

NATIONAL STUDENT CLEARINGHOUSE®



CORA User's Guide

June 1, 2015

NATIONAL STUDENT CLEARINGHOUSE

2300 Dulles Station Blvd., Suite 300, Herndon, VA 20171

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

User Name:

Password:

Log in >

[Forgot your User ID or Password?](#)

Looking for FTP? [Secure FTP Login](#)

[System Requirements](#)

Don't Have A Login?

[Perform a Verification >](#)

[Order a Transcript >](#)

Bookmarking this page will result in an error.

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 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**

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:

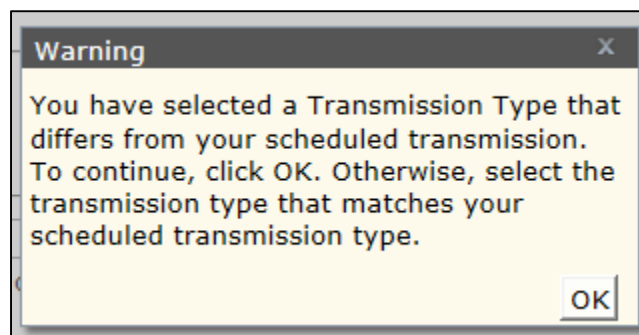
- Early Registration
- First of Term
- Subsequent of Term (Mid-term, end of term, etc.)
- Summer - First of Term
- Summer - Subsequent of Term

Check here if all students have the same term dates.

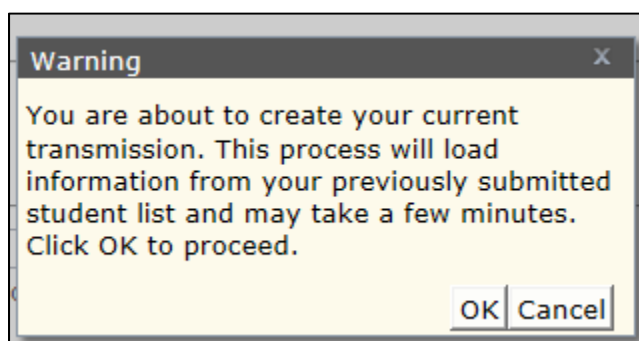
[Go back to Select School Page](#) **Create**

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.)

The screenshot shows the National Student Clearinghouse CORA Application interface. The header includes the logo, navigation links (Accessibility, Help, Contact, Home), and a user greeting "Welcome, YUYU" with a "Log Out" link. A secondary navigation bar contains menu items: Student Reporting, Verification Services, Research Services, Transcript Services, Reverse Transfer, Student Look-Up, Members, and Account Mgmt. The main content area displays the breadcrumb "Select School > School Transmission Profile > School Transmission Detail" and the school name "000744-00 TECH COLLEGE". Below this, it states "Total Records: 87". A table lists the first six records with columns for #, Error, Reviewed Source, SSN, Name, Status, and Anticipated Graduation Date. At the bottom of the table area, there are links for "Add New Student" and "Add Former Student", and a green "Next" button. The footer contains the National Student Clearinghouse address (2300 Dulles Station Blvd., Suite 300, Herndon, VA 20171), a "Terms of Use & Privacy Policy | Contact us" link, and a copyright notice: "© 2015 National Student Clearinghouse. All rights reserved." with a "Download Acrobat Reader" link.

#	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

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.

NATIONAL STUDENT CLEARINGHOUSE

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

Welcome, DAMICO | [Log Out](#)

CORA Application

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

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

Personal Information

<p>* Social Security Number: 001840000 <small>If student does not have a Social Security Number, please provide 'NO SSN' in SSN field and College Student ID in CSID field.</small></p> <p>PORTER</p> <p>COLLEGE STUDENT ID: <input type="text"/></p> <p>FIRST NAME: AMEE</p> <p>* LAST NAME: PORTER</p> <p>MIDDLE INITIAL: B</p> <p>MIDDLE NAME: BELINA</p> <p>NAME SUFFIX: <input type="text"/></p>	<p>STATE STUDENT ID: <input type="text"/></p> <p>**Previous SSN: <input type="text"/></p> <p>***Previous Last Name: <input type="text"/></p> <p>* Date Of Birth: 4/27/1989</p> <p>Gender: <input type="text"/></p> <p>Race/Ethnicity: <input type="text"/></p>
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Permanent Address

