user to the individual's participant data to edit that participant's data.

#### **Types of Data Errors:**

- Name Change—Indicates a name change to the student record the point the participant first entered the project and the most recent data reported.
- SSN Change—Indicates an SSN change to the student record the point the participant first entered the project and the most recent data reported.
- DOB Change—Indicates a date of birth change to the student record between the time the participant first entered the project and the most recent data reported.
- Cohort Discrepancy—Indicates a participant was reported new in two or more years or the cohort could not be established because the explanation the grantee provided did not contain sufficient information to make a cohort determination.
- Duplicate student—Indicates the student record appears at least twice on the data file.
- Not reported in 2009-10 APR—Indicates the student is missing from the 2009-10 data file.

[Back to Top](#)

## **3.2 Explanation of Data Fields and Data Errors**

The following data fields were compared between the year the participant was first reported and the most recently submitted data to identify inconsistent reporting:

1. Name
2. SSN
3. DOB
4. Cohort Year

There are five (5) data errors that may be displayed:

1. Name Change—Indicates that the student's name was changed between the year the participant first entered the project and the most recent year reported.
2. SSN Change—Indicates that the student's SSN was changed between the year the participant first entered the project and the most recent year reported.
3. DOB Change—Indicates that student's date of birth was changed between the year the participant first entered the project and the most recent year reported.

4. Cohort Discrepancy—Indicates that a participant was reported as “new” (PartCD=1) in two or more years or that the cohort could not be established because the explanation the grantee provided did not contain sufficient information to make a cohort determination.
5. Duplicate record—Indicates the student record appears at least twice on the data file

### 3.3 Correcting Data Errors

To identify the participant records that contain data errors or messages, you will need to scroll through several screens by using the <<Prev or Next >> arrows or selecting a page number from the drop down list. You can also click on the “[Printable Version—Participant List Report by Data Error/Message](#)” or “[Printable Version—Participant List Report by Cohort Year](#)” at the top of the Table View to print a report of all of your participant records.

#### 3.3.1 Review and Confirm Name Change

To review and confirm the data error “Name Change” do the following:

- Select “Yes”, if the most recently reported name is the correct name.
- If the most recently reported name is not correct, select “No” and enter the correct first and last name. You must enter both the first and last name.
- 

Case Number: 82190

1. Participant Name: Jonathan

**Data Error!**  
 Participant was originally reported as [redacted] diciaccio, but has most recently been reported as [redacted] Rosano.  
 Please confirm that this was a valid name update.

Yes, I confirm that the most recently reported name on record is correct.

No, Participant's first name should be:  last name should be:

2. Social Security Number: \

3. Date of Birth: \

4. Cohort: 200708

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#### 3.3.2 Review and Confirm SSN Change

To review and confirm the data error “SSN Change” do the following:

- Select “Yes” if the most recently reported SSN is correct.
- If the most recently reported SSN is not correct, select “No” and enter the correct SSN. If you do not want to provide an SSN or do not know the SSN, please enter 000000000.
- Please do not leave it blank or use dashes.

Case Number: 93207

1. Participant Name: Jessica

2. Social Security Number: 01

**Data Error!**  
Participant's Social Security Number was originally reported as 21 but has most recently been reported as 01. Please confirm that this was a valid SSN update.

Yes, I confirm that the most recently reported SSN on record is correct.

No, Participant's SSN should be:  (If you select "No" and you no longer wish to provide the participant's SSN or if you do not know the SSN, please enter 000000000.)

3. Date of Birth: 09/26/1988

4. Cohort: 200809

Confirm Reset Back to Table View

<< Prev Student Data 17 of 331 Next >>

### 3.3.3 Review and Confirm DOB Change

To review and confirm the data error "DOB Change" do the following:

- Select "Yes", if the most recently reported DOB is correct.
- If the most recently reported DOB is not correct, select "No" and enter the correct DOB. If you do not know the exact date, use 15 for the day and use your best estimate for the month and year; otherwise, enter 00/00/0000.

Case Number: 338837

1. Participant Name: AZNEHAN I

2. Social Security Number: ...

3. Date of Birth: 01/24/1986

**Data Error!**  
Participant's DOB was originally reported as 01/24/1985, but has most recently been reported as 01/24/1986. Please confirm that this was a valid DOB update.

Yes, I confirm that the most recently reported DOB on record is correct.

No, Participant's DOB should be:  (MM/DD/CCYY)

4. Cohort: 200506

Confirm Reset Back to Table View

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### 3.3.4 Review and Confirm Cohort Discrepancy Change

A student belongs in a specific cohort year based on the reporting year in which the response to field #15, Participant Status, option 1 (new participant) was provided. Identifying the participant's cohort is critical for prior experience points as it is the reference point used to calculate the completion objective. If a record contains the data

error “Cohort Discrepancy,” the student was coded “new” in at least two reporting periods within the specific time frame being measured (e.g., six years for 4-year institutions). Based on the explanation provided in the New Duplicate Report, the Department was unable to determine the correct cohort for the participant.

