How to Complete your Web-Based SSCR Transmission

November 20, 2017
Step 1. Logon

This service is free to our school participants because of the support of our member guarantors and servicers.

Please enter your valid CORA User Name and Password below and then click on the Submit button.

User Name: [field]
Password: [field]

Enter your user name and password

If you have not signed an agreement with the Clearinghouse, you are not authorized to access this site. Unauthorized persons entering this site will be prosecuted. To find out how to obtain access, please contact the CORA coordinator at 703-742-4200 or service@studentclearinghouse.org.

To ensure the security and confidentiality of sensitive information being transmitted over the Internet, the Clearinghouse protects its customers by using Secure Socket Layer (SSL) technology provided by the VeriSign Secure Site Program. SSL encrypts/unencrypts the data before the Server/Client sends or receives transmissions.
Step 2. Review Your School Contacts

Verify your school contact information, then click “Next”
Step 3. Enter Academic Term

For Academic Term, enter SSCR
Step 4. Enter Term Dates

If all the students in your transmission have the same academic period or year, check the box. Enter the term begin and end dates.
Step 5. Review Student Roster

This page displays a list of the U.S. students who have federal student loans and are/were in attendance at your institution, according to the loan guaranty agencies.

Click “View Student Roster Detail” to see a detailed list of all the students in your transmission. You can also click “Add New Student” to add a student to your transmission.

Click the student’s name to review his or her record.
Step 6. Review Student Records

Select the student’s enrollment status and enter the anticipated completion date. If you did not pre-set the term dates at the beginning of your session, you will need to enter them for each student.
“Withdrawn Students”

For “Withdrawn” students, the status start date should be the student’s last date of attendance.
“Students With No Record at Your Institution”

For students on your roster who have never attended your institution, select “WITHDRAWN” as the enrollment status and enter 01/01/1900 as the status start date.

After you have reviewed the last student, click “OK”
“Student Roster Detail”

The roster provides detailed information on your students. Review the completed student roster detail and print a copy for your records.

To return to the student transmission detail page, click “Back.”
Step 7. Review Transmission Summary

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

<table>
<thead>
<tr>
<th>Transmission Summary</th>
<th>Total Count</th>
</tr>
</thead>
<tbody>
<tr>
<td>Total Students:</td>
<td>3</td>
</tr>
<tr>
<td>New Students:</td>
<td>0</td>
</tr>
<tr>
<td>Students No Longer Enrolled:</td>
<td>0</td>
</tr>
<tr>
<td>Former Students Added:</td>
<td>0</td>
</tr>
<tr>
<td>Reviewed/Updated Students:</td>
<td>2</td>
</tr>
<tr>
<td>Not Reviewed Students:</td>
<td>1</td>
</tr>
</tbody>
</table>

Errors Found:

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 '1' record(s).

If you have not reviewed a student, you will receive an error message. If you click “Show Errors,” the students you have not viewed will be indicated by an “E.”

To protect the privacy of the student records, please logoff and close your browser when you are done using CORA.
Step 8. Submit Transmission

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

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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 Complete Transmission.

To go back and edit your records, click here.

After you’ve reviewed the information, click here to submit your transmission.
About the National Student Clearinghouse

- Created in 1993 to facilitate the distribution of student enrollment information to student loan providers
- Assists 3,300+ colleges and universities with their compliance reporting for U.S. Government guaranteed student loans.
- 2006: Offers compliance reporting assistance to international schools

If you would like more information...

E-mail us at: International@studentclearinghouse.org

Interested in learning more about the Clearinghouse?

Please visit www.studentclearinghouse.org