<p>* STREET 1: 2555 JOSHUA LANE</p> <p>STREET 2: <input type="text"/></p> <p>* CITY: HERNDON</p>	<p>* State: VIRGINIA</p> <p>* Zip: 20120</p>
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Enrollment Information

<p>* Enrollment Status: Full Time</p> <p>* Anticipated Graduation Date: 5/20/2018</p> <p>Directory Block Indicator: <input type="checkbox"/></p>	<p>* Term Begin Date: 1/1/2015</p> <p>* Term End Date: 5/29/2015</p>
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Additional Information

<p>NCES CIP CODE Major 1: <input type="text"/></p> <p>NCES CIP CODE Major 2: <input type="text"/></p> <p>MAJOR COURSE OF STUDY 1: <input type="text"/></p> <p>MAJOR COURSE OF STUDY 2: <input type="text"/></p> <p>Class/Credential: <input type="text"/></p> <p>First Time/Full Time: <input type="text"/></p> <p>Degree Seeking: <input type="text"/></p> <p>HIGH SCHOOL CODE: <input type="text"/></p> <p>Good Student: <input type="text"/></p> <p>Student Phone Type: <input type="text"/></p>	<p>Student Preferred Phone Flag: <input type="text"/></p> <p>Student Phone Country Code: <input type="text"/></p> <p>Student Phone Number: <input type="text"/></p> <p>VETERAN STATUS: <input type="text"/></p> <p>Pell Recipient: <input type="text"/></p> <p>Remedial Course Flag: <input type="text"/></p> <p>Citizenship: <input type="text"/></p> <p>MoveTo OPEID: <input type="text"/></p> <p>Email: <input type="text"/></p> <p>***COMMIT ID (FUTURE USE): <input type="text"/></p>
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Program Information

* Program Indicator:

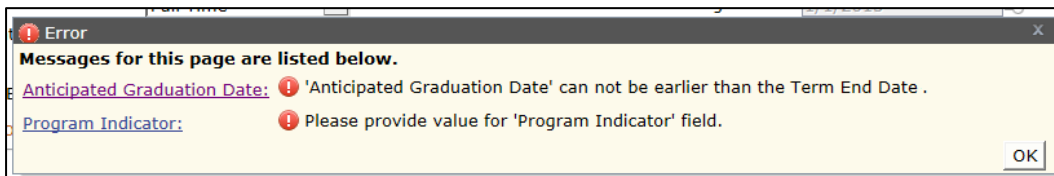
[Cancel](#) [OK and Previous](#) [OK and Next](#) [OK](#)

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



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

Enrollment Information

Check here if student is no longer enrolled.

* Enrollment Status: Term Begin Date:

* Anticipated Graduation Date: Term End Date:

Directory Block Indicator:

Additional Information

NCES CIP CODE Major 1:

NCES CIP CODE Major 2:

MAJOR COURSE OF STUDY 1:

MAJOR COURSE OF STUDY 2:

Class/Credential:

First Time/Full Time:

Degree Seeking:

HIGH SCHOOL CODE:

Good Student:

Student Phone Type:

Student Preferred Phone Flag:

Student Phone Country Code:

Student Phone Number:

VETERAN STATUS:

Pell Recipient:

Remedial Course Flag:

Citizenship:

MoveTo OPEID:

Email:

**COMMIT ID (FUTURE USE):

Program Information

* Program Indicator:

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

5. Select the "Program Indicator."

- a. Selecting "No" allows you to choose either "OK and Next" or "OK."

The screenshot shows a form titled "Program Information". A dropdown menu for "Program Indicator" is set to "No". Below the dropdown are four buttons: "Cancel", "OK and Previous", "OK and Next", 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."