To select the correct cohort, select the correct cohort (i.e., using the drop down list) for each record with this data error. Note that most projects do not have this data error; therefore, if your records do not contain the cohort discrepancy data error, you do not have to provide any additional information related to the participant’s cohort.

**Case Number: 1195893**

---

**Data Error!**  
 According to our records, this participant was last reported on in 2008–09. Please add the participant back to your file.

1. Participant Name: June
2. Social Security Number:
3. Date of Birth: 04/04/1962
4. Cohort:

**Data Error!**  
 This person was reported as a new participant in both the 2006–07 and the 2007–08 APRs.

Please select a correct cohort for this Participant

<< Prev Student Data  of 331 Next >>

### 3.3.5 Correcting Duplicate SSN Records

When there is a conflict between SSNs for two or more students, the SSN must be resolved so that SSNs are unique for a student.

When both students have data that can be updated (i.e., the “Edit” link is visible), please provide the correct SSN for each student.

**Review Participant List and Data Error Report (Table View)**

The following table lists participant records with duplicate SSN. Please review the participant's data table and make any necessary edits. After you correct or remove the duplicate SSN record, and click the 'Back to table view' button, a list of ALL the participants in your institution will be displayed.

You may click the Last Name hyperlink to edit participant data or correct data errors.

Printable version: [Original Participant Data List by Error](#) [Original Participant Data List by Cohort](#)

---

**Table View - Total Number of Participants (with duplicate SSN): 2**

Last Name	First Name	SSN	DOB	Data Error/Message	Edit
					Edit
					Edit

In the event an SSN conflicts with a student that does have “editable data” (i.e., one of the records does not have an “Edit” link), grantees should use all zeros for the one student’s SSN that can be changed and provide the SSN for both students as an explanation.

Review Participant List and Data Error Report (Table View)

The following table lists participant records with duplicate SSN. Please review the participant's data table and make any necessary edits. After you correct or remove the duplicate SSN record, and click the 'Back to table view' button, a list of ALL the participants in your institution will be displayed.

You may click the Last Name hyperlink to edit participant data or correct data errors.  
 Printable version: [Original Participant Data List by Error](#) [Original Participant Data List by Cohort](#)

---

**Table View - Total Number of Participants (with duplicate SSN): 2**

Last Name	First Name	SSN	DOB	Data Error/Message	Edit
					Edit
					Edit

## 4 Records Not Reported on 2009-10 APR

If a record contains the message: “**Message: Not Reported in 2009\_10**” this indicates that the record is missing from the 2009-10 SSS APR data file that you submitted to the Department. Reasons why records may be missing from the file are:

- Project reported a participant as a prior year no longer enrolled, so in subsequent reporting period, the project was allowed to drop the participant record
- Participant graduated and/or transferred in a previous reporting period; therefore, project was not required to include the participant in subsequent reporting periods
- Project inadvertently dropped records

In order to be able to calculate a project’s prior experience points, it is essential that projects keep a participant’s record for a period of six (6) years in the case of a 4-year institutions and four (4) years in the case of a 2-year institution as these are the points of measurement for the completion objective.

As such, projects with this message are required to add the participant(s) back to **THEIR** data file at the time they are preparing their data file and prior to the 2010-11 APR data submission. To avoid having to click on each participant record, from the Table View, a project needs to click on any record containing only the message “Message: not reported in 2009-10.”

**Review Participant List and Data Error Report (Table View)**

The Table View below displays a list of participants that were served by your project between 2007-08 and 2009-10. These participants belong to a specific cohort based on the participant status at the time of entry into the project. Grantees are required to review the list of participant records displayed below and correct data errors, where applicable, before submitting the data.

The column "Data Error/Message" provides a brief description of the data error(s) and/or message contained in the student record, if applicable. There are five (5) types of data errors that have been identified: a change to the participant's Name, SSN and DOB as well as a cohort discrepancy, and duplicate record. In addition, there is one message: "Not reported in 2009-10" that identifies records that were not in the 2009-10 data file you submitted to the Department. For additional information regarding data errors and navigational instructions, please [click here](#).

Printable version: [Original Participant Data List by Error](#)

[Original Participant Data List by Cohort](#)

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**Table View - Total Number of Participants: 320**

Last Name <sup>▲</sup>	First Name	SSN	DOB	Data Error/Message
<a href="#">carballo</a>	marsha			
<a href="#">carignan</a>	stacy			
<a href="#">carter</a>	rachel			Message: Not reported in 2009_10 APR
<a href="#">casey</a>	aimee			

Once this is done, all of the student records containing this message will be displayed allowing the project to confirm that all records displayed will be added back to their file. Note that the information displayed also provides the student's cohort year as well as the last time (APR reporting year) the project provided information to the Department.

The list below represents those students reported in a previous reporting period, but were not on the 2009-10 APR data file, and DID NOT HAVE ANY OTHER DATA VERIFICATION ISSUES. To confirm that you will add all of these students to your 2010-11 APR data file, please click on the "Confirm" button. A complete list of all students that must be added back to your 2010-11 APR will be provided upon submission.

**Message:**

According to our records, the following participant(s) were reported in a previous reporting period, but were not on the 2009-10 APR data file that you submitted to the Department. Please add these participant(s) back to your 2010-11 APR data file. You must click on the "Confirm" button to verify that you will add the participant records to your 2010-11 data file.

Last Name	First Name	SSN	DOB	Cohort	Last Reported
carter	rachel			200708	200809
flynn	juliane			200708	200809
fuentes	nicole			200708	200809

## 5 Review and Submit

Once the project has verified and confirmed all of the data errors and has confirmed that they will add the missing records back to the 2010-11 SSS APR submission, the project should click on the Review and Submit button at the top of the Table View.



### 5.1 Submitting an Explanation

Once the project clicks on the Review and Submit button, the screen below will be displayed. If the project needs to provide an explanation regarding the data that has been confirmed, the project should select “Yes” and click on “Continue”. Otherwise, the project should select “No” and click on “Continue”.

Explanation	
Although you are generally not allowed to delete records or change a participant's cohort, if you feel that you need to delete a record or change a participant's cohort, please select "Yes" below and click "Continue". Otherwise select "No" to continue to complete the verification process.	
Provide explanation:	
<input checked="" type="radio"/> Yes	<b>Continue</b>
<input type="radio"/> No	
<b>Notes:</b>	
Explanations such as you lost track of the student, you lost the student's data, the student is deceased, the student was called for military service, the student withdrew or did not return, etc., are not valid reasons for deleting the record from the file.	
Explanations such as the student did not earn enough credits during the semester, withdrew or did not return, attended only one semester, etc., are not valid reasons for changing the student's cohort.	

## EXPLANATION SUBMITTED

### Explanation

Although you are generally not allowed to delete records or change a participant's cohort, if you feel that you need to make such changes after reviewing your project's records, please provide an explanation in the box below. **However, please note that there are very rare instances in which a grantee will be allowed to delete or add a record or change a student's cohort year.** To facilitate the review process, where applicable, please provide the case number(s) for the record(s) you are providing an explanation. Once you provide an explanation, please click on the Submit button.

Each explanation will be reviewed on a case-by-case basis by TRIO staff. Upon reviewing your explanation, you will be contacted and informed on how to proceed to complete the data verification process. **Please note that providing an explanation does NOT mean that you have successfully submitted and completed the data verification process. You will be required to log in and complete verification process.**

*(1,000 character limit)*

The screen below will be displayed, if the project provided an explanation. Per instructions below, the project's submission is not complete until TRIO has reviewed the explanation.

### Review & Submit

Thank you for submitting an explanation.

You have **not** completed the student verification because you provided an explanation. Your explanation will be reviewed by TRIO and/or the Help Desk.

After the review process is completed, you will be contacted and informed on how to proceed with your final submission.

## 5.2 NO EXPLANATION SUBMITTED

If the project selected “No”, then the following screen will be displayed.

**Review & Submit**

You have successfully completed your student verification process.

Please check this box to verify that the data you are submitting is correct and that, if applicable, you have reviewed the list of students that need to be added back to your APR for 2010-11.

After you click on the Submit button below, you will be able to download your participant data.



## 6 DOWNLOAD PARTICIPANT DATA

If the project successfully submitted their data without having to provide an explanation, the screen below will be displayed. At this point, the project should download their participant data file. The participant Name, DOB, SSN, and Cohort Year, as it appears in this file must be submitted at the time the project submits their 2010-11 SSS APR data to the Department. A slight variation to the participant’s name or a change to the DOB, SSN, or Cohort Year, will result in a non-match during the 2010-11 SSS APR submission; therefore, projects must ensure that the data contained in this download file is exactly the same as the data that will be submitted for 2010-11.

**Submitted**

**Your participant data verification process was submitted on 09/21/2011.**

Your participant data verification process was submitted. Please download your participant list below and make sure to update your participant information in 2010-11 APR.

**Participant Data download**

Click the "Download Data" button to obtain an Excel file of the individual participants.



**Submitted**

**Your participant data verification process was submitted on 09/21/2011.**

Your participant data verification process was submitted. Please download your participant list below and make sure to update your participant information in 2010-11 APR.

**Participant Data download**

The download file for your grantee that has been generated in our system. Please click on the file name to open the file or right click on it to save the file on your local PC.

[P042A060939\\_data.xlsx](#)