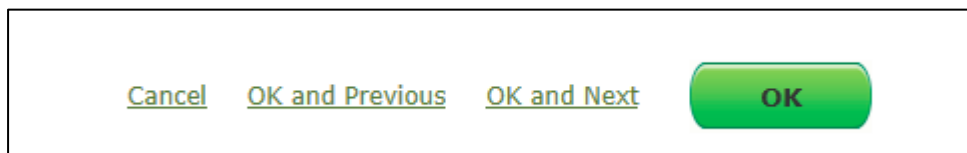
- i. Dropdowns are provided for fields with limited value options. As of June 2015, the ONLY option for Program CIP Year is 2010.

The screenshot shows the "Program 1" form. It includes a note: "If Program Indicator is Yes, all additional program 1 information is required." Fields include: Program 1 CIP (240102), Program 1 CIP Year (2010), Program 1 Credential Level (Bachelors Degree), Program 1 Published Length (dropdown), Program 1 Published Length Measurement (dropdown menu open with options: Select, Year, Month, Week), Program 1 Weeks in Title IV Academic Year, Program 1 Begin Date (1/1/2015), Program 1 Special Program Indicator (Not applicable), Program 1 Enrollment Status (Full Time), and Program 1 Enrollment Status Effective Date (1/1/2015).

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

The screenshot shows the "Program 2" form with empty fields for: 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, and Program 2 Enrollment Status Effective Date. At the bottom, there are buttons for "Add Program 3" and "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."



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

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**

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

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

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

The screenshot shows the National Student Clearinghouse CORA Application interface. At the top, there is a header with the logo and navigation links for Accessibility, Help, Contact, and Home. Below this is a user greeting: "Welcome, DAMICO | Log Out". A main navigation bar contains several menu items: Student Reporting, Verification Services, Research Services, Transcript Services, Reverse Transfer, Student Look-Up, Members, and Account Mgmt. The "CORA Application" title is prominently displayed on the right side of this bar.

The main content area shows a breadcrumb trail: "Select School > School Transmission Profile > School Transmission Detail > Transmission Confirmation". Below this, the school name "000744-00 TECH COLLEGE" is displayed. 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."

A table titled "Transmission Summary" provides the following data:

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

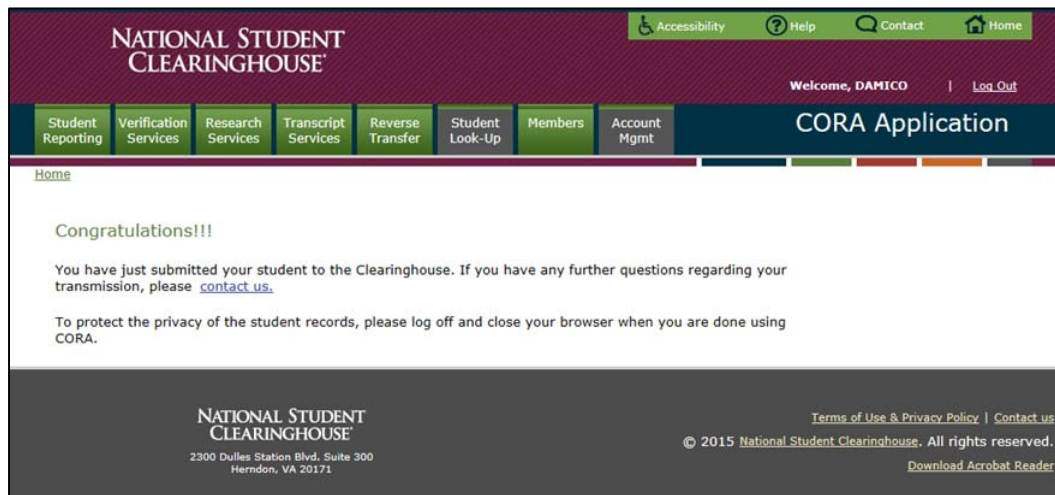
Below the table, a warning message reads: "Warning: You have not reviewed/updated 0 students." A subsequent paragraph explains that once the transmission is sent, the information cannot be reviewed or updated, and advises the user to print a copy of the Student Roster Detail for their records. At the bottom of the main content area, there are links for "Transmission Detail" and "Download student Roster", along with a green "Send" button.

The footer of the page includes the National Student Clearinghouse logo and copyright information: "© 2015 National Student Clearinghouse. All rights reserved." There are also links for "Terms of Use & Privacy Policy" and "Contact us".

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 School Operations Department will contact you to

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